

Milton Township

32097 Bertrand Street, Niles, MI 49120 – Phone (269)684-7262 Fax (269)684-1742
Website: miltontwp.org

MILTON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING January 15, 2013

The Regular Monthly Meeting of the Milton Township Board was called to order January 15, 2013 at 7:00pm, at the township hall with Supervisor Robert Benjamin presiding. Pledge of Allegiance Recited.

BOARD MEMBERS PRESENT

Supervisor: Robert Benjamin
Clerk: Sue Kronewitter
Treasurer: Susan Flowers
Trustee: Eric Renken
Trustee: Kelly Sweeney

ALSO PRESENT

Assessor: Douglas Brousseau

PUBLIC COMMENT Virginia Kraft asked about roads, township attorney being at meetings and her fees.

COMMUNITY REPORTS

PC ex-officio member Sweeney stated the planning commission members discussed road projects with the county road commissioner, Chris Bolt, and made allocation recommendations for 2 years. They discussed Kestrel Hills issues, the garage sale proposed ordinance being sent back to the planning commission, and committees have been formed to work on the zoning ordinance. First meeting will be Friday, January 25, from 3:00-5:00pm at the township.

Trustee Renken said there will be one more meeting with Edwardsburg Ambulance. That will be in February.

APPROVAL OF THE AGENDA

Add number 7 under new items. Capital Improvements

APPROVAL OF PRIOR MINUTES

Motion: Kelly
Approve the minutes of December 17, 2012 with changes.

Second: Benjamin.

All in Favor: YES - Motion Carries.

FINANCIAL REPORTS

Review of township budget. Our Auditor is coming on January 16, 2013 to assist the clerk and treasurer on items from previous audit. Including removing Public safety from our budget, what the township collects from taxes, what is Metro funds, removal of account 66900, removal of account called cost of goods. Clerk to audit inspector permit fees against expenses. Re-Keying of township should be under maintenance. We need to capture postage on a separate line item, a new general ledger account was assigned.

BUDGET TRANSFER OF FUNDS

Motion: Benjamin
Budget Resolution 2013-01-0115R – Transfer of funds
Second: Kronewitter

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

Motion: Benjamin
Budget Resolution 2013-02-0115R – Transfer of funds \$80.00 Ambulance Fees
Second: Renken

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

TREASURER REPORT

Report given by Treasurer Flowers. Benjamin asked if any board members or committee members have delinquent taxes to be written off, and can we print them a bill? Flowers stated there are two planning commission members on the delinquent list with balances prior to 2006. Benjamin does not want to appoint or re-appoint someone who has not paid their taxes. Should he do this, it will appear as cronyism. Flowers discovered an old DOS system on her computer holding prior tax records, that she cannot bring up. Benjamin asked the treasurer to get those individuals who are delinquent on their taxes, a copy of their bills.

ASSESSOR CONTRACTS

Discussion, treasurer would like the equalizer and CC map programs on her computer. Brousseau handles the software to our equalization programs and Collins supports our computer system. Our attorney has recommended contracts for our assessor and his company separated. Brousseau answered board member questions. Discussion of the problems our assessor had with the county providing him with tax documents and inaccurate percentages regarding equalization computations.

Motion: Benjamin
Approve the Assessor contract between Milton Township and Douglas Brousseau, employee.
Second: Renken

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

Motion: Benjamin
Accept the Independent Contractor Agreement between Milton Township & Brousseau Appraisal Services, Inc.
Second: Kronewitter

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

CHANGES TO RETIREMENT PLAN

Recommended draft of the changes will be presented at February meeting.

SALARY COMPENSATION COMMISSION

Motion: Benjamin
To appoint as salary compensation commission member, Charlotte Zawondy for a 3 year term ending December 31, 2015.
Second: Sweeney
All in Favor: YES - Motion Carries

TOWNSHIP CREDIT CARD POLICY

Motion: Kronewitter

To update the township Credit Card policy; 2b, 2c, 2d, - to add - same as 2a All employees, and to include.

Second: Benjamin

All in Favor: YES - Motion Carries

INVESTMENT AND DEPOSITORY POLICY – Tabled to next month.

APPROVAL OF NEW TELEPHONE SYSTEM – Tabled to next month.

APPROVAL OF REPLACEMENT COMPUTERS FOR TREASURER & SECRETARY – Tabled to next month.

BUDGET PROCESS DISCUSSION

The end of March a public hearing will be held. All department heads will receive a rough draft of the supervisor’s budget projections. Workshops will be held if necessary. Board must approve a final budget by March 31, 2013 as our budget year begins April 1, 2013.

CAPITAL IMPROVEMENT PLANS

Discussion – Necessity of turning back to the BOT due to the heavy load on the PC where it has been reviewed.

Motion: Benjamin

The Milton Township Board is the authority for any capital improvement plans and any managing of capital improvement plans for Milton Township.

Second: Flowers

All in Favor: YES - Motion Carries

PAYMENT OF CHECKS

Motion: Kronewitter

To pay checks as presented.

Second: Benjamin

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

Motion Carries, 5-0.

ANNOUNCEMENTS

Deputy Treasurer is serving as secretary half days on Wednesday. Our secretary does not wish to do cleaning so the deputy treasurer will be cleaning the township offices when she works Wednesday as secretary. The secretary now has a backup.

Next week board members will be at the MTA Conference. Benjamin would like everyone to come back having learned how to help each other.

ADJOURNMENT

Motion: Flowers

Motion to Adjourn.

Second: Sweeney

All in Favor: YES - Motion Carries

Meeting adjourned at 8:46 p.m.

Respectfully submitted,
Sue Kronewitter – Clerk, Milton Township