

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

Regular Meeting  
November 3rd, 2025

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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 and Jarred Miller were in attendance, together with Fiscal Officer, Katie O'Neill. Dan Whiting was absent.

Attendees included: Cemetery Sexton & Zoning Secretary – Elana Koh, Zoning Inspector – Rick Gruber, Road Superintendent – Jason Sutter, Residents – Frank McBride, Terry Wiggins, Presenter – Ed Slusarski.

Minutes: The minutes from the regular meeting on October 20<sup>th</sup>, 2025, were tabled till the next meeting.

Public Comment: Mr. Frank McBride brought up several concerns during the meeting. He noted that some cemetery headstones in Slitor Cemetery have been shifted, possibly by a mower, and that stones belonging to the Slitor family are broken. The trustees acknowledged that they are aware of the damaged stones and are working toward a solution to preserve them, along with other deteriorating headstones. Mr. McBride also raised zoning concerns regarding the junkyard on Route 87, mentioning a trailer in front of the house and junk cars on the property. Mr. Gruber explained that there are three conditions that must be met under the Ohio Revised Code (ORC). Mr. Gruber will look into the issue of junk cars, and Mr. Burnett will also follow up.

Additionally, on Georgia Road, there is a property with two houses; Mr. Burnett stated that the Prosecutor's Office reviewed it based on submitted plans. Regarding the agricultural building across from White Road, Mr. Burnett clarified that it is acceptable because it is exempt. Mr. McBride commented that it seems like many new structures are going up in the area. Mr. Burnett emphasized that the township will continue to do its best to police and monitor properties before uses and buildings get out of control.

Mr. Terry Wiggins is interested in serving on the Board of Zoning Appeals. Ms. Koh will be in contact with him for his resume and letter of interest.

Mr. Ed Slusarski presented information on the topic of cybersecurity. The trustees are seeking assistance with writing a cybersecurity policy. Mr. Slusarski explained that creating the policy itself is the easy part; however, the township should first focus on establishing proper procedures and ensuring that the necessary equipment is in place. Once those elements are addressed, a policy can then be developed and adopted to align with the township's operations and employees. Trustees would like Mr. Slusarski to provide a proposal outlining how he can assist in this process.

Department Reports:

Fire Department – No one was in attendance.

Cemetery – Ms. Koh reported on two foundation projects. The foundation for Al & Linda Schienke in Slitor Cemetery has been completed, while the foundation for Richard & Joyce Fabian is still pending completion. She also noted that there was one open and close at Pleasant Hills Cemetery on November 3rd for Susan Troyer. Additionally, Ms. Koh was able to identify the owners of the broken stones at Slitor Cemetery as Sabrina Brown and Mary Slitor. Ms. Koh presented an aerial map of the Slitor Cemetery sections, illustrating a proposal to rename the sections: "Newest B" would be changed to "C," and "Newest A" would be changed to "D."

Zoning – Mr. Gruber reported that there were nine permits and two lot splits issued during September and October. He noted that one of the permits was for the commercial property on Route 87 belonging to V & S Schueller. The new bay being added to the property will provide additional storage space and help eliminate items currently stored outside. Mr. Gruber also stated that he will contact the APA to discuss options for the abandoned property located on Jackson Drive. The township will consider applying for the upcoming demolition grant to address this property.

Ms. Koh reported that the Zoning Commission had to cancel its October meeting due to illness. The next meeting is scheduled for Monday, Nov. 10<sup>th</sup>, at 7 p.m. She also noted that the Board of Zoning Appeals approved the request submitted by DNL Capital LLC on October 27<sup>th</sup>.

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Park Committee - No one was in attendance.

Roads - Mr. Sutter reported that the crew has completed preparations for winter. The 2004 truck had a bad spreader hydraulic pump, which was repaired, and all spreaders, plows, and spinners have been installed. The crew also repaired rotted areas on the 1996 truck and went to Liberty Fabricating to obtain brackets to support the fuel tank. They installed a drive pipe on Burton Lakes, blew leaves twice around the administration building, set up the handicap ramp for voting, and placed plow stakes around the admin building. Drive checks were performed, focusing mainly on dirt roads. Mr. Sutter noted that Durkee Road has potholes, which will be repaired after some rainfall. He will also provide the stripping invoice for Shedd to Ms. O’Neill for payment. Upcoming work includes installing a drive pipe on Fisher Road.

Geauga County Commissioners approved to Order the Asphalt Resurfacing of Gingerich Road on October 21<sup>st</sup>.

Mr. Miller made a motion to invoice Claridon Township for \$6, 339.50 in accordance with the MOU executed on April 21<sup>st</sup> between Burton and Claridon Townships for their portion of the Forest Rd (TR 0114) improvement project. Mr. Burnett seconded this motion.

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

Mr. Sutter informed the Trustees that a representative from Mack had provided a price range of \$255,000 to \$260,000 for a new truck. After some discussion, the Trustees agreed to research and explore additional options for purchasing a new truck.

Building & Grounds – The Village of Burton sent a letter regarding backflow prevention devices. According to the Ohio Administrative Code, Chapter 3745-95, the township is responsible for providing the Village of Burton with a copy of the annual test of the backflow preventer. Mr. Sutter will look into this matter and follow up to ensure the township meets this requirement.

Shepp Electric will contact the township with an install date for the new generator, however Enbridge Gas will need to be contacted to have the gas meter resized for the 40kW generator.

Fiscal Officer – Mr. Miller made a motion to pass Resolution 2025-13, The Request Advance Payment to Local Authorities. Mr. Burnett seconded this motion.

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

NOPEC approved the 2025 NEC Grant Disbursement in the amount of \$10,190. This will be used towards the cost of the new generator.

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Ms. O'Neill reminded Trustees to provide Insurance Waiver & Health Care Plan documentation for the Annual Pay-Outs by December 1<sup>st</sup>. She also reminded everyone to submit any medical reimbursements to OPEC by December 10<sup>th</sup>.

Old Business – Trustees continue to review HB 96. So far, the impact to affected Burton Township Residents is minimal at \$77 of savings per year. They will provide any input to the Auditor's Office by November 17<sup>th</sup>.

New Business: The Burton Chamber of Commerce next Dinner will be held on November 6<sup>th</sup>. Trustees reviewed the qualifications for the upcoming Demolition Grant through the Department of Development.

Next Meeting: Monday, November 17<sup>th</sup>, 2025 at 7:00 p.m.

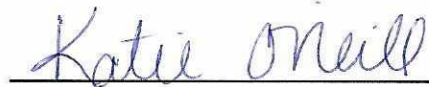
Warrants: #12998 – 13020 Issued.

Adjourn: As there was no further business, this meeting was adjourned at 9.07 p.m. by a motion from Mr. Miller, seconded by Mr. Burnett.

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



Chairman



Fiscal Officer



**RESOLUTION 2025-13**

**REQUEST ADVANCE PAYMENT TO LOCAL AUTHORITY**

**WHEREAS**, Per the Ohio Revised Code §321.34 provides that any taxing authority may request the County Auditor to advance taxes from the proceeds of the current collection before the regular settlement dates; and

**WHEREAS**, this Board deems it necessary to receive such advances of tax monies to meet current and immediate financial obligations;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Township Trustees of Burton Township, Ohio, that:

1. **Request for Advance:** The Fiscal Officer is hereby authorized and directed to request from the Geauga County Auditor the issuance of a warrant upon the County Treasurer, in favor of Burton Township, for the maximum amounts in all funds, of the current collection of taxes accessed and collected for and in behalf of Burton Township which shall be held and treated as an advance payment on current collection of taxes due to Burton Township at the ensuing settlement 2025 as provided by law on the dates of January 30, 2026, February 18, 2026, July 1, 2026 and July 15, 2026.
2. **Certification and Transmission:** The Fiscal Officer shall certify and transmit a copy of this resolution to the Geauga County Auditor.

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

Mr. Burnett 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>ABSENT</u>
<u>Jarred Miller</u>	<u>YEA</u>

Adopted on this 3<sup>rd</sup> day of November, 2025

Fiscal Officer's Certification

The foregoing is a true and correct excerpt from the minutes of the meeting held on the 3<sup>rd</sup> day of November, 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

