

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

Organizational Meeting
January 13th, 2025

Ken Burnett, Chairman Pro Tem, opened the meeting at 7:00 p.m. All present recited the Pledge of Allegiance.

Roll Call: Board Members Ken Burnett, Dan Whiting and Jarred Miller in attendance, together with Fiscal Officer, Katie O'Neill.

Organizational Information 2025

Administrative Appointments:

Chairman: Mr. Miller made the motion to appoint Mr. Burnett as the Chairman of the Burton Township Trustees for 2025. Mr. Whiting seconded this motion.

Roll Call:	Yes	No	Abstain
Burnett			X
Whiting	X		
Miller	X		
Motion Carried.			

Vice Chairman: Mr. Miller made the motion to appoint Mr. Whiting as the Vice Chairman of the Burton Township Trustees for 2025. Mr. Burnett seconded this motion.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting			X
Miller	X		
Motion Carried.			

Regular Meeting Dates & Times: Mr. Miller made the motion that all Burton Township's Trustee regular meetings will be held on the first and third Mondays of the month at 7:00 p.m. Mr. Burnett seconded this motion. Mr. Whiting stated a 7:00 p.m. start time in the summer will be difficult. Mr. Burnett stated the schedule can be adjusted as needed.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			

Liaisons:

Department Liaisons: Mr. Miller made the motion for the following Trustees to be the liaison to the departments as listed below:

- Mr. Whiting – Zoning, Land Use, Cemeteries.
- Mr. Miller – Parks, Building/Grounds Maintenance, Fire Department.
- Mr. Burnett – Safety, BCPA, Roads, Prevailing Wage, JEDD.

Mr. Whiting seconded this motion.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			

Health District Advisory Committee: Mr. Miller made the motion to appoint the Chairman as the representative to the HDAC and the Vice Chairman to be the alternate. Mr. Whiting seconded this motion.

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Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			

Community Reinvestment Area Committee: Mr. Miller made the motion to appoint the Chairman and Vice Chairman as the committee appointees to the CRA. Mr. Whiting seconded this motion.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			

Department Staff Appointments:

Mr. Whiting made the motion to reappoint Rick Gruber as Zoning Inspector for the term ending December 31, 2025. Mr. Miller seconded this motion.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			

Mr. Whiting made the motion to reappoint Joanne George as Assistant Zoning Inspector for the term ending December 31, 2025. Mr. Miller seconded this motion.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			

Mr. Whiting made the motion to reappoint Elana Koh as Secretary to the Board of Zoning Appeals and Zoning Commission for the term ending December 31, 2025. Mr. Miller seconded this motion.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			

Mr. Whiting made the motion to reappoint Elana Koh as Cemetery Sexton for the term ending December 31, 2025. Mr. Miller seconded this motion.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			

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Fiscal Items: Mr. Miller made the motion to approve reimbursement for all approved travel as outlined in the Policy & Procedures Manual. Mileage shall be reimbursed at the current IRS rate. Mr. Whiting seconded this motion.


Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			


Employee Compensation: Mr. Whiting made the motion to table this item for executive session. Mr. Miller seconded this motion.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			

Adjourn: As there was no further organizational business, this meeting was adjourned at 7:10p.m. by a motion from Mr. Miller and seconded by Mr. Whiting.

Roll Call:	Yes	No	Abstain
Burnett	X		
Whiting	X		
Miller	X		
Motion unanimously Carried.			


 Chairman


 Fiscal Officer

