



Birch Run Township Board of Trustees
Regular Meeting Minutes

April 8th, 2025

11935 Silver Creek Drive, Birch Run, Michigan 48415

Call to Order of Regular Meeting:

Supervisor Ray Letterman called the April 8th, 2025, Regular Meeting of the Birch Run Township Board of Trustees to order at 19:00 with the Pledge of Allegiance. Present for the Township Board of Trustees were Ray Letterman, Supervisor; Riley Kiessling, Clerk; Annette Letterman, Treasurer; Jeanie Herrick, Kurt Kiessling, John DiBerardino & Dale Trinklein Jr., Trustees.

Others present were Dave Matzke, Fire Chief; Jeanette Morrish, Library Director; Brandon Carter, Interim DPW Supervisor; Gretchen Nielsen, ZACE; Mike Marr, PC Member.

Eleven (11) people were in the audience.

Agenda Approval:

Motion K. Kiessling seconded by D. Trinklein Jr. to approve the April 8th, 2025, Regular Meeting Agenda as presented.

Yeas: Herrick, K. Kiessling, R. Letterman, DiBerardino, D. Trinklein Jr., R. Kiessling, A. Letterman,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Minutes Approval:

Motion by D. Trinklein Jr. seconded by DiBerardino to approve the March 11th, 2025, Regular Meeting Minutes as presented.

Yeas: K. Kiessling, R. Letterman, DiBerardino, D. Trinklein Jr., R. Kiessling, A. Letterman, Herrick,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by D. Trinklein Jr. seconded by K. Kiessling to approve the March 27th, 2025, Special Meeting Minutes as presented.

Yeas: R. Letterman, DiBerardino, D. Trinklein Jr., R. Kiessling, A. Letterman, Herrick, K. Kiessling,

Nays:

Absent:

Motion PASSED by unanimous roll call vote.

Invoice Approval:

Motion by K. Kiessling seconded by D. Trinklein Jr. to approve Invoices through March 31st, 2025, totaling \$142,153.69 as presented.

Yeas: DiBerardino, D. Trinklein Jr., R. Kiessling, A. Letterman, Herrick, K. Kiessling, R. Letterman,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Public Comment: 19:05 to 19:14

Steve Windle requested the board to review and update the sign ordinance for his Church to be able to have an illuminated sign on the property.

Public Hearing(s):

None

Budget Review:

None

Old Business:

None

New Business/Motions:

Motion to hire Logan Langworthy as a Seasonal DPW Laborer for the April 18th through October 15th, 2025, Season at the rate of \$15.00/hr., for no more than 32 hrs./week.

Yeas: D. Trinklein Jr., R. Kiessling, A. Letterman, Herrick, K. Kiessling, R. Letterman, DiBerardino,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion to approve the audit proposal from Smith & Klackiewicz for the Fiscal Year ending March 31st, 2025, as presented.

Yeas: R. Kiessling, A. Letterman, Herrick, K. Kiessling, R. Letterman, DiBerardino, D. Trinklein Jr.,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Miscellaneous:

None

Public Comment: 19:50 to 19:52

Adjournment:

Motion by D. Trinklein Jr. seconded by R. Letterman to adjourn at 19:52

Motion PASSED by unanimous voice vote.