



Milton Township

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Minutes for Milton Township Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, April 21st, 2015 7:00 P.M.

The meeting was called to order at 7:00pm by Clerk Steve Sante.

Present: Treasurer Susan Flowers, Clerk Steve Sante, Trustee Eric Renken, Trustee Kelly Sweeney

Absent: Supervisor Robert Benjamin

Sante asked for a motion to appoint a moderator for the meeting in the absence to the Supervisor.

Motion: Renken made a motion to appoint Sweeney as moderator for the meeting.

Second: Flowers

Discussion: None

Motion Carried

Community Reports:

Planning Commission Ex Officio Member Renken: No meeting last month.

Robert Ziliak- Cass County Commissioner- District 5-Not Present

Other Committee Chairs and visiting officials:

Ann Brown indicated the Smith Chapel has had six inquiries for rentals and five weddings are booked. A local church is interested in renting the building on a weekly basis at \$275/week. Negotiations are on-going at this time.

Renken reported that the Edwardsburg Fire Department budget has been approved. Also, the meeting dates were changed to accommodate the schedule of Renken.

Renken also reported on SMCAS. The budget for 2015-2016 is being sent out to the townships. The board is working on tracking flexible spending accounts more accurately. A budget surplus of \$30,000 is planned despite the purchase of a new ambulance.

Anyone Wishing to Speak to the Board: None

Board Member Comments: None

Approval of Agenda:

Items to be added

13 Trash can for park

14 Listing agreement for old building

15 Property management contract for old building

Approval of Previous Minutes:

Motion: Renken made a motion to approve the March 17th, 2015 minutes as presented.

Second: Sweeney

Discussion: None

Motion Carried

Motion: Sante made a motion to approve the March 26th, 2015 minutes as presented.

Second: Renken

Discussion: None

Motion Carried

Old Business:

Employee Policy Manual Update - Tabled

Code Library-Tabled

Township Security Committee

Renken and Sante reported the committee had its first meeting and security weaknesses regarding the township hall were discussed. Some improvements were implemented. The board will reconvene if a grant is awarded to the township for enhancement of the security system.

New Business:

Zoning Board of Appeals (ZBA):

Patty Carr's appointment to the ZBA has expired. She has agreed to serve again.

Motion: Flower's made a motion to appoint Patty Carr to the Milton Township ZBA with the term expiring 6/30/17.

Approval of Fire Budget:

Motion: Sweeney made a motion for resolution 2015-10R to approve the 2015-2016 Milton Township Fire Budget

Second: Sante

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Motion: Sweeney made a motion to loan the Milton Township Fire Fund \$133,560.63 from the Milton Township General Fund.

Second: Sante

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Motion: Sweeney made a motion to approve paying Niles Charter Township \$84,346.11 for 2015-2016 fire services from the fire fund.

Second: Sante

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Motion: Sweeney made a motion to approve paying Niles Charter Township \$71,025.87 for 2015-2016 fire services from the fire fund.

Second: Renken

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Zoning Administrator Laptop

Motion: Renken made a motion to purchase a new computer at a cost of \$1,290.17.

Second: Sante

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Smith Chapel Historical Commission

Flowers questioned Ann Brown on the status of the repairs of the damaged caused by a tenant. Brown indicated the township was instructed to contact the tenant's insurance company and make a claim. Flowers agreed to complete this task and revise the rental agreement for Smith's Chapel to be in line with the rental agreement of the new township hall spaces.

Changing Rental Hours for the Township Meeting Rooms

Motion: Flowers made a motion to change the rental hours of the township meeting rooms from 8:00am to 5:00pm

Second: None

Motion failed for lack of a second

Installation of Street Light at Washington & Ironwood

A discussion occurred regarding the need for this light. Resident Mudd, whom lives in the area, was questioned.

Motion: Flowers made a motion to authorize the Supervisor to have Midwest Energy install a new street light on the corner of Washington and Ironwood with an installation cost not to exceed \$500.

Second: Sante

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Private Road Contracting

A lengthy discussion occurred regarding charging an administrative fee when the township contracts with the Cass County Road Commission (CCRC) on behalf of a subdivision such as The Reserve or Kestrel Hills.

Motion: Sweeney made a motion to approve resolution 2015-11R allowing the township to charge one-half percent (of contracted amount) to administer contracts with the CCRC on behalf of subdivisions.

Second: Renken

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Township Auditor

Motion: Sante made a motion to approve the Audit Proposal from Schaffer/Layher for the fiscal years 2015-2016, 2016-2017, and 2017-2018 at a yearly cost of \$7,000.

Second: Renken

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Monitor In Lobby

Motion: Renken made a motion to purchase a Samsung Monitor and equipment for its installation at a cost not to exceed \$620.00.

Second: Sweeney

Discussion: Flowers indicated this is a luxury item and it is not needed.

Roll Call: Flowers N, Sante, Y, Renken Y, Sweeney Y

Cass County Road Commission (CCRC) Striping Contract

Motion: Sweeney made a motion to approve the contract with the CCRC for estimate 15-07A for road striping in the amount of \$3,210.65

Second: Sweeney

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Striping of Parking Lot

A lengthy discussion occurred on making changes to the township hall parking lot striping.

Motion: Sweeney made a motion to approve the striping in the parking lot as follows:

Two Exit Arrows at the eastern most parking lot ingress/egress

Two arrows pointing towards the eastern most ingress/egress in front of the township hall

Four arrows pointing into the parking lot at the center ingress/egress of the parking lot

An exit sign at the western most ingress/egress in front of SMCAS

Second: Sante

Discussion: None

Motion Carried

Trash Can

A lengthy discussion occurred regarding exterior trash cans for the township hall.

Motion: Sweeney made a motion authorizing Flowers to purchase two trash cans of at least 34 gallons in size and of a quality consistent with the exterior of the building.

Second: Sante

Discussion: None

Motion Carried

Motion To Approve Listing Contract

Motion: Sante made a motion to approve the listing contract with ReMax/Modern to list the old township hall for lease.

Second: Sweeney

Discussion: Sweeney recommended discussing with the Township Attorney but not have her review it.

Motion Carried

Approve Property Management Agreement

Motion: Renken made a motion authorizing Sante to send the property management contract to the Township Attorney for review.

Second: Sweeney

Discussion: None

Motion Carried

Financial Report:

Review of Township Budget

Sante noted item classified under "assessor contract" in the budget is likely not correctly posted and will make the appropriate changes.

Financial Reports

Flowers reports the following

Total in checking, savings, cash boxes, & CD's \$605,237.92

Total In Fire Fund \$31,612.75

Approval of Checks

Motion: Sante made a motion to approve the checks as written with the addition of the following:

Niles Charter Township \$84,346.11

Edwardsburg Fire Department \$71,025.87

Second: Flowers

Discussion: None

Roll Call: Flowers Y, Sante, Y, Renken Y, Sweeney Y

Motion Carried

Adjournment

Motion: Flowers made a motion to adjourn at 8:46pm

Second: Renken

Discussion: None

Motion Carried