

TOWNSHIP OF BURLINGTON
MINUTES OF REGULAR MEETING

HELD February 11, 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: Asst. Chief Chad Conquergood and Residents of Burlington Twp.

All joined in the Pledge of Allegiance.

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

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

*Deb will be at the Hall on Feb 14th & 28th to collect taxes. After 14th penalties will be charged.

*Deb to start work on updating the Investment Deposit Policy and working on a Credit Card policy. Deb taking suggestions on both. * Looking at 7-month CD @ 3.87% in the amount of \$225K from fire assessment account funds, should still leave the \$50K in account if needed with tax money still being collected. *Horen made a motion to take \$225,000 from Fire Assessment account and put into a 7-month CD at Tri County Bank, Albertson 2nd motion, board voted and passed. * Independent Bank to work on rearranging accounts, interest earning to benefit us. * Discuss CDs at next months meeting.

Fire Department: Asst Chief, Chad Conquergood: * Februarys CPR Training went well * March will be Structural Search and Rescue, FF1 & FF2 will use as training. February 20th @ 7:00 p.m. FD will be hosting Tuscola County Fire Association. * Still working on gathering info and working on finalizing amounts for First Responders * Will need a resolution to reinstate MFR * Still working on Budget numbers.

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 17248-17272, totaling \$7,506.27. Board voted and passed. * Discussed A/R Aging Detail Report. Clerk in contact with collections company, Collections Services of Michigan, they have been acquired by Credit Bureau of Ypsilanti. Sending 5 invoices from 2023 to collections. Invoices under a year old, is a 35% fee, invoices over a year, does a payment plan or goes to their legal department is a 50% fee. No charge to township if debt is NOT collected. * Decided to send invoices certified 3 times, then regular mail until final decision on collecting * Deputy Clerk, Katie Miklovich took Oath of Office.

Supervisor: Nothing New to Report

Salary Resolutions: Clerk read Salary Resolutions, no increase in Boards salaries since 1998. *Horen made a motion to increase the Boards salaries for the 2025-2026 year by 20% for each board member. Wilson 2nd motion, board voted and passed. Roll Call Vote: Castle – YES, Horen – YES, Howland – YES, Albertson – YES Wilson – YES. Passes with 5 YES votes.

Old Business: Garner sent over the Solar Ordinance. Going to table discussions on it until next meeting when Chief Rye is present. Chief Rye was on the planning committee for the Village and Ordinances are the same * Rob to get with Northern Broadband again to have them attend next months meeting.

New Business: * Clerk to add ARPA funds to Budget *Annual Meeting scheduled for Thursday, March 27th @ 6:00 p.m. * Horen made a motion to update budget template as discussed, Albertson 2nd motion, board voted and passed. * Messaged Board February 19th RE: Purchasing a new laptop for the Election Poll Book. The current Laptop will not upgrade to Windows 11, needed to run the election software. Came across the HAVA Grant (Help Americans Vote Again) for \$1,000.00 that could be used towards laptop purchase but had to be purchased by February 28, 2025. All OK, with purchase. Purchased Laptop, Spyware, and Microsoft Office from Best Buy, in the amount of \$785.00. Clerk to complete grant forms when they are available, and grant proceeds should be available sometime mid-year.

Public Time: Discussion of ARPA funds allocations. Discussion on collection methods.

Meeting Adjourned: 7:49 p.m. Horen made a motion adjourn, Wilson 2nd to adjourn. Motion voted and passed.

Respectfully submitted,

Candy Albertson, Clerk