

# Milton Township

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## MILTON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING at 7:00pm November 18, 2013

### Township Board Members Present

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

**OTHERS PRESENT:** Zoning Administrator, Township Attorney.

## **BOARD OF TRUSTEES REGULAR MEETING at 7:00pm**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE:** Board of Trustees Regular Meeting called to order at 7:00 pm by Benjamin. Pledge of Allegiance recited.

**PUBLIC COMMENT:** Virginia Kraft announced Smith Chapel Christmas program on December 7, 2013 at 7:00pm.

**BOARD MEMBER COMMENT:** None

### **COMMUNITY REPORTS:**

Zoning Administrator – Report in packet.

Planning Commission Ex-Officio, Sweeney – Rezoning of the 5 parcels approved sent to Cass County. Five of the seven PC members have completed the Citizen Planner Course and are in the process of taking exam, then proceeding to Master Planner certification. Supervisor appreciates the PC taking this training.

Commissioner Ziliak – Administrator search continues but now with 4 finalists. Should make the appointment with-in the next week.

Park Plan Action Group – Renken – Had meeting today with 6 people in attendance. They had good ideas. William and Works will be creating a report. Flowers said restrooms, pavilions, and keeping the township rural is important to those in the group.

ZBA Secretary, Kronewitter – No activity last month.

NATS, Sweeney – He is working with Chris Bolt regarding the Lansing consultant study of the Gumwood and Redfield intersection. Road Commission and Milton are working well together looking at future funding and traffic patterns. A report could be ready in 2-3 months.

**APPROVAL OF AGENDA:** Add # 7 Credit Card and Taxes.

## **APPROVAL OF PREVIOUS MINUTES**

Motion: Sweeney  
Motion to approve the BOT regular meeting minutes of October 21, 2013, as corrected.

Second: Renken  
Motion Carried.

Motion: Flowers  
Motion to approve Election Commission minutes of October 8, 2013 as presented.

Second: Sweeney  
Motion Carried.

Motion: Sweeney  
Motion to approve BOT Closed Session meeting minutes of October 10, 2013 as corrected.

Second: Renken  
Motion Carried.

## **FINANCIAL REPORTS**

Review of township budget and treasurer's report read. The Treasurer is in charge of all Escrow accounts, per the township policy.

## **ZONING ADMINISTRATOR DUTIES RESTRUCTURING**

Handouts of current description and suggestions given to board members to make their comments and get back to clerk by December 10, 2013 to add into December board discussion.

## **TOWNSHIP HALL BUILDING PROJECT**

Richard Hebard – Chart passed out to board members on progress. Talked about the possible weather challenges. The foundation is being put in and workers will be working thru December. Talked about water stops, drains and the waterproofing membrane. Contractors assemble the billings and give to architect who will bring to the township clerk for payment processing once approved.

## **REZONING REQUEST**

Sweeney gave his report of where we are at now with the re-zoning request of the 5 property parcels in section 21 of the township from Rural Residential to Single Family.

Motion: Sweeney  
Motion to approve Ordinance Rezoning Resolution 2013-070 as presented.

Second: Flowers

*Discussion: The Township Attorney advised the board regarding what is a possible perceived conflict of interest, and board members participating and voting in such instances. Renken said he was one of those property owners who received a letter as his property is within 300 feet of this rezoning request. Kronewitter property is also within 300 feet of the property rezoning request. The attorney asked Renken if he had any conflict of interest, including any financial gain, to which he answered no. Would he be able to fairly discuss and vote on this rezoning request? He said yes. . The attorney asked Kronewitter if she had any conflict of interest, including any financial gain, to which he answered no. Would she be able to fairly discuss and vote on this rezoning request? She said yes.*

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

## **TOWNSHIP LOGO**

*Discussion:* Sweeney presented the old township logo in a format that can be utilized on forms. Hebard suggested having the schools design a logo for a prize. Ziliak said Howard utilized the schools on their logo. Sweeney asked the board members to have their feedback back to him by December 4<sup>th</sup>.

## **BOARD OF REVIEW DATES**

*Motion:* Benjamin

*Motion to approve BOR alternate dates, Resolution 2013-11-18-02 R*

*Second:* Kronewitter

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

## **POVERTY RESOLUTION**

*Motion:* Benjamin

*Motion to approve 2014 Poverty Guidelines, Resolution 2013-11-18-03 R*

*Second:* Sweeney

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

*Motion:* Benjamin

*Motion to update the policy manual of the poverty guidelines.*

*Second:* Renken

*Motion Carried.*

## **CREDIT CARDS FOR TAXES**

*Discussion, link on website to take cards. Treasurer spoke about the company Magic Rider, Inc. with Chemical Bank. Sweeney asked the Treasurer to check the Official Payments company.*

*Motion:* Flowers

*Motion to approve have Treasurer enter into a contract with Magic Rider, Inc. for a \$250.00 one-time fee.*

*Second:* Sweeney

*ROLL CALL VOTE:* Renken-Yes, Sweeney-No, Benjamin-No, Flowers, No, Kronewitter, No.  
*Motion Fails*

## **CREDIT CARDS FOR TAXES**

*Motion:* Benjamin

*Motion to approve have Treasurer to spend no more than \$250.00 for Credit Card Provider*

*Second:* Flowers

*ROLL CALL VOTE:* Sweeney - Yes, Benjamin-Yes, Flowers, Yes, Kronewitter, No, Renken-Yes,  
*Motion Carries*

## **OFFICE SOFTWARE-EMAIL**

Supervisor Benjamin removed himself from the meeting room preventing a conflict of interest with this topic at 7:47pm.

*Motion:* Kronewitter

*Motion to have Sweeney moderate this portion of the meeting as chair.*

*Second:* Flowers

*Motion Carried.*

Presentation by Renken about using a different communication software and its possible savings and advantages compared with what we are using now. Solutions to problems now.

Motion: Sweeney

Motion to table the software discussion until further information is provided, costs and how much we have spent for 2013-2014.

Second: Renken

Motion Carried

### **PET POLICY**

Sweeney provided the board with a pet policy to have in the employee manual. He would like all board member input and have their comments to him by December 10, 2013.

### **BUDGET RESOLUTION- RESOLUTION**

Motion: Benjamin

Motion to approve Budget Resolution 11-18-04 R.

Second: Kronewitter

ROLL CALL VOTE: Benjamin-Yes, Flowers, No, Kronewitter, Yes, Renken-Yes, Sweeney - Yes

Motion Carries

### **APPROVAL OF CHECKS**

Motion: Kronewitter

Motion to approve checks as presented (8491-8550) in the amount of \$42,366.18.

Second: Sweeney

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

Motion Carried.

**ANNOUNCEMENTS:** None

### **ADJOURNMENT**

Motion: Kronewitter

Motion to adjourn.

Second: Sweeney

Motion Carried.

Meeting adjourned at: 8:48 pm

Respectfully submitted,

Sue Kronewitter

Clerk, Milton Township