

**Charter Township of Breitung  
Board of Trustees Special Meeting  
Office Personnel**

Main Board Room – Breitung Township Hall  
June 19, 2023

The meeting was called to order by Supervisor Olson at 6:00 p.m.

**Roll Call: Present:** Trustee Wales (remote), Trustee Rochon, Supervisor Olson, Clerk Larson, Trustee Taff.  
**Absent:** Treasurer Taylor, excused, Trustee Peterson.

Also present: Superintendent Mulka.

Pledge was recited by all.

Update on Past Board Direction given to the Treasurer's office:

a) Staffing hours for Treasurer and Deputy for upcoming summer tax season: After a lengthy discussion about the hours of personnel and associated costs for tax preparation and the mailing process a **Motion** by Trustee Rochon, **seconded** by Trustee Taff was made to direct Superintendent Mulka and the Treasurer's office to utilize Print Blvd for the mailing and stuffing of the tax bills now and in the future, and include the Township newsletter which will be provided to every taxpayer regardless of residency, as long as it continues to be deemed cost effective. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Taff, **seconded** by Trustee Rochon to approve the move of Treasurer Taylor's office to the North Breitung Firehall by Friday June 23, 2023 with the stipulation if the Treasurer or Deputy Treasurer are unavailable, Deputy Sheriff Kuenzer may witness the move by DPW workers and Teck Solutions will be contacted to set up a Township computer and phone with voicemail at that location. **Vote: Unanimous, motion carried.**

**Motion** by Trustee Taff, **seconded** by Trustee Rochon to authorize the Deputy Treasurer to work an average of 20 hours per week at the Township Hall in Quinnesec to service residents, process payments and other duties of that department. A schedule of the Deputy Treasurer's hours is requested so the public can be notified. The Deputy Treasurer is not authorized to work remotely or at North Breitung Firehall. When tax payments are brought to the Quinnesec Township Hall when the Deputy Treasurer is not present to process the payments, staff will secure the tax payments in the vault to be processed by the Treasurer's office later. **Vote: Unanimous, motion carried.**

b) 3<sup>rd</sup> Signatory: At the May 8, 2023 Board Meeting, Resolution No. 05082023 Policy for Alternate Check Signing Procedure was adopted and it was decided the 3<sup>rd</sup> signatory would temporarily be Superintendent Mulka. Treasurer Taylor mentioned after that meeting that she did contact the Bank and Superintendent Mulka's signature on file at the Bank was not necessary or required. The Board directed Clerk Larson to contact the Bank to verify this information and then update the Board at the next meeting on June 26, 2023.

c) Credit cards for Fire Chief & Superintendent: At the April 10, 2023 Board Meeting, the Board approved the Fire Chief and Superintendent to be given Township credit cards. As of June 16, 2023, those cards had not been requested by the Treasurer's office. The Board directed Clerk Larson to contact the credit card company to see who else may have the authority to order credit cards. Superintendent Mulka may need to consult with the Attorney to see if the Treasurer needs to be the Primary on the account.

Training for alternate Custodian: The Board agreed upon current Township employee Alyssa Taff to job shadow Custodian Theresa Boyer to cover for future absences.

Accountant/Financial Director update: After much discussion, the Board directed Superintendent Mulka and Clerk Larson to consult with an accountant to finalize a job description and determine a salary so the hiring process can begin for this position.

Public Comment: None.

Board Discretionary Time (including Attorney and Superintendent): None.

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

The meeting was declared adjourned by Supervisor Olson at 7:21 p.m.

Respectfully Submitted by,

Reviewed and Approved by,

Wendy Larson  
Breitung Township Clerk

Denny Olson  
Breitung Township Supervisor