

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

**HELD September 9, 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, Wilson, Horen, Castle & Albertson. Guests: Asst. Chief Conquergood, and Residents of Burlington Twp.

All joined in the Pledge of Allegiance.

**Minutes from:** August 12, 2025, MEETING – Horen made a motion to accept minutes as presented, Castle 2<sup>nd</sup> to accept minutes as presented, board voted and passed.

**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.

\* CD # 235 renewed for 6-months @ 3.9%, matures 2/20/2026 \* CD # 838 matures 9/21/25, will renew for 3 or 6-months, whichever is higher \* Opened CDAR with FD CD funds at Choice One for 26 weeks at 4.1%, along with CDAR a money market needed to be opened as well.

**Fire Department: Asst. Fire Chief Conquergood in for Chief Rye** – \* FD had JAWS training, during the training the arms broke on the machine from what looks like metal fatigue and old age. FD will be out of service for extraction for now, until JAWS is replaced. \* Just had the event at the Library, next year will prob look into having it earlier before school starts \* Open House is October 4<sup>th</sup>, 2025, need to complete insurance form for bounce house events \* MFR Class is going well, consolidated class, a lot of information too learn. \* Newsletter went good for Volunteer FF and purchase of address signs. \* Hosted LCFA meeting, went good with 60 + attendees. \* 3 members will attend the 9/11 walk. \* Chief will be attending training/conference in Frankenmuth. \* Everything is turned in and approved at State level for MFR, still need approval from county. Looks like everything for MFR will come together at the same time. \* Invited to Dinges 9/23 to look at fire trucks to replace 15-22. Hoping to spec out a new truck to be purchased next year. \* Arsen Fire at Laundry Mat/Car Wash in Clifford. 3 individuals have been identified.

### **Clerk Reports:**

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

**Pay Bills:** Albertson made a motion to pay bills, Castle 2<sup>nd</sup> to pay bills. Township General Fund checks 17452-17485, Capital Group ACH, totaling \$14,052.94 and Fire Checking checks 1021-1022, totaling \$367.70. Board voted and passed. \* A/R Aging Report – send letter out to invoices going on tax roll.

**Supervisor:** \* 2<sup>nd</sup> mowing started. \* Roads are still a mess

**Old Business:** \* Earned Sick Time – possible policy to exempt volunteer FF, see what info Chief gets from Frankenmuth conference.

**New Business:** \* Albertson made a motion to Accept the Resolution to Authorize Use of Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds # 25-08 as presented. Castle 2<sup>nd</sup> the motion to accept the Resolution to Authorize Use of Automated Clearing House (ACH) Arrangements and Electronic Transactions of Funds # 25-08 as presented, board voted and passed. Roll Call Vote – Wilson – YES, Horen – YES, Howland – YES, Albertson – YES, Castle – YES, passed with 5 YES Votes. \* Albertson made a motion to Accept the ACH Usage Policy as presented. Horen 2<sup>nd</sup> the motion to accept the ACH Usage Policy as presented, board voted and passed. Roll Call Vote – Wilson – YES, Horen – YES, Howland – YES, Albertson – YES, Castle – YES, passed with 5 YES Votes. \* Castle made a motion to Accept the Poverty Exemption # 25-09 as presented. Wilson 2<sup>nd</sup> the motion to accept the Poverty Exemption # 25-09 as presented, board voted and passed. Roll Call Vote – Wilson – YES, Horen – YES, Howland – YES, Albertson – YES, Castle – YES, passed with 5 YES Votes. \* Clerk submitted letter of resignation. Horen made a motion to accept Clerks letter of resignation, Castle 2<sup>nd</sup> the motion to accept Clerks letter of resignation. Board Voted and Passed (Clerk did not Vote on motion). \* Horen made a motion to hold a Special Meeting September 22, 2025 @ 7:00 p.m. to interview, vote on the appointment and instate a new Township Clerk, Wilson 2<sup>nd</sup> motion to hold Special meeting September 22, 2025 @ 7:00 p.m., board voted and passed.

**Public Time:** Gentleman that bought house next to ADS, voiced opinion on ordinances and zoning.

**Meeting Adjourned:** 8:05p.m. Horen made a motion adjourn, Wilson 2<sup>nd</sup> to adjourn. Board voted and passed.

Respectfully submitted,

Candy Albertson, Clerk