

TOWNSHIP OF BURLINGTON
MINUTES OF REGULAR MEETING

HELD November 11, 2025

Vanessa Hunt, Clerk

Burlington Twp.

The regular meeting was called to order at 7:06 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.

Swearing in of new Burlington Township Fire Department Members: Supervisor Howland accepts the oath from new members. Congratulations given and photos taken of new members.

Minutes from: October 14, 2025, ELECTION COMMISSION MEETING – Castle made a motion to accept minutes as presented, Wilson 2nd to accept minutes as presented, board voted and passed.

Minutes from: October 14, 2025, REGULAR MEETING – Castle made a motion to accept minutes as presented, Horen 2nd to accept minutes as presented, board voted and passed.

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

Fire Department: Fire Chief Rye –*Training for forceable entry, policies and procedures, and MFR protocols was completed. *December training will encompass Haz-mat recertification. *Assistant Chief Conquergood will attend Fire Officer II training after the first of the year. *First responders will be tested soon in Port Huron or Saginaw. *The department has responded to four medical runs since the first of November. *Fire prevention program booth was successful at the Village Craft Fair. *Members completed driver’s training for command 1 vehicle. Juvenile fire starter program will be a focus after the first of the year, with a goal to have it up and running by June 2026. *Going to review the budget and move some funds around in order to keep it balanced and accommodate wages due to the higher number of members. Chief will speak to Jeremiah Brown about pricing to build a website.

Clerk Reports:

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

- Deputy Clerk

Payroll Policy: Horen researched proper practices according to the MTA and will create a policy to bring to the board next month.

Pay Bills: Horen made a motion to pay bills, Castle 2nd to pay bills. Township General Fund checks 17514-17554, Capital Group ACH, totaling \$91,514.11 and Fire Checking checks 1025, for \$28.00. Board voted and passed.

Supervisor: Nothing to report.

Old Business: *Horen sent letters to past due fire runs and both were returned. Horen made a motion to accept Resolution #25-20 to add past due fire runs of \$2050.00 to winter taxes on property #04222500400, Wilson 2nd Roll call vote Wilson, Castle, Horen, Howland, Hunt all in favor, board passed.*Castle made a motion to accept Resolution #25-21 to add past due fire run of \$1,500 to winter taxes on property #00402300810, Wilson 2nd Roll call vote Wilson, Castle, Horen, Howland, Hunt all in favor, board passed. *Horen spoke with Mike Gildner. He will be happy to accept the township as a client with no retainer at \$175/hr. Horen will contact him to arrange a meeting before he is hired.

New Business: *Traveler's never cashed the payment we sent last month, Horen notified our agent and is working with him to resolve the situation. Horen will put a stop payment on the previously issued check if Hunt issues a replacement. *Hunt to renew anti-virus on the election laptop. *Hunt to prepare an order with Election Source for needed materials.

Public Time: *No public present for comment at this time.

Meeting Adjourned: 8:27p.m. Horen made a motion adjourn, Wilson 2nd to adjourn. Board voted and passed.

Respectfully submitted,

Vanessa Hunt, Clerk