



# Milton Township

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## Minutes for Milton Township Regular Board Meeting Milton Township Hall – 32097 Bertrand St., Niles, MI Tuesday, February 17<sup>th</sup>, 2015 7:00 P.M.

Meeting called to order at 7:00pm & Pledge of Allegiance Recited

Board of Trustees in attendance: Supervisor Robert Benjamin, Treasurer Susan Flowers, Trustee Eric Renken, Clerk Steve Sante, and Trustee Kelly Sweeney

### Community Reports:

Planning Commission Ex Officio Member

Sweeney: The planning commission is still working through the new master plan. Comments were received from the township attorney. The planning commission is planning to have the new master plan before the Board of Trustees at the April meeting.

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

Other committee chairs and visiting officials.

Roger Kempton, whom is on the Board of Review, reported that the recent MTA training went well.

Renken: A new budget was approved by the fireboard. Some expenses were reduced and a new accountant was hired. That being Mike Layer

Benjamin: SMCAS meeting corrected some financial issues.

Anyone Wishing to Speak to the Board: Herb Brown questioned if there is a fee schedule for the Hall Rental.

### Board Member Comments:

Sante: The township will be having a silent auction for old equipment on March 12<sup>th</sup> from 9am to 5pm. It will be at the old township hall.

### Approval of Agenda:

Two items are to be added

Rental Agreement

Approval of Pitney Bowes Contract

### Approval of Previous Minutes:

Motion: Sante made a motion to approve the January 20<sup>th</sup>, 2015 minutes as amended

Second: Flowers

Discussion: None

Motion Carried

Motion: Sante made a motion to approve the January 26<sup>th</sup>, 2015 minutes as written  
Second: Sweeney  
Discussion: None  
Motion Carried

Motion: Renken made a motion to approve the February 10<sup>th</sup>, 2015 minutes as written  
Second: Sweeney  
Discussion: None  
Motion Carried

Old Business:

Renken reports the Employee Policy Manual is before the township attorney for review.

New Business:

Benjamin wants to schedule a budget workshop session for the 2015-2016 budget.

Motion: Benjamin made a motion to call a special meeting for the purposes of having a budget workshop session on February 24<sup>th</sup> at 6:30.

Second: Sante

Discussion: None

Motion Carried

Benjamin indicated a public hearing for the 2015-2016 proposed budget is needed

Motion: Benjamin made a motion to set the public hearing for the proposed 2015-2016 budget on March 17<sup>th</sup> at 6:00pm

Second: Sweeney

Discussion: None

Motion Carried

Board of Review Workshop

Benjamin Announced the BOR workshop will be on March 2<sup>nd</sup>.

Inspector Library Update:

The State of Michigan is requiring each Township to build a library of required resources for township inspectors. The cost will be \$30,000. The State has indicated that townships can pool resources and form one library. An agreement has been reached with several townships to form an Essential Standards Construction Code Library. An agreement was presented and the details of it were discussed. Cost to township will be \$3,000.

Motion: Benjamin made a motion to approve joint agreement for creating and maintaining an essential standards construction code library.

Sweeney Second

Discussion: Virginia Kraft questioned location of library.

Motion Carried

Motion: Benjamin made a motion to pay \$3,000 to fund the townships portion of the Essential Standards Construction Code Library.

Second: Renken

Discussion: None

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

#### Quickbooks Training

Sante indicated there is need for improvement of the township accounting records. A quote was obtained from Schafer-Layer for these services. The amount was not to exceed \$300

Motion: Sante made a motion to hire Schafer-Layer to help with the improvement of the township account records at a cost not to exceed \$300.

Second: Sweney

Discussion: None

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

Motion Carried

#### Rental Agreement:

A discussion of the recently approved rental agreement for the township hall occurred.

Motion: Benjamin made a motion to amend rental agreement to read

“insurance liability not less than \$300,000”.

Second Renken

Discussion: Benjamin questions Ann Brown on required insurance for Smith Chapel.

Motion Carried

#### Decorations:

Motion: Benjamin made a motion to amend #4 of the rental agreement by adding a sentence that states “use of candles on birthday cake permitted for not more than 10 minutes”.

Second: Renken

Discussion: None

Motion Carried

#### Pitney Bowes Contract

Pitney Bowes submitted a contract to renew the postage meter lease. A copy was provided to the board

Motion: Sante made a motion approve the Pitney Bowes Contract as submitted.

Second: Sweeney

Discussion: None

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

#### Financial Report:

Review of Township Budget: Benjamin reported Inspector budgets are over on payroll due to increased construction in the township. This will be offset by more fees being brought in by the inspectors

**Budget Adjustments:**

Motion: Benjamin made a motion for budget resolution 2015-06R to increase the deputy treasurer expense by \$500 and the building fund by \$30,663.91

Second: Sweeney

Discussion: None

Sante Y, Sweeney Y, Benjamin Y, Flowers Y Renken Y

Motion Carried

**Financial Reports:**

Flowers reported the financial status of the township. The total funds held by the township is \$584,258.83.

Motion: Flowers made a motion to accept the treasurer's report as written.

Second: Sweeney

Discussion: None

Motion Carried

**Approval of Checks**

Motion: Flowers made a motion to approve the checks as submitted

Second Renken

Motion Carried

Sweeney Y, Benjamin Y, Flowers Y Renken Y, Sante Y,

**Adjournment:**

Motion: Sweeney made a motion to adjourn at 7:49 pm

Second Renken

Discussion: None

Motion Carried