

# Milton Township

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## MILTON TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING November 28, 2012

Special Meeting of the Milton Township Board was called to order November 28, 2012 at 6:00pm, 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 (was not present at 6:00pm)

### ALSO PRESENT

Zoning Administrator: Paul Sniadecki  
Attorney: Catherine Kaufman  
Secretary: Revie ~~(Cooky)~~ Stewart

6:02pm - 5 minute recess called by Supervisor Benjamin TO WAIT FOR TRUSTEE SWEENEY.  
6:07pm - Meeting called back into session by Supervisor Benjamin  
6:08pm - 5 minute recess called by Supervisor Benjamin  
6:13pm - Meeting called back into session by Supervisor Benjamin – KELLY SWEENEY ARRIVED.

All board members present. Supervisor Benjamin asked Attorney Kaufman, to discuss if an item could be added to the agenda if all members were not present. Discussion held.

PUBLIC COMMENT None

### APPROVAL OF THE AGENDA

No objections to current agenda. Agenda Approved.

### SUPERVISOR COMMENTS

Procedures regarding motions, voting and amendments for township board meetings were presented by Supervisor Benjamin. He offered his help to assist all newly elected board members.

Supervisor Benjamin asked the township secretary to be present during this meeting for her contribution and helpfulness. She is approved to be paid for attending.

Motion: Treasurer Flowers

*I move that the Township Board, the township Attorney and Revie ~~(Cooky)~~ Stewart (secretary) meet in a closed session under Section 8(a) of the Open Meetings Act in order to consider the dismissal, suspension, or disciplining or to hear complaints or charges brought against an employee, staff member or public officer, if the employee, staff member or public officer requests such closed session.*

Second: Trustee Sweeney

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

Motion Carries

6:26pm BOARD GOES TO CLOSED SESSION.

**6:26pm to 7:31pm - CLOSED SESSION**

~~Motion: Supervisor Benjamin  
Return to Special Board Meeting.  
Second: Trustee Renken~~

~~ROLL CALL VOTE: Flowers, Yes - Kronowitter, Yes - Renken, Yes - Sweeney, Yes - Benjamin, Yes.  
Motion Carries~~

7:33pm – ~~Special Board Meeting continued.~~ RESUMED SPECIAL MEETING.

Motion: Supervisor Benjamin  
Appoint Sandra Redman as Planning Commission Member with term to expire 06-30-2014.  
Second: Clerk Kronewitter  
All in Favor: YES - Motion Carries.

Motion: Supervisor Benjamin  
Appoint Kelly Sweeney Ex-Officio Planning Commission member with term to expire 11-20-2016.  
Second: Trustee Renken  
All in Favor: YES - Motion Carries.

Benjamin asked board members to submit names to be considered for the Salary Compensation Commission. There are 3 openings. Members cannot be an employee or elected official of Milton Township, nor can they be related to same.

Motion: Trustee Renken  
Appoint Sue Kronewitter as Zoning Board of Appeals Member with term to expire 11-20-2016.  
Second: Trustee Kelley SWEENEY  
All in Favor: YES - Motion Carries.

Motion: Supervisor Benjamin  
Resolution 2012-50R - Adoption of the 2012 Admendment to the Cass County 2000 (Approved September 2000) Solid Waste Management Plan.  
Second: Treasurer Flowers

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

**TOWNSHIP SECURITY**

Call list order in the event alarm goes off. 1. Supervisor Benjamin, 2. Treasurer Flowers, 3. Clerk Kronewitter.

Discussion Update all levels of security system usage and changing of codes for everyone. Once the updates and codes are changed, Clerk Kronewitter will coordinate with T&G TC Security to have all changes occur at a planned time. Kerry Collins will trigger the COMPUTER security at the server level.

Keys – Treasurer Flowers stated some keys are identified many are not. She is working to match up keys with locks on cabinets and doors within our buildings. Discussion – rekeying of locks may have happened as long as four years ago. The safe, Smiths Chapel, Community Center and Mailbox were discussed.

Treasurer Flowers reported prior treasurer DeBroka phoned Monday, November 26 about the safety deposit box at the Teachers Credit Union. She had entered the box on this date and stated nothing was there and said to close it. Prior treasurer DeBroka never returned the keys on November 20, 2012 when asked for all keys – thru this date keys have not been returned. Supervisor Benjamin wants the safety box to remain open and Treasurer Flowers to get the keys from DeBroka.

*Motion: Treasurer Flowers*

*Township board approves the re-keying of the township hall in the event the treasurer is unable to account for all keys in sequential order. To be completed no later than December 5, 2012.*

*Second: Trustee Kelley SWEENEY*

*All in Favor: YES - Motion Carries.*

Security Cameras – Discussions of the need – and the possibility of requesting a grant from our insurance company . Quote and grant information to install security cameras will be researched by Kronewitter and presented at the December board meeting.

### **LEGAL REPRESENTATION**

Attorney Catherine Kaufman of Bauckham, Sparks, Lohrstorfer, Thall and Seeber (BSLTS) read her proposal for services. Discussion as to who is eligible to contact the attorney. The supervisor is the township agent for all legal matters and board members are eligible to contact the attorney under an emergency. The Chairperson of the PC may contact the attorney within their budget . The ZBA and BOR chairman would report to the supervisor any legal issues.

*Motion: Trustee Kelley SWEENEY*

*Accept the letter on Legal Services from (BSLTS) and add changes with the addition of email and phone consultations.*

*Second: Treasurer Flowers*

*All in Favor: YES - Motion Carries*

### **TOWNSHIP CREDIT CARD**

Treasurer and clerk will analyze the townships needs and recommend the best option to the board.

### **MTA CONFERENCE**

Discussion – Training for newly elected officials. A shuttle bus has been reserved to transport multiple townships. Attorney Kaufman has made a donation to help with those costs. Benjamin is looking for additional donations to help further reduce the townships expense.

### **MEAL POLICY**

*Motion: Clerk Kronewitter*

*To cap meal expense at \$50.00 per day, per person for the MTA conference*

*Second: Trustee Renken*

*All in Favor: YES - Motion Carries*

Treasurer Training in Ann Arbor November 30, 2012. Discussion.

### **ORGANIZATION DISCUSSIONS**

Secretary Job Description – changes made to current job description in place.  
Secretary would like a week off unpaid each year.

Treasurer – To implement internal controls with a 3 part book for all monies that come in.

Discussion – Master Files, Notary, PDF Program for Township documents, Keys Smiths Chapel, ~~Share Drive~~, SHARED NETWORK DRIVE, Board Packets, Kerry Collins and our computer backups, quicker board meetings, helping board members be more timely prepared resulting in shorter board meetings, personnel manuals, refining the budget to include our auditor, instituting a Chart of Accounts that has been approved from the Michigan Department of Treasury, correct the paying of elected officials so no one is paid in advance, getting a grant for the township park, SMCAS will be occupying the community center creating a need for a location to hold our elections, storage for election equipment and additional storage, township safety deposit box and its recovery, night township hours to accommodate residents, procedures for appointing PC members, forms within the township to be updated (formal & informal), where not to park in front of building.

Trustee & Ex-Officio Member Kelly SWEENEY – Goal to have the township Zoning Ordinance match with the Township Master Plan.

Supervisor – Kestrel Hills roads to be a priority by February 2012. Have the planning commission develop a 3 year plan to include funding the paving of Kestrel Hills roads. Address contract with Head Start which expires in September of 2013.

Trustee Renken – Goal to have all board information available on the web.

Zoning Administrator – discussed in depth the FOIA procedures and policies of the township.

#### **FIRE & AMBULANCE BOARD, EDWARDSBURG**

Motion: Supervisor Benjamin

*Appoint Eric Renken & Robert Benjamin as representatives to the Edwardsburg Fire and Ambulance board.*

Second: Trustee Renken

*All in Favor: YES - Motion Carries*

#### **NATS REPRESENTATIVE**

Motion: Trustee Kelley SWEENEY

*To re-appoint Don Kronewitter as NATS representative for the next two years, ending in December of 2014.*

Second: Trustee Renken

*All in Favor: YES - Motion Carries*

#### **SMCAS REPRESENTATIVE**

Motion: Supervisor Benjamin

*To appoint Robert Benjamin as SMCAS voting member and representative effective January 1, 2013, for at least the 1<sup>st</sup> year of his term.*

Second: Trustee Kelley SWEENEY

*All in Favor: YES - Motion Carries*

#### **DEADLINE FOR SUBMISSION OF REQUESTS FOR PAYMENTS FOR INSPECTORS, VENDORS, AND EMPLOYEES.**

Motion: Clerk Kronewitter

*For all township inspectors, vendors, and employees to have their payment requests turned in by 5:00pm, the SECOND Monday of each month.*

Second: Trustee Renken

*All in Favor: YES - Motion Carries*

Discussion – Trustee Renken comments he would like to see the township have more office space to run elections and he will check into using the technology of cloud storage.

Discussion – Supervisor Benjamin requested Trustee Renken and our IT coordinator to evaluate the needs of the Supervisor, Clerk, and Treasurer regarding computer and software needs, township servers, web page, email, backup processes etc., before the next budget is approved.

Clerk Kronewitter asked the attorney the status of the delinquent personal property attorney fees. Kronewitter commented the township has already paid quite a bit in attorney fees, and how much more money is this going to cost the township to clean it up. The attorney said she is waiting for an affidavit from the previous Treasurer DeBroka, stating she has made every effort to collect delinquent personal property taxes from 1996 and continuing thru 2006. . The attorney said there will be more fees from her office to prepare the documents as well as court fees. Treasurer Flowers said she will compile the monetary list that was requested from Treasurer Debroka in January of 2012, and will have it completed by December 5, 2012. That will save the township quite a bit.

**TOWNSHIP PARK**

*Motion: Trustee Kelley SWEENEY*

*Have the planning commission review and make recommendations for the need, only, of our park and to add a playground to include water and a sprinkler system.*

*Second: Supervisor Benjamin*

*All in Favor: YES - Motion Carries*

**TOWNSHIP HALL – OFFICE SPACE – ELECTION OFFICE & STORAGE**

*Motion: Trustee Renken*

*Milton Township Board to have the planning commission evaluate the need for a township building to have office space, meeting space, election office and storage.*

*Second: Trustee Kelley SWEENEY*

*All in Favor: YES - Motion Carries*

**TOWNSHIP OFFICE HOURS**

*Motion: Supervisor Benjamin*

*Effective January 1, 2013 set township hours Monday 9:00am – 5:00pm. Wednesday NOON – 8:00pm. And Friday 9:00am – 5:00pm*

*Second: Trustee Kelley SWEENEY*

*All in Favor: YES - Motion Carries*

**ANNOUNCEMENTS**

Township has created a GUEST ACCOUNT so residents can come into the township with their laptops and use our high speed internet, free.

Clerk to notify all employees, inspectors and vendors of dates to turn in their payment requests.

Newsletter to be published in February, board members think of what you would like to be included.

**ADJOURNMENT**

*Motion: Treasurer Flowers*

*Motion to Adjourn.*

*Second: Trustee Kelley SWEENEY*

*All in Favor: YES - Motion Carries*

Meeting adjourned at 11:13 p.m.

Respectfully submitted,

*Sue Kronewitter*

Clerk, Milton Township