

RECORD OF PROCEEDING

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

Special Meeting  
August 19<sup>th</sup>, 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:** None.

**Minutes:** The minutes from August 4<sup>th</sup>, 2025 were approved as amended, 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 August 18<sup>th</sup>, 2025 County Budget Hearing were approved as written, 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:** None.

**Department Reports:**

**Fire Department** - Chief Davidson, though not present, provided the July report by email. According to the reports, there were 110 incidents for the month, of which 23 occurred in Burton Township. There have been 725 incidents YTD in 2025, of which 194 have occurred in Burton Township. YTD incidents in 2024 were 724 resulting in an even 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 July 2025.

Mr. Whiting made a motion to purchase the Re-Certified Lifepak CR2 AED for a price not to exceed \$1,545. Mr. Miller seconded this motion.

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

**Roads** – Mr. Sutter though not present provided the following report for the department. Work was completed on Durkee Road, including moving dirt, cleaning out ditches, and applying grass seed to help stabilize the area. On Peckham Road, 6.5 tons of asphalt were laid down in the berms to improve road conditions. A tree call-out was addressed on Pond Road, where a downed tree was also cleared, along with additional cleanup on Memorial Road or a downed tree. The beaver dam on Pond Road was removed. Routine mowing was performed at the park and around the administrative building, and roadside mowing was also completed. Additionally, work began on removing stumps in the park near the playground.

Trustees discussed placing a 15-inch culvert pipe on both sides of Mr. P.C. Miller’s property opposed to the 12-inch pipe discussed previously.

**Building & Grounds** –The final pay application for the New Maintenance Garage was submitted in the amount of \$33,047.37, bringing the total project cost to \$807,098.13. J.P. Propane will be sending cancellation paperwork for the old building. The trustees decided to wait for one more meter reading before removing the administrative electric meter. The occupancy permit has not yet been issued. Ms. O’Neill will follow-up with Ryan Hoar on this item and will provide to OTARMA once received. Mr. Sutter will gather generator quotes to present at the next meeting.

The limited title search report conducted and revealed no records of easement on the township property. The Lawerence Property file will be consulted to ensure all parcels have been included in the title search.

Mr. Whiting made a motion to approve the Fire Panel Upgrade Estimate from RadioActive in the amount of \$2,521.01, with the total cost not to exceed \$3,000. Mr. Miller seconded this motion.

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

**Fiscal Officer** – Mr. Whiting made the motion to pass Resolution #2025-10, Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. Mr. Miller seconded this motion.

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

Mr. Miller made a motion to add positive pay to qualifying accounts at Middlefield Banking Company for a \$30 fee per month per account for ACH and and additional \$30 for Check payments.

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Whiting	X		
Miller	X		
Motion carried.			

Ms. O'Neill will also look into sweep account options at Middlefield Bank.

The Cyber Security Policy was tabled along with the Life Insurance Policy Amendment Approval pending revised language.

Old Business – Claridon has agreed to secure a dumpster for NOAH clean up day on September 20<sup>th</sup> and Mr. Burnett is available as a driver to pickup the roadside bags.

Regarding the October 8<sup>th</sup> GCTA Dinner, Mr. Miller made the motion to authorize Ms. O'Neill to sign off on the School Yard Rental Agreement pending confirmation of event insurance coverage. Mr. Whiting seconded this motion.

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


New Business: Mr. Whiting provided an update on the Troy Township BZA hearing held on August 11<sup>th</sup> concerning the property adjacent to Slitor Cemetery. The property owner is seeking a conditional use permit for a home occupation. Mr. Whiting has submitted a public records request to Troy Township Zoning for all zoning documentation related to the property dating back to 2015. He will present his recommendation to the Trustees once the requested information has been received.

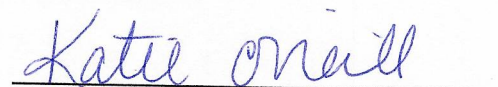
Next Meeting: Wednesday, September 3<sup>rd</sup>, 2025 at 7:00 p.m.

Warrants Issued: #12892 – 12901 (voided), #12902 – 12912 (issued)

Adjourn: With no further business to discuss, the meeting was adjourned at 9:47 p.m. following a motion by Mr. Miller, seconded by Mr. Whiting

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

  
Chairman

  
Fiscal Officer