

**TOWNSHIP OF BURLINGTON**  
**MINUTES OF REGULAR MEETING**

**HELD January 13, 2025**

**Vanessa Hunt, Clerk**

**Burlington Twp.**

The regular meeting was called to order at 7:01 p.m., by Supervisor Howland. Board Members present: Howland, Horen, Wilson, Castle & Hunt. Guests: Chief Rye, and Burlington Twp residents.

All joined in the Pledge of Allegiance.

**Minutes from:** December 9, 2025, REGULAR MEETING – Castle made a motion to accept minutes as presented, Horen 2<sup>nd</sup> to accept minutes as presented, board voted and passed.

**Financial Report:** Horen presented Financial Reports. Wilson made a motion to accept financials, Castle 2<sup>nd</sup> to accept financials, board voted and passed.

**Fire Department: Fire Chief Rye** –\*New reporting software is up and running. \*Currently printing off reports from the old system while they are still accessible. \*Driver’s training to be held. \*Conquergood is taking Fire Officer II training. \*J. Goss is taking Instructor I training. \*2 officers taking Fire I&II training. \*John is taking NIMS 300 training. \*Hunt will contact Koylton Twp regarding the fire run from 11/28/25. \*All fire department members can post to the Facebook page now. \*Chief Rye will contact Mike Gildner regarding the fire department checking. \*Chief will bring budget updates to February meeting. \*Increase in minimum wage will affect current pay rates.

**Clerk Reports:**

- Monthly Bills
- Budget
- Invoicing – A/R Aging Report
- Mail & Correspondence
- Elections

\*Hunt spoke with Traveler’s to confirm 2026 due dates, but they were unable to give this information. Horen will reach out to Geoff to see if he can attend the February meeting. \*USPS updated postmark rules, this does not affect ballots on election day.

**Pay Bills:** Horem made a motion to pay bills, Castle 2<sup>nd</sup> to pay bills. Township General Fund checks 17593-17617, Capital Group ACH, totaling \$15,970.95 Board voted and passed.

**Supervisor:** Nothing to report.

**Old Business:** \*No news on website, Horen will reach out to vendor. \*Horen spoke to Independent bank about credit card processing using Clover for tax payments.

**New Business:** \*Discussion of pay rates. Horen made a motion to accept resolution 2026:1 and 2026:2 Castle 2<sup>nd</sup>. Roll call vote all member Aye. \*Board of Review needs another member. Howland to reach out and obtain. \*Hunt to reach out to Assessor regarding February training. \*Discussion about which accounting software to be used at the beginning of the fiscal year. \*Horen made a motion to set the Annual/Budget meeting for Saturday March 28<sup>th</sup>, 2026, at 1 p.m., Hunt 2<sup>nd</sup>. Board voted and passed.

**Public Time:** \*A resident brought a donation for the fire department.

**Meeting Adjourned:** 9:25p.m. Castel made a motion adjourn, Horen 2<sup>nd</sup> to adjourn. Board voted and passed.

Respectfully submitted,

Vanessa Hunt, Clerk