

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

Regular Meeting
 July 21st, 2025

Ken Burnett, Chairman, opened the meeting at 7:00 p.m. Attendees recited the Pledge of Allegiance.

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

Attendees Included: County Auditor – Chuck Walder, Maple Leaf – Ann Wishart, Nick Gorris.

Minutes: The minutes from June 16th, 2025 were approved, with a motion from Mr. Miller. Mr. Whiting seconded this motion.

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

The minutes from June 25th, 2025 were approved, with a motion from Mr. Miller. Mr. Whiting seconded this motion.

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

The minutes from July 7th, 2025 Budget Hearing were approved, with a motion from Mr. Whiting. Mr. Burnett seconded this motion.

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

The minutes from July 7th, 2025 were approved as amended, with a motion from Mr. Whiting. Mr. Burnett seconded this motion.

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

Public Comment: Auditor Walder provided a brief update and executive incident report on the Ohio multi-county phishing attack that occurred in May and June. He stated that these issues have been a good test of ADP’s security umbrella. Geauga County was able to work with a handful of other counties to gain knowledge of these breaches and partnered with the Cyber Range to enhance security training, testing and research across county users. The main take aways from these breaches were discussed, and Auditor Walder provided helpful strategies for townships to adopt to mitigate these ever-changing hacking attempts.

Department Reports:

Fire Department - Chief Davidson, though not present, provided the June report by email. According to the reports, there were 84 incidents for the month, of which 22 occurred in Burton Township. There have been 608 incidents YTD in 2025, of which 171 have occurred in Burton Township. YTD incidents in 2024 were 618 resulting in a 2% reduction in call volume year over year. Approximately 64% of all incidents are related to Emergency Medical Services, with the remaining 36% relating to Fire incidents through June 2025.

Based on compatibility information from the Fire Department, Mr. Whiting rescinded his motion he made on July 7th to purchase the Recertified Lifepak CR2 AED in the amount of \$1,495.00. Mr. Burnett seconded this motion.

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

Mr. Miller will work with Chief Davidson to find a compatible AED option and present the options at the August 4th meeting.

Roads – No report provided, Mr. Sutter is currently on vacation. The Attorney General’s Opinion on Durkee Road was issued on July 18th. The Trustees will read and digest the opinion and discuss at the next meeting. Engineer’s Office confirmed that Peckham Road resides entirely in Burton Township.

Building & Grounds – The limited title search request for the Lawrence property was ordered. The additional payment of \$1,773.80 for the water and sewer tap-in fee will be held temporarily based on the result of this report, which will acknowledge any existing easements for the Village sewer lines across Township property.

Fiscal Officer – Mr. Miller made a motion to approve the OTARMA Renewal , Invoice amount of \$10,777.00 and to waive any increased limits. Mr. Whiting seconded this motion and noted that Nationwide does not offer coverage outside of Ohio, and therefore, hurricanes have no impact on rates.

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

The NOPEC NEC Grant status was reviewed. Funds available for disbursement equal \$10,190.00 and \$1,456.00 will expire on November 30th. Trustees will coordinate with Mr. Sutter before the next meeting in an effort to obtain quotes for new generator.

Ms. O’Neill provided an update from the Quarterly Fiscal Meeting held on July 10th. She will implement positive pay effective immediately through the Townships bank and email the cyber security policy for the Trustees to review for the next meeting.

Old Business – Ms. O’Neill has submitted the meal option for the October 8th GCTA Dinner to Heather White at School Yard Studio and is waiting for final cost and confirmation. Trustees will also collect items for the Burton Congregational’s Thanksgiving Food Drive during the dinner.


New Business: None.


Next Meeting: The next meeting will be Monday, August 4th, 2025. At 7:00 p.m.

Warrants Issued: #12868 - 12871

Adjourn: With no further business to discuss, the meeting was adjourned at 8:45 p.m. following a motion by Mr. Whiting, seconded by Mr. Miller

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


Chairman


Fiscal Officer