

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

Regular Meeting
October 20th, 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: Road Superintendent – Jason Sutter.

Minutes: The minutes from October 6th, 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: None.

Department Reports:

Fire Department - Chief Davidson, emailed the final September Report. According to the reports, there were 123 incidents for the month, of which 36 occurred in Burton Township. There have been 976 incidents YTD in 2025, of which 264 have occurred in Burton Township. YTD incidents in 2024 were 988 resulting in a 2% reduction year over year. Approximately 66% of all incidents are related to Emergency Medical Services, with the remaining 34% relating to Fire incidents through September 2025.

Roads – Mr. Sutter reported on recent activities within the road department. The crew blew leaves around the building on two occasions and continues to set up operations in the new shop. Maintenance work on the vehicles included tuning up the trucks, repairing a hydraulic gauge on the 2013 International, and reinstalling the spreader on the 1996 International.

Road work included grading Durkee Road once using the backhoe, while the remaining dirt roads—except for Bigelow Road and Memorial Drive—were graded using the road maintainer. The team plans to conduct additional grading after the next rainfall. Some equipment is still stored at the Fair Grounds location, but it is being gradually moved onsite.

Upcoming tasks include installing drive pipes in Burton Lakes, replacing hydraulics on the 2013 International, and preparing equipment and operations for the winter season. Mr. Sutter also noted that he will follow up on the pending crack sealing order from Crafcoc. Mr. Sutter also contacted the Engineer's Office and they stated salt pricing for the upcoming season is forthcoming.

Trustees discussed adding material to Durkee Road. Both Mr. Miller and Mr. Sutter agreed that it would be best to wait until spring, as adding material now would be ineffective—it would likely be displaced during the coming months.

On October 8th Burton Township hosted the quarterly Road Superintendent’s Breakfast. Mr. Sutter reported that the group was very impressed with our new building.

Building & Grounds - Mr. Whiting made a motion to approve the facility use request submitted by Sue Giles for March 9th & April 13th of 2026 for the purpose of hosting an information meeting for the Clio Club. Mr. Miller seconded the motion.

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

After review of the generator quotes. Mr. Miller made a motion to order and purchase the generator based on the proposal submitted by Shepp Electric Co., Inc. for the 40kW Generator in the amount of \$34,410.00 and to utilize the Funds Available for Disbursement from the NOPEC NEC Grants in the amount of \$10,190.00. Mr. Whiting seconded this motion.

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

Mr. Whiting spoke with Mr. Pinkava, Chairman to the Burton Village Board of Public Affairs, regarding the water and sewer tap-in fee. During their conversation, Mr. Pinkava indicated that he was not aware of any existing easements between Burton Village and the Township for utilities across property lines. The Board's most recent meeting took place on October 16, and Mr. Whiting will follow up to determine the outcome of that meeting. The Trustees agreed that if the village is willing to collaborate on the tap-in fee, they will, reevaluate the invoice for the repair work required on the backhoe.

The cancellation of the Admin Building electric meter has been submitted and removal is pending. Ms. O’Neill will provide Trustees with pricing for the access point in the new maintenance garage for next meeting.

Trustees discussed the quote from Liberty Fabricating in the amount of \$2,665.00 pertaining to the guard rails for the water lines within the maintenance garage. They discussed having Ryan Hoar perform the installation of the guard rails.

Fiscal Officer – Mr. Whiting made a motion to adopt Resolution 2025-11, Approving Participation & Appointing Authorized Signatory in the National Opioid Settlement: Purdue Direct Settlement. Mr. Miller seconded this motion.

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

Mr. Whiting made a motion to adopt Resolution 2025-12, Approving Participation & Appointing Authorized Signatory in the National Opioid Settlement: Secondary Manufacturers Settlement. Mr. Miller seconded this motion.

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

Mr. Whiting made a motion to sponsor the Burton Chamber of Commerce Country Christmas event at the Snowflake sponsorship level in the amount of \$100.00. Mr. Miller seconded this motion.

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

Trustees discussed the Cyber Security Policy. It was decided that Ms. O'Neill will contact Mr. Ed Sluzarski to schedule a meeting with the Trustees to discuss this topic.

Old Business – Mr. Whiting contacted the Sheriff's Office to inquire about conducting a traffic study for the entrance of Slitor Cemetery. He was informed that the Engineer's Office is responsible for performing the study, while the Sheriff's Office reviews and approves the results. Mr. Burnett will follow up by requesting the study from the Engineer's Office. In addition, Mr. Whiting presented a preliminary landscaping design for the sign and entrance area at the cemetery.

Mr. Miller confirmed that Perfect Powerwash scheduled the cleaning of Williams Cemetery fence on Oct. 21st. They will contact Mr. Sutter for a water refill.

New Business: Cintas contract information was provided to the trustees for their consideration. Ms. O'Neill explained the current printer issue involving the zoning computer. Since the installation of the new firewall, the copier is now on the secured network, but the zoning computer is not, which prevents it from accessing the copier for printing. To enable printing, ADP would need to wipe the zoning computer and

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add it to their network. This process would require creating a Microsoft 365 account for zoning and purchasing an Office applications license if needed. The Microsoft 365 account costs approximately \$432 per year (February through January) and would be prorated for partial years. After discussion, the trustees decided to postpone creating a new Microsoft account and instead set up an offline printer for zoning use in the meantime.

Upcoming policy items for potential adoption include the *Reimbursement of Sales Tax by Tax-Exempt Public Offices and the Public Office Rewards Program*. Trustees also reviewed House Bill 96 information provided by the County Auditor. Mr. Burnett will contact the appropriate office to obtain the number of homesteads in the township. Feedback on this issue is due by November 17.

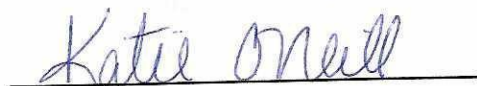
Next Meeting: November 3rd, 2025 at 7:00 p.m.

Warrants Issued: #12982 - 12997

Adjourn: With no further business to discuss, the meeting was adjourned at 9:26 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

RESOLUTION 2025-11

RESOLUTION OF THE BOARD OF TRUSTEES APPROVING PARTICIPATION IN THE NATIONAL OPIOID SETTLEMENT AND APPOINTING AN AUTHORIZED SIGNATORY

WHEREAS, the Board of Trustees (the “Board”) of Burton Township recognizes the ongoing impact of the opioid crisis on the community and the importance of holding responsible parties accountable;

WHEREAS, various legal actions have been taken nationwide against opioid manufacturers, distributors, and other parties involved in the opioid supply chain, resulting in the National Opioid Settlement (the “Settlement”);

WHEREAS, the Settlement offers financial compensation and resources to eligible governmental entities to aid in abatement, prevention, treatment, and recovery efforts related to the opioid epidemic;

WHEREAS, participation in the Settlement requires the timely submission of a Participation Form and other related documents;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby approves the participation of Burton Township in the National Opioid Settlement: **Purdue Direct Settlement**;

BE IT FURTHER RESOLVED, that Katie O’Neill, Fiscal Officer is hereby appointed as the Authorized Signatory for the purpose of executing and submitting the Participation Form and any other documents necessary to facilitate Burton Township’s participation in the Settlement;

BE IT FURTHER RESOLVED, that the officers and employees of Burton Township are hereby authorized and directed to take such further actions as may be necessary or appropriate to carry out the intent of this resolution.

Mr. Whiting moved for the adoption of the foregoing, and

Mr. Miller seconded the motion. Upon the call of the question, the vote was as follows:

TRUSTEE	YEA OR NAY
<u>Kenneth C. Burnett</u>	<u>YEA</u>
<u>Daniel Whiting</u>	<u>YEA</u>
<u>Jarred Miller</u>	<u>YEA</u>

Adopted on this 20th day of October, 2025

RESOLUTION 2025-11

**RESOLUTION OF THE BOARD OF TRUSTEES APPROVING
PARTICIPATION IN THE NATIONAL OPIOID SETTLEMENT AND
APPOINTING AN AUTHORIZED SIGNATORY**

Fiscal Officer's Certification

The foregoing is a true and correct excerpt from the minutes of the meeting held on the 20th day of October, 2025 of the Burton Township Board of Trustees of County of Geauga, State of Ohio, showing the adoption of the resolution here in above set forth.

Katie O'Neill

Katie O'Neill, Fiscal Officer

RESOLUTION 2025-12

RESOLUTION OF THE BOARD OF TRUSTEES APPROVING PARTICIPATION IN THE NATIONAL OPIOID SETTLEMENT AND APPOINTING AN AUTHORIZED SIGNATORY

WHEREAS, the Board of Trustees (the “Board”) of Burton Township recognizes the ongoing impact of the opioid crisis on the community and the importance of holding responsible parties accountable;

WHEREAS, various legal actions have been taken nationwide against opioid manufacturers, distributors, and other parties involved in the opioid supply chain, resulting in the National Opioid Settlement (the “Settlement”);

WHEREAS, the Settlement offers financial compensation and resources to eligible governmental entities to aid in abatement, prevention, treatment, and recovery efforts related to the opioid epidemic;

WHEREAS, participation in the Settlement requires the timely submission of a Participation Form and other related documents;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby approves the participation of Burton Township in the National Opioid Settlement: **Secondary Manufacturers Settlement**;

BE IT FURTHER RESOLVED, that Katie O’Neill, Fiscal Officer is hereby appointed as the Authorized Signatory for the purpose of executing and submitting the Participation Form and any other documents necessary to facilitate Burton Township’s participation in the Settlement;

BE IT FURTHER RESOLVED, that the officers and employees of Burton Township are hereby authorized and directed to take such further actions as may be necessary or appropriate to carry out the intent of this resolution.

Mr. Whiting moved for the adoption of the foregoing, and

Mr. Miller seconded the motion. Upon the call of the question, the vote was as follows:

TRUSTEE	YEA OR NAY
<u>Kenneth C. Burnett</u>	<u>YEA</u>
<u>Daniel Whiting</u>	<u>YEA</u>
<u>Jarred Miller</u>	<u>YEA</u>

Adopted on this 20th day of October, 2025

RESOLUTION 2025-12

**RESOLUTION OF THE BOARD OF TRUSTEES APPROVING
PARTICIPATION IN THE NATIONAL OPIOID SETTLEMENT AND
APPOINTING AN AUTHORIZED SIGNATORY**

Fiscal Officer's Certification

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