



Milton Township

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Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, July 8th, 2014

Call To Order/Pledge of Allegiance:

Meeting was called to order at 7:00 PM

Present: Robert Benjamin, Susan Flowers, Eric Renken, Steve Sante, Kelly Sweeney

Pledge of Allegiance Recited

Community Reports:

Planning Commission Ex Officio Member

Sweeney: PC has completed review of zoning ordinance and will be sending to the BOT. Discussion of new ordinance to occur at August BOT meeting. New Member Scott Kretchman has been added to the board

Robert Ziliak - Cass County Commissioner - District 5: No Comments

Other committee chairs and visiting officials.

Clerk Sante indicated the election commission met and appointed election workers and pay for the August 5th Election.

Anyone Wishing to Speak to the Board:

None

Board Member Comments:

Flowers: Tax collections occurring and running smoothly.

Benjamin: Met with SMCAS director and had a productive meeting. **Renken also attended.**

Approval of Agenda:

Change: Discussion on new Milton Township representative on the SMCAS board.

Business (w. Attendees):

1. Township Hall Building Project Update (Hebard & Hebard)

Change orders reviewed and received by Richard Hebard are as follows:

A \$4,300 was presented to Hebard for structural changes required by the building inspector. After discussion both Hebard and the building inspector agreed the changes are not necessary.

Change order for cost to relocate to generator presented in the amount of \$4,000 Hebard recommends leaving it as designed No board action taken

Change order to up-size gas piping was presented. Hebard recommends the change order be done.

Motion: Benjamin makes a motion to approve change order for piping not to exceed \$4,000 with Hebard & Sweeney negotiating the new price

Second: Sweeney

Discussion: Flowers questions Hebard who the contractor is

All Vote Yes

Motion Carried

Hebard presented lengthy discussion on moving the elevator and ultimately recommended taking no action. No board action taken

Change order for adding curbing around the new building as discussed at previous meeting. Change order submitted of \$4,685 Hebard recommendation is to reduce some of that lineal footage

Benjamin: Motion to approve curbing not exceed \$4,685

Sweeney Second

Discussion: None

All Vote Yes

Motion Carried

Motion: Budget resolution numbered 2014-0708-01 to increase building fund by \$4,685 off set by general fund.

Second: Renken

Discussion:

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

Motion Carries

Renken met with ADT to discuss security system at new building

Flowers met with lock-smith to discuss key security

Benjamin met with SEMCO for rebate program and several rebates are possible also question posed to

Township Attorney on whether the park can be a not-for-profit so that funds can be raised for it. She indicated she will research the issue

Approval of Previous Minutes:

Sante Absent

Change Terminate to termite

Remove space in Renken

Strike & and change to \$

Ex-Official to Ex Officio

Smith Chapel with capital "S"

Benjamin Motion to approve

Second flowers

Discussion: None

All Vote Yes

Motion Carried

Financial Report:

1. Review of Township Budget

2. Financial Reports

Flowers: We have \$651,158 in general fund and \$1,374,926.72 in building fund

3. Approval of Checks

Motion: Sante to approve checks as presented

Second Benjamin

Discussion: None

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

Motion Carries

Old Business:

1. Employee Job Descriptions

Benjamin: Job description needed for Assessor. Employees doing work for Assessor that are not Township Employees. Township Attorney indicates this is not uncommon. Benjamin suggests we consider contract changes.

2. Employee Policy Manual

Renken has policy from Comstock and is reviewing it

3. Risk Control Audit Response

No discussion made

4. Social Security/Pension/Payroll

Township Attorney prepared and submitted several proposed resolutions including an updated pension plan ordinance, pension plan resolution, a resolution to secure social security for certain employees, deferred compensation ordinance, ordinance resolution.

Motion: Benjamin n to approve ordinance 2014-0708-02 pension plan ordinance

Second: Sweeny

Discussion: None

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

Motion Carries

Motion: Benjamin to approve Pension Plan resolution with added language for removal of departing employees 2014-0708-03

Second: Sweeny

Discussion: None

Roll Call: Renken yes, Sante yes, Sweeney yes, Benjamin yes, Renken yes

Motion Carries

Motion: Benjamin to approve resolution 2014-0708-04 To secure Social Security for certain employees

Second: Renken

Discussion: None

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

Motion Carries

Motion: Benjamin to approve Resolution 2014-0708-05 Deferred Compensation ordinance

Second Flowers

Discussion: None

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

Motion Carries

Motion: Benjamin to approve Resolution 2014-0708-06 Milton Township Ordinance Resolution as amended

Second Renken

Discussion: None

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

Motion Carries

PAYROLL POLICY

Policy submitted by Benjamin for payroll policy, payments between meetings policy, and group pension plan deposit policy

Motion: Benjamin to approve Resolution 2014-0708-07 whereas the Milton Township Board has the authority to set up payroll policy therefore Milton Township adopts the following policy as submitted

Second Sweeney

Discussion: None

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

Motion Carries

Motion: Benjamin to approve Resolution 2014-0708-08 whereas the Milton Township Board has the authority to set up payments between meetings policy as submitted

Second Sante

Discussion: None

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

Motion Carries

Motion: Benjamin to approve Resolution 2014-0708-09 whereas the Milton Township Board has the authority to set up group pension plan deposit policy

Second: Sweeney

Discussion: None

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

Motion Carries

5. Fire Insurance Withholding Ordinance

Motion: Benjamin re-approve minutes of 6/24/14 as previously amended as well as changing page 4 item 2 new business the motion should be under township hall building project and should read as a budget resolution to move \$11,119 from general fund to building fund. Number 2 should read board discussed ordinance and directed attorney to present a final version at next meeting.

Second: Sweeney

Discussion: none

All in favor

Motion Carries

No action taken on Fire Insurance Ordinance and attorney directed to update policy.

New Business:

1. Zoning Ordinance Changes

Benjamin: BOT strongly recommended to read and provide feedback to ensure quality of the ordinance.

2. Credit Card Policy

No action taken

3. SMCAS Representative

Motion: Benjamin Eric Renken will be the Township Representative on the SMCAS board and himself will become an alternate on the board.

Second: Sweeney

Discussion: None

All Vote Yes

Adjournment:

Motion: Flowers to adjournment at 9:32pm

Second: Sante

All Vote Yes