



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

February 12th, 2024

11935 Silver Creek Drive, Birch Run, Michigan 48415

Call to Order of Regular Meeting:

Supervisor Ray Letterman called the February 12th, 2024, 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; Corey Trinklein, Treasurer; Fred Sheridan, Kurt Kiessling, Dale Trinklein Jr. & Chris Watts, Trustees.

Others present were Brad Thomas, DPW & Water Supervisor; Dave Matzke, Fire Chief; Gretchen Nielsen, Z.A & C.E.; Jeanette Morrish, Library Director; Mike Marr, PC Vice-Chair; Sherry Gubbins, ZBA Member.

Eight (8) people were in the audience.

Agenda Approval:

Motion by Sheridan seconded by Watts to approve the February 12th, 2024, Regular Meeting Agenda as presented.

Yeas: C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Minutes Approval:

Motion by K. Kiessling seconded by Sheridan to approve the January 9th, 2024, Regular Meeting Minutes as presented.

Yeas: Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by Watts seconded by D. Trinklein Jr. to approve the January 23rd, 2024, Special Budget Workshop Meeting Minutes as presented.

Yeas: K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Invoice Approval:

Motion by Sheridan seconded by D. Trinklein Jr. to approve Invoices through February 1st, 2024, totaling \$208,428.33 as presented.

Yeas: Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Public Comment: 19:04 to 19:05

Budget Review:

No Budget Amendments

New Business:

Motion by R. Kiessling seconded by D. Trinklein Jr. to approve setting the Budget Hearing date for March 12th, 2024, at 7:00 p.m. (the March Regular Meeting) in the Government Room.

Yeas: Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling, Letterman,

Nays: None

Absent:

Motion PASSED by unanimous roll call vote.

Motion by C. Trinklein seconded by R. Kiessling to approve setting the Annual Meeting date for March 19th, 2024, at 7:00 p.m. in the Government Room.

Yeas: D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by Watts seconded by K. Kiessling to approve Resolution #2024-02 (Supervisor Salary) as amended to reflect the date of the annual meeting and to strike the third "Whereas" clause of the Resolution.

Yeas: R. Kiessling, C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr.,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by Watts seconded by K. Kiessling to approve Resolution #2024-03 (Clerk Salary) as amended to reflect the date of the annual meeting and to strike the language in the third "Whereas" clause, specifically, "and a separate salary for non-statutory duties".

Yeas: C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by Watts seconded by Sheridan to approve Resolution #2024-04 (Treasurer Salary) as amended to reflect the date of the annual meeting and to strike the language in the third "Whereas" clause, specifically, "and a separate salary for non-statutory duties".

Yeas: Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by Watts seconded by Sheridan to approve Resolution #2024-05 (Trustee Salary) as presented.

Yeas: K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by D. Trinklein Jr. to approve Resolution #2024-06 (Resolution For Hardship Tax Reduction Rules & Regulations) as presented.

MOTION WAS RESCINDED.

Motion by Letterman seconded by Sheridan to approve Administrative Resolution #2024-01 (Attorney Contact Policy) as presented.

Yeas: Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling, Letterman,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by R. Kiessling seconded by D. Trinklein Jr. to approve the Temporary Outdoor Use Permit Form and the adjoining fees as presented.

Yeas: D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by Sheridan seconded by R. Kiessling to establish the Deputy Clerk of Birch Run Township as a Notary Public, and the Township to cover any bonding fees that are involved.

Yeas: R. Kiessling, C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr.,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by Sheridan seconded by D. Trinklein Jr. to approve the Updated Election Inspector Pay as presented.

Yeas: C. Trinklein, Watts, K. Kiessling, Letterman, Sheridan, D. Trinklein Jr., R. Kiessling,

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Motion by K. Kiessling seconded by Letterman to approve Resolution #2024-06 (Resolution For Hardship Tax Reduction Rules & Regulations) as amended.

Yeas: Letterman, Sheridan, D. Trinklein Jr., R. Kiessling, C. Trinklein, Watts, K. Kiessling

Nays: None

Absent: None

Motion PASSED by unanimous roll call vote.

Public Comment: 20:12 to 20:12

Adjournment:

Motion by D. Trinklein Jr. seconded by Sheridan to adjourn at 20:12.

Motion PASSED by majority voice vote.