

MILTON TOWNSHIP – REGULAR MEETING
BOARD OF TRUSTEES
February 18, 2014

The regular meeting of the Milton Township Board was held on Tuesday, February 18, 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: Zoning Administrator Paul Sniadecki, Architect Richard Hebard.

PUBLIC COMMENT

Mr. Brown asked about the High Speed Internet progress on Follmer Road. Benjamin informed the audience the Administrative Assistant calls the internet provider every Friday for status updates. Give her a call for the latest information.

BOARD MEMBER COMMENTS

Benjamin recapped the 2014 Cass County Tentative Equalization Ratios and Multipliers report. This report will be made available on the township website, bulletin board, and copies may be requested from the office. Our zoning administrator has submitted his resignation so he may enjoy his retirement, and has agreed to stay on for a short time to help with the transition. Board of Review dates have been set. There will be an open work session on March 4th at 7:00pm on how to appeal your assessment. The Edwardsburg fire contract is still being worked on in regards to the millage already in place.

Kronewitter announced a May election for the Edwardsburg school millage renewal. An August primary and November general elections will be held this year.

Flowers reported she is glad the township offers credit card payments at no cost to the township and the program is working well.

COMMUNITY REPORTS

Sweeney reported the Planning Commission has sent the rezoning recommendation of Beebe Rd. to the Cass County Planning Commission. The PC has prepared a three year road plan for the township. He is keeping current with the Cass County Road Commission regarding Enbridge and the road repair status. Due to the weather, the Gumwood Rd. study has been delayed.

APPROVAL OF AGENDA

No changes.

TOWNSHIP HALL NEW BUILDING UPDATE

Hebard gave the board an update on the building project which included a new chart with projected completion dates. Change proposal 01R was presented and discussed regarding the unsuitable soil removal. Colors and materials of the exterior and interior of the building were discussed.

Benjamin made a motion to approve the change proposal 01R work order in the amount of \$2,899.00, seconded by Renken.

Roll Call Vote:

YES: Benjamin, Flowers, Kronewitter, Renken, Sweeney

NO: None

Motion Carries

Sweeney made a motion to approve the exterior siding colors and materials; Masonry Oakwood and Laurier Building Stone - Lap siding; Arctic White and Autumn Tan - Shingles; Resawn Shake, seconded by Benjamin.

All in Favor: Yes

Against: None

Motion Carries.

RECESS 7:55pm – 8:00pm

After returning from a recess the board agreed for Hebard, the township clerk, and township treasurer to meet and recommend a color scheme to present to the full board for approval at the next BOT meeting.

APPROVAL OF PREVIOUS MINUTES

Renken made a motion to approve the minutes of the regular meeting of January 21, 2014 as presented, seconded by Sweeney.

All in Favor: Yes

Against: None

Motion Carries.

Renken made a motion to approve the minutes of the closed session meeting of January 21, 2014 as amended, seconded by Sweeney.

All in Favor: Yes

Against: None

Motion Carries.

Sweeney made a motion to approve the minutes of the special meeting of February 6, 2014 as presented, seconded by Renken.

All in Favor: Yes

Against: None

Motion Carries.

Renken made a motion to approve the minutes of the closed session meeting of February 6, 2014 as presented, seconded by Sweeney.

All in Favor: Yes

Against: None

Motion Carries.

FINANCIAL REPORT

The Treasurer's report was read. Financial report and budget were reviewed.

Benjamin motioned to approve Budget Resolution 2014-02-01, seconded by Sweeney.

Roll Call Vote:

YES: Flowers, Renken, Sweeney, Benjamin, Kronewitter

NO: None

Motion Carries

APPROVAL OF CHECKS

Kronewitter motioned to approve checks 4002 and 8637-8669 for payment as presented, seconded by Renken.

Roll Call Vote:

YES: Kronewitter, Renken, Sweeney, Benjamin Flowers,

NO: None

Motion Carries

TOWNSHIP LOGO

Sweeney presented the art ready format of a logo to be used for all township business. He was able to engage a designer to make this logo into a legible template for Milton.

Sweeney made a motion to approve the township logo as presented, seconded by Benjamin.

All in Favor: Yes

Against: None

Motion Carries.

BOARD OF REVIEW RE-APPOINTMENT

As Board of Review members are required to take the oath within 10 days of appointment, the following motion was made:

Kronewitter motioned to appoint Thomas Talley as Board of Review alternate member with his appointment ending December 31, 2014, seconded by Benjamin.

All in Favor: Yes

Against: None

Motion Carries.

EMPLOYEE POLICY MANUAL

Benjamin announced a first draft with Michigan law updates, will be presented to the board at the March BOT meeting.

ZONING ADMINISTRATOR RESIGNATION

In order to enjoy his retirement, Paul Sniadecki let the board know the time has come where he does not have the time to devote what is necessary to the job of Zoning Administrator/Code Enforcement officer. He has agreed to stay on and help with the transition and training of his successor.

Benjamin motioned to accept the resignation of Paul Sniadecki, zoning administrator effective April 30, 2014, seconded by Renken.

All in Favor: Yes

Against: None

Motion Carries.

RISK CONTROL AUDIT RESPONSE

Benjamin will be bringing items to the board on future agendas until all items have been addressed and responses have been met. Contracts, job descriptions and the MTA AMAR response are some examples.

MTA AMAR RESPONSE

Benjamin's office is working on the assessment review and fixing of files and errors.

TRAINING AND ENVISIONING WORKSHOPS

Not all members will be able to attend the scheduled March 1, 2014 workshop.

Benjamin motioned to table the training and envisioning workshop at this time, seconded by Sweeney.

All in Favor: Yes

Against: None

Motion Carries.

EMPLOYEE JOB DESCRIPTIONS

Benjamin reported all employee job descriptions need to be looked. Board members will have drafts before next BOT meeting for review and to be ready to discuss at the next meeting, with finalization April 21, 2014. The following will be tasked to board members. Benjamin, Assessor's job description. Kronewitter, Building Inspector. Everyone already has the Administrative Assistant, Zoning Administrator, and Code Enforcement actual/and/or drafts. Benjamin asked that board members please send those changes to the clerk at least a week before the

March meeting so she can have updated versions for your review some days ahead of the next board. BOT members need to be ready for final comment and or final changes at the March meeting.

OFFICE SOFTWARE/EMAIL

Benjamin stepped out of the meeting due to a possible conflict of interest.

Kronewitter motioned for Sweeney to preside as chair during the discussion of office software/email, seconded by Renken.

All in Favor: Yes

Against: None

Motion Carries

Renken presented the board with a detail of costs to purchase Office 365. The advantages to the township were discussed as well as the explanation of storing, sharing, and saving documents in the Cloud, security and the ability to create a better township website.

Renken motioned to move E-mail hosting to Office 365 for Government and not to exceed \$17.00 per user per month, seconded by Flowers.

Roll Call Vote:

YES: Renken, Sweeney, Flowers, Kronewitter

NO: None

ABSTAIN/NOT PRESENT TO VOTE: Benjamin

Motion Carries

ADJOURNMENT

Kronewitter made a motion to adjourn seconded by Renken.

All in Favor: Yes

Against: None

Motion Carries.

Meeting adjourned @ 9:08p.m.

Respectfully Submitted,

Sue Kronewitter
Clerk, Milton Township