



# Milton Township

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## Minutes for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, September 9<sup>th</sup>, 7:00 P.M.

### Call to Order/Pledge of Allegiance:

- Meeting was called to order at 7:00 PM
- Pledge of Allegiance was recited.
- Present: Robert Benjamin, Susan Flowers, Eric Renken, Steve Sante, Kelly Sweeney

### **Community Reports**

Planning Commission Ex-Officio Member- Sweeney indicated the board is working on implementing the changes suggested by the board.

Robert Ziliak: The county tire disposal program was successful. The county adopted a budget of approximately \$15,930,000. There will be a harvest fest 10/11/14 at Lawless Park

### **Other Committee Chairs**

Renken: SMCAS decided to cancel purchase of ambulance due to budgetary constraints. Pushing to identify who owns debt of SMCAS.

Sweeney: NATS received a letter from Enbridge indicating they will repair some roads.

Anyone Wishing to Speak to the Board:

Ann Brown: Smith Chapel meeting this coming Saturday at 11:00am

### **Board Member Comments:**

Treasurer's office will be open Saturday September 13<sup>th</sup> from 9-12 to accept tax payments.

Benjamin: Litigation with 5 Star resolved. Scam where individuals call, claiming to be with Microsoft, claiming they will help you with your computer. This is not a valid call.

Upcoming board meeting October 11<sup>th</sup> and the November 18<sup>th</sup> meeting

### **Approval of Agenda:**

Approved as submitted with the exception of the following additions:

**Business (With Attendees):** Auditor will present his report

**New Business:** Revision to credit card policy

**Business (w. Attendees):**

Township Hall Building Project Update from Richard Hebard (Hebard & Hebard) Mr. Hebard presented several proposals and change orders that needed consideration. McNally Elevator Company submitted a bid for a five year elevator maintenance plan that is dated August 11, 2014. Benjamin makes motion to approve the bid as submitted.

Renken Second

All in favor.

Motion Carried

A Storm Drainage plan was developed by Hebard to re-work parking lot on new building. It has been reviewed by CCRC.

Benjamin makes a motion to approve change proposal 19R

Second Flowers

Benjamin; Yes, Flowers; Yes, Renken; Yes, Sante; Yes, Sweeney; Yes

Motion Carries

Hebard presented change proposal 21. It is for elevator upgrades

Benjamin makes a motion to approve change proposal 21,

Second Sweeney

Flowers; yes Renken; Yes, Sante; Yes, Sweeney; Yes Benjamin; Yes,

Motion Carries

Hebard presented change proposal 20R. Benjamin approved this expense using emergency powers. He indicated he would like the board to review it again. Benjamin made a motion to approve this change proposal.

Second Flowers

Roll Call: Renken; Yes, Sante; Yes, Sweeney; Yes Benjamin; Yes Flowers Yes

Motion Carried

Hebard presented Proposal 22 Proposal for electrical updates. The board chose to defer this issue to a later meeting

Hebard indicated power to new building will be provided within five days by AEP. Also, asphalt for parking lot will be laid October 10

Hebard indicated recognition plaque will include logo, board member names, contractor, and architect name

Benjamin made a motion to accept as suggested by Hebard.

Second Flowers

Roll Call: Sante; Yes, Sweeney; Yes Benjamin; Yes Flowers Yes Renken; Yes

Motion Carried

**Efficiency United Presentation**

Hendricks Carroll provided presentation. They manage the rebate programs for AEP and Semco. Rebate program and possible rebates for the new building were reviewed during presentation.

### Audit Report

Derek Hall submitted audit report to the board for financial year ended March 31, 2014. Hall reported the township is in a good financial position. All past audits can be found on the treasury web site. Building fund creates irregularity in audit report. Creating a high cash balance.

### Approval of Previous Minutes:

Sweeney made a motion to approve the 5/27/14 minutes for the special board meeting as amended.

Second Renken  
All In Favor  
Motion Carried

Renken made a motion to approve the 8/12/14 regular meeting minutes as amended.

Second Sweeney  
All In Favor  
Motion Carried

Sante made a motion to approve the minutes for the special board meeting dated 8/20/14 as amended.

Second Sweeney  
All In Favor  
Motion Carried

### Financial Report:

1. **Review of Township Budget** Benjamin to work with clerk on revising budget as needed
2. **Financial Reports** Flowers submitted a report to the board. The township funds contain a total of \$586,203.53. The restricted building fund contains \$779,721.92.
3. **Approval of Checks** Sante made a motion to approve the checks as submitted. Second Flowers

Discussion: Sweeney questioned when payroll checks will be made.

Roll Call: Sweeney; Yes Benjamin; Yes Flowers Yes Renken; Yes Sante; Yes

### Old Business:

1. **Employee Policy Manual** Deferred to next month

### New Business:

1. **Zoning Administrator (End of Probation)**

Benjamin indicated that the zoning administrator has done a good job and there is no reason to extend the probation period.

Benjamin made a motion to end the probation period at 90 days.

Second Renken.  
All in favor

Motion Carried

**2. Fiber Optic RFP**

No bids submitted for the meeting. Renken made a motion allowing himself to work with a telecommunication company to get a fiber optic cable installed between the two buildings, as we received no bids on RFP. The cost shall be up to and not to exceed an amount of \$5,000.

Second Sante

Discussion None

All in favor

Motion Carried

**3. Credit Card Policy**

Benjamin submitted a plan to alter the township credit card policy. The administrative assistant is to be issued a credit card. It will be limited to the purchase of goods and services for the official business of the township. Purchase limitation is \$500

Benjamin made a motion to accept the change to the credit card policy as submitted.

Second Sweeney

Discussion: Sante questioned if the clerk is to administer the card.

All in favor

Motion Carried

**Adjournment:**

Sweeney made a motion to adjourn at 8:45 PM

Second Flowers

All in favor

Motion Carried