

**BRILEY TOWNSHIP BOARD**  
**SPECIAL MEETING MINUTES**  
**JANUARY 8, 2014**

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

ABSENT: Bruno Wojcik, Trustee

The meeting was called to order at 6:00 p.m. by Supervisor Wurtsmith. The purpose of the meeting was to discuss ice skating, cross country ski trail, volunteer processing, Airport AIP Plan, Treasurer duties and 2013/2014 budget workshop.

1. Call to order: Meeting was called to order at 6:00 p.m. Agenda was presented with revisions: removal of Treasurer duties, addition of Financial Processor Pay. **Motion by Anna Rogers, second by Bonnie Valentine Flynn to approve the agenda with revisions. Motion carried, 4-0.**

2. Ice Skating: Susan Reed reported that she has 99 pairs of **township** ice skates in her possession and they are in good condition. It has not been determined if the fireplace in the pavilion is functional. Volunteer staff will be assisting with the skating with hours on Friday from 3-10 p.m., Saturday 11 a.m. to 10 p.m. and Sunday 12-8 p.m. Discussion on whether to heat the pavilion and turn on the water. Keys will be signed out to Susan Reed. Skates may be used on a donation basis with funds to the office by Susan on Monday's. The ice skate sharpener could be leased to the Atlanta Hardware by the Township. **Motion by Anna Rogers, second by John Zollars to lease the ice skate sharpener to the Atlanta Hardware at the cost of \$1.00 annually. Motion carried, 4-0. Motion by Bonnie Valentine-Flynn, second by Anna Rogers to authorize John Zollars to handle the opening of the fireplace. Motion carried, 4-0. Motion by Bonnie Valentine-Flynn, second by Anna Rogers to heat the pavilion and turn on the water and monitor for one month. Motion carried, 4-0.**

2A. Financial Processor Pay: **Motion by Anna Rogers to increase the Financial Processor pay from \$12.00 to \$13.00 effective January 1, 2014, second by Bonnie Valentine-Flynn. Roll call: Zollars—yes, Valentine-Flynn—yes; Wurtsmith—yes; Rogers—yes. Motion carried, 4-0.**

3. Cross Country Ski Trail: John Zollars reported that the groomer is now housed at Nancy Kaiser's, the map needs to be revised, laminated and posted; a notice placed in the paper that the trails are open, parking established at the former gravel pit and sledding to be allowed. **Motion by Bonnie Valentine-Flynn to have township employees plow the parking area, second by John Zollars. Motion carried, 4-0.**

4. Volunteer Processing: After extensive discussions on the procedures it was the consensus of the board that the current volunteer processing would only apply for committee appointments, positions handling funds, volunteers in possession of keys. The policy would not extend to volunteers wishing to assist in town cleanup, gardening, etc. **Motion by Anna Rogers to approve volunteers if no adverse information is identified for immediate approval with official appointment at the next regular Board Meeting, second by John Zollars. Motion carried, 4-0.**

5. Atlanta AIP Plan: No information was available on the amendments. Supervisor to investigate changes and report back to the full Board on January 20, 2014.

6. 2013/2014 Budget Workshop: Review made of renewal rates for Blue Cross/Blue Shield effective May 2014. The premiums will decrease by approximately 30%. The current plan is no longer available, replaced

with the CB Platinum HRA Plan that is comparable at the cost of \$25,211.40 annually. **Motion by** Anna Rogers to adopt the CB Platinum HRA Plan with 100% payment by Briley Township for the three full-time employees, **second by** John Zollars. **Roll call:** Valentine-Flynn—yes; Zollars—yes; Rogers—yes; Wurtsmith—yes. **Motion carried, 4-0.**

Anna to contact MTA with a request for assistance in the development of an RFP for the 2012-2014 audit. Discussion on annual meeting, not in favor. Salary Resolutions need to be discussed and time frame adhered to.

Income Statements and Balance Statements for all funds were presented to the Board from the Clerk and reviewed. Treasurer will provide an updated revenue report for all funds at the next meeting and the board was tasked with reviewing and bringing back recommendations.

Discussion on the dock in the park and costs and how to fund. Consensus was to fund through the Park Millage. Clerk to provide the formal ballot language at the next budget meeting. Also discussed was the playground costs and if millage language would cover additional costs.

Invoice from Mary Jo Whitmire in the amount of \$250.00 for the Trail Town initiative. Review will be made of the document showing Briley Township's support and if there is a financial component included. No action at this time.

Clerk to request James Camiller to provide the detail for wages transfers for the period ending December 31, 2013 for a clearer budget projection. The road millage language will also be provided for review.

Request made that the Treasurer provide to the Board the CD maturity dates for the purpose of planning and include within the quarterly reports to the Board. Treasurer provided a verbal report on taxes collected to date for the road, operating, park funds and admin fees.

Staff will be queried on expense projections for the upcoming year.

Next meeting scheduled for Tuesday, January 14 at 5:00 p.m. Meeting adjourned at 8:28 p.m. by Supervisor Wurtsmith.

Minutes compiled by,

Anna M. Rogers  
Briley Township Clerk