

# Milton Township

32097 Bertrand St., Niles, MI 49120 Phone (269)684-7262 Fax (269)684-1742

Email: [milton@miltontwp.org](mailto:milton@miltontwp.org) Website: [miltontwp.org](http://miltontwp.org)

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## MILTON TOWNSHIP BOARD OF TRUSTEES REGULAR MEETING at 7:00pm June 17, 2013

Meeting of the Milton Township Board was called to order June 17, 2013 at 7:00pm, at the township hall with Supervisor Robert Benjamin serving as Chairman. Pledge of Allegiance Recited.

### **BOARD MEMBERS PRESENT**

Supervisor - R. Benjamin, Clerk - S. Kronewitter, Treasurer - S. Flowers, Trustee - E. Renken, Trustee - K. Sweeney

**OTHERS PRESENT:** Planning Commission members (except for Clanton), - Catherine Kauffman, Township Attorney.

**PUBLIC COMMENT:** None

### **BOARD MEMBER COMMENT:**

Benjamin announced the Saturday open house at the township hall and Smith's Chapel. The newsletter was mailed Monday. Tax Commission update: County approved a settlement with the state - The 2% factor increase will be not be applied on residential and the 25% increase on commercial is being waived. The ex-director will be appearing before the tax commission body. Smith Chapel survey is back.

### **COMMUNITY REPORTS:**

Zoning Administrator, Sniadecki - Report in packet, inquiries regarding lots to be developed in Kestrel Hills.

Planning Commission Ex-Officio, Sweeney - Continuing work with ZA and committees on zoning ordinances, training workshop on 6/29/2013, PC is working on adding banquet hall facilities as a use in rural residential while looking at the master plan to make sure it fits.

Cass County Commissioner, Zilak - Workshop held Saturday by Commissioners discussing various issues and the fire grant dates.

Fire Board - Renken - Meeting of June 4th had to be cancelled a quorum must be 5 members and only 4 were present.

ZBA - Kronewitter - meeting scheduled 6/24/2013 at 5:00pm to work on bylaws.

Smith's Chapel, Ann Brown - Two new fire extinguishers have been installed at the Chapel.

### **APPROVAL OF AGENDA**

Under new business add Renewal of Burnham & Flowers Insurance as number 5.5.

### **APPROVAL OF PREVIOUS MINUTES**

**Motion:** Sweeney  
Motion to approve the minutes of May 20, 2013 as amended.

**Second:** Renken  
All in Favor: YES - Motion Carries

**Motion:** Renken  
Motion to approve the minutes of June 10, 2013 as presented.

**Second:** Flowers  
All in Favor: YES - Motion Carries

## JOINT SESSION WITH PLANNING COMMISSION

7:19pm – 8:45pm – See attached draft minutes prepared by Kelly Sweeney, Planning Commission Ex-Officio and Secretary Member.

DRAFT MINUTES OF JOINT SESSION INSERTED HERE

OFFICIAL

## **FINANCIAL REPORTS**

Review of township budget and treasurer report read.

## **FIREWORKS DISPLAY PERMIT APPLICATION**

Supervisor Benjamin explained the board in 2009 said no to a fireworks ordinance. The board in 2012 approved a fireworks ordinance. The ordinance Milton approved is now a model for the Michigan Township Association.

*Motion:* Benjamin  
*Motion to accept the Fireworks Display Permit Application as presented.*

*Second:* Renken  
*All in Favor: YES*

*Motion Carries*

## **INSURANCE RENEWAL WITH BURNHAM AND FLOWERS**

Presentation by Jeff McCray of Burnham and Flowers of township's coverage and the premium.

*Motion:* Renken  
*Motion to approve the renewal of insurance effective 07/01/2013 with Burnham & Flowers.*

*Second:* Sweeney

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

## **EMPLOYEE POLICY MANUAL**

Tabled.

## **PURCHASE OF TOWNSHIP AERIAL MAPS**

There is a need for the assessor to use these maps during his re-assessment.

*Motion:* Benjamin  
*Motion to approve \$984.00 to purchase aerial and plat maps and add \$600.00 into supply budget of assessor.*

*Second:* Kronewitter

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

## **HIRING OF ADMINISTRATIVE ASSISTANT**

*Motion:* Benjamin  
*Motion to hire Cori Bucher as the Administrative Assistant with a yearly salary of \$26,000.00 and to include 80 hours of PTO, all Milton Township Holidays, forego any medical benefits, and to adjust her class with the insurance company.*

*Second:* Sweeney

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

## **PAYDAY SCHEDULE OF ADMINISTRATIVE ASSISTANT**

*Motion:* Kronewitter  
*Motion to pay the Administrative Assistant on the 1<sup>st</sup> and 16<sup>th</sup> of each month beginning July 1, 2013.*

*Second:* Renken

*All in Favor: YES - Motion Carries*

**MOWING SCHEDULE ADJUSTMENT**

The mowing schedule will be adjusted to mow every 14 days. We need to have weeds and poison ivy removed, this should not take more than four hours.

**BUDGET RESOLUTION**

Motion: Benjamin  
Motion to approve Resolution 2013-0617-01, budget transfer.

Second: Sweeney

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

**APPROVAL OF CHECKS**

Motion: Kronewitter  
Motion to approve checks as presented (8256-8301 and adding check number ~~8302~~ 8302 for SKS SLS Stephenson Survey, in the amount of \$4,750.00

Second: Flowers

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

**ADJOURNMENT**

Motion: Kronewitter  
Motion to adjourn.

Second: Renken  
All in Favor: YES - Motion Carries

Meeting adjourned at: 9:17pm

Respectfully submitted,

Sue Kronewitter  
Clerk, Milton Township

