

## RECORD OF PROCEEDING

Minutes of Burton Township Trustees  
Held at the Burton Township Administration Building

Regular Meeting  
December 18, 2023

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Dan Whiting, Chairman, opened the meeting at 7:33 p.m. with Board members, Jarred Miller and Ken Burnett, in attendance.

**Minutes:** The regular meeting minutes from December 4, 2023 were approved with corrections with a motion from Mr. Burnett and seconded by Mr. Miller. Vote: Mr. Whiting – yes, Mr. Miller – yes and Mr. Burnett – yes.

**Public Comment:** None.

**Cemetery:** There was an opening/closing cremains burial for John Dowd on December 18th.

**Zoning:** The Zoning Commission meeting scheduled for December 11<sup>th</sup> at 7:00 pm did not have a quorum. The BZA will hold a public hearing on Wednesday, December 20 at 6 pm for Mr. Alex Ciarillo. He would like a lot split and the split will make a non-conforming lot.

**Road Department:** The 2013 International was fixed. Gravel was put down on Bigelow.

**Fiscal Officer:** Mr. Miller made Resolution 2023-11 to request the tax advance for both halves of the 2023 tax year, collection year 2024. Mr. Burnett seconded the Resolution. Vote: Mr. Whiting – yes, Mr. Miller – yes and Mr. Burnett – yes.

**Old Business:** Mrs. O’Neill has started receiving inquiries about the two positions she is vacating on April 1, 2024. Mrs. O’Neill is working with Mr. Nick Gorris on setting up Township email addresses. Mr. Whiting received a phone call from Mr. Tony Costanzo from AT&T. He would like to discuss bringing AT&T’s broadband to the Township.

**New Business:** Mr. Burnett made a motion to contract with T. Manfrass & Associates, LLC in the amount of \$14,550.00 to include the concept and construction documents, bidding and construction administration for a new Township garage roughly 5,000 square feet of storage/shop facility. Mr. Miller seconded this motion. Vote: Mr. Whiting – yes, Mr. Miller – yes and Mr. Burnett – yes.

**Warrants:** Warrants #12198 thru #12214 were approved and paid.

The next organizational/regular meeting will be on Wednesday, January 3, 2024 at 7:30 pm.

As there was no further business, this meeting was adjourned at 8:48 p.m. by a motion from Mr. Miller and seconded by Mr. Burnett. The vote was unanimous.

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Chairman

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Fiscal Officer