

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

**Regular Meeting
November 17th, 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: Fire Chief – Brian Davidson, Road Superintendent – Jason Sutter, Resident – Frank McBride.

Minutes: The minutes from October 20th, 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. | | | |

The minutes from November 3rd, 2025 were approved as amended, with a motion from Mr. Miller. Mr. Burnett seconded this motion.

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

Public Comment: Mr. Frank McBride attended the meeting to follow up on several items. He first asked about the status of the broken headstones at Slitor Cemetery, and the trustees explained that the cemetery sexton reports at the first meeting of each month and is currently working on a resolution. He also inquired about the junk cars located on Route 87; Mr. Burnett noted that there are trailers present as well. Mr. McBride discussed past legal actions taken regarding junk vehicles. Mr. Burnett explained that the zoning inspector is looking into the issue, noting that the relevant ORC rules regarding junk cars have changed since the township last took legal action. Concerns were raised about leaking vehicles affecting well water, and Mr. McBride suggested that the zoning inspector take a deputy along to verify whether the vehicles are registered. Since the owner also has property in Middlefield Township, Mr. McBride proposed that the cars could be moved there, as Middlefield Township has no zoning.

Mr. McBride then asked about the Village of Middlefield purchasing land for water access. The trustees explained that the Village bought the property intending to use its water source, and although the Village is a municipality, it still must pay taxes on the property. Infrastructure would be needed to transport the water up the road, but Middlefield's plan is to move forward. The Village of Middlefield also plans to lease part of the building to UH, which intends to open a minute clinic. The Village intends to lease the remaining space in that building, however there are no specifics on who will take that space. Mr. Whiting followed up with legal counsel and confirmed that there is nothing Burton Township can do in regards to stopping the purchase of the land. Mr. Burnett commented that losing property in this manner is comparable to an annexation.

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Department Reports:

Fire Department - Chief Davidson, presented the October Report. According to the reports, there were 108 incidents for the month, of which 31 occurred in Burton Township. There have been 1,081 incidents YTD in 2025, of which 295 have occurred in Burton Township. YTD incidents in 2024 were 1,090 resulting in an even call volume year over year. Approximately 65% of all incidents are related to Emergency Medical Services, with the remaining 35% relating to Fire incidents through October 2025.

While at the meeting Chief Davidson registered the AED located in the conference room. The Trustees briefly discussed the expiring 1.0 mill fire & EMS levy and agreed to review the details further during the first week of December.

Roads – Mr. Sutter reported on recent activities within the road department, noting that the trucks were prepared and sent out to plow during the first snowfall. The crew has been crack-sealing and has already gone through two pallets of material, with a third pallet available in the building. Once the sealing work is completed, they will shift their focus to the dirt roads. Mr. Sutter also mentioned that the finger spreader was installed on the '96 International, though it needs a few welded pieces, which should be a quick fix. After that, the plan is to grade the dirt roads.

Mr. Burnett, Mr. Sutter and Ms. O'Neill will meet with the County Engineer's Office on November 20th to discuss the 2026 road projects.

Building & Grounds - Ms. O'Neill submitted a request to resize the gas meter for the new generator on November 14th. Shepp Electric is aware of the request and will be notified once it is complete to proceed with the installation process.

Burton Village informed Mr. Sutter that any plumber can perform the annual backflow preventer test. However since the system was just installed this year, the installation paperwork can be submitted in place of the test in 2025. Mr. Sutter will contact Hoar Construction for the paperwork.

After meeting with a representative The Village of Burton Board of Public Affairs, the trustees are still concerned about potential future work on the line and whether the Village of Burton would have legal access to perform that work without an easement. Mr. Whiting will obtain a copy of the map discussed with Mr. Hess, after which the trustees will address these concerns with the Village.

Fiscal Officer – Ms. O'Neill confirmed receipt of the NOPEC NEC Grant disbursement in the amount of \$10,190 on November 13th. She will have Temporary Appropriations available to approve at the next meeting. Ms. O'Neill and the Trustees discussed the timing of a spring levy. She will contact the APA to confirm the deadline for the Board of Elections. The 2026 Scrap Tire and Go Green Grants were discussed. Trustees agreed to stay with Horodyski Bros. for the scrap tire vendor. Trustees provided Insurance Waiver & Health Care Plan documentation for the Annual Pay-Outs. Ms. O'Neill reminded everyone to submit any medical reimbursements to OPEC by December 10th.

Old Business – None.

New Business: Trustees reviewed the proposal from RYSS Consulting regarding a cyber security policy. Mr. Miller made the motion to contract with RYSS Consulting under Option 1 of the proposal for an estimated 20 hours and estimated cost of \$1,300. Mr. Whiting seconded this motion.

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| Burnett | X | | |
| Whiting | X | | |
| Miller | X | | |
| Motion carried. | | | |

The trustees discussed the impact of HB 96, noting that the effect on Homestead residents would be minimal—about \$77 in savings per year. They agreed that the township could more easily absorb this cost. Mr. Burnett will communicate this information to the auditor's office.

Mr. Burnett proposed amending the Insurance Waiver payment amount from \$1,500 to \$2,000 to accommodate the increasing insurance costs over the 15 year period since the policy was adopted. Mr. Miller requested proof of the increase spread through a National Average or actual township costs from the time of adoption. Ms. O'Neill will discuss the amendment process with the APA as to when the policy will take effect.

All Trustees plan to attend the OTA Conference in January. Ms. O'Neill will contact Mr. Jonathan Tiber to confirm that Trustees are in fact OTA members when scheduling and booking reservations.


Next Meeting: December 1st, 2025 at 7:00 p.m.

Warrants: #13021 – 13030 Issued.

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

