

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

**Regular Meeting  
July 7<sup>th</sup>, 2025**

Ken Burnett, Chairman, opened the meeting at 7:24 p.m. All in attendance recited the Pledge of Allegiance.

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

**Attendees included:** Cemetery Sexton & Zoning Secretary - Elana Koh, Road Foreman - Jason Sutter, Zoning Inspector – Rick Gruber, Tim Snyder.

**Minutes:** The minutes from the regular meeting on June 16<sup>th</sup>, 2025 and the special meeting on June 25<sup>th</sup>, 2025 were tabled with a motion from Mr. Whiting. Mr. Burnett seconded this motion.

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

**Public Comment:** None.

**Department Reports:**

**Fire Department** - There was no one in attendance. Mr. Whiting made the motion to purchase the Recertified Lifepak CR2 AED in the amount of \$1,495.00 and apply for the OTARMA MORE Grant in efforts to offset the cost. Mr. Burnett seconded this motion.

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

**Cemetery** - Ms. Koh reported that the foundation for Enos Detweiler at Slitor Cemetery is complete. There is a foundation request for Boehnlein at Pleasant Hills Cemetery, this is pending. Three (3) lots at Slitor Cemetery are pending sale, awaiting final payment. Ms. Koh discussed changing the section names at Slitor Cemetery from "Newest A" and "Newest B" to "C" and "D", respectively. She will address this with the Township's APA. ADP has offered to build a Cemetery Management Solution software for Burton Township. Ms. Koh reports that the software is currently under development with ADP. Trustees decided to forego the offer at this point in time. Trustees will accept a donation of a flagpole at Slitor Cemetery to be placed in a location with adequate space, ensuring it does not hinder maintenance or visitor access. Ms. Koh received a request to donate trees to be planted at Slitor Cemetery. Trustees declined this offer. It was noted that the flags at cemeteries should be illuminated. While it is not the Trustees' intention to install lighting at this time, they welcome the patron to discuss this matter with them further.

**Zoning** - Mr. Gruber reported a total of three (3) zoning permit approvals for the month of June, which included one (1) accessory permit, one (1) addition, and one (1) fence permit. An update on Deer Lake Park indicates that the owner has submitted an application to expand into the land locked parcel. His reasoning for the expansion is to maintain the original total of 44 units in the park. The current parcel is only accommodating 24 units, so the owner does not want to increase the number of original units but rather distribute them across a larger area. As the land locked parcel is zoned residential Mr. Gruber must refuse the application.

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Mr. Gruber plans to issue a letter addressing the prohibited commercial use of three (3) parcels adjacent to Troy Township on Jug Rd., which are under a land contract with Harvey Miller. Mr. Miller has proposed constructing a 70' x 100' accessory structure to replace the existing sugar house on the property. Mr. Gruber will also contact the Township's APA on this issue.

Ms. Koh reported that the Zoning Commission will not hold its meeting for July and is tentatively planning to meet at its regularly scheduled time in August. She also noted that tentatively on July 29<sup>th</sup>, the Board of Zoning Appeals will hold a public hearing to consider an area variance on Patriot Drive. This variance would allow a small storage shed to be placed in front of the primary residence. Excessive flooding prevents the proposed shed location from meeting zoning requirements.

Park Committee - No one was in attendance.

Roads - Mr. Sutter provided his report for the Road Department. The crew cut berms for water flow on Durkee and Pond Roads and completed a round of side mowing. On Durkee, they also removed stumps to improve water flow. A large oak tree fell towards a residence on White Road and is currently resting on utility wires; the crew will clean up the debris and develop a plan to safely remove the tree. Beavers continue to be an issue on Pond Road, but the crew is actively managing and keeping up with the situation. Upcoming items include laying out the new parking lot for the park, installing that drive pipe, and re-swale around the new maintenance garage. Work on Forest and Osmond Roads has been completed and looks good – only striping remains.

Building & Grounds – Hand railings are being installed in the new maintenance garage and electricians are finishing up the outlets and switches. Mr. Whiting made a motion to approve Change Order No. 01 to the New Maintenance Garage Contract in the amount of \$6,229.13. Mr. Burnett seconded this motion.

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

The additional payment of \$1,773.80 for the water and sewer tap-in fee will be held temporarily pending results of the limited title search on the Lawrence property. The results of this report will acknowledge any existing easements for the Village sewer lines across Township property, at which time Mr. Whiting will follow up with the Village. On July 9<sup>th</sup> a 3<sup>rd</sup> party contractor will be onsite to perform the 2025 OTARMA appraisals.

Fiscal Officer – Mr. Whiting made a motion to pass Resolution #2025-9, Declaring it Necessary to Levy a Tax in Excess of the Ten Mill Limitation for the 3.0 Mill Road and Bridge Replacement Levy. Mr. Burnett seconded this motion.

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

The approval of the 2025 OTARMA Renewal was tabled pending further information on the impact of increased property and liability deductibles.

Old Business – There was none.

RECORD OF PROCEEDING

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**New Business:** Trustees decided on the lemon chicken and pasta dinner option in addition with a cash beer and wine bar for the GCTA Dinner on October 8<sup>th</sup>. Ms. O'Neill has agreed to take the lead on communicating the details of the dinner with School Yard Studio and the GCTA. The next quarterly GCTA Dinner will be July 9<sup>th</sup> at 6:00 p.m., hosted by Chester Township. Auditor Chuck Walder will present on the issue of cyber security breaches across Ohio at the July 21<sup>st</sup> meeting.


**Next Meeting:** Monday, July 21<sup>st</sup>, 2025 at 7:00 p.m.

**Warrants Issued:** #12839 - 12867

**Adjourn:** As there was no further business, this meeting was adjourned at 9:25 p.m. by a motion from Mr. Whiting, seconded by Mr. Burnett.

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

  
Chairman

  
Fiscal Officer