

**Charter Township of Breitung  
Board of Trustees Special Meeting  
Budget & Personnel**

Main Board Room – Breitung Township Hall  
December 11, 2023

The meeting was called to order by Supervisor Olson at 4:02 p.m.

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

Also present: Superintendent Mulka.

The Pledge was recited by all.

**Personnel:**

Trustee Appointment: Supervisor Olson asked the Board for their thoughts on the two applicants for the open Trustee position. Strengths and weaknesses were discussed for both. It was decided that the Board would recommend Mike Day for the position during the regular meeting.

Accountant Interviews: Supervisor Olson stated that there would be interviews for the Accountant position on Tuesday. Superintendent Mulka noted that the Personnel Committee would be making their recommendation at the next Board meeting. During discussion, the Board noted they may want to move into a closed session to discuss the Personnel Committee's recommendation or to have the prospective employee come in to answer questions. No decisions were made regarding what action they may take.

**Budget:**

Wages: Superintendent Mulka noted that the Board would have to pass the Act 152 exemption resolution again this year. He noted that premiums would be at 17.5% for employees in 2024 and then move to 20% in 2025 which would eliminate the need for another exemption resolution at the end of 2024. Superintendent Mulka gave a brief explanation of the need for the resolution in the first place.

Superintendent Mulka reminded the Board that they left off whether to raise wages by 4% or 4.5%. He stated that the December CPI had not come out yet but would be out on the 12<sup>th</sup>. He noted that with current statistics, the index for all items less food and energy was 4% over the year. The Board discussed all the different factors going into the cost of living. Supervisor Olson asked what positions would be getting the raise. Trustee Taff noted that everyone has the increased costs regardless of position. The Board decided to recommend 4.5% across the board (hourly, elected, appointed, part-time, full-time, per diem), with the exception of the Supervisor position, which will not receive the increase.

Retirement Benefits: Supervisor Olson asked the Board if they were all okay to raise the 457-employee retirement plan to a 5% match. Superintendent Mulka stated that the 1% increase would cost \$8,000 for the year if everyone participated fully. The Board indicated that they were in favor of the 1% increase.

Supervisor Olson asked the Board about raising the Defined Contribution. The Board discussed raising the contribution by different amounts. Trustee Taff noted the benefit was a good way to attract and retain talent. Supervisor Olson stated the nearby municipalities were much higher than the Township. The Board decided to recommend increasing each category by \$500 each.

Health Insurance: Supervisor Olson asked the Board if the \$400 health insurance opt-out or the \$250 wellness benefit amount should be raised. Superintendent Mulka noted that the wellness benefit paid for itself through Special BOT Meeting Minutes 12.11.23

a premium reduction because the Township had a program in place. The Board was for keeping both the same.

Life Insurance: Supervisor Olson asked if the life insurance amount provided to employees should be changed. The Board was for keeping it the same.

Probationary Wage: Supervisor Olson noted that new employees were to start out at \$1.00 per hour below their regular wage and then be increased after a successful first six months. He asked the Board if they wanted to keep that the same, and they did.

Christmas Gift Certificates: Supervisor Olson asked if the \$50 Christmas gift cards should stay on as a benefit. The Board was in favor of keeping the gift cards.

Paid Holidays for Year-Round Part-Time Employees: Supervisor Olson asked the Board if they wanted to keep the structure the same for 2024. The Board was in favor of keeping it the same.

Approved Holidays: Supervisor Olson read the list of current holidays for which employees currently get paid. He asked if there were any requests for changes. There were none.

Vacations: Supervisor Olson noted that employees received 40 hours of vacation at their six-month mark and then 80 hours at their one-year mark. The Board was for keeping it the same.

Extra Benefits: Superintendent Mulka stated that he had a request from DPW Superintendent Jay Davis to provide Foreman Chris Wilcox with an extra week of vacation as a benefit for being promoted to Foreman and being appointed Sexton. The Board discussed the pros and cons of giving extra benefits and the reasons for giving extra benefits. Supervisor Olson suggested adding to the current policy that personal days could be added as a merit benefit to someone who goes above and beyond. Supervisor Olson further stated a new pay level could be made to provide compensation for the Foreman position. The Board approved of the cleanness of a new level and decided to visit this issue in January to finalize the details.

Project Management Duties for Clerk: Superintendent Mulka provided the specific language from the Township lawyers for compensation above the salary stated in the Clerk's salary resolution. **Motion** by Trustee Taff, **second** by Trustee Peterson to assign additional project management responsibilities regarding election processes to the Clerk, at a rate of \$12,000 / year, payable at \$1,000 per month, and to require a monthly report to the Board for such additional responsibilities and compensation. **Vote: Unanimous, motion carried.**

Future Building Expansion: The Board discussed the best way to move forward with appropriating money for any future building expansions. Supervisor Olson stated he would like to see an architect come in for the Township Hall to begin solidifying plans for the building expansion.

Treasurer Salary Resolution: The Board discussed different amounts for the Treasurer salary considering the Accountant coming in. The Board also discussed benefits assigned. The Board decided they needed to gather the list of regulatory duties of a Treasurer, finalize the salary amount, and then have the Township Attorney make sure nothing was missed.

Miscellaneous Discussion Points:

- Supervisor Olson noted he would like to begin looking at the budget as a Board in September.
- The Board discussed appropriating money for the future funds.

- Supervisor Olson noted that the Board needs to speak with the Township Attorney's office in January about working with local attorney McRoberts.

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

The meeting was declared adjourned by Supervisor Olson at 5:46 p.m.

Minutes taken and prepared by Deputy Clerk Helen Schaller in Clerk Larson's absence.

Respectfully Submitted by,

Reviewed and Approved by,

Wendy Larson  
Breitung Township Clerk

Denny Olson  
Breitung Township Supervisor