

TOWNSHIP OF BURLINGTON
MINUTES OF REGULAR MEETING

HELD October 14, 2025

Vanessa Hunt, Clerk

Burlington Twp.

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

All joined in the Pledge of Allegiance.

Minutes from: September 9, 2025, MEETING – Horen made a motion to accept minutes as presented, Wilson 2nd to accept minutes as presented, board voted and passed.

Minutes from: September 22, 2025, SPECIAL MEETING – Horen made a motion to accept minutes as presented, Wilson 2nd to accept minutes as presented, board voted and passed.

Minutes from: September 29, 2025, PUBLIC MEETING – Horen made a motion to accept minutes as presented, Wilson 2nd to accept minutes as presented, board voted and passed.

Financial Report: Horen presented Financial Reports. Wilson made a motion to accept financials, Horen 2nd to accept financials, board voted and passed.

* CD # 838 renewed for 3-months @ 3.9%, matures 12/21/2025. *Summer taxes are wrapping up, winter to begin soon. *Improvement fund includes interest. *Horen attended training in Frankenmuth.

Fire Department: Fire Chief Rye – * 5 members passed MFR training. *Open House on October 4th had over 40 attendees. *Will be prepared for future events by adding insurance forms to the event planning process. *6 members went to the North Branch Schools fire prevention event. *Will have a fire prevention booth set up at the Craft Fair on November 8th&9th. *State of Michigan has \$4 Million in grants available statewide. Chief will work with Supervisor to prepare paperwork needed to apply. *Working on SOGs for hazardous materials, medical first responders, and sexual harassment. *2 Members have started fire 1&2 which includes hazmat, everyone goes home, McNeil driver's training, and courtroom prep. *JAWS repair was covered under warranty. A bushing was damaged. Hydraulic lines were also replaced. Unit may need to be replaced in the near future as it is getting old. *Howland asked Chief what the department would potentially use grant money for. Chief going to discuss with his officers. *Chief attended training in Frankenmuth and met a grant writer willing to help us with future grants. *We have the ability to order medical supplies from LC EMS they will also restock anything we use on a call. *Med boxes were picked up. *Replacements have been ordered for all expired items. *We are now able to administer epinephrine and glucose. *Air tank was replaced on 15-21. *Adding

drainage of the air tanks to the monthly maintenance check list. *The state is rolling out new reporting software, but we are not required to use it yet. *O2 tanks will be dropped off at Thumb Welding to be checked, and Thumb Welding will drop them off at the station once completed. *Truck inspections with the state will now be virtual. *Residents have been requesting address signs.

Clerk Reports:

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

Pay Bills: Horen made a motion to pay bills, Wilson 2nd to pay bills. Township General Fund checks 17486-17511 (excluding 17500 & 17501 due to a printing error), Capital Group ACH, totaling \$31,123.96 and Fire Checking checks 1023-1024, totaling \$117.78. Board voted and passed.

Election Workers: Horen made a motion to pay the Chairperson \$15/hr. and all other workers \$12/hr. Castle 2nd, board voted and passed.

Supervisor: *Kathleen from LCRC stopped in to speak with Howland regarding past due invoices that were being sent to the wrong email.

Old Business: *Castle made a motion to accept the wording of the letter to be sent to past due fire run invoice recipients that will add the balance to winter tax bills 2nd Wilson, board voted and passed. *Castle made a motion to accept the wording of the resolution to add fire run/medical response fees that are unpaid to tax bills with the removal of the individual board member names and inclusion of the phrase township board, 2nd Wilson, board voted and passed. *Horen reminded Chief that there are two checks from Feb and March 2025 that have not been cashed yet. Chief will contact the payees of said checks.

New Business: *Chief mentioned that the Construction Code Authority has been using attorney Mike Gildner from Genesee Co. Horen will contact to see if he is accepting new clients and would be suited to work with us. *State budget is down by \$6,000 for constitutional state revenue sharing in 2026. *Horen made a motion to move \$5 from line-item Misc. to line-item Treasurer Education and Training in the budget, 2nd Castle, board voted and passed.

Public Time: *Chief spoke with Homeowner that had a structure fire and let the board know that their insurance only covered \$500. He encouraged Homeowner to make payments on their balance and come to a meeting to discuss with the board. *The fire department will be adopting

aforementioned family this Christmas. *Need to schedule initiation oath with new fire department members soon. Will try for December Regular Meeting.

Meeting Adjourned: 8:22p.m. Horen made a motion adjourn, Wilson 2nd to adjourn. Board voted and passed.

Respectfully submitted,

Vanessa Hunt, Clerk