

**BRILEY TOWNSHIP BOARD**  
**SPECIAL PUBLIC HEARING ON THE 2014/2015 BUDGET**  
**MARCH 31, 2014**

PRESENT: Michael Wurtsmith, Supervisor; Anna Rogers, Clerk; John Zollars, Trustee; Bonnie Valentine-Flynn, Treasurer; Bruno Wojcik, Trustee

GUESTS: Yvonne Swagger, Susan Reed, Evelyn White, Phil and Marva LaMore, Kevin Carigon, Ernie Valentine, Larry Valentine, John and Sue Streiff, Betty Whitmire, Rose Cheedie, Barb Pyle

The meeting was called to order at 7:00 p.m. by Supervisor Wurtsmith. The purpose of the meeting was to consider 2013/2014 budget adjustments, hold a Public Hearing on the proposed 2014/2015 Budget and Treasurer Salary Resolution.

2013/2014 Budget Adjustments: Clerk Rogers reported that a budget adjustment for transfer of \$3800.00 from General Fund (101) Personnel Account to Cemetery Wages (209) needs to be made.

**RESOLUTION**  
**BUDGET ADJUSTMENTS**  
**MARCH 31, 2014**

**WHEREAS**, the Township of Briley made adjustments to the Township Budget in the General Fund Expenditures in amount of \$3,800.00; from Personnel Wages to Cemetery Wages in the amount of \$3,800.00.

**NOW, THEREFORE BE IT RESOLVED**, that at a special meeting in the township office held on March 31, 2014, the foregoing budget adjustments were adopted by roll call vote:

The foregoing resolution is offered by Anna Rogers and supported by Bruno Wojcik.

**Upon a roll call vote, the following voted:**

**Ayes:** Wojcik, Valentine-Flynn, Rogers, Wurtsmith, Zollars.  
**Nays:** None.  
**Absent:** None.

Supervisor, Michael Wurtsmith, Declared The Resolution Adopted.

**CERTIFICATE**

I, Anna M. Rogers, the duly elected and acting Clerk of Briley township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at a meeting of said Board held on March 31, 2014, at which meeting a quorum was presented by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

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Anna M. Rogers, Briley Township Clerk

2014/2015 Budget: **Motion by** Bruno Wojcik, to adopt the General Appropriations Act Resolution as presented, **second by** Bonnie Valentine Flynn. Supervisor Wurtsmith reviewed the various fund account information (beginning cash on hand, revenues, expenditures, ending cash on hand) and then invited the public to ask questions or comment. Trustee Zollars and Clerk Rogers stated that they would like the Treasurer salary line item expenditure allocation to be reduced.

**2014-2015 FISCAL YEAR**  
**GENERAL APPROPRIATIONS ACT**  
**APRIL 1, 2014 TO MARCH 31, 2015**

A resolution to establish a General Appropriation Act for Briley Township; to define the powers and duties of the Briley Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

**The Board of Trustees of Briley Township resolves:**

**SECTION 1: TITLE**

This Resolution shall be known as the Briley Township General Appropriations Act.

**SECTION 2: Chief Administrative Officer**

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**SECTION 3: Fiscal Officer**

The Supervisor shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**SECTION 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412; MCLA 3.32, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 19, 2014, and a public hearing on the Proposed Budget was held on March 31, 2014.

**SECTION 5: Estimated Revenues:** Estimated township Fund Revenues for fiscal year 2014-2015, including grant money, an allocated millage and various miscellaneous revenues totaling - **\$3,222,367.40.**

General Fund-- \$337,217.50, Road Fund--\$76,900.00, Fire--\$72,690.00, Cemetery Fund--\$29,000.00, Water Fund--\$71,054.00, Ambulance--\$72,690.00, Dock Fund—zero, Park Fund \$25,100.00, Tax Fund--\$2,503,444.00.

**SECTION 6: Millage Levy**

The Briley Township Board shall cause to be levied and collected the general property tax on real and personal property within the township upon the current tax roll an amount equal to one (1) mill minus all state mandated rollbacks for General Operating; one (1) mill minus all state mandated rollbacks for Fire, one (1) mill minus all state mandated rollbacks for Ambulance; and One mill (1.00) mill minus all state mandated rollbacks for Roads, Park ½ Mill as authorized by state law and the electorate.

**SECTION 7: Estimated Expenditures:** Estimated township Fund Expenditures for fiscal year 2014-2015 for the various township activities totaling - **\$3,264,834.00.**

General Fund--\$293,387.00, Road Fund--\$194,620.00, Fire--\$72,690.00, Cemetery Fund--\$31,115.00, Water Fund--\$71,054.00, Ambulance--\$72,690.00, Dock Fund—zero, Park Fund--\$25,100.00, Tax Fund--\$2,504,178.00.

**SECTION 8: Adoption of Budget by Cost Center**

The Board of Trustees of Briley Township adopts the 2014-2015 fiscal year Budgets by cost center. Township officers responsible for the expenditures authorized in the budgets may expend township funds up to, but not exceed, the total appropriation authorized for each cost center, and may make transfers among the various line

items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior approval of the board by budget amendment.

**SECTION 9: Appropriations not a Mandate to spend**

Appropriations will be deemed **maximum** authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any order for expenditures that exceed appropriations.

**SECTION 10: Periodic Fiscal Reports**

The fiscal officer shall transmit to the board at the end of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. A summary statement of the actual financial condition of the General Fund at the end of the previous quarter/month;
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter/month;
- c. A detailed list of:
  - i. Expected revenues by major sources as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenue to be collected in the current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
  - ii. For each cost center; the amount appropriated; the amount charged to each appropriation in the previous quarter/month for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

**SECTION 11: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**SECTION 12: Budget Monitoring**

Whenever it appears to the Fiscal Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed and appropriation, the Fiscal Officer shall present the Township Board recommendations to prevent expenditures from exceeding the available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**SECTION 13: Violations of the Act**

Any obligation incurred or payment authorized in violation of this Resolution shall be void and shall be subject to any responsible official (s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978) and the Briley Township Personnel Manual.

**SECTION 14: Board Adoption**

**Moved by** Bruno Wojcik to adopt the foregoing resolution, **second by** Bonnie Valentine-Flynn. Upon roll call vote the following voted:

Aye: Valentine-Flynn, Wojcik, Wurtsmith  
Nay: Zollars, Rogers

**The Supervisor declared the motion carried and the Resolution duly adopted on the 31<sup>st</sup> day of March, 2014.**

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Michael Wurtsmith, Briley Township Fiscal Officer

**CERTIFICATE**

I, Anna M. Rogers, the duly elected Clerk of Briley Township, hereby certify that the foregoing Resolution was adopted by the Township Board of Briley Township at a special meeting of said Board held on March 31, 2014 at which meeting a quorum was presented by a roll call vote of said members as hereinbefore set forth; that said Resolution was ordered to take immediate effect.

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Anna M. Rogers, Briley Township Clerk

Treasurer Salary Resolution: Treasurer Valentine-Flynn presented the Board with another proposal for an increase in salary over the current \$21,600.00 in the amount of \$30,072.00 or an additional \$8,472.00 annually. Supervisor Wurtsmith reported that he had contacted adjoining Albert Township and based on that information recommends \$3,768.00 which computes to 912 hours @ \$14.00 per hour.

**RESOLUTION TO ESTABLISH BRILEY TOWNSHIP TREASURER SALARY**

**WHEREAS**, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

**WHEREAS**, the township board deems that an adjustment in the salary of the office of treasurer is warranted in consideration of additional responsibilities taken by treasurer since township board members' salaries were last adjusted, now

**BE IT RESOLVED**, that as of April 1, 2014, the salary of the office of treasurer shall be as follows:

**Treasurer:** \$25,368.00 salary

The foregoing resolution offered by board member Bruno Wojcik, supported by board member Bonnie Valentine-Flynn.

**Upon a roll call vote, the following voted:**

**Aye: 3 (Wojcik, Wurtsmith, Valentine-Flynn)**

**No: 2 (Zollars, Rogers).**

Supervisor Wurtsmith declared the resolution adopted.

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Anna M. Rogers, Clerk

**CERTIFICATE**

I, Anna M. Rogers, the duly elected and acting Clerk of Briley township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at a meeting of said Board held on March 31, 2014 at which meeting a quorum was presented by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

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Anna M. Rogers, Briley Township Clerk

Current Supervisor's salary is at \$12,600.00 annually, Clerk's salary at \$12,600.00, and two Trustee's salary at a combined total of \$11,600.00 annually. Resolutions were presented to reaffirm the salaries with no change.

**RESOLUTION TO ESTABLISH TOWNSHIP SUPERVISOR SALARY**

**WHEREAS**, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

**WHEREAS**, the township board reaffirms the salary of the office of supervisor as previously adopted, now

**BE IT RESOLVED** that as of April 1, 2014 the salary of the office of supervisor shall be as follows:

**Supervisor:** \$12,600.00 salary

The foregoing resolution offered by board member Anna Rogers, supported by board member Bruno Wojcik.

**Upon a roll call vote, the following voted:**

**Aye: 5 (Wojcik, Wurtsmith, Valentine-Flynn, Zollars, Rogers).**

**No: 0**

Supervisor Wurtsmith declared the resolution adopted.

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\_\_\_\_\_, Clerk  
Anna M. Rogers

**CERTIFICATE**

I, Anna M. Rogers, the duly elected and acting Clerk of Briley township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at a meeting of said Board held on March 31, 2014, at which meeting a quorum was presented by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

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Anna M. Rogers, Briley Township Clerk

**RESOLUTION TO ESTABLISH TOWNSHIP CLERK SALARY**

**WHEREAS**, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

**WHEREAS**, the township board reaffirms the salary of the office of clerk as previously adopted, now

**BE IT RESOLVED** that as of April 1, 2014 the salary of the office of clerk shall be as follows:

**Clerk:** \$12,600.00 salary

The foregoing resolution offered by board member John Zollars, supported by board member Anna Rogers.

**Upon a roll call vote, the following voted:**

**Aye: 5 (Wojcik, Wurtsmith, Valentine-Flynn, Zollars, Rogers).**

**No: 0**

Supervisor Wurtsmith declared the resolution adopted.

\_\_\_\_\_, Clerk  
Anna M. Rogers

**CERTIFICATE**

I, Anna M. Rogers, the duly elected and acting Clerk of Briley township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at a meeting of said Board held on March 31, 2014, at which meeting a quorum was presented by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

\_\_\_\_\_  
Anna M. Rogers, Briley Township Clerk

**RESOLUTION TO ESTABLISH TOWNSHIP TRUSTEE SALARY**

**WHEREAS**, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

**WHEREAS**, the township board reaffirms the salary of the office of trustee as previously adopted, now

**BE IT RESOLVED** that as of April 1, 2014 the salary of the office of trustee shall be as follows:

**Trustee Zollars:** \$5,800.00 salary

**Trustee Wojcik:** \$5,800.00 salary

The foregoing resolution offered by board member Anna Rogers, supported by board member Bonnie Valentine-Flynn.

**Upon a roll call vote, the following voted:**

**Aye: 4 (Wojcik, Wurtsmith, Zollars, Rogers).**

**No: 1 (Valentine-Flynn)**

Supervisor Wurtsmith declared the resolution adopted.

\_\_\_\_\_, Clerk  
Anna M. Rogers

## CERTIFICATE

I, Anna M. Rogers, the duly elected and acting Clerk of Briley township, hereby certify that the foregoing resolution was adopted by the Township Board of said Township at a meeting of said Board held on March 31, 2014, at which meeting a quorum was presented by a roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

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Anna M. Rogers, Briley Township Clerk

Supervisor Wurtsmith requested that an addition to the agenda be added with the full consent of the board; i.e. Gosling Czubak engineering study for sewer. Board agreed unanimously to add to agenda.

Sewer Engineering Study: Supervisor Wurtsmith reported that Gosling Czubak has verbally submitted an engineering proposal in the amount of \$500.00 for the sewer, pod project. **Motion by** Bruno Wojcik to authorize Supervisor Wurtsmith to contract with Gosling Czubak up to \$500.00 to complete the sewer engineering study for the pod project, with funds to be disbursed from Water Fund 591-536-818, **second by** Bonnie Valentine-Flynn. **Roll call:** Valentine-Flynn, Wurtsmith, Rogers, Zollars, Wojcik. **Motion carried, 5-0.**

Meeting adjourned at 8:22 p.m.

Minutes compiled by,

Anna M. Rogers  
Briley Township Clerk