

**Charter Township of Breitung  
Board of Trustees Special Meeting  
Accounting and Payment Procedures**  
Main Board Room – Breitung Township Hall  
March 18, 2024

The meeting was called to order by Supervisor Olson at 5:30 p.m.

**Roll Call: Present:** Trustee Day, Trustee Rochon, Supervisor Olson, Clerk Larson, Trustees Taff and Peterson.  
**Absent:** Treasurer Taylor.

Also present: Superintendent Mulka, Township Accountant Christina Maki.

Pledge was recited by all.

*Oversight of Township Funds:*

The Township Accountant now has access to most bank accounts owned by the Township and has been appointed as third signatory on behalf of the Township on those accounts. As the Accountant monitors Township funds and financial transactions from March 18<sup>th</sup> to March 31<sup>st</sup> 2024, and finds a need for a transfer of funds or the need for a signature on a check, she would first contact the retiring Treasurer to perform those actions. If the retiring Treasurer is unavailable, the Board could authorize the Accountant to make those necessary banking transactions or transfers, March 18<sup>th</sup> to March 31<sup>st</sup>, and also authorize her to sign checks that would be time sensitive, March 18 to March 31, 2024.

*Appointment of Acting Treasurer April 1st:*

**Motion** by Trustee Peterson, **seconded** by Trustee Rochon to appoint Christina Maki, Township Accountant to the position of Acting Treasurer April 1<sup>st</sup>, 2024, while the Board reviews candidates to appoint a Treasurer to fill the remaining portion of the current Treasurer’s term. This temporary appointment would expire at the time of appointment of a Treasurer to fill the remainder of the current term of office, ending November 19<sup>th</sup>, 2024.

**Vote: Unanimous, motion carried.**

*Assignment of Accountant and Clerk to bank accounts and credit cards:*

**Motion** by Trustee Rochon, **seconded** by Trustee Day to immediately add Christina Maki and Wendy Larson to the Township Credit Cards as the account representatives. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Peterson, **seconded** by Trustee Taff to immediately add Township Clerk Wendy Larson to all Township bank accounts. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Taff, **seconded** by Trustee Rochon to remove Carol Taylor and Caroline Taylor from the Township bank accounts and credit cards effective March 31<sup>st</sup>, 2024. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Peterson, **seconded** by Trustee Rochon to adjourn the special meeting. **Vote: Unanimous, motion carried.**

The meeting was declared adjourned by Supervisor Olson at 5:41 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Wendy Larson  
Breitung Township Clerk

Denny Olson  
Breitung Township Supervisor