

Milton Township

32097 Bertrand Street, Niles, MI 49120 – Phone (269)684-7262 Fax (269)684-1742
Website: miltontwp.org

MILTON TOWNSHIP BOARD OF TRUSTEES SPECIAL MEETING May 10, 2013

Special Meeting of the Milton Township Board was called to order May 10, 2013 at 5:40pm, at the township hall with Supervisor Robert Benjamin serving as Chairman. Pledge of Allegiance Recited.

BOARD MEMBERS PRESENT

Supervisor - R. Benjamin, Clerk - S. Kronewitter, Trustee - E. Renken (arriving at 5:47pm) , Trustee - K. Sweeny

BOARD MEMBERS ABSENT

Treasurer, Susan Flowers

PUBLIC COMMENT None

AGENDA READ

STATE OF MICHIGAN / CASS COUNTY EQUALIZATION DEPARTMENT

Discussion: Louis Csokasy, Administrator of Cass County discussed the chronological sequence of events undertaken by Cass County to investigate and resolve the issues associated with the County's equalization processes. He also spoke on the issue of the Michigan Tax Commission's hearing scheduled for Monday, May 13, 2013 at 9:00am in Lansing regarding the increased assessments of the properties in Cass County. Studies done by the state to determine our assessments show that Cass County is undervalued and Milton is overvalued and, that very small samples (3 samples) were taken. Those samples resulted in the increased assessed property values of Residential by 2 percent and Commercial by 25%. The newly hired Director of Cass County Equalization Department will begin on May 20, 2013. Supervisor Benjamin explained in the last three years Milton has challenged the Cass County Equalization Department of their studies and calculations, and, of those disputes, two were corrected. The Milton township attorney and assessor are being engaged to protect the rights of Milton Township and its residents. The board heard the assessor's prepared explanation letter of the equalization issue. The board also discussed the cost of the Assessor to attend the Tax Commission hearing, and our options regarding the equalization appeal.

Motion: Kronewitter

To recommend the township Assessor Douglas Brousseau and Supervisor, Robert Benjamin travel to Lansing for the Tax Commission hearing, May 13, 2013 @ 9:00am to represent Milton Township and its Residents.

Second: Renken

All In Favor: Yes, Motion Carries.

SUPERVISOR COMMENTS:

Supervisor will be asking the board for the Clerk's office to take back the FOIA.

TOWNSHIP OFFICE HOURS

Motion: Sweeney

Effective July 1, 2013 township office hours will be: Monday, Tuesday, Thursday and Friday 9:00am to 5:00pm and Wednesday 9:00am to 8:00pm.

Second: Renken

All in Favor: YES - Motion carries.

ADMINISTRATIVE ASSISTANT

Discussion: As the township moves forward the supervisor has concerns of the many assignments that need to be performed and maintained. Items that are of concern, the Zoning Ordinance Book, Civil Ordinance Book, Updating the Policy and Employee manuals, maintaining the township website, creating and distribution of the township newsletter, reformatting our current ordinances and manuals.

Motion: Renken

It is the intent of the township to hire a full time Administrative Assistant to work: Monday, Tuesday, Thursday, Friday: 9:00am – 5:00pm and Wednesday: 9:00am – 3:00pm, leveraging the Deputy Treasurer to work Wednesday: 1:00pm to 8:00pm

Second: Sweeney

All in Favor: Yes, Motion carries.

ADMINISTRATIVE ASSISTANT, JOB DESCRIPTION

Discussion: Due to the Administrative Assistant role a detailed job description is necessary to include the many assignments as discussed earlier at this meeting and should also include rentals of our parks, new building, and Smiths Chapel.

Motion: Sweeney

To have the Treasurer draft the Administrative Assistant job description with input from other board members to be presented at the May 20th regular Board of Trustees meeting.

Second: Renken

All in Favor: Yes, Motion carries.

EMPLOYEE MANUAL COMMITTEE

Discussion: Items to be covered in the manual: 90 day probationary period, wording making it clear the supervisor's role in managing, reviewing and disciplining, the right to suspend, and initiating board action, to enabling a checks and balance system. Clear definitions of what is full-time and part-time, having job descriptions for all employees,

Motion: Sweeney

To set up a committee consisting of the Supervisor, Clerk, Planning Commission Chairman (or his appointee) to recommend the draft of an employee manual.

Second: Renken

All in Favor: Yes, Motion carries.

TOWNSHIP OFFICIALS/EMPLOYEE BENEFITS

Discussion: Benjamin asked the board members if anyone had a desire to offer employee benefits for officials, the response by board members was no. Regarding full-time employees. all board members felt the township should offer the benefits of holidays, PTO (paid time off), and insurance. The township would pay \$250.00 towards the monthly premium of health insurance.

ADJOURNMENT

Motion: Sweeney
Motion to adjourn.

Second: Renken
All in Favor: YES - Motion Carries

Meeting adjourned at 8:06 p.m.

Respectfully submitted,

Sue Kronewitter
Clerk, Milton Township

OFFICIAL