



Milton Township

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Draft Minutes for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, June 24th, 7:00 P.M.

Call to Order/Pledge of Allegiance:

- Meeting was called to order at 7:01 PM
 1. Motion: Supervisor Benjamin made a motion to have Sweeney take the minutes for the meeting.
 2. Seconded: Eric
 3. Discussion: No discussion
 4. **Motion passed**
- Pledge of Allegiance was recited.
- Robert Benjamin (Supervisor), Susan Flowers (Treasurer), Eric Ren ken (Trustee) and Kelly Sweeney (Trustee) were present.
- **Absent Steve Sante (Clerk)**

Community Reports:

1. **Planning Commission Ex Officio Member-**
 - a. PC has basically completed the Zoning Ordinance book and we would like to provide a copy to the BOT to review prior to our final review and receive feedback. In addition, the PC would like a suggestion on who should review the ZO.....should it be the attorney or the Planner of record? Benjamin suggested that we get a quote and move in that direction.
2. **Robert Ziliak – Cass County Commissioner - District 5**
3. **Other committee chairs and visiting officials.**

Anyone Wishing to Speak to the Board: (3 min/person)

- None

Board Member Comments:

- Supervisor Benjamin mentioned that the Township received a response from the State of Michigan regarding the AMAR and it was noted that they were very appreciative of our efforts.

Approval of Agenda:

- Agenda was approved with the following additions:
 - Insurance Renewal
 - Selection of a Board of Review Alternate
 - Possible Expansion of Zoning Board of Appeals (ZBA)
 - Terminate Agreement for Smith Chapel

Business (w. Attendees):

1. **Rezoning Application – 14-070-015-026-50**
 - a. Sweeney presented the “Hurd” zoning request. Several questions were asked

Motion: Sweeney made a motion to approve resolution 2014-06-01R "Resolution to amend the Milton Township Zoning District Map for One (1) land property via ordinance.

Second: Ren-ken

Discussion: The attorney stated that initially this rezoning request might initially look like spot zoning but it is not. This rezoning is in compliance with the master plan and the future land use map which was referenced in the Michigan Court of Appeals. Supervisor Benjamin said that he assumes, based off the future land use map, that all of Broderick way is "planned" to be RR.

Roll Call: Flowers-Yes, Ren ken-Yes, Sweeney-Yes, Benjamin

Motion Carried

Motion: Sweeney made a motion to approve ordinance 2014-06-01O "Resolution to amend the Milton Township Zoning District Map for One (1) land property via ordinance.

Second: Ren ken

Discussion:

Motion Carried

2. Township Hall Building Project Update (Hebard & Hebard)

- a. Potential to have "organic material" removed for a septic field, if we can't find another suitable field to place the septic field. Remove an area 20 ft. X 50 ft. X 6 ft. deep, estimated to cost \$ 6320.00.
- b. Added costs of closing in the area for the Building Inspectors Office, the estimated cost of \$3200.
- c. Benjamin has a question about our timeline on the completion of the building. The project manager, Richard Hebard, stated for the election in August, we will be able to use the toilet area and large meeting room. The rest of the area will be completed during the month of August.

Motion: Supervisor Benjamin made a motion to replace the soil in an area 20 ft. X 50 ft. X 6 ft. deep for a septic field not to exceed &6,320.00

Second: Ren ken

Discussion:

Motion Carried

Motion: Supervisor Benjamin made a motion to change the building official's area to include a door and wall not to exceed \$3,200.00

Second: Flowers

Discussion:

Motion Carried

Approval of Previous Minutes:

Minutes from May 13, 2014 Closed Session

Motion: Supervisor Benjamin made a motion to approve the minutes of the closed session dated May 13, 2014, as amended.

Second: Ren ken

Discussion:

Motion Carried

Minutes from the May 13, 2014 BOT meeting

Motion: Ren ken made a motion to approve the minutes of the BOT meeting dated May 13, 2014, as amended.
Second: Sweeney
Discussion:
Motion Carried

Minutes from June 7, 2014

Motion: Ren ken made a motion to approve the minutes of the BOT meeting dated June 7, 2014, as amended.
Second: Flowers
Discussion:
Motion Carried

Minutes from the June 10, 2014 BOT meeting

Motion: Ren ken made a motion to approve the minutes of the BOT meeting dated May 13, 2014, as amended.
Second: Sweeney
Discussion:
Motion Carried

Financial Report:

1. Review of Township Budget

Motion: Supervisor Benjamin made a resolution (2014-06-02) to move \$10,000.00 out of the General Fund and move it to the Building Fund.
Second: Ren ken
Discussion:
Roll Call: Ren ken-Yes, Sweeney-Yes, Benjamin-Yes, Flowers-Yes
Motion Carried

2. Financial Reports

3. Approval of Checks

Motion: Sweeney made a motion to approve the checks as presented
Second: Ren ken
Discussion:
Roll Call: Sweeney-Yes, Benjamin-Yes, Flowers-Yes, Ren ken-Yes
Motion Carried

Old Business:

- 1. Employee Job Descriptions – deferred to July**
- 2. Employee Policy Manual – The board discussed an ordinance and directed the Township Attorney to present a final version at the next meeting.**
- 2. Risk Control Audit Response- deferred to July**

3. Social Security/Pension/Payroll

Motion: Supervisor Benjamin made a motion to direct the attorney to enter into a 218 agreement and to make it effective on August 1, 2014

Second: Ren ken

Discussion: Discussion on who was an employee (Administrative Assistant, Zoning Administrator, Code Enforcement Office, Building Inspector, and Assessor). Also discussed the need to include a statement similar to “within 60 days of departure from the township, and if you are no longer an employee or an elected official you need to remove your funds from the Pension Plan.

Roll Call: Benjamin-Yes, Flowers-Yes, Ren ken-Yes, Sweeney-Yes

Motion Carried

New Business:

1. Appointment of Planning Commission Members

Motion: Supervisor Benjamin made a motion to appoint Richard Hebard to the Planning Commission effective July 1, 2014 for a period of 3 years ending on June 30, 2017.

Second: Ren ken

Discussion:

Motion Carried

Motion: Supervisor Benjamin made a motion to appoint Scott Kretchman to the Planning Commission effective July 1, 2014 for a period of 3 years ending on June 30, 2017.

Second: Sweeney

Discussion:

Motion Carried

2. Fire Insurance Withholding Ordinance

Motion: Supervisor Benjamin **proposed a resolution to move \$11,119.00 from the general fund to the building fund**

Second: Flowers

Discussion: None

Roll Call: Benjamin-Yes, Flowers-Yes, Ren ken-Yes, Sweeney-Yes

Motion Carried

3. BSA Software .net Upgrade

Motion: Supervisor Benjamin made a motion to issue a check to BS&A Software in the amount of \$3,420.00

Second: Flowers

Discussion:

Roll Call: Benjamin-Yes, Flowers-Yes, Ren ken-Yes, Sweeney-Yes

Motion Carried

4. Update fees for copying

5. Insurance Renewal

Motion: Supervisor Benjamin made a motion to move \$2, 119.00 from the General Fund to Insurance.
Second: Sweeney
Discussion:
Roll Call: Sweeney-Yes, Benjamin-Yes, Flowers-Yes, Ren ken-Yes,
Motion Carried

6. Board of Review Alternate

Motion: Supervisor Benjamin made a resolution (2014-06-03 R) to set an Alternate Date for the July Board of Review.
Second: Sweeney
Discussion:
Roll Call: Flowers-Yes, Ren ken-Yes, Sweeney-Yes, Benjamin-Yes
Motion Carried

7. Expansion Zoning Board

Motion: Supervisor Benjamin made a motion to have the ex-official member, direct the PC to immediately initiate a zoning ordinance text amendment to have 5 members on the ZBA, with 1 serving from the PC, 1 serving from the BOT and continuing to have 1 Alternate member.
Second: Ren ken
Discussion:
Motion Carried

8. Termite agreement for Smith Chapel

Motion: Supervisor Benjamin made a motion to approve the \$100.00 payment for the One year service agreement for Termite Protection at Smith Chapel and to authorize the Clerk to issue a check.
Second: Sweeney
Discussion:
Roll Call: Ren ken-Yes, Sweeney-Yes, Benjamin-Yes, Flowers-Yes,
Motion Carried

Adjournment:

Motion: Sweeney made a motion to adjourn the meeting.
Second: Ren ken
Discussion:
Motion Carried

Meeting was adjourned at 9:01 PM

Minutes respectfully submitted by Kelly Sweeney