



# Milton Township

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**Official Minutes for Milton Township Board of Trustees  
Regular Board Meeting  
Milton Township Hall - 32097 Bertrand St., Niles, MI  
Tuesday March 21, 2017 7:00P.M.**

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

Members Present: Supervisor Robert Benjamin, Treasurer Susan Flowers, Clerk Steve Sante, Trustee Kelly Sweeney

Absent: Trustee Eric Renken

**Community Reports:**

**Planning Commission Ex Officio Member:** Sweeney reports the PC is working on finalizing a bid from Williams and Works for updating the master plan.

**Board of Review:** Benjamin reports only three appeals had been filed with the BOR and the letters went out the previous Thursday.

**Election Commission:** Sante reports there will be an Election Commission Meeting on April 4<sup>th</sup> to select election inspectors for the May 2<sup>nd</sup> election and to do an accuracy test on the tabulator.

**NATS:** Flowers reports there are funds for the Multi-Use path from the State.

**Visiting Officials:** None

**Anyone wishing to speak to the board:** Thomas Talley indicated he would like to see a memorial to veterans on Township property. The Supervisor asked him to put together a proposal and they would discuss the issue.

Lewis Mudd question the board as to whether or not the township has a blight officer. Mr. Mudd went on to indicate there are properties in the township with a significant amount of debris.

**Board Member Comments:** None

**Approval of Agenda:** Two items were added to the agenda. They are RFP for lawn and snow removal and noise meter.

**Approval of Previous Minutes**

Motion: Sweeney made a motion to approve the 2/21/17 minutes as presented

Second: Sante

Discussion: None  
Motion Carried Unanimously

Motion: Sweeney made a motion to approve the 2/28/17 minutes as presented  
Second: Sante  
Discussion: None  
Motion Carried Unanimously

**Business with Attendees:** None

**Old Business:**

**Rental Updates:** Flowers reports there are nine rentals scheduled for the Great Hall so far this year.

**Noise Meter:** The ZA has provided a proposal to purchase a new noise meter.

Motion: Benjamin made a motion to purchase an Extech 407736 Digital Sound Level Meter at a cost not to exceed \$330.10.  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes  
Motion Carried

**New Business:**

**Electrical Repair for Smith's Chapel**

Motion: Benjamin made a motion to reimburse the Smith's Chapel Commission in the amount of \$243.14 for electrical supplies.  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes  
Motion Carried

**Request For Proposal**

Sweeney presented a request for proposal for lawn care and snow removal. A lengthy discussion occurred on these proposal. The board chose to move only on the lawn RFP.

Motion: Sweeney made a motion to approve the lawn maintenance RFP as amended.  
Second: Sante  
Discussion: None  
Motion Carried Unanimously

**Review Of Fire Budgets**

Benjamin indicated that the township owes \$16,449.70 to the Edwardsburg Fire Department. He went on to note that Enbridge intends to cover \$10,000 of this amount.

Motion: Benjamin made a motion to pay Edwardsburg Fire Department \$6,449.70.

Second: Sweeney  
Discussion: None  
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes  
Motion Carried

### **2017-2018 Budget Actions**

Abonmarche submitted a bid for engineering costs in the amount of \$39,900. This bid was discussed at length.

Motion: Benjamin made a motion to approve the township millage rate at a maximum of 1 mill  
Second: Flowers  
Discussion: Due to Headlee factor amount can't exceed .7980  
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes  
Motion Carried

Motion: Benjamin made a motion to approve the Niles Fire District Millage at a maximum of 1 mill  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes  
Motion Carried

Motion: Benjamin made a motion to approve the Edwardsburg Fire District Millage at a maximum of 1 mill  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Yes, Sante Yes, Sweeney Yes, Benjamin Yes  
Motion Carried

Motion: Benjamin made a motion to approve the 2017-2018 budget as amended with a resolution number of 2016-04R.  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Y, Renken Y, Sante Y, Sweeney Y, Benjamin Y  
Motion Carried

Motion: Benjamin made a motion to approve the 2017-2018 Niles Township Fire Budget.  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y  
Motion Carried

Motion: Benjamin made a motion to approve the 2017-2018 Edwardsburg Fire Budget.  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y  
Motion Carried

Motion: Benjamin made a motion to approve the 2017-2018 SMCAS Budget.  
Second: Sweeney  
Discussion: None

Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y  
Motion Carried

Motion: Benjamin made a motion to approve the 2017 fee schedule.  
Second: Sweeney  
Discussion: None  
Motion Carried Unanimously

Motion: Benjamin made a motion to approve the Fiscal year 2017-2018 wages effective April 1, 2017 and having a resolution number of 2016-05R.  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y  
Motion Carried

### **Joy's John Contract**

Motion: Benjamin made a motion to approve the Joy's John contract in the amount of \$1,338.75.  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y  
Motion Carried

### **New Voting Equipment**

Motion: Sante made a motion to approve resolution 2017-6R for new voting equipment.  
Second: Sweeney  
Discussion: None  
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y

### **Spring Clean**

Motion: Benjamin made a motion that the township will pay for the first one hundred tires received during the spring clean.  
Second: Sweeney

Amended Motion: Benjamin made a motion to amend the original motion so that the tire collection is free to township residents only.  
Second: Sweeney  
Discussion: None  
Motion Carried Unanimously  
Original Motion  
Discussion: None  
Motion Carried Unanimously

### **Staffing Changes**

The date of position elimination was discussed for the Township Maintenance position was discussed.  
Motion: April 15<sup>th</sup> shall be the date of elimination for this position.  
Second: Sante  
Discussion: None  
Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y

## **FY 2017-2018 Roles**

Flowers would like to reduce her rolls due to NATS and COA commitments.

Motion: Benjamin made a motion to move the building maintenance and upkeep role to the Clerk's office.

Second: Sweeney

Discussion: None

Motion Carried Unanimously

Motion: Benjamin made a motion to move supply ordering to the Clerk's office.

Second: Flowers

Discussion: None

Motion Carried Unanimously

Motion: Benjamin made a motion to move management of the administrative assistant to the Supervisor's office.

Second: Flowers

Discussion: None

Motion Carried Unanimously

Motion: Benjamin made a motion to move rental management to the Supervisor's office.

Second: Sweeney

Discussion: None

Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y

## **Multi-Use Path**

Motion: Benjamin made a motion to approve the Abonmarche contract for engineering services of the Multi-use path.

Second: Sweeney

Discussion: None

Roll Call: Flowers Y, Sante Y, Sweeney Y, Benjamin Y

## **Township Rental management and agreements**

Motion: Benjamin made a motion striking number 14 from the rental agreement

Second: Sweeney

Discussion: Number 14 and 22 are redundant

Motion Carried Unanimously

Motion: Benjamin made a approving township hall agreement as presented

Second: Sweeney

Discussion: None

Motion Carried Unanimously

## **Financial Report:**

### **Review of Township Budget**

Motion: Benjamin made budget resolution 2016-07R to be as follows:

675	Donations & Grants	\$	5,000.00
101-101-725.1	Amb Board Meeting	\$	60.00
101-928-543	Spring Cleaning		\$450.00
101-101-850	Telephone	\$	437.00
101-101-850.1	Internet	\$	539.90
101-101-970	Equipment / Furniture	\$	(2,500.00)
101-191-933.1	Election Machine Programing	\$	(1,170.00)
101-191-933	Election Machine Maint	\$	(1,010.00)
101-202-802	External Audits	\$	720.00
101-247-731	BOR Publications	\$	16.00
101-101-728	Assessor Postage Expense	\$	186.00
101-850-860.1	Employee Deductions	\$	400.00
101-257-815.1	Assessor Software	\$	(486.00)
101-265-933	SC Maintenance	\$	244.00
101-265-921.2	Smith's Chapel Electric	\$	200.00
101-265-931	Grounds Keeper	\$	1,297.83
101-265-933.2	TH Maintenance	\$	(3,690.00)
101-265-726	OTH Rental Expense	\$	(720.00)
101-265-931.5	OTH Clean	\$	(500.00)
101-371-702.3	Mechanical Labor		\$1,000
101-266-826	Legal Costs	\$	900.00
101-371-724	Electrical Labor		\$500
101-446-969.3	Multi-use Path	\$	(33,200.00)
101-446-969.1	Signs	\$	(800.00)
101-448-820	Street Lights		\$1,200
101-171-702	Supervisor Salary		\$200
101-253-702	Treasurer Salary		\$200
101-215-702	Clerk Salary		\$250
101-101-702	Trustee Salary		\$100
101-751-931.2	Park Improvements	\$	(11,415.00)
101-850-822.3	Pension Fees		\$300
101-850-921.1	Fire Expense		\$6,449.70
101-101-136.5	Building Note Payment		\$3,845.21
101-850-822	FICA Match	\$	300.00
101-850-822.2	Medicare Match	\$	500.00
101-625-921.2	TH Electric		\$718
		\$	(30,195.36)

Second: Sweeney

Discussion: None

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

Motion carried

### Financial Reports

Flowers reported the township funds total \$535,636.56.

**Approval of Checks**

Motion: Sante made a motion to approve the checks as written with the following to be added:

Edwardsburg Fire Department	\$6,449.70
Chemical Bank	\$3,845.21

Second: Benjamin

Discussion: None

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

Motion carried

**Adjournment**

Motion: Sweeney made a motion to adjourn at 8:32pm.

Second: Flowers

Discussion: None

Motion carried unanimously

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