

# Higgins Township

## March 24, 2021 Special Board Meeting Minutes

The special meeting of the Higgins Township Board was brought to order by Supervisor Curnalia at 9:30 am on Wednesday, March 24, 2021, followed by the Pledge of Allegiance.

Members present: Supervisor Curnalia, Clerk Borgula and Treasurer Sullivan

Members absent: Trustee Jennette and Trustee Peters

Public comment: None

Board adoption of Resolution of the Higgins Township General Appropriations Act for the fiscal year 2021-2022. *(Please see attached for the full General Appropriations Act)*

Motion made by Treasurer Sullivan

Seconded by Supervisor Curnalia

To adopt the foregoing resolution. Upon roll call vote, the following voted

Yea: Supervisor Curnalia, Clerk Borgula and Treasurer Sullivan

Nay: None

Absent: Trustee Jennette and Trustee Peters

3 Ayes, 0 Nays, 2 Absent

Motion carried.

Motion made by Treasurer Sullivan and seconded by Clerk Borgula to adjourn the meeting at 9:32 am.

Minutes written by Clerk Borgula

---

William Curnalia, Supervisor

---

Maggie Borgula, Clerk

These minutes are subject to change/amendment at the next regular meeting of the Higgins Township Board on Monday, May 3<sup>rd</sup> 2021 at 7:00 pm.

## Higgins Township General Appropriations Act

March 24, 2021

A resolution to establish a general appropriation act for Higgins Township, to define the powers and duties of the Higgins Township officers in relation to the administration of the budget/and to provide remedies for refusal or neglect to comply with requirements of this resolution.

The Board of Trustees of Higgins Township resolves:

### Section 1: Title

This resolution shall be known as the Higgins Township General Appropriations Act.

### Section 2: Chief Administration Officer

The supervisor shall be the chief administration officer and shall perform the duties of the chief administration officer enumerated in this act.

### Section 3: Fiscal Officer

The clerk shall be the fiscal officer and shall perform the duties of the fiscal officer enumerated in this act.

### Section 4: Public Hearing on The Budget

For general law townships: pursuant to MCLA 141:412; MCLA 141.413, notice of a public hearing on the proposed budget was posted February 18, 2021 and a public hearing on the proposed budget was held on March 22, 2021 at 7:00 pm.

### Section 5: Estimated Revenues

Estimated Township General Fund revenues for fiscal year 2021-2022 total \$285,666.000, for the Fire/EMS Fund \$474,675.00 fund, for the Rubbish & Garbage fund \$154,380.00 and for the Vehicle and Equipment fund \$13,000.

### Section 6: Millage Levy

The Higgins Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon current tax roll an amount not to exceed 1.4276 mills in the general fund and 5.000 in the Fire/EMS fund.

#### Section 7: Estimated Expenditures

Estimated Township General Fund expenditures for fiscal year 2021-2022 total \$285,666.000, for the Fire/EMS Fund \$474,675.00 fund, for the Rubbish & Garbage fund \$154,380.00 and for the Vehicle and Equipment fund \$13,000.

#### Section 8: Adoption of Budget by Reference

The budgets of Higgins Township are hereby adopted by reference, with revenues and activity expenditures as indicated in 5 and 7 of this Act.

#### Section 9: Adoption of Budget by Department (Cost Center)

The Board of Trustees of Higgins Township adopts the 2020-2021 fiscal year budget items by department (General fund, Fire/EMS fund). Township officials responsible for the expenditures authorized in the budget may expand township funds up to, but not to exceed, the total appropriation authorized for each department, and may make transfers among the various line items contained in the department appropriation. However, no transfer of appropriations for line items related to personnel or capital outlay may be made without board approval by budget amendment.

#### Section 10: Appropriation Not A Mandate to Spend

Appropriations will be deemed maximum authorization to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

#### Section 11: Transfer Authority

The fiscal officer shall have the authority to make transfers among the various departments (or line items) without prior board approval, if the amount to be transferred does not exceed (\$300.00) of the appropriated item from which the transfer is to be made. The board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstance may the total general fund budget be changed without prior board approval.

#### Section 12: Fiscal Reports

The fiscal officer shall transmit to the supervisor a budget report for each month during the fiscal year.

Section 13: Budget Monitoring

Whenever it appears to the chief administrative 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 funds were based, and when it appears that expenditures shall exceed an appropriation, the chief administrative officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Board Adoption

Motion made by Treasurer Sullivan

Seconded by Supervisor Curnalia

To adopt the foregoing resolution. Upon roll call vote, the following voted

Yea: Supervisor Curnalia, Clerk Borgula and Treasurer Sullivan

Nay: None

Absent: Trustee Jennette and Trustee Peters

3 Ayes, 0 Nays, 2 Absent

I, Margaret Borgula, clerk for Higgins Township, do hereby certify that the foregoing is a True and original copy of a resolution adopted by the Higgins Township Board at a meeting held on March 24, 2021 at 9:30 am.



Margaret Borgula, Clerk

3/24/2021

Date