

TOWNSHIP OF BURLINGTON
MINUTES OF REGULAR MEETING

HELD March 10, 2026

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

All joined in the Pledge of Allegiance.

Minutes from: February 10, 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. CD & CDAR renewed for three months at 3.9%. Castle made a motion to approve the financials, Wilson 2nd.

Fire Department: Fire Chief Rye –*This month’s training will cover structural search and rescue. *Conquergood completed FFII training. *Goss completed FFI training. *Four members completed NIMS 400.

Clerk Reports:

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

Pay Bills: Hunt presented the monthly bills. Horen made a motion to pay bills, Castle 2nd to pay bills. Township General Fund checks 17656-17705, Capital Group ACH, VISA ACH, and Summit Media Agency LLC ACH totaling \$37,133.73 Board voted and passed.

Supervisor: *Howland obtained a bid from LCRC to spread brine for the 2026 season. Wilson made a motion to approve the bid from LCRC to spread brine for \$22,000.00, Horen 2nd.

*Howland obtained a bid for roadside mowing from LCRC. Wilson made a motion to approve an early and late mowing with single pass only each time for the 2026 season, Castle 2nd. Howland obtained a bid to replace the tubes on Cady Rd, McLaughlin Rd, and Castle Rd for \$11,000.00. Horen made a motion to accept the bid to replace the aforementioned tubes at the price of \$11,000.00, Wilson 2nd. *Howland will contact LCRC for gravel pricing.

Old Business: *Board reviewed Principles of Governance provided by MTA, agreed and signed document. *Horen and Hunt had meeting with Raymond & King to discuss new accounting software. Horen made a motion to switch from QuickBooks Desktop to Xero accounting

software, and Gusto Payroll, for the upcoming fiscal year, Wilson 2nd. *Castle made a motion to approve the building lease for two years at \$6,300.00 per year, Horen 2nd. *Horen made a motion to add cyber insurance to our insurance package through Hartleb Agency for the upcoming fiscal year, Castle 2nd.

New Business: *Castle made a motion to have our tax due date match the date used by the county and forgo the 3% penalty, Horen 2nd. *Horen made a motion that the treasurer must have the tax payment in her possession on the due date, no postmarks will be accepted, Castle 2nd. *Horen made a motion to amend the fire budget as presented, Wilson 2nd. *Horen made a motion to amend the budget with the recommendations from lines 1-9, including Mowing and Gravel from capital outlay, Wilson 2nd.

Public Time: *No public comment.

Meeting Adjourned: 9:05 p.m. Horen made a motion adjourn, Wilson 2nd to adjourn. Board voted and passed.

Respectfully submitted,

Vanessa Hunt, Clerk