



Milton Township

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

**Unofficial Minutes for Milton Township Board of Trustees
Regular Board Meeting
Milton Township Hall – 32097 Bertrand St., Niles, MI
Tuesday, October 20th, 2015 7:00 P.M.**

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

Present: Clerk Steve Sante, Trustee Eric Renken, Trustee Kelly Sweeney, Treasurer Susan Flowers
(Arrived at 7:03)

Absent: Supervisor Robert Benjamin

Sante asked for a motion to appoint a moderator in the absence of the supervisor.

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

Second: Sante

Discussion: None

Motion Carried Unanimously (Flowers Not Present For Vote)

Planning Commission Ex-Officio Member

Sweeney reports Richard Hebard, whom is the PC chair, was resigned his chairmanship due to other commitments. He will continue to serve on the PC. Karen Shirk will serve as chairperson and Scott Kretchman will serve as vice-chairperson.

William and Works will be contacted to bring the new zoning ordinance to resolution. Estimated cost is \$8,000. A subcommittee has been appointed to work with them. It contains the following members: Karen Shirk, Kelly Sweeney, and Eileen Glick.

Robert Ziliak-Cass County Commissioner-Not Present

Other Committee Chairs and Visiting Officials

Renken reports a draft of the audit has been completed.

Anyone Wishing to Speak to the Board:

Deb Zache spoke at length about allowing alcohol consumption during rental events at the township hall. Ms. Zache suggested the public would be willing to pay higher rental fees, deposits, etc. She asked that the board reconsider this policy.

Ann Brown reported that the Smith's Chapel Christmas Program would be held on December 5th.

Board Member Comments:

Sante reported that there are no elections in Milton Township in November.

Approval of Agenda:

Sante asked that the following items be added to the agenda:

- Letter from assessor
- Accountant for Clerk

Motion: Sweeney made a motion to approve the agenda as amended

Second: Flowers

Discussion: None

Motion carried unanimously

Approval of Previous Minutes:

Motion: Sweeney made a motion to approve the September 3rd Minutes as amended

Second: Sante

Discussion: None

Motion Carried Unanimously

Motion: Sante made a motion to approve the September 15th minutes as written.

Second: Flowers

Discussion: None

Motion carried unanimously

Old Business:

Law Enforcement: Tabled

Fire Services: The Township is creating a special assessment district and plans to have it in place for the next fiscal year.

Outstanding Building Issues: Flowers reports there are no outstanding issues

OCR Project: This agenda item was moved to new business-copy machine.

Rental Updates:

Sante reports a new For Lease sign was installed in front of the old township hall. The asking price was reduced to \$700. There has been no interest in the building since the last meeting.

Flowers reports one wedding has been scheduled for next year in the Great Hall. Flowers also reported the rental income for this fiscal year is greater than anticipated.

New Business:**FOIA Policy & Documents**

The policies regarding FOIA are taken from a suggested format that was created by MTA.

Motion: Sweeney made a motion to approve the "Appeal of a Denial of Records" form

Second: Renken

Discussion: None
Motion Carried Unanimously

Motion: Sweeney made a motion to approve the "Notice of Denial of FOIA Request" form
Second: Renken
Discussion: None
Motion Carried Unanimously

Motion: Sweeney made a motion to approve the "Request for Public Records" form
Second: Flowers
Discussion: None
Motion Carried Unanimously

Motion: Sweeney made a motion to approve the "Appeal an Excess Fee" form
Second: Renken
Discussion: None
Motion Carried Unanimously

Motion: Sweeney made a motion to approve the "Notice to Extend Response Time of FOIA Request" form
Second: Renken
Discussion: None
Motion Carried Unanimously

Motion: Sweeney made a motion to approve "Public Summary of FOIA Procedures and Guidelines"
Second: Renken
Discussion: None
Motion Carried Unanimously

Motion: Sweeney made a motion to approve resolution 17R adopting the FOIA Policy and rescind the old Township FOIA policy.
Second: Sante
Discussion: None
Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y
Motion Carried Unanimously

Ball Field & Pavilion Application- Tabled

Smith Chapel Rental Agreement- Tabled

Sound Panels

Sante presented several quotes from Audimute.com for sound panels to be installed in the Great Hall. The quotes were reviewed and Sante made recommendations. A lengthy discussion occurred.

Motion: Sweeney made a motion to purchase 1 sound panel that will serve as a projection screen and two 4X6 panels using Rattan fabric #3087 at a cost not to exceed \$2,140. Panels to be purchased out of Office Furnishings Account.

Second: Sante

Discussion: None

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

Motion Carried

Security System-Tabled

Copy Machine

Sante presented quotes for a new OCR compliant office copy machine. Quotes were presented from MCE and Parrett Company. A lengthy discussion occurred.

Motion: Renken made a motion to purchase a Brother MFC L9550CDW color copy machine subject to the ability of the township to cancel the current contract.

Second: Sweeney

Discussion: None

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

Motion Carried

Resolution For Retirement Plan Reinstatement

Motion: Sante made a motion for resolution 18R which reinstates the township governmental non-ERISA retirement plan.

Second: Sweeney

Discussion: None

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

Motion Carried

Letter From Assessor

Sante read a letter from the Assessor, in which he requested the budget for his education be amended. No action was taken, as this request was acted upon at a previous meeting.

Review of Township Budget

After a discussion regarding the budget occurred

Motion: Sante made budget resolution 19R moving funds to the following expense categories

\$336.16	101-101-815	Computer & Software
\$187.64	101-265-923.2	Smith Chapel Heat
\$85.00	101-410-826	PC Legal

These are to be offset by the general fund.

Second: Sweeney

Discussion: None

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

Motion Carried

Financial Reports

Flowers reported that the total of general funds is \$535,093.83

Approval of Checks

Motion: Sante made a motion approving the checks as written with the following additions:

Check 9679 \$725.00 Township Attorney

Check 9680 \$500.00 Cass County Equalization Department

Second: Renken

Discussion: None

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

Motion Carried

Adjournment:

Motion: Flowers made a motion to adjourn at 8:55pm

Second: Renken

Discussion: None

Motion Carried Unanimously

OFFICIAL