



# Milton Township

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## Draft Minutes for Milton Township Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, October 14, 2014 -7:00pm

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

**Present:** Robert Benjamin-Supervisor, Susan Flowers-Treasurer, Eric Renken- Trustee, Steve Sante-Clerk, Kelly Sweeney-Trustee

**Absent:** None

### Community Reports:

Planning Commission Ex Officio Member

Planning commission finalizing zoning ordinance will be forwarded to attorney by the end of the month for review.

Robert Ziliak - Cass County Commissioner - District 5

The county is in the process of interviewing for a new road commissioner. Also, there is an opening for board of public works.

Other committee chairs and visiting officials

Sweeney: Waiting to hear on funding of multi-use path. Also, a three year pavement marking plan has been put together. Worrell Road receiving some work to repair damage caused by Enbridge. More permanent repairs to the Road are needed. The township is trying to get Enbridge to pay repair expenses. Enbridge will repair Surges Road.

Discussion with public on the condition of Worrell Road followed.

Renken: Fire Board signed an interlocal agreement between Milton, Ontwa, and Jefferson Townships. No change to millage as a result of the agreement.

SMCAS Board: Benjamin impressed by change in leadership. Looking at wasteful spending. New auditor selected. New contract negotiations begin on the 29<sup>th</sup>.

Benjamin: Millage for Township will decrease.

Sante: Election Commission has met and election workers have been appointed and the machines have been tested. The township is on track for a successful election.

Ann Brown: Smith Chapel having some weddings. No other items to report.

### Anyone Wishing to Speak to the Board:

None

## **Board Member Comments:**

Benjamin: Asked members of the public to be patient with the township in the coming months due to the upcoming move. Newsletter being held due to lack of date for open house.

## **Approval of Agenda:**

Approved as written

## **Business (w. Attendees):**

Township Hall Building Project Update (Hebard & Hebard)

Richard Hebard provided a report. Contractor will increase man power to make completion deadlines. Parking lot will be striped on this coming Saturday. Training day is set for October 17<sup>th</sup>. Contractor will teach township officials and employees how to operate building systems. All punch list items to flow through administrative assistant to architect.

Public Comment: Ann Brown: New building looks good

## **Moving Details and Needs**

Building Addresses will be as follows:

New Township Hall 32097 Bertrand Road

Old Township Hall 32101 Bertrand Road

SMCAS Amb. Station 32105 Bertrand Road

Hebard: Use caution during move. Contractor will not pay for damage caused by this activity.

## **Building Naming:**

Benjamin: Agenda should say room naming. Board to put together a plan for naming rooms at next month's meeting.

## **Township Building supplies and furnishings:**

There are two furniture quotes from Business Furnishings.

Option A use existing furniture and adding equipment for unfurnished rooms \$10,500.

Option B: All offices and main conference room price will be \$18,500. Price does not include projector screen, which is needed. Does not account for new boardroom table. Benjamin suggests selling existing equipment and applying proceeds to new equipment.

Benjamin recommends forming a committee of two board members to choose furniture colors if new furniture is purchased.

Motion: Renken made a motion to approve option B with Sweeney and Flowers to serve on said committee.

Second: Sweeney

Discussion: None

Roll Call Vote: Benjamin; Yes, Flowers; Yes, Renken; Yes, Sante; Yes, Sweeney; Yes

Motion Carries

**Approval of Previous Minutes:**

Sweeney: Motion to approve 8/20/14 minutes

Second: Renken

Discussion: None

All Vote Yes

Motion Carries

Benjamin made a motion to approve the 9/9/14 minutes as amended. (Change Adjournment to 8:45PM)

Second Sweeney

Discussion: None

All Vote Yes

Motion Carries

**Financial Report:**

**Review of Township Budget:**

Benjamin: Plumbing inspections fees do not enhance township budget.

**Financial Reports:**

Flowers: reviewed financial information. Account balances are as follows:

General Fund: \$624,053.37

Escrow Funds: \$1,055.76

Restricted Building Fund: \$624,864.52

**Approval of Checks:**

Motion: Sante made a motion to approve the checks as written with addition of the following:

Hebard & Hebard for architectural fees

Martel Electric for fiber optic cable on township property

West Shore Services for the installation of siren 2

Fifth third bank reimbursement to Benjamin for a refrigerator in the new building.

Second: Benjamin

Discussion: A check is needed for Business Furnishing for new office furniture

Renken: Motion to amend to add a check to Business Furnishing in the amount \$18,500.

Second To The Amendment: Sweeney

Discussion: None

All Vote Yes

Amendment Motion Carries

Roll Call Vote For Amended Motion: Sweeney; Yes Benjamin; Yes, Flowers; Yes, Renken; Yes, Sante; Yes

Motion Carries

**Old Business:**

**Employee Policy Manual (tabled)**

Renken to provide copy and feedback to be channeled to him by other board members.

## New Business:

### **Zoning Administrator - Completion of Citizen Planner**

The zoning administrator has completed the Citizen Planner Certificate. A pay raise was offered, when hired, for receiving this certificate.

Motion: Benjamin made a motion to set the zoning administrators pay to \$13,728 effective 10/15/14.

Second: Sweeney

Discussion: None

All Vote Yes

Motion Carries

### **Snow Plowing RFP**

Benjamin: A request for proposal was completed for the snow plowing at the Township properties. A copy was submitted in the board packet.

Motion: Benjamin made a motion to accept the proposal

Second: Renken

Discussion: None

All Vote Yes

Motion Carries

### **Street Light Reviews**

A map with all street lights in the township has been created. Each board member is assigned a section of the township and is tasked with ensuring they are operable. If not report back to admin.

### **Secretary for assisting with Grant Writing**

Benjamin is attempting to apply for Grants to fund the township park enhancements. Benjamin would like the township to hire Revie Stewart to work **two to three hours per week** to clean the new township hall and an additional **three to five** hours to relieve administrative assistant so that she can apply for Grants.

Motion: Benjamin made a motion to hire Revie Stewart as a secretary at \$12.00 effective 10/15/14.

Position treated like admin for benefits. (Def comp, pension, etc.)

Second: Sweeney

Discussion:

All Vote Yes

Motion Carries

### **Resumption of Weather Siren Plans:**

Benjamin: Cass County not activating sirens as desired. Met with City of Niles, Niles Township, and SWM College. The three have agreed to work together to provide sirens for the area. City of Niles has agreed to trigger sirens beginning January 1<sup>st</sup>, 2015.

A plan has been submitted show sire locations. They are numbered by how they will be installed. Benjamin advises to approval roll out process as identified.

Motion: Renken motion to approve siren plan as presented

Second: Benjamin  
Discussion: None  
All Vote Yes  
Motion Carries

Motion to purchase site two siren at a cost of \$19,900 with electrical work electrical not to exceed \$2,500.  
Second: Sweeney  
Discussion: None

Public Comment:  
Ziliak: Glad Township is pursuing this project.  
Roger Kempton: Plan is good  
Virginia Kraft: Plan is good

Roll Call: Flowers; Yes Renken; Yes, Sante; Yes, Sweeney; Yes Benjamin; Yes,  
Motion Carries

#### **Salary Compensation Commission Appointees**

Motion: Benjamin made a motion to appoint Brandon Bourgeois to serve on the salary compensation committee. The five year term began 1/1/14.  
Eric second  
Discussion: Sante confirmed the 1/1/14 date was accurate  
All Vote Yes  
Motion Carries

Benjamin: There is a second position available if the members of the public are aware of anyone that wants to serve.