

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

Regular Meeting  
August 4th, 2025

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

**Roll Call:** Board Members Ken Burnett, Dan Whiting (entered meeting at 7:05 p.m.) and Jarred Miller 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, NOAH President – Paul Miller, Residents - Philip C. Miller, Chris Stanison.

Trustees postponed review of the minutes until all members of the Board were in attendance. They opened for Public Comment.

**Public Comment:** Mr. Paul Miller from NOAH provided an update on the upcoming fall clean-up. Twice a year, NOAH organizes community clean-up days—focusing on state and county roads in the spring and township roads in the fall. In the spring, 1,110 bags of trash were collected by 196 volunteers. This year's fall clean-up is scheduled for Saturday, September 20th, and volunteers will concentrate on cleaning along the township roads. Mr. Miller has requested assistance with a driver for bag pick-up and has also asked if a dumpster can be provided, as was done last year. Trustees agreed to provide a dumpster, either by donation or cost sharing with neighboring townships. After Mr. Whiting entered the meeting at 7:05 p.m., public comment was paused to allow for review of the minutes.

**Minutes:** The minutes from the regular meeting on July 21<sup>st</sup>, 2025, were approved as written with a motion from Mr. Whiting. Mr. Miller seconded this motion.

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

**Public Comment Resumed:** Residents of Durkee Road were in attendance to discuss solutions for the washout that occurred over the weekend. Several suggestions were made to address the issue and help prevent future washouts. One recommendation was to install a culvert pipe near Mr. Philip C. Miller's rental property to improve drainage. Another proposed solution involved trenching a pipe through the parking lot, extending all the way to Mr. Aaron Miller's property. Additionally, it was emphasized that efforts should continue to channel water away from the road to minimize erosion and damage. Two other residents also brought up concerns. Mr. Sutter will look into an 8-inch drop from a driveway to the road, as well as a culvert next to Mr. Miller's house that was reportedly crushed by rocks due to erosion.

Mr. Chris Stanison attended the meeting to gather information on three issues: Deer Lake Park, the purchase of the BFG Property by Middlefield Village and the use of storage containers as accessory buildings. The following information was provided on these topics.

**Deer Lake Park** - The new owners of the park have worked through the proper state channels and have met all necessary requirements to install 26 units within the existing area. Significant time and financial resources were invested to bring the septic system up to code. Currently, the owners are in the process of appealing to the Board of Zoning Appeals (BZA) in hopes of utilizing an adjacent parcel for additional units.

**Middlefield Village & BFG Property** - A key motivation behind the purchase was access to the water. According to newspaper reports, extending the water line down Route 87 to the water treatment plant is projected to be a \$2 million project.

**Storage Containers** - While storage containers are not explicitly prohibited under current zoning regulations, the Zoning Inspector will further investigate the matter.

Mr. Ken Zwolinski attended the meeting to express concerns about the poor condition of Hubbard Road.

Trustees provided an update on Durkee Road for the residents in attendance. In reference to the Attorney General's Opinion (AGO), the Trustees interpret that townships are permitted to expend funds outside of their jurisdiction

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when operating under a mutual agreement. Mr. Burnett will contact the APA to confirm whether this interpretation is correct. The Trustees will review and discuss the feedback from the APA at the next meeting.

Department Reports:

Fire Department - There was no one in attendance. Compatible AED options were tabled for the next meeting.

Cemetery - Ms. Koh reported that the foundation request for Pleasant Hill is complete, pending the delivery of the monument. There is one foundation request at Slitor pending for Wayne Luoma.

Deeds #202503, #202504, #202505 were issued for Katy & Tony Brent and Dan & Karen Whiting for lots within Slitor Cemetery.

Ms. Koh inquired whether the township could place a veteran's plaque on a monument. It was clarified that this responsibility falls to the family or lot owner, who should contact the monument company for assistance. Regarding the potential renaming of the Slitor Section Newest A/B, Kristen Rine, APA, noted that such a change would require the issuance of new deeds. The Trustees requested that a list of current lot owners be compiled and a map rendering of the Slitor section be prepared for review at the next meeting.

Mr. Miller stated that Perfect Powerwash had one of their trucks breakdown, which caused them to fall behind schedule. They will contact him soon to schedule the cleaning of Williams Cemetery fence.

Zoning - Mr. Gruber reported a total of 3 zoning permit approvals for the month of July, which included 1 new dwelling, 1 accessory permit. The BZA approved the variance application #1687-25 to replace an existing accessory structure with a permanent garage. Deer Lake Park has submitted an appeal to the BZA, application is pending a hearing date.

Ms. Koh reported that the Zoning Commission will not hold its meeting in July. Mr. Leonard Fife has resigned from the BZA. Ms. Koh will reach out to the current alternates to see if either is interested in filling the vacant position. The application for Deer Lake Park is still pending a hearing, a date is yet to be determined.

Park Committee - No one was in attendance.

Roads - Mr. Sutter provided his report for the Road Department. The crew completed cleanup of a large oak tree that had fallen on White Road. They also performed side mowing and mowed both the park and the administrative building grounds. Equipment was rotated, with the roller and grader moved out of the fairgrounds and the maintainer brought in. Grading was completed on Rider and Durkee Roads, and a pipe was cleaned out on Durkee Road. Ditching work was performed on Stanley Drive, and the road appears to be in good condition following the project at the Geauga Park. Upcoming tasks include dirt road maintenance and berm repair on Peckham Road.

Received Pay App #1 for RS-BUR-V-2025 in the amount of \$159,804.75. This is partial payment for Osmond and Forest Roads.

Mr. Sutter provided information on a Mack dump truck, noting that the estimated cost for a fully equipped 2026 model is \$215,000. This figure will serve as the starting point for further discussions and planning in the acquisition process of a dump truck.

Building & Grounds - Discussion on new generator quotes has been tabled until the next meeting. The limited title search report is also expected to be available by that time. Additionally, the final pay application for the New Maintenance Garage has been received, payment pending Mr. Thompson's approval and final walk through of the building.

Fiscal Officer - Ms. O'Neill provided the Cyber Security Policy for the Board's initial review, with any questions or concerns to be discussed at the next meeting. The Board also reviewed the 2026 Budget Fiscal Analysis in preparation for the upcoming budget hearing on August 18th, which both Mr. Burnett and Mr. Whiting plan to attend.

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Fiscal Officer Cont'd

In addition, the Board reviewed the Life Insurance Plan Amendment and intends to approve the amendment at the next meeting.

Old Business – Mr. Whiting made a motion to withdraw the request for a hearing on the Liquor License requested by 15015 Enterprises, LLC located at 15015 Kinsman Road, Middlefield Ohio (C NEW 6549500). Mr. Miller seconded this motion.

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

The Trustees agreed to acquiesce their right to object to the 2026 liquor license renewal for Permit #2582054, issued to Nectar of the Vine, located at 15010 Berkshire Industrial Parkway.

Ms. O'Neill is waiting on cost details and the reservation deadline from School Yard Studio for the quarterly GCTA Dinner hosted on October 8<sup>th</sup>. It was decided that Mr. Whiting will deliver the blessing and Mr. Burnett will deliver the welcome at the dinner.

New Business: Trustees are not aware of any new assessments or special taxes related to the BFG parcel in 2026.

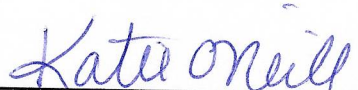
Next Meeting: Monday, August 18<sup>h</sup>, 2025 at 7:00 p.m.

Warrants Issued: #12872 - 12891

Adjourn: As there was no further business, this meeting was adjourned at 9:33 p.m. by a motion from Mr. Whiting, seconded by Mr. Miller.

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

  
Chairman

  
Fiscal Officer

