



Milton Township

32097 Bertrand St., Niles, MI 49120 Phone (269)684-7262 Fax (269)684-1742
Email: milton@miltontwp.org Website: www.miltontwp.org

Agenda for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday April 18th, 2017 7:00 P.M.

Call to Order/Pledge of Allegiance:

Community Reports:

1. Planning Commission Ex Officio Member
2. Other committee chairs
3. Visiting officials

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

Board Member Comments:

Approval of Agenda:

Approval of Previous Minutes:

Business (w/attendees):

Old Business:

1. Rental Updates
2. Electrical Repair for Smiths Chapel
3. Multi-use Path

New Business:

1. Playground
2. Township Operating Hours

Financial Report:

1. Review of Township Budget
2. Financial Reports
3. Approval of Checks

Adjournment:



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Unofficial Minutes for Milton Township Board of Trustees Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday March 21, 2017 7:00P.M.

Meeting called to order at 7:00pm and the pledge was recited.

Members Present: Supervisor Robert Benjamin, Treasurer Susan Flowers, Clerk Steve Sante, Trustee Kelly Sweeney

Absent: Trustee Eric Renken

Community Reports:

Planning Commission Ex Officio Member

Sweeney reports the PC is working on finalizing a bid from Williams and Works for updating the master plan.

Board of Review: Benjamin reports only three appeals had been filed with the BOR and the letters went out the previous Thursday.

Election Commission: Sante reports there will be an Election Commission Meeting on April 4th to select election inspectors for the May 2nd election and to do an accuracy test on the tabulator.

NATS: Flowers reports there are funds for the Multi-Use path from the State.

Visiting Officials: None

Anyone wishing to speak to the board: Thomas Talley indicated he would like to see a memorial to veterans on Township property. The Supervisor asked him to put together a proposal and they would discuss the issue.

Lewis Mudd question the board as to whether or not the township has a blight officer. Mr. Mudd went on to indicate there are properties in the township with a significant amount of debris.

Board Member Comments: None

Approval of Agenda: Two items were added to the agenda. They are RFP for lawn and snow removal and noise meter.

Approval of Previous Minutes

Motion: Sweeney made a motion to approve the 2/21/17 minutes as presented

Second: Sante

Discussion: None
Motion Carried Unanimously

Motion: Sweeney made a motion to approve the 2/28/17 minutes as presented
Second: Sante
Discussion: None
Motion Carried Unanimously

Business with Attendees:

None

Old Business:

Rental Updates

Flowers reports there are nine rentals scheduled for the Great Hall so far this year.

Noise Meter:

The ZA has provided a proposal to purchase a new noise meter.

Motion: Benjamin made a motion to purchase an Extech 407736 Digital Sound Level Meter at a cost not to exceed \$330.10.
Second: Sweeney
Discussion: None
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes
Motion Carried

New Business:

Electrical Repair for Smith's Chapel

Motion: Benjamin made a motion to reimburse the Smith's Chapel Commission in the amount of \$243.14 for electrical supplies.
Second: Sweeney
Discussion: None
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes
Motion Carried

Request For Proposal

Sweeney presented a request for proposal for lawn care and snow removal. A lengthy discussion occurred on these proposal. The board chose to move only on the lawn RFP.

Motion: Sweeney made a motion to approve the lawn maintenance RFP as amended.
Second: Sante
Discussion: None
Motion Carried Unanimously

Review Of Fire Budgets

Benjamin indicated that the township owes \$16,449.70 to the Edwardsburg Fire Department. He went on to note that Enbridge intends to cover \$10,000 of this amount.

Motion: Benjamin made a motion to pay Edwardsburg Fire Department \$6,449.70.
Second: Sweeney
Discussion: None
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes
Motion Carried

2017-2018 Budget Actions

Abonmarche submitted a bid for engineering costs in the amount of \$39,900. This bid was discussed at length.

Motion: Benjamin made a motion to approve the township millage rate at a maximum of 1 mill
Second: Flowers
Discussion: Due to Headlee factor amount can't exceed .7980
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes
Motion Carried

Motion: Benjamin made a motion to approve the Niles Fire District Millage at a maximum of 1 mill
Second: Sweeney
Discussion: None
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes
Motion Carried

Motion: Benjamin made a motion to approve the Edwardsburg Fire District Millage at a maximum of 1 mill
Second: Sweeney
Discussion: None
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes
Motion Carried

Motion: Benjamin made a motion to approve the 2017-2018 budget as amended with a resolution number of 2017-04R.
Second: Sweeney
Discussion: None
Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y
Motion Carried

Motion: Benjamin made a motion to approve the 2017-2018 Niles Township Fire Budget.
Second: Sweeney
Discussion: None
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y
Motion Carried

Motion: Benjamin made a motion to approve the 2017-2018 Edwardsburg Fire Budget.
Second: Sweeney
Discussion: None
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y
Motion Carried

Motion: Benjamin made a motion to approve the 2017-2018 SMCAS Budget.
Second: Sweeney

Discussion: None
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y
Motion Carried

Motion: Benjamin made a motion to approve the 2017 fee schedule.
Second: Sweeney
Discussion: None
Motion Carried Unanimously

Motion: Benjamin made a motion to approve the Fiscal year 2017-2018 wages effective April 1, 2017 and having a resolution number of 2017-05R.
Second: Sweeney
Discussion: None
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y
Motion Carried

Joys John Contract

Motion: Benjamin made a motion to approve the Joys John contract in the amount of \$1,338.75.
Second: Sweeney
Discussion: None
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y
Motion Carried

New Voting Equipment

Motion: Sante made a motion to approve resolution 2017-6R for new voting equipment.
Second: Sweeney
Discussion: None
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y

Spring Clean

Motion: Benjamin made a motion that the township will pay for the first one hundred tires received during the spring clean
Second: Sweeney

Amended Motion: Benjamin made a motion to amend the original motion so that the tire collection is free to township residents only.
Second: Sweeney
Discussion: None
Motion Carried Unanimously

Original Motion

Discussion: None
Motion Carried Unanimously

Staffing Changes

The date of position elimination was discussed for the Township Lawn Maintenance position.
Motion: April 15th shall be the date of elimination for this position
Second: Sante
Discussion: None

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

FY 2017-2018 Roles

Flowers would like to reduce her rolls due to NATS and COA commitments.

Motion: Benjamin made a motion to move the building maintenance and upkeep role to the Clerk's office.

Second: Sweeney

Discussion: None

Motion Carried Unanimously

Motion: Benjamin made a motion to move supply ordering to the Clerk's office.

Second: Flowers

Discussion: None

Motion Carried Unanimously

Motion: Benjamin made a motion to move management of the administrative assistant to the Supervisor's office.

Second: Flowers

Discussion: None

Motion Carried Unanimously

Motion: Benjamin made a motion to move rental management to the Supervisor's office.

Second: Sweeney

Discussion: None

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

Multi-Use Path

Motion: Benjamin made a motion to approve the Abonmarche contract for engineering services of the Multi-use path.

Second: Sweeney

Discussion: None

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

Township Rental management and agreements

Motion: Benjamin made a motion striking number 14 from the rental agreement

Second: Sweeney

Discussion: Number 14 and 22 are redundant

Motion Carried Unanimously

Motion: Benjamin made a approving township hall agreement as presented

Second: Sweeney

Discussion: None

Motion Carried Unanimously

Financial Report:

Review of Township Budget

Motion: Benjamin made budget resolution 2017-07R to be as follows:

675	Donations & Grants	\$	5,000.00
101-101-725.1	Amb Board Meeting	\$	60.00
101-928-543	Spring Cleaning	\$	450.00
101-101-850	Telephone	\$	437.00
101-101-850.1	Internet	\$	539.90
101-101-970	Equipment / Furniture	\$	(2,500.00)
101-191-933.1	Election Machine Programing	\$	(1,170.00)
101-191-933	Election Machine Maint	\$	(1,010.00)
101-202-802	External Audits	\$	720.00
101-247-731	BOR Publications	\$	16.00
101-101-728	Assessor Postage Expense	\$	186.00
101-850-860.1	Employee Deductions	\$	400.00
101-257-815.1	Assessor Software	\$	(486.00)
101-265-933	SC Maintenance	\$	244.00
101-265-921.2	Smith's Chapel Electric	\$	200.00
101-265-931	Grounds Keeper	\$	1,297.83
101-265-933.2	TH Maintenance	\$	(3,690.00)
101-265-726	OTH Rental Expense	\$	(720.00)
101-265-931.5	OTH Clean	\$	(500.00)
101-371-702.3	Mechanical Labor	\$	1,000.00
101-266-826	Legal Costs	\$	900.00
101-371-724	Electrical Labor	\$	500.00
101-446-969.3	Multi-use Path	\$	(33,200.00)
101-446-969.1	Signs	\$	(800.00)
101-448-820	Street Lights	\$	1,200.00
101-171-702	Supervisor Salary	\$	200.00
101-253-702	Treasurer Salary	\$	200.00
101-215-702	Clerk Salary	\$	250.00
101-101-702	Trustee Salary	\$	100.00
101-751-931.2	Park Improvements	\$	(11,415.00)
101-850-822.3	Pension Fees	\$	300.00
101-850-921.1	Fire Expense	\$	6,449.70
101-101-136.5	Building Note Payment	\$	3,845.21
101-850-822	FICA Match	\$	300.00
101-850-822.2	Medicare Match	\$	500.00
101-625-921.2	TH Electric	\$	718.00
		\$	(30,195.36)

Second: Sweeney
Discussion: None

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

Motion carried

Financial Reports

Flowers reported the township funds total \$535,636.56.

Approval of Checks

Motion: Sante made a motion to approve the checks as written with the following to be added:

Edwardsburg Fire Department	\$6,449.70
Chemical Bank	\$3,845.21

Second: Benjamin

Discussion: None

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

Motion carried

Adjournment

Motion: Sweeney made a motion to adjourn at 8:32pm.

Second: Flowers

Discussion: None

Motion carried unanimously

UNOFFICIAL

Milton Township
Transaction List by Date
April 1, 2017 through April 18, 2018

Date	Num	Name	Memo	Account	Amount
Apr 1, '17 - Apr 18, 18					
04/04/2017			Deposit	001.3 GENERAL F...	5,000.00
04/07/2017	DEP		permits 1711 ...	001.3 GENERAL F...	915.00
04/07/2017	DEP		permit # MI-P...	001.3 GENERAL F...	266.00
04/07/2017	DEP		permit #s MT...	001.3 GENERAL F...	1,163.00
04/07/2017	DEP		permit #s MI...	001.3 GENERAL F...	815.00
04/08/2017	10651	Buchar, Cori L	VOID:	001.3 GENERAL F...	0.00
04/10/2017	DEP		1713	001.3 GENERAL F...	629.00
04/11/2017	ACH	Semco Energy	acct 0357021...	001.3 GENERAL F...	0.00
04/13/2017	10652	Buchar, Cori L		001.3 GENERAL F...	-863.52
04/13/2017	10654	First Bankcard	54772593263...	001.3 GENERAL F...	-274.03
04/13/2017	10655	Cintas	acct 336-063...	001.3 GENERAL F...	-143.24
04/13/2017	10656	ADT Security Servi...	acct 4010627...	001.3 GENERAL F...	-223.59
04/13/2017	10657	Comcast Business	acct 9060925...	001.3 GENERAL F...	-384.69
04/13/2017	10658	Leader Publications	inv 1124032	001.3 GENERAL F...	-61.44
04/13/2017	10659	Michigan Election R...	inv 37381 vot...	001.3 GENERAL F...	-95.29
04/13/2017	10660	Election Source	inv 36347 ins...	001.3 GENERAL F...	-425.00
04/13/2017	10661	Indiana Michigan P...	047-657-857-...	001.3 GENERAL F...	-425.09
04/13/2017	10662	Indiana Michigan P...	04235786706	001.3 GENERAL F...	-182.54
04/13/2017	10663	Indiana Michigan P...	acct 0486107...	001.3 GENERAL F...	-61.98
04/13/2017	10664	Pitney Bowes Glob...	lease inv 330...	001.3 GENERAL F...	-204.00
04/13/2017	10752	Botts-Flowers, Sus...		001.3 GENERAL F...	-665.23
04/13/2017	10754	Gibert, William M		001.3 GENERAL F...	-863.38
04/13/2017	10755	Glick, W. Eileen		001.3 GENERAL F...	-559.17
04/13/2017	10751	Benjamin, Robert W		001.3 GENERAL F...	-463.16
04/13/2017	10753	Braden, Christopher...		001.3 GENERAL F...	-434.71
04/13/2017	10756	Renken, Eric R		001.3 GENERAL F...	-98.95
04/13/2017	10757	Sante, Steve W.		001.3 GENERAL F...	-56.05
04/13/2017	10758	Sweeney, Kelly		001.3 GENERAL F...	-98.95
04/13/2017	10759	Stewart, Revie R		001.3 GENERAL F...	-186.09
04/13/2017	10761	Dobberteen Inspecti...	Permit #s MI...	001.3 GENERAL F...	-864.80
04/13/2017	10768	Sweeney, Kelly		001.3 GENERAL F...	-88.10
04/13/2017	10762	Clanton, Jeremy L.		001.3 GENERAL F...	-50.79
04/13/2017	10763	Filipek, Kenneth H.		001.3 GENERAL F...	-48.46
04/13/2017	10764	Kempton, Roger K		001.3 GENERAL F...	-50.79
04/13/2017	10765	Kretchman, Scott A		001.3 GENERAL F...	-50.80
04/13/2017	10766	Romanetz, Paul E		001.3 GENERAL F...	-50.80
04/13/2017	10767	Shirk, Karen J		001.3 GENERAL F...	-92.35
04/13/2017	10769	Midwest Propane	Smith's Chap...	001.3 GENERAL F...	-388.69
04/13/2017	10771	Hardin, Wayne		001.3 GENERAL F...	-107.13
04/13/2017	E-pay	EFTPS	38-1861254 ...	001.3 GENERAL F...	-291.24
04/13/2017	E-pay	EFTPS	38-1861254 ...	001.3 GENERAL F...	-1,416.86
04/13/2017	10665	State of Michigan.	38-1861254	001.3 GENERAL F...	-296.86
04/13/2017	ACH	Aspire Financal Ser...		001.3 GENERAL F...	-76.20
04/13/2017	10666	State of Michigan.	38-1861254	001.3 GENERAL F...	-72.18
04/14/2017	ACH	Comcast Business	acct # 8771 4...	001.3 GENERAL F...	-99.98
04/17/2017	ACH	Midwest Energy Co...	acct # 18345...	001.3 GENERAL F...	0.00
04/17/2017	ACH	Midwest Energy Co...	acct # 589901	001.3 GENERAL F...	0.00
04/17/2017	ACH	Midwest Energy Co...	acct # 5299100	001.3 GENERAL F...	0.00
04/18/2017	10653	Lakeland Regional ...	Buchar, Cori	001.3 GENERAL F...	-351.62
04/28/2017	ACH	Midwest Energy Co...	acct 5190900	001.3 GENERAL F...	0.00
Apr 1, '17 - Apr 18, 18					



Milton Township

General Fund Balance

Treasurer Flowers

03/01/17

FIFTH THIRD		
Checking		\$225,078.65
MUTUAL BANK		\$0.00
CHEMICAL BANK:		
CD		\$38,763.91
CD		\$158,061.37
Escrow Funds		\$2,801.16
HUNTINGTON BANK		\$136,989.06
Petty Cash		\$97.17
Treasurers Cash Box		\$150.00
Admin Assistant Cash Box		\$200.35
Insurance Escrow		\$0.00
Ambulance Account	1.63	\$0.00
Fire Account	11758.93	
ENDING BALANCE 3/31/2017	TOTAL	\$562,141.67