Westphalia Township

BUDGET MEETING March 27, 2023

FINAL MINUTES

13950 Pratt Road, Westphalia MI, 48894

Supervisor Thelen called the meeting to order with the Pledge of Allegiance to the Flag at 6:00 pm. Board members present were Supervisor Thelen, Trustee Barker, Treasurer Buckley, and Clerk Platte.

ABSENT: None

GUEST: Patricia Foreman

**RESOLUTION #23-1:** The following resolution was offered by Buckley and supported by T. Thelen. WHEREAS, a budget was adopted on March 27, 2023 to govern the receipts and expenditures of various Township funds for the next fiscal year of the township, and WHEREAS, as a result of unanticipated cost, it is necessary to modify the aforesaid budget, and NOW THEREFORE BE IT RESOLVED, that the aforesaid budget be modified as follows:

GENERAL FUND:

$23700.00 to be moved from Highways

$1700.00 placed into Attorney

$22000.00 placed into Township Hall Misc.

FIRE DEPARTMENT:

$242.00 moved from Mile Reimbursement

$242.00 placed into Utilities gas/electric

Upon a roll call vote, the following voted:

Ayes (5) Trustee Barker

Supervisor Thelen

Treasurer Buckley

Clerk Platte

Trustee Thelen

Nays (0).

RESOLUTION #23-1 IS DECLARED ADOPTED.

**RESOLUTION #23-2:** Be it resolved that the books for the General Fund and Special Revenue Fire Department Fund for the Fiscal Year 2022-2023 to be officially closed. A roll call vote was taken:

Ayes (5) Trustee Barker

Supervisor Thelen

Treasurer Buckley

Clerk Platte

Trustee Thelen

Nays (0).

RESOLUTION #23-2 IS DECLARED ADOPTED.

The following Resolutions concerning business for the General Fund and Special Revenue Fire Department Fund for the Fiscal Year 2023-2024 were proposed by T. Thelen, supported by Buckley.

Westphalia Township – Budget Meeting

March 27, 2023

FINAL – Page 2 of 4

**RESOLUTION #23-3:** Be it resolved that the 2023-2024 Fiscal Year Budget for the General Fund be adopted. A roll call vote was taken:

Ayes (5) Trustee Barker

Supervisor Thelen

Treasurer Buckley

Clerk Platte

Trustee Thelen

Nays (0).

RESOLUTION #23-3 IS DECLARED ADOPTED.

**RESOLUTION #23-4:** Be it resolved that the 2023-2024 Fiscal Year Budget for the Special Revenue Fire Department Fund be adopted. A roll call vote was taken:

Ayes (5) Trustee Barker

Supervisor Thelen

Treasurer Buckley

Clerk Platte

Trustee Thelen

Nays (0).

RESOLUTION #23-4 IS DECLARED ADOPTED.

**RESOLUTION #23-5:** Be it hereby resolved that the proposed budgets be formally adopted and that the Resolution be designated as the Appropriation Act. A roll call vote was taken:

Ayes (5) Trustee Barker

Supervisor Thelen

Treasurer Buckley

Clerk Platte

Trustee Thelen

Nays (0).

RESOLUTION #23-5 IS DECLARED ADOPTED.

**RESOLUTION #23-6:** Be it resolved to reopen the General Fund and Special Revenue Fire Department Fund books for the Fiscal Year 2023- 2024. A roll call vote was taken:

Ayes (5) Trustee Barker

Supervisor Thelen

Treasurer Buckley

Clerk Platte

Trustee Thelen

Nays (0).

Westphalia Township – Budget Meeting

March 27, 2023

FINAL - Page 3 of 4

RESOLUTION #23-6 IS DECLARED ADOPTED.

**RESOLUTION #23-7:** Be it resolved that the Union Bank-Westphalia Branch be the depository for all Township Funds received by the Township Treasurer and the Township Treasurer is hereby directed to deposit all Township Funds in said depositories. A roll call vote was taken:

Ayes (5) Trustee Barker

Supervisor Thelen

Treasurer Buckley

Clerk Platte

Trustee Thelen

Nays (0).

RESOLUTION #23-7 IS DECLARED ADOPTED.

**RESOLUTION #23-8:** Be it resolved that the Union Bank-Westphalia Branch, Portland Federal Credit Union-Westphalia Branch, and Journey Bank-Fowler Branch, and Independent Bank South MI-Portland Branch be institutes for the purpose of purchasing CD’s for the Township General Fund, and Special Revenue Fire Department Fund. A roll call vote was taken:

Ayes (5) Trustee Barker

Supervisor Thelen

Treasurer Buckley

Clerk Platte

Trustee Thelen

Nays (0).

RESOLUTION #23-8 IS DECLARED ADOPTED.

Dates for the 2023-2024 meetings were established with time to stay the same at 6:00 p.m. but monthly meetings to be moved to the first Monday of each month, with a few exceptions due to holidays (as noted below):

April 3, 2023 October 2, 2023

May 1, 2023 November 6, 2023

June 5, 2023 December 4, 2023

July 10, 2023 (2nd Monday) January 8, 2024 (2ND Monday)

August 7, 2023 February 5, 2024

September 11, 2023 (2nd Monday) March 11, 2024 (2nd Monday)

March 25, 2024 – BUDGET MEETING

Clerk Platte made a motion to accept the meeting dates listed for the fiscal year 2023-2024 as listed above. T. Thelen seconded. Motion carried

Supervisor Thelen will maintain Frank Trierweiler as Deputy Supervisor.

Westphalia Township – Budget Meeting

March 27, 2023

FINAL - Page 4 of 4

Clerk Platte will maintain Alyssa Hanses as Deputy Clerk.

Treasurer Buckley will maintain Marvin Smith as Deputy Treasurer.

FD invoices will be handled by the Fire Department, not the clerk, starting April 1, 2023.

Hall bookings, the calendar will be brought to the monthly meetings.

Reimbursements will happen monthly instead of quarterly beginning April 1, 2023.

Buckley made a motion to roll CDs to Independent Bank, FD account numbers 7981 and 7990, to higher interest rate. Barker supported. Motion carried.

Salary resolutions were discussed with no raises for the board this year.

Next scheduled meeting will be April 3, 2023 @ 6:00 p.m.

There being no further business, a motion to adjourn was made by Buckley supported by Platte at 6:48 p.m. Motion carried.

Respectfully submitted

Heather Platte, Clerk Troy Thelen, Supervisor