

Charter Township of Breitung
Board of Trustees
Special Meeting Minutes: BUDGET - PERSONNEL
Monday, November 14, 2022 4:00 pm

The meeting was called to order by Supervisor Olson at: 4:12 pm

Roll Call: Present: Supervisor Olson, Treasurer Taylor, Trustee Wales, Trustee Rochon.

Absent: Clerk Larson, Trustee Taff, Trustee Peterson, all excused

Also Present: Superintendent Steve Mulka

Pledge to the Flag

Public Comment – None.

Approval of Agenda: Motion by: Trustee Wales, **Seconded** by: Trustee Rochon to approve the November 14, 2022 Special Meeting Agenda as presented. **Vote: Unanimous, Motion carried.**

2023 Budget Items

Discussion Notes:

- Discussion was held on Tax and other revenues, Personnel hiring in DPW and General Office, records retention, expanded workload for elections, Ice Rinks, lead-copper line replacement by DPW over contractor, etc. Wages and benefits were also discussed. The Personnel Committee notes were reviewed and discussed.

Motion by: Supervisor Olson, **Seconded** by Trustee Rochon to accept and adopt the recommendations made by the Personnel Committee as outlined in the committee notes from November 1, 2022.

Vote: Unanimous, motion carried. The motion included:

- Retain Helen Schaller as a full-time Township Employee: Clerk assistant (also appointed Deputy Clerk) along with expanded Job description, with the capability to work remote hours as approved by the Clerk and Superintendent.
- The current Deputy Treasurer as of the date of this meeting, to receive a weekly stipend equivalent to 5 hours pay and receive pay for any hours punched in at the office beginning January 1, 2023.
- Approved to hire the two full time summer workers; Ben Pickett and Jacen Davis as full-time DPW-1 employees with updated job descriptions to include adjusted hours (weekends and evenings) to work at the ice rinks and be custodial backup.
- DPW-3 employee Chris Wilcox to be assigned the title of “Foreman of Public Works”, retaining the DPW-3 pay rate.
- A 9% wage increase for: Salaried, Hourly and Elected Officials. All other whole dollar part time hourly and stipends would be rounded to the nearest whole dollar after applying a 1.09 multiplier; (Fire Dept Pay, Board and Commission stipends, and other categories with whole dollar amounts).
- Change the recognized holidays for the Township by adding ½ day to the current ½ day for New Year’s Eve to make it a full day.
- Add one Personal Leave Day to the current schedule of one personal leave day: for a total of two (2) Personal Leave Days.

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Discussion Notes:

- The current MERS 457 match of up to 3% that began January 1st, 2022, was scheduled for review of a possible increase based on last year's recommendations. There was discussion of what limits may apply to the match program with reference to a local governmental unit having as much as a 12% match. A straw poll was taken with two favoring 4% and two in favor of the 5% discussed last year. It was decided that this item be brought forward for action when there is a full Board present (or an uneven number).
- Other items pertinent to the budget were: Maintaining Road funding at the 2022 level of \$450,000 highlighting the importance of, and commitment of, the Township to improving our roads.
- There was discussion of expansion of Township operations and increase of personnel. This includes a great increase in projects, capital improvements as well as adding a full-time code enforcement officer and the creation of the Dangerous Building Hearing Officer position. Other factors include long term projects like centralizing fire department records and administrative function, assessing backlog and return to early 2000's staffing level, instituting a comprehensive records management program and the increase in elections workload and storage needs and planning for possible additional services to the Public. In addition, the lack of separation of offices and workstations decreases efficiency and service to the public.

Motion by: Treasurer Taylor, **Seconded** by Trustee Wales to assign one million dollars for capital improvement funds for future Township Building(s) expansion, (with emphasis to expedite planning and implementation). **Vote: Unanimous, motion carried**

Board Discretionary Time:

- Trustee Rochon referred to our growing fund balance and past discussions of the importance of providing services, improving, and maintaining buildings and our primary assets. He stated that our employees are one of our most important assets, and that investing in our employees is worthwhile to the Township to attract and retain qualified employees that provide good and consistent services to the public.
- Trustee Rochon suggested that the recommended budget that has been submitted to the Board be evaluated by Cost Center, and not line by line at the next Budget meeting. Individual items like maintaining Road funding level can be discussed for a consensus, then move on.

Adjournment: Motion by: Treasurer Taylor, **Seconded** by Trustee Wales to adjourn the 11/14/2022 Special Meeting at 5:55 pm. **Vote: Unanimous, motion carried**

Handwritten notes were taken by Superintendent Mulka in Clerk Larson's absence.

The meeting was declared adjourned by Supervisor Olson at 5:55 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Wendy Larson
Breitung Township Clerk

Denny Olson
Breitung Township Supervisor