

# Milton Township

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## MILTON TOWNSHIP BOARD OF TRUSTEES MEETING February 19, 2013

Meeting of the Milton Township Board was called to order February 19, 2013 at 7:00pm, at the township hall with Supervisor Robert Benjamin presiding. Pledge of Allegiance Recited.

### **BOARD MEMBERS PRESENT**

Supervisor - R. Benjamin, Clerk - S. Kronewitter, Treasurer-Flowers, Trustee - E. Renken, Trustee-Sweeney

**OTHERS PRESENT:** Zoning Administrator, Tim Gray of SMCAS, Chief Gary Brovold of Niles Charter Township Fire Department, Commissioner Robert Ziliak

### **APPROVAL OF AGENDA**

Move the business of the Fire Contract up the list, going to new business.

**PUBLIC COMMENT** None

### **BOARD MEMBER COMMENTS**

Supervisor Benjamin announced he is working on the proposed 2013-2014 budget and will be working with the auditor on a system to bill back the expenses. Regarding Personal Property Taxes uncollected from 1996-2000, Treasurer Flowers stated she was successful having \$16,000.00 charged off by the Circuit Court. Benjamin would like the pension representatives from Burnham and Flowers speak with the board in a future meeting.

### **COMMUNITY REPORTS**

Zoning Administrator – Nothing to add to the report turned in to the board.

Planning Commission Ex Officio Member – Presented the Planning Commission proposed budget to the supervisor. Planning Commission committee members and the Zoning Administrator are working on the definitions of our zoning and are moving along nicely.

County Commissioner Ziliak – Cass County Household Waste day 5/18/2013 from 9:00am – NOON. Will be taking the same items and a flyer will be coming soon. The jail has been given the 100% compliance award for 13 years in a row. No one in the state has met this status. Equalization will be moved back in-house at the County. No date on the Inter-governmental Forum.

SMCAS – Ambulance building remodeling update – fire alarms are installed, now working on painting and finishing walls Working on the telephone, television, and fax line installation.

Edwardsburg Fire – Renken reported the fire budget was approved. He and Benjamin gave advice to the Edwardsburg Ambulance for their budget and offered their help. No ambulance budget was passed, but it will be presented on a meeting on April 2, 2013.

SWMPC – Benjamin is serving on this committee.

**APPROVAL OF PRIOR MINUTES**

Motion: Sweeney  
Motion to approve the minutes of January 31, 2013 as presented.  
Second: Renken

All in Favor: YES - Motion Carries

Motion: Flowers  
Motion to approve the minutes of February 7, 2013 as presented.  
Second: Kronewitter

All in Favor: YES - Motion Carries

**CONTRACT WITH NILES CHARTER TOWNSHIP FIRE DEPARTMENT**

Discussion items: Niles Charter Township Fire Chief needs to discuss ordinance issues with their personnel. Fire fighters may need to sworn in. Our millage operates within same fiscal year and how to fix this. Areas of service need to be spelled out. Tax Tribunal adjustment mechanism. Dates we need to pay by in full.

Motion: Benjamin  
Motion to approve the contract with Niles Charter Township Fire Department as presented.  
Second: Renken

ROLL CALL VOTE: Benjamin – Yes, Flowers – Yes, Kronewitter – Yes, Renken - Yes, Sweeney - Yes.  
Motion Carries 5-0.

**SMCAS REQUEST FOR FUEL TANKS**

Discussion – Attorney to check set- backs. There is the possibility of SMCAS working with the Road Commission to share fuel tanks. Table to the March 7, 2013 meeting.

**SMCAS REQUEST FOR SIGN ON BUILDING**

Discussion – 4' x 6' aluminum all reflective. Color photo provided.

Motion: Benjamin  
Motion to approve the SMCAS sign as presented.  
Second: Renken

All in Favor: YES - Motion Carries

**CHANGES TO RETIREMENT PLAN**

Table to March 7, 2013.

**INVESTMENT & DEPOSITORY POLICY**

Motion: Flowers  
Motion to update policy for Investments as presented.  
Second: Benjamin

ROLL CALL VOTE: Flowers – Yes, Kronewitter – Yes, Renken – Yes, Sweeney - Yes, Benjamin - Yes.  
Motion Carries 5-0.

**COMCAST TELEPHONE & INTERNET SYSTEM**

Discussion – In the event of an emergency, (losing telephone service) we currently have generators that will run 24 hours a day. Comcast Business Class does have a 4 hour turn around for support.

Motion: Benjamin  
Motion to enter into a Telephone contract with Comcast effective April 1, 2013.

Second: Sweeney

ROLL CALL VOTE: Kronewitter – Yes, Renken – Yes, Sweeney - Yes, Benjamin – Yes, Flowers – Yes.  
Motion Carries 5-0.

Motion: Benjamin  
Motion to enter into an Internet contract with Comcast effective April 1, 2013.

Second: Renken

ROLL CALL VOTE: Renken – Yes, Sweeney - Yes, Benjamin – Yes, Flowers – Yes, Kronewitter-Yes  
Motion Carries 5-0.

**MEETING CHAIR CHANGE**

Due to a possible conflict of interest to computer/software purchases, Benjamin left the board meeting table and sat in the audience section.

Motion: Benjamin  
Motion for Sweeney to serve as chair.

Second: Renken

All in Favor: YES - Motion Carries

**TREASURER LAPTOP COMPUTER**

Motion: Renken  
Motion to purchase laptop computer for treasurer not to exceed \$1,401.40.

Second: Sweeney

ROLL CALL VOTE: Sweeney - Yes, Flowers – Yes, Kronewitter-Yes, Renken-Yes.  
Motion Carries 4-0.

**SECRETARY DESKTOP COMPUTER**

Motion: Renken  
Motion to purchase desktop computer not to exceed \$943.50

Second: Sweeney

ROLL CALL VOTE: Flowers – Yes, Kronewitter-Yes, Renken-Yes, Sweeney - Yes  
Motion Carries 4-0.

**SUPERVISOR SURFACE PRO LAPTOP**

Motion: Renken  
Motion to purchase Surface Pro Laptop Computer for Supervisor not to exceed \$1,227.99.

Second: Flowers

ROLL CALL VOTE: Kronewitter-Yes, Renken-Yes, Sweeney – Yes, Flowers-Yes.  
Motion Carries 4-0.

### **MICROSOFT OLP GOVT. OFFICE STD 2013 NL**

Motion: Renken

Motion to purchase Microsoft OLP Govt. Office STD 2013 NL (5 Licenses) not to exceed \$1,358.75.

Second: Kronewitter

ROLL CALL VOTE: Renken-Yes, Sweeney – Yes, Flowers-Yes, Kronewitter-Yes.

Motion Carries 4-0.

Benjamin returned from the audience section, to Board Meeting table to chair the board meeting.

### **SOUND BOARDS & MONITOR PURCHASE**

Motion: Benjamin

Motion to purchase (2) 24" Dell Monitors and (2) Sound **Bars Boards** for the Treasurer and Secretary not to exceed \$807.98.

Second: Sweeney

ROLL CALL VOTE: Benjamin – Yes, Flowers-Yes, Kronewitter-Yes, Renken-Yes, Sweeney-Yes.

Motion Carries 5-0.

### **COLOR LASERJET PRINTER PURCHASE**

Discussion – Township has a need for a color printer for maps and other documents as necessary. This printer include letter and legal size. All township officials would be able to connect to the color printer. A color **laserjet** would replace the secretary's printer and the clerk office would get the current secretary's printer, avoiding the purchase of a new laser printer for the clerk's office.

Motion: Benjamin

Motion to purchase a HP Color **Laserjet** M551 printer not to exceed \$1399.99.

Second: Sweeney

ROLL CALL VOTE: Benjamin – Yes, Flowers-No, Kronewitter-Yes, Renken-Yes, Sweeney-Yes.

Motion Carries 4-1.

### **TOWNSHIP CABLE WIRING PROPOSAL**

Motion: Benjamin

Motion to approve Telecom Wiring Project with both options, not to exceed \$7,477.00.

Second: Renken

ROLL CALL VOTE: Kronewitter-Yes, Renken-Yes, Sweeney-Yes, Benjamin – Yes, Flowers-Yes,

Motion Carries 5-0.

### **DISPOSAL OF OBSOLETE AND BROKEN TOWNSHIP EQUIPMENT**

Discussion – Township has 2 pianos with zero value. A stove, a rusted non-working hot water tank, rusted file cabinets, various printers, telephones, copiers, etc. that are not being used because they are either broken or not compatible with current equipment. Some items are in the Community Center and others are in the basement. Attorney advised we want to make sure they have no value to township if we decide to give away. Auditor advised we document what we do with the items.

Motion: Kronewitter

Motion to have a list and those items that are obsolete and broken offered at the trash day event on a 1<sup>st</sup> come 1<sup>st</sup> serve basis to Milton Township Residents.

Second: Renken

Amendment to Motion By: Benjamin and 2<sup>nd</sup> by Sweeney  
Items on this list are deemed to have zero value.

All in Favor: YES - Motion Carries

Amended Motion: Motion to have a list and those items that are obsolete and broken offered at the trash day event on a 1<sup>st</sup> come 1<sup>st</sup> serve basis to Milton Township Residents as Items on this list are deemed to have zero value.

All in Favor: YES - Motion Carries

### **PUBLIC BUDGET HEARING DATE**

Motion: Benjamin

Motion to have the Public Budget hearing on Monday, March 25, 2013 at 6:00pm.

Second: Renken

Amendment to Motion By: Benjamin and 2<sup>nd</sup> by Renken to have the Public Budget Hearing on Monday March 18, 2013 at 6:00pm

All in Favor: YES – Motion Carries

Amended Motion: To have the Public Budget Hearing on Monday, March 18, 2013 at 6:00pm.

ROLL CALL VOTE: Renken-Yes, Sweeney-Yes, Benjamin – Yes, Flowers-Yes, Kronewitter-Yes,  
Motion Carries 5-0.

### **BOARD OF REVIEW DATES**

Thursday, February 28, 4:00pm – Meeting With Assessor  
Tuesday, March 5, 6:00pm – Organizational Meeting  
Monday, March 11<sup>th</sup>, 9:00am – 3:00pm – Appeal Hearings  
Tuesday, March 12, 3:00pm – 9:00pm – Appeal Hearings  
Wednesday, March 13, 6:00pm – Wrap Up Meeting

Residents are able to protest by letter, provided protest letter is received prior to March 12, 2013.  
Appointments available.

### **RESOLUTION TO REPLACE 2012-2013 BUDGET**

Motion: Benjamin

Motion to approve Resolution 2013-03-19 to replace current budet.

Second: Renken

ROLL CALL VOTE: Renken-Yes, Sweeney-Yes, Benjamin – Yes, Flowers-Yes, Kronewitter-Yes.  
Motion Carries 5-0.

**FINANCIAL REPORTS**

Treasurer read her report and gave copies of the detail to all board members.

Discussion on the attorney bill. Attorney will adjust two of the charges from this month's bill and issue credit to next month's charges. RNG - snow plow contract. Plows at 4" or more, Monday Wednesday and Friday. On non-business days he will plow upon request only.

Motion: Renken  
Motion to pay the checks as presented.

Second: Sweeney

ROLL CALL VOTE: Flowers-Yes, Kronewitter-Yes, Renken-Yes, Sweeney-Yes, Benjamin-Yes.  
Motion Carries 5-0.

**ADJOURNMENT**

Motion: Renken  
Motion to Adjourn.

Second: Sweeney

All in Favor: YES - Motion Carries

Meeting adjourned at: 9:127pm

Respectfully submitted,

Sue Kronewitter  
Clerk, Milton Township

OFFICIAL