

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

**HELD February 10, 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, Horen, Wilson, Castle & Hunt. Guests: Chief Rye, Chad Conquergood and Burlington Twp residents.

All joined in the Pledge of Allegiance.

**Minutes from:** January 13, 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.

**Website Discussion:** Cody Wiggins presented plans for a township website. Horen made a motion to employee Summit Media Agency at the cost of \$1,600 to start and \$1,600 at completion. Wilson 2<sup>nd</sup>, board voted and approved.

**Financial Report:** Horen presented Financial Reports. Castle made a motion to accept financials, Wilson 2<sup>nd</sup> to accept financials, board voted and passed. \*Hunt made a motion to move \$58,000 from account ending 9221 to the CDAR, Horen 2<sup>nd</sup>, board voted and passed. \*Discussed using Fiserv for collection credit card payments for taxes and fire runs. Horen is looking into additional options.

**Virtual Meeting with Geoff Lansky:** Discussed switching the Workman’s Comp Ins from Traveler’s to Accident Fund. Discussed payment amounts and due dates, along with adding Cyber Security Coverage.

**Fire Department: Fire Chief Rye** –\*New reporting software is working well. \*Conquergood and Goss nearly complete on their respective training courses. \*John is still taking NIMS 300 training.

**Clerk Reports:**

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

**Pay Bills:** Horen made a motion to pay bills, Castle 2<sup>nd</sup> to pay bills. Township General Fund checks 17618-17655, Capital Group ACH, Traveler’s Ins. ACH, totaling \$8,252.54 Board voted and passed.

**Supervisor:** Discussed purchase agreement. Horen made a motion to sign and submit the purchase agreement for 9633 Main St Clifford MI 48727 as presented in the amount of \$20,000. Castle 2<sup>nd</sup>, board voted and passed.

**Old Business:** \*Salary Resolutions: Castle made a motion to increase the supervisor's yearly salary by 3% and keep the \$25/monthly phone stipend. Horen 2<sup>nd</sup>. Roll call vote: Castle Aye, Horen Aye, Howland Aye, Hunt Aye, Wilson Absent.

Castle made a motion to increase the clerk's yearly salary by 3% and keep the \$25/monthly phone stipend. Horen 2<sup>nd</sup>. Roll call vote: Castle Aye, Horen Aye, Howland Aye, Hunt Aye, Wilson Absent.

Castle made a motion to increase the treasurer's yearly salary by 3% and keep the \$25/monthly phone stipend. Horen 2<sup>nd</sup>. Roll call vote: Castle Aye, Horen Aye, Howland Aye, Hunt Aye, Wilson Absent.

Castle made a motion to increase the trustee(s) yearly salary by 3%. Horen 2<sup>nd</sup>. Roll call vote: Castle Aye, Horen Aye, Howland Aye, Hunt Aye, Wilson Absent.

**New Business:** \*Horen made a motion to accept resolution 2026-3, 2<sup>nd</sup> Hunt. Roll Call vote Castle Aye, Horen Aye, Howland Aye, Hunt Aye, Wilson Absent.

**Public Time:** \*No public comment.

**Meeting Adjourned:** 9:21p.m. Castel made a motion adjourn, Horen 2<sup>nd</sup> to adjourn. Board voted and passed.

Respectfully submitted,

Vanessa Hunt, Clerk