

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

**HELD January 14, 2025**

**Candy Albertson, Clerk**

**Burlington Twp.**

The regular meeting was called to order at 7:00 p.m., by Supervisor Howland. Board Members present: Howland, Horen, Wilson, Castle, & Albertson. Guests: Fire Chief Jim Rye, Asst. Chief Chad Conquergood and Residents of Burlington Twp.

All joined in the Pledge of Allegiance.

**Minutes from:** December 10,2024, REGULAR MEETING – Horen made a motion to accept minutes as presented, Castle 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.

\* CD's are up at the end of March, have 10 days from then to do something with them. \* Fire Assessment account is building funds, look into possible CD until any major purchases. Discussed leaving \$50K in account for any possible down payments. \*ARPA info to Wes @ K&K.

**Fire Department: Chief, Jim Rye:** \* Ashely Schank resigned, effective 12/31/24. All gear and other items turned in; Chief Rye presented Ashley with 6 year service award. \* Shop w/ Hero was a Big success Kids enjoyed trip to Meijers. Adopted same Family, took gifts & let Kids explore the fire truck. \* Januarys training was Building Construction Training \* Februarys training will be CPR training, February 2<sup>nd</sup> @ 9.a.m. \* February 20<sup>th</sup> @ 7:00 p.m. FD will be Hosting Tuscola County Fire Association. \*Looking into 1<sup>st</sup> responder costs. With no 1<sup>st</sup> responders, missed out on 57 calls. If 1<sup>st</sup> responders would have gone, it would have added \$2700 to payroll. Looking at the costs for trainings, some equipment is outdated and may need to be upgraded. \*Reviewing Budget, would like to move \$1,000 from training to insurance, \$1,088.69 from repairs & maintenance to insurance, and \$1,150 from Chiefs pay to Asst. Chiefs Pay. Horen made a motion to adjust Budget Lines \$1,000 from training to insurance, \$1,088.69 from repairs & maintenance to insurance, and \$1,150 from Chiefs pay to Asst. Chiefs Pay. Albertson 2<sup>nd</sup>, board voted and passed. \* Reviewing Policies and Procedures, would like to get them to Garner for review. \* Asst. Fire Chief discussed fire runs are down this past year, so FD is focusing on trainings.

**Clerk Reports:**

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

**Pay Bills:** Horen made a motion to pay bills, Wilson 2<sup>nd</sup> to pay bills. Township General Fund checks 17223-17246, totaling \$12,603.11. Board voted and passed. \* IRS payment for 4<sup>th</sup> payroll taxes is pending until accountant is finished with year-end paperwork with final number to be paid before January 31, 2025. Horen motioned to Pay IRS balance when we have final numbers, Wilson 2<sup>nd</sup>, board voted and passed. \* Discussed A/R Aging Detail Report. Horen made a motion to Write-Off Invoices, 1520100, 1521018, 1520078, & 1522023, bringing those to zero balance, Albertson 2<sup>nd</sup>, Board voted and passed. \* Horen made a motion to send the following invoices to Collections, 1523053, 1523046, 1523047, 1523054, & 1523055, Wilson 2<sup>nd</sup>, Board voted and passed. \* Clerk to send info on Invoices 1524016K & 1524027K to Chief Rye to send to Koylton Township.

**Supervisor:** Nothing New to Report

**Old Business:** \*Nothing from Garner, unable to get ahold of him RE: anything. Put out feelers and possibly look into getting a different attorney.

\* Janet Wilson has rental property with 7 acres. She would like to split 2 acres with house, with 300 ft road footage, and keep the remaining 5 acres with the rest of the farm. Wilson is asking for approval on the variance. Horen motioned to grant approval for the variance to split 2 acres with house on parcel located at 4277 Millington Rd, Clifford, MI 48727, Castle 2<sup>nd</sup>. Roll Call Vote: Castle – YES, Horen – YES, Howland – YES, Albertson – Yes Wilson – Abstained. Passes with 4 YES votes.

**New Business:** Supervisor to get with Northern Broadband RE: Website for new fiscal year. Also look into possible IT support and a phone transfer program.

\* Motion made by Wilson to allow Deb Horen and Candy Albertson to apply for and get Township credit cards through Tri-County Bank affiliate TCM Bank, N.A., to be used for miscellaneous expenses, Credit Limit of \$5,000.00 Motion 2<sup>nd</sup> by Castle. Board voted and passed.

\* Treasurer to name Marie Curell as her Deputy, Clerk to name Kaitlyn Miklovich as her Deputy. Albertson made a motion to add Marie Curell to the Independent Bank and Tri-County Bank accounts as signor once Marie takes oath of office, Wilson 2<sup>nd</sup>, Board voted and passed.

\* Castle made a motion to add Candy Albertson and Deb Horen as Admins to Burlington Township QuickBooks account and to remove Donald Schank as current Admin, Wilson 2<sup>nd</sup>, Board voted and passed

\* Look into getting the fire account back to FD, Possible “Friends of Firefighters” get with Wes at K & K about any implications if it is moved back to FD.

**Public Time:** No Comments

**Meeting Adjourned:** 8:46 p.m. Castle made a motion adjourn, Horen 2<sup>nd</sup> to adjourn. Motion voted and passed.

Respectfully submitted,

Candy Albertson, Clerk