



Milton Township

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

Agenda for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday January 17, 2023 7:00 P.M.

Call to Order/Pledge of Allegiance:

Community Reports:

1. Planning Commission Ex Officio Member
2. Other committee chairs
3. Visiting officials

Anyone Wishing to Speak to the Board: (3 min/person)

Board Member Comments:

Approval of Agenda:

Approval of Previous Minutes:

Business (w/attendees):

Old Business:

1. None

New Business:

1. AED & CPR Training
2. Roundabout

Financial Report:

1. Review of Township Budget
2. Financial Reports
3. Approval of Checks

Adjournment:



Milton Township

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

Minutes for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, December 20th, 2022 7:00 P.M.

Call to Order/Pledge of Allegiance:

Meeting called to order at 7:00PM and the pledge was recited.

Members Present: Supervisor Eric Renken, Treasurer Susan Flowers, Clerk Tony Floyd,
Trustee Rich Mullin, Trustee Phil Egert

Community Reports:

1. **Planning Commission Ex Officio Member**
2. **Other committee chairs**
 - a. BOR - only 2 errors to fix
 - b. SMCAS - new ambulance
3. **Visiting officials**

Anyone Wishing to Speak to the Board: (3 min/person)

Electrical company called for light out, Washington and Ironwood, Edison and Washington

Board Member Comments:

Floyd - light at intersection of Redfield and Gumwood is out

Approval of Agenda:

Motion: Renken made a motion to approve the agenda as presented

Second: Floyd

Motion Carried

Approval of Previous Minutes:

Motion: Renken made a motion to approve the minutes from the November 15th, 2022 regular
Board meeting as presented

Second: Egert

Motion Carried

Business (w/attendees):

Old Business:

1. **Printer**

Motion: Renken made a motion to approve the quote from US Business Systems Inc for
\$5,802.50 as presented, including a 5-year service contract, from ARPA funds.

Second: Mullin

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.
Motion carried.

2. Weather Sirens

Motion: Renken made a motion to approve the quote from West Shore Services, Inc to upgrade the weather siren at the township hall for \$12,738.00, from ARPA funds.

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

New Business:

1. 2023 Meeting Dates

Motion: Floyd made a motion to approve the 2023 BOT meeting dates

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

2. 2023 Fee Schedule

Motion: Floyd made a motion to amend the fee schedule by adding \$750 for private road applications and approve the amended fee schedule.

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

3. 2023 Holiday Schedule

Motion: Renken made a motion to approve the 2023 holiday schedule as amended.

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

4. 2023 Poverty Exemption

Motion: Renken made a motion to accept the 2023 Poverty Exemption as presented.

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

5. Generator Maintenance Agreement

Motion: Renken made a motion to accept the 5-year maintenance agreement from Cummins Sales and Service for \$3,478.42.

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

6. Front Window

Motion: Renken made a motion to accept the quote from Cross Aluminum Products Inc not to exceed \$1,700, from ARPA funds.

Second: Floyd

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

7. PC Ex-Officio Appointment

Motion: Renken made a motion to appoint Phil Egert as the Planning Commission Ex-Officio.

Second: Mullin

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

8. Tru Green Contract

Motion: Flowers made a motion to accept the quote from Trugreen for \$696.64.

Second: Egert

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

9. Open Meetings Act

10. Property Tax Admin Fee

Financial Report:

1. Review of Township Budget

Motion: Floyd made a motion to approve the budget as prestend.

Second: Renken

Motion carried.

2. Financial Reports

a. Treasurer Flowers reported the general fund balance as \$1,350,557.

3. Approval of Checks

Motion: Floyd made a motion to add a check to CCRC for \$30 and then approve checks as presented.

Second: Flowers

Roll Call Vote. Egert, Y. Mullin, Y. Floyd, Y. Flowers, Y. Renken, Y.

Motion carried.

Adjournment:

Motion: Floyd made a motion to adjourn.

Second: Renken

Motion carried. Meeting adjourned at 7:57 PM.

MILTON TOWNSHIP

Budget vs. Actuals: FY2023 (APR22 - MAR23) - FY23 P&L

April 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
101 General Fund Revenues			
A TAXES			
430 Milton Allocated	123,578.77	145,000.00	-21,421.23
447 Summer	18,513.49	4,200.00	14,313.49
450 Admin Fee	10,837.05	40,000.00	-29,162.95
Total A TAXES	152,929.31	189,200.00	-36,270.69
B LICENSES & PERMITS			
477 Building	34,550.00	14,000.00	20,550.00
477.1 Electrical	18,165.20	9,000.00	9,165.20
477.2 Mechanical	16,889.80	8,500.00	8,389.80
477.3 Plumbing	18,094.35	4,200.00	13,894.35
Total B LICENSES & PERMITS	87,699.35	35,700.00	51,999.35
C STATE GRANTS & SHRED REVENUE			
574 State Grants & Shared Revenue	288,039.00	175,535.00	112,504.00
Total C STATE GRANTS & SHRED REVENUE	288,039.00	175,535.00	112,504.00
D CHARGES FOR SERVICES			
628 Zoning	15,425.00	14,000.00	1,425.00
Total D CHARGES FOR SERVICES	15,425.00	14,000.00	1,425.00
E RENTALS			
669 Room Rentals	10,900.00	10,000.00	900.00
Total E RENTALS	10,900.00	10,000.00	900.00
F OTHER REVENUES	0.00		0.00
472 Comcast	31,296.62	23,000.00	8,296.62
665 Interest	2,419.63	1,000.00	1,419.63
676 Other Revenues	635,103.11		635,103.11
678 Reimbursement-Elections	1,423.54	3,000.00	-1,576.46
Total F OTHER REVENUES	670,242.90	27,000.00	643,242.90
F ARPA			
101-xx-xx ARPA	206,391.90	205,000.00	1,391.90
Total F ARPA	206,391.90	205,000.00	1,391.90
Total 101 General Fund Revenues	1,431,627.46	656,435.00	775,192.46
210 Ambulance Income Accounts			
210-000-451 Ambulance Fund Income (SMCAS)	7,775.69	33,740.00	-25,964.31
Total 210 Ambulance Income Accounts	7,775.69	33,740.00	-25,964.31
213 Edwardsburg Fire Fund Revenue			
213-000-451 Fire Fund Income (Edwardsburg)	10,163.79	67,680.00	-57,516.21
Total 213 Edwardsburg Fire Fund Revenue	10,163.79	67,680.00	-57,516.21
214 Niles Fire Fund Revenue			
214-000-451 Fire Fund Income (Niles)	11,368.97	100,232.00	-88,863.03
Total 214 Niles Fire Fund Revenue	11,368.97	100,232.00	-88,863.03

MILTON TOWNSHIP

Budget vs. Actuals: FY2023 (APR22 - MAR23) - FY23 P&L

April 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Interest	64.33		64.33
Total Income	\$1,461,000.24	\$858,087.00	\$602,913.24
GROSS PROFIT	\$1,461,000.24	\$858,087.00	\$602,913.24
Expenses			
101 General Fund Expenditures	356,391.90		356,391.90
A TOWNSHIP BOARD			
101-136.5 Building Note Payment		128,345.00	-128,345.00
101-136.6 Extra Bldg. Note Payment		8,000.00	-8,000.00
101-702 Trustee Salary	4,930.00	5,980.00	-1,050.00
101-710 Salary-AA	40,019.62	45,000.00	-4,980.38
101-710.1 Secretary Wages	5,062.94	7,000.00	-1,937.06
101-725.1 Amb/Fire Board Meet		720.00	-720.00
101-725.2 NATS Meetings		200.00	-200.00
101-725.3 FOIA Expense		20.00	-20.00
101-726 Office Expense	3,348.31	5,000.00	-1,651.69
101-728 Postage Expense	2,669.45	4,500.00	-1,830.55
101-813 MTA Dues	3,663.57	3,500.00	163.57
101-813.1 NATS Membership		1,850.00	-1,850.00
101-850 Computer/Software/Equipment	7,343.69	5,000.00	2,343.69
101-861.2 Committee Mileage & Training		2,000.00	-2,000.00
101-900 Publications Exp.	445.46	2,000.00	-1,554.54
101-901 Legal Notices	747.07	1,000.00	-252.93
171-802 Training	125.00	400.00	-275.00
Total A TOWNSHIP BOARD	68,355.11	220,515.00	-152,159.89
B SUPERVISOR			
171-702 Salary	13,486.00	16,900.00	-3,414.00
171-702.1 Deputy		500.00	-500.00
Total B SUPERVISOR	13,486.00	17,400.00	-3,914.00
C ELECTIONS			
262-705 Wages Elect Inspec	3,787.25	6,000.00	-2,212.75
262-726 Election - Supplies	5,460.66	3,900.00	1,560.66
262-901 Legal Notices	141.12	450.00	-308.88
262-931.1 Elect Mach Progm	615.00	1,200.00	-585.00
262-933 Elect Machine Maint	1,044.00	400.00	644.00
262-975 Elec Meal Reimb	777.50	400.00	377.50
Total C ELECTIONS	11,825.53	12,350.00	-524.47
D CLERK			
215-702 Salary	20,899.00	23,400.00	-2,501.00
215-702.1 Deputy Wages	2,513.13	3,000.00	-486.87
215-xx-xx Record Digitalization	870.71	5,000.00	-4,129.29
Total D CLERK	24,282.84	31,400.00	-7,117.16
E ACCOUNTING EXPENSES			

MILTON TOWNSHIP

Budget vs. Actuals: FY2023 (APR22 - MAR23) - FY23 P&L

April 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
192-802 Accounting Fees	7,500.00	11,000.00	-3,500.00
Total E ACCOUNTING EXPENSES	7,500.00	11,000.00	-3,500.00
F BOARD OF REVIEW			
247-725 Wages		2,000.00	-2,000.00
247-731 Publications		100.00	-100.00
247-802.1 BOR Training		628.00	-628.00
247-861 Mileage		75.00	-75.00
247-864 Meals	56.58	150.00	-93.42
247-901 Legal/Notices		120.00	-120.00
Total F BOARD OF REVIEW	56.58	3,073.00	-3,016.42
G TREASURER			
101-253-702 (Salary)	17,186.00	21,450.00	-4,264.00
101-253-702.1 (Deputy Wages)	1,993.13	2,500.00	-506.87
253-734 Service Fees	562.18	50.00	512.18
253-861 Mileage		50.00	-50.00
253-900 Tax Roll Printing	6,877.97	6,200.00	677.97
Total G TREASURER	26,619.28	30,250.00	-3,630.72
H ASSESSOR			
257-815.1 Assessor Software	340.00	2,100.00	-1,760.00
257-817 Assessor Wages	24,612.00	30,000.00	-5,388.00
Assessment Notice Postage Expense		1,200.00	-1,200.00
Total H ASSESSOR	24,952.00	33,300.00	-8,348.00
I TOWNSHIP HALL			
265-850 Internet & Telephone	5,441.52	3,000.00	2,441.52
265-921.2 Electric	13,017.18	6,200.00	6,817.18
265-923.1 Gas	1,075.49	1,000.00	75.49
265-931.3 Mowing & Snow Removal	11,164.75	12,000.00	-835.25
265-931.4 TH Cleaning	5,478.94	8,000.00	-2,521.06
265-933.2 Maintenance	7,403.06	4,000.00	3,403.06
265-955 Security	1,130.02	4,200.00	-3,069.98
Total I TOWNSHIP HALL	44,710.96	38,400.00	6,310.96
J RENTAL EXP.			
265-710 Event Manager Pay	1,545.38	4,500.00	-2,954.62
265-710.1 Event Security	525.00	800.00	-275.00
265-726 Supplies	1,237.58	500.00	737.58
265-970 Equipment		500.00	-500.00
Total J RENTAL EXP.	3,307.96	6,300.00	-2,992.04
K WEATHER SIRENS			
523-921.2 Electric	966.22	1,800.00	-833.78
523-934 Siren Maint.		1,400.00	-1,400.00
Total K WEATHER SIRENS	966.22	3,200.00	-2,233.78

MILTON TOWNSHIP

Budget vs. Actuals: FY2023 (APR22 - MAR23) - FY23 P&L

April 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
L ATTORNEY COSTS			
266-826 Legal	1,023.00	10,000.00	-8,977.00
Total L ATTORNEY COSTS	1,023.00	10,000.00	-8,977.00
M INSPECTORS			
371-702.3 Mechanical	12,652.40	6,800.00	5,852.40
371-724 Electrical	13,615.20	7,200.00	6,415.20
371-724.2 Building	36,567.80	61,200.00	-24,632.20
371-724.3 Building Maintenance		2,400.00	-2,400.00
371-724.4 Plumbing	5,550.40	3,360.00	2,190.40
Total M INSPECTORS	68,385.80	80,960.00	-12,574.20
N ROADS & MUP			
446-969 Roads & MUP	97,529.09	200,000.00	-102,470.91
446-970 Roundabout		30,000.00	-30,000.00
Total N ROADS & MUP	97,529.09	230,000.00	-132,470.91
O STREET LIGHTS			
448-921.2 Street Lights	6,305.72	15,000.00	-8,694.28
Total O STREET LIGHTS	6,305.72	15,000.00	-8,694.28
P Spring Cleaning			
528-956 Spring Clean	1,562.21	4,000.00	-2,437.79
Total P Spring Cleaning	1,562.21	4,000.00	-2,437.79
Q PLANNING COMMISSION & ZBA			
701-725 PC Wages	2,990.75	5,000.00	-2,009.25
701-812 Consultants		3,000.00	-3,000.00
701-826 Legal	522.00	2,000.00	-1,478.00
701-901 Notices		500.00	-500.00
Total Q PLANNING COMMISSION & ZBA	3,512.75	10,500.00	-6,987.25
R ZONING			
702-705.2 Salaries	16,625.00	21,000.00	-4,375.00
702-861.2 Mileage	133.97	500.00	-366.03
702-970 Cell Phone	250.00	600.00	-350.00
Total R ZONING	17,008.97	22,100.00	-5,091.03
S PARK & RECREATION			
751-931 Maintenance	1,522.00	30,000.00	-28,478.00
Total S PARK & RECREATION	1,522.00	30,000.00	-28,478.00
T OTHER			
301.832 Sheriff Patrol	12,829.00	10,000.00	2,829.00
850-822 FICA - Match		600.00	-600.00
850-822.1 Pension Match	20,348.26	36,600.00	-16,251.74
850-822.2 Medicare Match	4,199.08	5,500.00	-1,300.92
850-822.3 Pension Fees	270.00	800.00	-530.00
850-860 Payroll Expenses	3,469.51	4,000.00	-530.49

MILTON TOWNSHIP

Budget vs. Actuals: FY2023 (APR22 - MAR23) - FY23 P&L

April 2022 - March 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
850-860.2 Employee Medical	7,352.65	8,500.00	-1,147.35
850-910 Insurance	13,474.65	15,500.00	-2,025.35
Total T OTHER	61,943.15	81,500.00	-19,556.85
Total 101 General Fund Expenditures	841,247.07	891,248.00	-50,000.93
210 Ambulance Fund Expenditures			
210-306-801 Professional Services (SMCAS)	7,785.00	33,740.00	-25,955.00
Total 210 Ambulance Fund Expenditures	7,785.00	33,740.00	-25,955.00
213 Edwardsburg Fire Fund Expenditures			
213-306-801 Professional Services (Edwardsburg)	10,170.34	67,680.00	-57,509.66
Total 213 Edwardsburg Fire Fund Expenditures	10,170.34	67,680.00	-57,509.66
214 Niles Fire Fund Expenditures			
214-306-801 Professional Services (Niles)	11,361.97	100,232.00	-88,870.03
Total 214 Niles Fire Fund Expenditures	11,361.97	100,232.00	-88,870.03
Payroll Expenses			
Taxes	2,955.48		2,955.48
Total Payroll Expenses	2,955.48		2,955.48
Total Expenses	\$873,519.86	\$1,092,900.00	\$ -219,380.14
NET OPERATING INCOME	\$587,480.38	\$ -234,813.00	\$822,293.38
Other Expenses			
Reconciliation Discrepancies	59,492.31		59,492.31
Total Other Expenses	\$59,492.31	\$0.00	\$59,492.31
NET OTHER INCOME	\$ -59,492.31	\$0.00	\$ -59,492.31
NET INCOME	\$527,988.07	\$ -234,813.00	\$762,801.07

MILTON TOWNSHIP

Transaction List by Date

December 21, 2022 - January 17, 2023

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
01/06/2023	1101	SMCAS		210 Ambulance Fund Expenditures:210-306-801 Professional Services (SMCAS)	-7,775.69
01/06/2023	1101	Edwardsburg Fire Department		213 Edwardsburg Fire Fund Expenditures:213-306-801 Professional Services (Edwardsburg)	10,163.79
01/06/2023	1102	Niles Charter Township Fire Department		214 Niles Fire Fund Expenditures:214-306-801 Professional Services (Niles)	11,368.97
01/03/2023	3104	Blue Cross Blue Shield of Michigan		101 General Fund Expenditures:T OTHER:850-860.2 Employee Medical	-764.25
01/03/2023	3105	Cass County Treasurer		101 General Fund Revenues:A TAXES:450 Admin Fee	-50.76
01/03/2023	3106	Cintas		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.4 TH Cleaning	-86.30
01/03/2023	3107	Dobberteen Inspections		477.2 101 General Fund Revenues:B LICENSES & PERMITS:Mechanical	-692.00
01/03/2023	3108	Johnny M. Hamilton		477.1 101 General Fund Revenues:B LICENSES & PERMITS:Electrical	-1,948.00
01/03/2023	3109	McNally Elevator Company, Inc.		101 General Fund Expenditures:I TOWNSHIP HALL:265-933.2 Maintenance	-399.10
01/03/2023	3110	Michiana Finish Grade LLC		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.3 Mowing & Snow Removal	-1,265.00
01/03/2023	3111	office360		101 General Fund Expenditures:I TOWNSHIP HALL:265-933.2 Maintenance	-55.29
01/03/2023	3112	Wayne Hardin, Inspector		477 101 General Fund Revenues:B LICENSES & PERMITS:Building	-9,740.00
01/03/2023	3113	Kerry Collins		101 General Fund Expenditures:I TOWNSHIP HALL:265-850 Internet & Telephone	-425.00
01/03/2023	3114	Marana Group		101 General Fund Expenditures:J RENTAL EXP.:265-726 Supplies	-382.33
12/21/2022	ach	Indiana Michigan Power		101 General Fund Expenditures:I TOWNSHIP HALL:265-921.2 Electric	-937.76
12/21/2022	ach	Indiana Michigan Power		101 General Fund Expenditures:I TOWNSHIP HALL:265-921.2 Electric	-493.74
12/27/2022	ach	Indiana Michigan Power		101 General Fund Expenditures:O STREET LIGHTS:448-921.2 Street Lights	-157.98
12/30/2022	ach	Semco Energy		101 General Fund Expenditures:I TOWNSHIP HALL:265-923.1 Gas	-138.93
01/03/2023	ach	FNBO		-Split-	-920.00
01/13/2023		Cass County Road Commission		101 General Fund Expenditures:N ROADS & MUP:446-969 Roads & MUP	-30.00
01/17/2023		Indiana Michigan Power		-Split-	-745.88
01/17/2023		Midwest Energy & Communications		101 General Fund Expenditures:I TOWNSHIP HALL:265-923.1 Gas	-497.38
01/17/2023		FNBO		101 General Fund Expenditures:I TOWNSHIP HALL:265-850 Internet & Telephone	-1,069.29
01/17/2023		Dobberteen Inspections		101 General Fund Expenditures:M INSPECTORS:371-702.3 Mechanical	-1,034.40

MILTON TOWNSHIP

Transaction List by Date

December 21, 2022 - January 17, 2023

DATE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT
01/17/2023		Pitney Bowes		101 General Fund Expenditures:I TOWNSHIP HALL:265-933.2 Maintenance	-600.00
01/17/2023		Joy's Johns		101 General Fund Expenditures:I TOWNSHIP HALL:265-933.2 Maintenance	-3.00
01/17/2023		Election Source		101 General Fund Expenditures:C ELECTIONS:262- 931.1 Elect Mach Progm	-615.00
01/17/2023		Cintas		-Split-	-104.81
01/17/2023		Johnny M. Hamilton		101 General Fund Expenditures:M INSPECTORS:371-724 Electrical	-830.40
01/17/2023		Michiana Finish Grade LLC		101 General Fund Expenditures:I TOWNSHIP HALL:265-931.3 Mowing & Snow Removal	-1,430.00
01/17/2023		Election Source		101 General Fund Expenditures:C ELECTIONS:262- 933 Elect Machine Maint	-1,044.00
01/17/2023		Rapid Shred		101 General Fund Expenditures:A TOWNSHIP BOARD:101-726 Office Expense	-35.00