

RECORD OF PROCEEDING

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

Regular Meeting
October 6th, 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 and Jarred Miller were in attendance, together with Fiscal Officer, Katie O'Neill.

Attendees included: Cemetery Sexton & Zoning Secretary – Elana Koh, Road Superintendent – Jason Sutter, Residents – Chris Stanison, Ken Zwolinski.

Minutes: The minutes from the regular meeting on September 15th, 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.			

Public Comment: Mr. Ken Zwolinski reminded the Trustees that Hubbard Road remains in poor condition and is in need of improvement.

Mr. Chris Stanison, a resident of Rider Road, raised several concerns regarding Durkee Road. He inquired about who was responsible for issuing driveway permits, to which Mr. Burnett responded that the County holds that responsibility. Mr. Stanison also questioned who granted access for easements, and Mr. Burnett clarified that no one had done so, noting that legal access to properties cannot be denied. Mr. Stanison expressed frustration over these ongoing issues and suggested there should be some recourse to recover costs from Claridon Township. In response, Mr. Burnett outlined two potential courses of action for Burton Township: (1) request financial assistance from Claridon Township, or (2) pursue legal action, though he emphasized that the latter is not a preferred option. Additionally, Mr. Stanison reported that a neighbor has been dumping construction materials, adding to his concerns.

Department Reports:

Fire Department – No one was in attendance.

Cemetery – Ms. Koh reported 2 foundation requests at Slitor Cemetery and noted that, Linda Schienke, is interested in purchasing additional lots within the cemetery. The trustees advised that Mrs. Schienke should be reminded of the lot transfer fee for new owners and that all permission forms must be properly filed. Ms. Koh also mentioned an upcoming preneed lot sale and foundation installation. She is currently working on renaming sections C and D within Slitor Cemetery and plans to retrieve the remaining deeds. Additionally, she reported 2 broken headstones within the cemetery. Following discussion, the trustees agreed to have Mr. Whiting contact Wayne Luoma to see if he would be interested in assisting with the repairs. Ms. Koh will also look into whether the deceased individuals are veterans.

Mr. Sutter will follow up with ProScape regarding complaints received about the mowing at the cemeteries. Mr. Miller reported that Perfect PowerWash is unable to complete their scheduled service at Williams Cemetery due to a broken-down truck. However, they indicated they would be able to proceed with the work if a water source is made available at the cemetery. Mr. Sutter confirmed that a water source could be provided. Mr. Miller will take the lead in contacting Perfect PowerWash and scheduling the necessary work.

Zoning - Ms. Koh reported that the Zoning Commission did not meet in September; however, their next meeting is scheduled for October 13th at 7:00 p.m. She also noted that the Board of Zoning Appeals will hold a public hearing on October 27th at 7:00 p.m. to consider the use variance application submitted by DNL Capital.

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Park Committee - No one was in attendance.

Roads - Mr. Sutter reported that the crew recently completed berm cutting, ditching, and tree removal along Durkee Road. They also fixed the catch basin with rocks. They have also begun moving into the new maintenance garage. The 2004 International truck was sent to Kronks for service, while the grader is currently stored in the old garage. The roller and road maintainer are being kept at Fair Grounds. Recent building maintenance included repairing a motion light, replacing fluorescent bulbs, and noting the need for a new hot water tank. Oil changes were performed on the trucks, and all plow trucks are ready for winter, with the exception of one that requires a hydraulic line replacement.

Additionally, three pallets of crack seal were ordered from Crafcro, supplementing what remains from last year. Upcoming projects include installing drive pipes in Burton Lakes Drive, Durkee Road, and the township driveway ahead of the paving project. Coordination with the village will be needed to identify and avoid underground utilities. The team is also conducting dry runs and continuing setup of the new garage. Installation of the snow fence is still pending.

Mr. Sutter shared his opinion that Hubbard Road lacks sufficient pavement and noted that addressing the issue will be costly. However, the project is expected to qualify for funding through OPWC. He has spoken with Traci at the Engineer's Office, who will be providing potential options for moving forward.

Mr. Whiting made a motion to approve Change Order No. 1 for project RS-BUR-V-2025, which reflects adjustments to work items completed based on quantities actually placed and accepted. This change results in a net increase to the contract of \$11,684.50. Bringing the total to \$290,994.50. Mr. Miller seconded this motion.

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

Mr. Whiting made a motion to approve Pay App #2 & Final for project RS-BUR-V-2025 including Change Order No. 1 in the amount of \$131,189.75. Mr. Miller seconded this motion.

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

The stripping of Shedd Road is complete. Invoice is forthcoming. As previously noted, Durkee Road remains a work in progress and will continue to receive attention.

Building & Grounds - The Trustees discussed the estimate from Monroe Plumbing for connecting the gas supply between the service barn and the new garage. They decided to postpone the connection for now and revisit the need in a year, though they did agree to pay the current service fee of \$75. Discussion on the new generator quotes was tabled due to questions about warranties, but the trustees are leaning toward selecting a larger unit.

Mr. Whiting will approach the village regarding the water and sewer tap-in fee, noting the absence of an easement on township property and inquiring whether the fee can be waived. Additionally, the electric meter for the administration building will be cancelled.

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Regarding Wi-Fi connectivity at the new garage, ADP confirmed that as long as there is a signal, only an access point will be needed. Ms. O'Neill will bring access point options to the next meeting for review.

Fiscal Officer - Ms. O'Neill provided the OTA's cybersecurity policy for review and noted that she recently received a sample policy from OTARMA, which she will forward to the trustees. She also plans to reach out to Ed Sluzaski for additional information on cybersecurity policies. In addition, Ms. O'Neill is continuing to research options for a sweep account.

Old Business – Preparations are in place for the GCTA dinner on October 8, with access to the building available at 4:30 p.m. for setup. Regarding the Troy Township BZA appeal, it was noted that the cemetery sign has been removed. However, a traffic study is still needed to address concerns about visibility and safety. The proposed buffer zone will not be implemented. Mr. Whiting suggested that, instead of allocating funds for legal representation in the appeal, those resources could be used to enhance the entrance of Slitor Cemetery. He will research ideas to improve and elevate the appearance of the cemetery entrance.

New Business: Mrs. Sue Giles has requested use of the administration building for two meetings hosted by the local Clio Club in March and April of 2026. The trustees asked that she complete a facility request form, which will be reviewed for consideration at the next meeting.

Mr. Sutter informed trustees that Ryan Hoar, from Hoar Construction, contacted Liberty Fabricating to request a quote for water line protection.

Next Meeting: Monday, October 20th, 2025 at 7:00 p.m.

Warrants: #12947 – 12981 Issued, #12946 Voided.

Adjourn: As there was no further business, this meeting was adjourned at 10:10 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