

Jarred Miller, Chairman, opened the meeting at 7:35 p.m. All present recited the Pledge of Allegiance.

Roll Call: Board Members Jarred Miller and Ken Burnett, in attendance, together with Fiscal Officer, Katie O’Neill. Dan Whiting entered the meeting at 7:37p.m.

Attendees included: OTARMA Representative - Jim Zuccaro, Road Foreman – Jason Sutter, Zoning Inspector – Rick Gruber (entered meeting at 9:15 p.m.), Land Use Committee Chairman – Nick Gorris.

Minutes: The minutes from October 21st, 2024 were approved as presented with a motion from Mr. Burnett. Mr. Whiting seconded this motion.

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

The minutes from November 4th, 2024 were approved as presented with a motion from Mr. Burnett. Mr. Miller seconded this motion.

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

Public Comment: Mr. Jim Zuccaro presented an overview of the current OTARMA Policy covering Burton Township. Currently Burton Township has Property Blanket Coverage of \$562,000, Faithful Performance of Duty Coverage of \$160,000. Automobile Coverage is separate. Burton Township’s expenditures increased by over \$200,000, resulting in a 20% increase over 2023. In addition, the property insured is up over \$80,000. OTARMA also experienced an overall property rate increase in 2024. These factors contributed to an \$1,100 increase in the 2024 annual contribution. Mr. Zuccaro plans to discuss the plan with Ms. O’Neill in more detail and also provide information on resources and grants that can be utilized.

Department Reports:

Building & Grounds - Mr. Burnett made the motion to approve Resolution #2024-17 Authorizing the Chairman to Execute the Construction Contract of the New Maintenance Garage in the Amount of \$800,869.00 with Hoar Construction Company correspondingly Utilizing ARPA Funds in the Amount of \$309,483.69 . Mr. Whiting seconded this motion.

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

The New Maintenance Garage Color Scheme was finalized. The Trustees unanimously chose Charcoal Gray for the base and Burnished Slate for the trim.

Fire Department – No one from the Department was in attendance. The Proposed Fire Contract for 2025-2027 was tabled.

Roads – Mr. Jason Sutter provided his report for the Road Dept: Unlocked building for election day. Put away ramp and yard stakes and cleaned up the yard around the Admin building. Reopened the building for the removal of election equipment. Prepped the plows and lights on the trucks. The roller is greased and stored for winter. Grader and side mower were placed in storage. Removed the water pumps at the cemeteries. Organized the garage for the winter season.

Upcoming Items include: snow fence installation and winter preparation.

Mr. Burnett made a motion to Execute the Annual Township Highway System Mileage Certification Report of 19.772 miles of Public Road. Mr. Whiting seconded this motion.

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

Trustees agreed to promptly purchase 4 plastic medical kits for each truck at approximately \$50 per kit A medical cabinet will be purchased at approximately \$400.00, upon completion of the new maintenance garage. Mr. Burnett continues to work on the Durkee Road Resident Survey. He reported that there are 10 homes in Burton Township and 8 homes in Claridon Township residing on Durkee Road.

Zoning – Mr. Rick Gruber was in attendance to provide a report on the official zoning complaint submitted by Mrs. Mary Lambert. Mr. Gruber met the residents and toured the property. Mr. Gruber observed 3 work vehicles onsite. One is in the process of being sold and removed. One is a service van and one is a truck for installations. He located the property lines and accessed the gravel driveway expansion. The accessory building is used for cold storage of personal use. It has no power to it. There was no inventory kept in the accessory building, nor did Mr. Gruber see any inventory onsite. The website advertisement for a Burton location, is intended to provide customers an area of service, not the location of a brick and ^{motor} business. Any employees of the business work from their own homes, not this property. There is a home office, which receives and makes calls for appointments, and performs some bookkeeping tasks. There are deliveries from a 24' box truck 1-2 times a month. Based on these observations, the business operates in-line with current zoning. Mr. Gruber is drafting a letter to be sent this week to the property owners stating the following: the gravel expansion needs to be taken back to the original driveway location within 2 weeks and the dumpster shall be placed in a different location. Deliveries to the property shall be kept to a minimum.

Fiscal Officer – Ms. Katie O’Neill reported that the NOPEC NEC Grant Disbursement Request of \$7,940.00 was submitted and approved. She anticipates receipt of funds in 4-6 weeks. Vector Security will initiate a 5% rate adjustment increase effective Jan. 1st, 2025. The OTARMA 2024 Legal Defense & Claim Payment Agreement and Governmental Property Agreement was received and saved electronically. Ms. O’Neill reported that all elected officials and employees for Burton Township are required to register and take a fraud reporting training pursuant to ORC 117.103. The deadline for this training was September 28th. Ms. O’Neill will email the training link to everyone to be completed by the next meeting on December

2nd. Ms. O'Neill reminded employees to submit any medical claim reimbursements and health insurance waivers for reimbursements before the end of the year.

Old Business - Mr. Nick Gorris reported on the status of the Land Use Plan Survey. There were a few minor revisions at the request of the Planning Commission. The final survey was released via QR code and web link, which were included in the newsletter. The newsletter was sent to the printers on November 15th, and is anticipated to be mailed out by the end of this week. An email will be sent to the Land Use Committee with the QR code. Mr. Gorris will monitor the hub site and track activity. If he notices low participation he suggested placing signs reminding residents to take the survey. The next Land Use Plan Committee meeting will be planned for January.

New Business:

Mr. Gorris reported there will be an update to the 208 Map in 2025. The Dept. on Aging sent a letter thanking the Trustees and the Road Dept for their part in the 2024 Senior Trash Day Pick-Up. Our Road Dept. successfully helped 33 seniors remove unwanted items. Mr. Burnett made a motion to increase the contributions to other organizations appropriation in order to contribute \$250.00 to the American Legion Post #459 towards their elevator fund and contribute \$50.00 to the Berkshire Music Department Sponsorship Drive. Mr. Whiting seconded this motion.

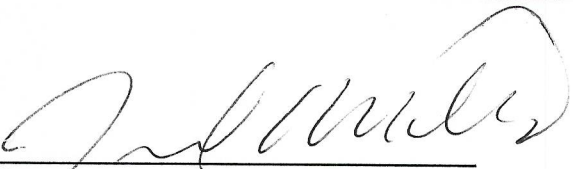
Roll Call:	Yes	No	Abstain
Miller	X		
Burnett	X		
Whiting	X		
Motion unanimously Carried.			

Next Meeting: Monday, December 2nd, 2024 @ 7:30 pm


Warrants Issued: #12565, 12568 – 12580

Adjourn: As there was no further business, this meeting was adjourned at 9:56 p.m. by a motion from Mr. Whiting, seconded by Mr. Burnett.

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



Chairman



Fiscal Officer

