



**Birch Run Township Board of Trustees  
Regular Meeting Minutes**

*February 11<sup>th</sup>, 2025*

*11935 Silver Creek Drive, Birch Run, Michigan 48415*

**Call to Order of Regular Meeting:**

Supervisor Ray Letterman called the February 11<sup>th</sup>, 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 Vice-Chair; Sherry Gubbins, ZBA Member.

Ten (10) people were in the audience.

**Agenda Approval:**

Motion by K. Kiessling seconded by D. Trinklein Jr. to approve the February 11<sup>th</sup>, 2025, Regular Meeting Agenda 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.

**Minutes Approval:**

Motion by D. Trinklein Jr. seconded by DiBerardino to approve the January 14<sup>th</sup>, 2025, Regular Meeting Minutes as presented.

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.

**Invoice Approval:**

Motion by D. Trinklein Jr. seconded by K. Kiessling to approve Invoices through January 31<sup>st</sup>, 2025, totaling \$156,409.48 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.

**Public Comment:** 19:05 to 19:05

Public Comment was held.

**Public Hearing(s):**

None

**Budget Review:**

None (Done under New Business)

**Old Business:**

None

**New Business/Motions:**

County Clerk, Vanessa Guerra, provided a 2024 Post Election & Early Voting report to the Township Board.

Motion by R. Letterman seconded by R. Kiessling that Stoneyard follows the original site plan (originally approved on November 10<sup>th</sup>, 2022) with these changes: <sup>#1</sup> A minimum of 5 paved parking spots; <sup>#2</sup> The surface of the lot is made of crushed asphalt and is certified by an expert that it can support a 60,000lbs Fire Truck; <sup>#3</sup> and a minimum of 17 bins for landscape materials.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Letterman seconded by R. Kiessling to allow Stoneyard to operate on the East side of the parcel, directly East of the building, effective immediately with the following condition: If the Site Plan, as amended, is not completed by October 1<sup>st</sup>, 2025, all operations must cease and the injunction dated October 25<sup>th</sup>, 2023, goes back into full effect.

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.

Motion by R. Kiessling seconded by DiBerardino to approve posting for the Full-Time Mixed DPW/Fire position.

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 R. Kiessling seconded by D. Trinklein Jr. to approve the 2025 Maple Road project as presented.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by K. Kiessling to approve Administrative Resolution #2025-01 (Earned Sick Time Policy) as presented.

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

Nays: R. Letterman,

Absent: None

Motion PASSED by majority roll call vote.

Motion by R. Kiessling seconded by K. Kiessling to approve the 2025-2028 Township Holiday Schedule as proposed.

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 by R. Kiessling seconded by D. Trinklein Jr. to set the budget public hearing for the March Regular Meeting (March 11<sup>th</sup>, 2025).

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.

Motion by R. Letterman seconded by K. Kiessling to set the annual meeting date for March 25<sup>th</sup>, 2025, at 7:00pm.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by K. Kiessling to approve Resolution #2025-02 (Supervisor Salary) as presented, keeping the Supervisor salary the same.

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.

Motion by K. Kiessling seconded by DiBerardino to approve Resolution #2025-03 (Clerk Salary) as presented, keeping the Clerk salary the same.

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

Nays: None

Abstentions: R. Kiessling

Absent: None

Motion PASSED by majority roll call vote.

Motion by R. Kiessling seconded by D. Trinklein Jr. to approve Resolution #2025-04 (Treasurer Salary) as presented, keeping the Treasurer salary the same.

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

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by D. Trinklein Jr. to approve Resolution #2025-05 (Trustee Salary) as presented, keeping the Trustee salary the same.

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.

Motion by R. Kiessling seconded by D. Trinklein Jr. to approve Resolution #2025-06 (Hardship Property Tax Reduction Rules & Regulations) as amended for the presented updated 2025 Poverty Level Income #'s, and to eliminate the text on Page 2 that reads: "The Birch Run Township Board of Review has authority to grant hardship reductions outside of the chart below as they deem appropriate."

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.

**Miscellaneous:**

None

**Public Comment:** 20:29 to 20:32

Public Comment was held.

-Mark Meader

-Daltson Atwell

**Adjournment:**

Motion by D. Trinklein Jr. seconded by DiBerardino to adjourn at 20:32.

Motion PASSED by unanimous voice vote.

DRAFT