

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

**Special Meeting
September 3rd, 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 7:08 p.m.) and Jarred Miller were in attendance, together with Fiscal Officer, Katie O'Neill.

Attendees included: Fire Chief – Brian Davidson, Zoning Inspector – Rick Gruber.

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

Public Comment: None.

Minutes: The minutes from the special meeting on August 19th, 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.			

Department Reports:

Fire Department – Chief Davidson provided a preliminary report for the month of August. There were 124 incidents for the month, bringing the YTD call total to 877 for 2025. There were 39 fair related incidents. Chief Davidson will issue the final report before the next meeting.

Chief Davidson gave a brief demonstration of the refurbished AED, which has been placed in the cabinet. The cabinet will be properly wired to the fire security panel so that the Fire Department is alerted in the event of an emergency.

Cemetery – No one was in attendance.

Zoning - Mr. Gruber reported a total of 6 zoning permit approvals and 1 lot split for the month of August. The permits included 2 new dwellings, 1 accessory permit, 1 fence permit, 1 deck addition and 1 agricultural exemption for an accessory building. The lot split occurred on the corner of Claridon Troy and Hubbard.

Inspector Gruber stated that he is working with our APA related to junk accumulation on the Kovach property. He is currently drafting a letter that outlines a firm timeline for resolution.

Inspector Gruber also discussed a complaint he received regarding a vacant property located on Jackson. The house is dilapidated, and the owners are deceased. He provided several photos showing the house in disarray and is currently working with our APA on a solution.

Park Committee - No one was in attendance.

Roads - Mr. Sutter though not present provided a report for the Road Department. The crew has been actively working in the park, focusing on the walkway pipe, mowing, and clearing brush. In addition, they have been performing roadside mowing and replaced a driveway pipe on Fisher.

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Trustees discussed the Attorney General's Opinion regarding Durkee. Mr. Miller suggested two options for improving Durkee Road: either allocate the same amount of funding as before to achieve as much improvement as possible or construct a cul-de-sac at the bottom of the hill, as previously discussed. Trustees will review ORC 5535.08 again, and if there is a consensus that a neighboring township can provide assistance of construction, reconstruction or improvement through a mutual aid agreement, they will invite Ms. Rine, APA to a meeting to discuss further.

Building & Grounds - Discussion on new generator quotes has been tabled until the next meeting. The limited title search report resulted in no easements for the township parcels. Mr. Whiting will approach the Village to discuss waiving the additional tap in fees. The occupancy permit for the maintenance garage has not yet been received, despite submitting a letter indicating that the fire panel upgrade is scheduled for mid-September. A follow-up with Mr. Hoar is planned.

Fiscal Officer - The Cyber Security Policy was discussed. It was decided to reach out to the OTA and OTARMA for examples that are more in-line with the Township's usage.

Mr. Miller made a motion to approve the Life Insurance Policy 301.1 Amendment to the Policy and Procedures Manual. Mr. Whiting seconded this motion.

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

Old Business – The NOAH Clean-Up Day will be September 20th. Claridon Township has agreed to secure a dumpster, and Mr. Burnett will be available as a driver to pickup trash bags.

Ms. O'Neill will extend the October 8th GCTA Dinner invitation to all Burton Township employees and volunteers.

Troy Township BZA will be approving the minutes for the hearing held on August 11th concerning the property adjacent to Slitor Cemetery on September 8th. Mr. Whiting has asked Trustees to attend.

New Business: None.

Next Meeting: Monday, September 15th, 2025 at 7:00 p.m.

Warrants Issued: #12913 - 12933

Adjourn: As there was no further business, this meeting was adjourned at 9:26 p.m. by a motion from Mr. Miller, seconded by Mr. Whiting.

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

Chairman

Fiscal Officer