

MILTON TOWNSHIP – REGULAR MEETING  
BOARD OF TRUSTEES  
April 21, 2014

The regular meeting of the Milton Township Board was held on Monday April 21, 2014 at the Milton Township Hall, 32097 Bertrand St, Niles, MI 49120. Supervisor Benjamin called the meeting to order at 7:00pm followed by the Pledge to the Flag.

Present: Supervisor R. Benjamin, Clerk S. Kronewitter, Treasurer S. Flowers, Trustee E. Renken, Trustee K. Sweeney  
Also Present: Attorney Robert Thall, ZA Paul Sniadecki

**PUBLIC COMMENT** - None

**BOARD MEMBER COMMENTS** – Kronewitter announced the last time to file for office of August Primary is tomorrow by 4:00pm at the County Clerk's office. Benjamin stated the Road Commission is still working with Enbridge to pave roads affected by their project. Road Commission wants Milton to pay \$12,000.00 for flooding on Bertrand at the property in front of the new building. SMCAS has accepted Tim Gray's resignation and hiring has been opened to the outside. A personnel committee will be having a meeting to go over applicants for a new SMCAS director.

**COMMUNITY REPORTS**

Sweeney – Rezoning on Broderick Way will be coming to the planning commission, SWMPC Suzanne Flowers attended PC meeting presenting Rattle and Roll upcoming meetings, process of preparing annual report for BOT, and, Sweeney will be meeting with the Cass County Planning Commission chairperson. No updates on 2014 roads. Gumwood study has been completed results will be forthcoming.

Commissioner Ziliak - The Cass County Household and Hazardous Waste Collection to be held May 17, 2014 from 9:00am to Noon at the Cass County Fair Grounds. Mr. Thomas Stephenson has been appointed as Cass County Surveyor and will be a candidate on the ballot in August 2014.

**APPROVAL OF AGENDA**

Under new business move number 6 to last.

**TOWNSHIP HALL NEW BUILDING UPDATE**

No report.

**APPROVAL OF PREVIOUS MINUTES**

Benjamin made a motion to approve the minutes of the regular meeting of March 17, 2014 as presented, seconded by Sweeney.

All in Favor: Yes  
Against: None  
Motion Carries.

Benjamin made a motion to approve the minutes of the special meeting of March 27, 2014 as amended, seconded by Renken.

All in Favor: Yes  
Against: None  
Motion Carries.

Benjamin made a motion to approve the minutes of the special meeting of April 14, 2014 presented, seconded by Renken.

All in Favor: Yes  
Against: None  
Motion Carries.

### **FINANCIAL REPORT**

Treasurer's report was read by Flowers. Financial report and final 2013-2014 budget and 2014-2015 budget reviewed. Attorney Thall advised the board cannot force another board member to do something. The board member can volunteer. The auditor can advise us about processes.

Flowers motioned to have the clerk reconcile bank accounts within 9 days of the first of the month, seconded by Sweeney.

All in Favor: None  
Against: Yes  
Motion Fails

### **JOB DESCRIPTIONS**

Discussion regarding job descriptions for building inspector and assessor. Employee Policy Manual, board to review and provide feedback for a new draft, for the later meeting in May.

### **TRAINING ENVISIONING WORKSHOP**

Flowers motioned to have an envisioning workshop on Saturday June 7<sup>th</sup> at 10:00am, seconded by Renken.

All in Favor: Yes  
Against: None  
Motion Carries

### **RESOLUTIONS OF APPRECIATION**

Benjamin motioned to adopt Resolution 2014-0421-01 Resolution of Appreciation of Cori Buchar, seconded by Renken.

Roll Call Vote:  
YES: Benjamin, Kronewitter, Flowers, Renken, Sweeney,  
NO: None  
Motion Carries

Benjamin motioned to adopt Resolution 2014-0421-02 Resolution of Appreciation of Paul Sniadecki, seconded by Kronewitter.

Roll Call Vote:  
YES: Kronewitter, Flowers, Renken, Sweeney, Benjamin  
NO: None  
Motion Carries

### **BID SELECTION LAWN MOWING CONTRACT**

Sweeney motioned to accept the bid by RNG as submitted, seconded by Kronewitter.

All in Favor: Yes  
Against: Yes  
Motion Carries

### **PROPOSED BOARD OF TRUSTEES MEETING DATES**

Benjamin made a motion to accept proposed meeting dates to Tuesdays for the Board of Trustees from May 2014 to December 2014, seconded by Sweeney.

All in Favor: Yes  
Against: None  
Motion Carries.

**NEW PRINTER SCANNER FOR ADMINISTRATOR OFFICE**

Discussion the township needs an OCR machine that can scan minutes, resolutions and ordinances in a searchable PDF format.

Benjamin motioned to table scanner to next month's May 27<sup>th</sup> meeting, seconded by Renken.

All in Favor: Yes  
Against: None  
Motion Carries

**FUTURE SUPPORT FOR CLERKS COMPUTER & SERVER**

Benjamin motioned to give the supervisor the authority to hire an outside company not to exceed \$1,000.00 to examine the clerk's laptop and the township server and to pursue a long term support contract, seconded by Sweeney.

All in Favor: Yes  
Against: Yes (1)  
Motion Carries.

**NEW EDWARDSBURG FIRE CONTRACT**

Benjamin motioned to send agreement back to Edwardsburg Fire Board for consideration prior to April 1, 2015 budget year, seconded by Renken.

All in Favor: Yes  
Against: None  
Motion Carries.

Benjamin motioned to pay Edwardsburg Fire Department amount owing of Milton Township millage – Headlee of prior years as previously done for last 6 plus years, seconded by Sweeney.

Roll Call Vote:  
YES: Renken, Sweeney, Benjamin, Kronewitter, Flowers  
NO: None  
Motion Carries

**SMCAS DISCUSSIONS**

Articles of Incorporation, ask attorney to give feedback.

**SOCIAL SECURITY/PENSION/PAYROLL**

Attorney Thall advised the board what a Section 218 agreement is and will be working to further advise the board.  
Attorney Thall

RECESS: 9:25pm called by Benjamin

BACK IN SESSION: 9:33pm

Attorney Thall left as his business was completed.

**SELECTION OF ZONING ADMINISTRATOR/CODE ENFORCEMENT OFFICER**

Discussion, board to look for candidates who have the skills and best capability to do the job. Applicants who submitted defective applications were not considered for interviews. Flowers and Sweeney attended a meeting with Niles Charter Township to consider Milton and Niles Charter sharing a contract for this position.

Benjamin motioned to interview applicants numbered 2, 7, 8, and 16, seconded by Sweeney.

All in Favor: Yes  
Against: None  
Motion Carries.

Sweeney motioned to schedule a Special Board of Trustees meeting Monday April 28, 2014 at 6:00pm to conduct interviews for the selection of Zoning Administrator/Code Enforcement Officer.

Roll Call Vote:

YES: Sweeney, Benjamin, Kronewitter, Flowers, Renken

NO: None

Motion Carries.

Benjamin motioned to extend Sniadecki's employment until May 31, 2014, seconded by Sweeney.

All in Favor: Yes

Against: None

Motion Carries

**APPROVAL OF CHECKS**

Benjamin motioned to approve checks 8710-8757, 4003 and ACH payments in the amounts of \$131,961.15 as presented and add \$51,651.99 to Edwardsburg Fire Department from 2014-2015 budget, seconded by Benjamin.

Roll Call Vote:

YES: Benjamin, Kronewitter, Flowers, Renken, Sweeney

NO: None

Motion Carries

**ADJOURNMENT**

Flowers made a motion to adjourn seconded by Renken.

All in Favor: Yes

Against: None

Motion Carries

Meeting adjourned @ 10:09p.m.

Respectfully Submitted,

Sue Kronewitter  
Clerk, Milton Township