

**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 our account is up to date. Will reach back out to confirm payment dates and amounts for 2026.

**Pay Bills:** Castle made a motion to pay bills, Wilson 2<sup>nd</sup> to pay bills. Township General Fund checks 17557-17590, Capital Group ACH, totaling \$21,216.17 Board voted and passed.

**Supervisor:** Nothing to report.

**Old Business:** \*Wilson made a motion to utilize Mike Gildner’s attorney services, Castle 2<sup>nd</sup> Board voted and passed. \*Board to bring budget change recommendations to January regular meeting. \*Payroll policy to be discussed at January regular meeting. \*

**New Business:** \*Horen to speak with Independent Bank regarding credit card processing options for tax payments. \*Castle made a motion to accept the proposed regular meeting dates of the second Tuesday of each month at 7 p.m. for 2026, Wilson 2<sup>nd</sup> Board voted and approved.

**Public Time:** \*Koylton Township Supervisor Justin Boyl let us know that he is pursuing abandonment of a portion of Marlette Rd by Phillips Rd.

**Meeting Adjourned:** 8:37p.m. Castel made a motion adjourn, Wilson 2<sup>nd</sup> to adjourn. Board voted and passed.

Respectfully submitted,

Vanessa Hunt, Clerk