

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

Regular Meeting
January 5th, 2026

Dan Whiting, Chairman, opened the meeting at 7:10 p.m.

Roll Call: Board Members Dan Whiting, Jarred Miller and Ken Burnett were in attendance, together with Fiscal Officer, Katie O’Neill.

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

Minutes: The minutes from December 15th, 2025 were approved as amended, with a motion from Mr. Burnett. Mr. Miller seconded this motion.

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

Public Comment: Mr. Ken Zwolinski was in attendance to comment on the poor condition of Hubbard Road. This is an ongoing concern of his and he stated he understands it is a work in progress.

Mr. Zwolinski referenced a newspaper article regarding a Burton Township BZA hearing and stated that a comment made by a BZA member at the conclusion of the four-hour hearing felt like a “slap in the face” to the Township, describing it as a “kick in the pants.” He expressed concern that the BZA had been overly critical and emphasized that, in his view, the Trustees should appoint strong and capable individuals moving forward, in his opinion.

Mr. Gruber clarified that the appellant had proposed construction between two wetlands and explained that the BZA member’s comment was intended to reflect his perspective as an elderly resident, noting that he personally would not want to live in such wet conditions. Mr. Gruber concluded that the discussion was productive and worthwhile.

Mr. Miller responded to Mr. Zwolinski’s remarks regarding the BZA’s level of criticism, stating that the purpose of the BZA is to act as a “judge and jury” in evaluating each situation to make the best decision for the Township and its residents, while protecting the intent of the zoning code and the broader interests of the community.

Department Reports:

Fire Department – There was no one in attendance. Mr. Miller stated he followed up with Austin Grube from the Fire Department to review the accuracy of the information provided at the previous meeting. Mr. Miller also stated that the Fiscal Officer from the Village of Burton confirmed with the Fire Department that they will not put a levy on in the spring.

Cemetery – Ms. Koh has been researching pricing options to address the two broken headstones at Slitor Cemetery. A flush stone purchased from a monument company would cost approximately \$600, while a plaque from Amazon is estimated at \$75–\$100. She will continue to research viable solutions.

Zoning – In December, one permit for a primary residence was issued. Mr. Gruber spoke with Larry Fritenger regarding his property located on Route 87. Mr. Fritenger explained that he inherited several vehicles on the property from a previous tenant and that it took a considerable amount of time to have the tenant removed from the premises. He emphasized to Mr. Gruber that he is adamant about having the vehicles removed and stated that he is currently in the process of obtaining the necessary titles. Mr. Fritenger also noted that his son is presently living in the RV trailer located behind the residence. He shared his intention to demolish the existing home and rebuild a new house in 2026. Mr. Gruber will follow up on the progress of this property in February, after the Trustees agreed to provide a written timeline. There are currently no updates on the Sam Presti property; however, Mr. Gruber will contact Mr. Presti and follow up regarding the cleanup of that property.

Mr. Gruber inquired about filing space. Ms. O’Neill will reference the record retention policy to see if room can be made.

Ms. Koh reported that a BZA hearing has been set for January 27th at 7:00 p.m. for the application submitted by Ken Ashba located on Aquilla Road. The application is requesting an area variance involving a lot split and consolidation intended to separate a shared driveway. Because the property is located on a curve, the variance request seeks permission to place the new driveway as far from the curve as possible to improve visibility.

Ms. Koh informed the Trustees that the Zoning Commission will meet on January 12th at 7:00 p.m. for their organizational meeting for 2026.

Mr. Burnett made a motion to reappoint Nick Gorris for another 5 year term as a member to the Zoning Commission. Mr. Miller seconded this motion.

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

Mr. Burnett made a motion to reappoint Kevin Cieszewkoski for another 2 year term as 1st alternate to the Zoning Commission. Mr. Miller seconded this motion.

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

Mr. Whiting made a motion to reappoint Alan Skeen for another 5 year term as a member to the Board of Zoning Appeals. Mr. Miller seconded this motion.

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

Mr. Whiting made a motion to reappoint Frank Vecchio for another 2 year term as 1st alternate to the Board of Zoning Appeals. Mr. Miller seconded this motion.

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

Park Committee - No one was in attendance. Mr. Miller stated that the committee is no longer meeting every other month, they meet as needed. Mr. Whiting stated that the committee should have an organizational meeting to update members' terms.

Roads - The Road Department has been busy with plowing operations. The 2004 International truck was found to have a leaking inner hub seal and was sent out for repairs. It is currently experiencing a hydraulic leak, which is in the process of being repaired.

Mr. Sutter stated that the county's salt supply is currently low and additional material will be obtained once the supply becomes readily available. Mr. Sutter reported total salt tally for the season is 74 tons.

Upcoming items include cold patching Hubbard Road. Mr. Burnett asked for opinions on grading the road down and then applying a chip seal. Mr. Sutter stated that chip sealing would improve the road condition and provide additional time to save funds for a future paving project. Pricing for chip seal will be obtained.

Building & Grounds – Hoar Construction completed several repairs and adjustments to the New Maintenance Garage. A strip along the peak was experiencing condensation, which caused the insulation to become wet; this was temporarily fixed, with a permanent repair planned once the weather is warm and dry. Cracks in the block have been repaired, and a door that was scraping has been readjusted. The exterior light was also adjusted, and a generator pad was poured. Enbridge has requested that the 2-lb gas line needed to for the generator be downsized, which will require the installation of a pressure reducer valve before the meter can be resized. A plumber will be needed for this work, and Mr. Sutter will call to obtain pricing. Condensation has also been noted on the windows and door frames. Ryan Hoar

recommended installing ceiling fans to improve air circulation, as well as applying a concrete block sealer if the block is not painted. The sealer would require reapplication every three to five years.

Mr. Burnett made a motion to approve the quote submitted by Merryfield Electric for the installation of three ceiling fans, contingent upon fan location sign-off from Ryan Hoar. The total cost shall not exceed \$2,100. Mr. Miller seconded this motion.

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

Fiscal Officer – Trustees decided to forgo a levy for the spring election regarding the expiring 2016 1.0 mill Fire & EMS levy. They will review options for a levy for the November 2026 election.

Ms. O’Neill provided an update on the Cyber Security Policy reporting that departments have met with a RYSS to discuss equipment usage and identify user-related risks. She informed the Trustees that, to streamline operations and reduce exposure, Microsoft Office licenses will need to be purchased for users, along with some additional items. Mr. Miller requested that access to the television and copier be restored.

Old Business – The Trustees would like to recognize Joanne George for her years of service to Burton Township on February 2, 2026, at 6:30 p.m. Joanne will be presented with a plaque, which will be displayed in her honor at the building. Cake and refreshments will be provided to celebrate the occasion.

The next GCTA Dinner will be held on January 14th at 6:00 p.m. hosted by Newbury Township.

New Business: Cintas has requested a reply regarding the uniform service contract. Mr. Miller stated that he has been in contact with a sales associate and expressed that Burton Township will not be entering into a contract at this time.

Mr. Miller made a motion to approve the following pay rates and amounts effective January 1, 2026.

- Lance Portman – 4% increase from 2025 rate
- Jason Sutter – 4% increase from 2025 rate
- Rick Gruber – 4% increase from 2025 rate
- Elana Koh – 4% increase from 2025 rate

Mr. Burnett seconded this motion.

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

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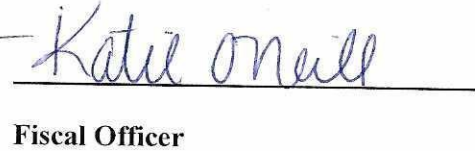
Next Meeting: Monday, January 19th, 2026 at 7:00 p.m.

Warrants: #13062 - #13092 were issued.

Adjourn: As there was no further business, this meeting was adjourned at 9:24 p.m. by a motion from Mr. Burnett, seconded by Mr. Miller.

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


Chairman


Fiscal Officer

