

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

Regular Meeting
December 1, 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: Fire Department – Chief Brian Davidson, Lieutenant Austin Grube, Cemetery Sexton & Zoning Secretary – Elana Koh, Zoning Inspector – Rick Gruber, Road Superintendent – Jason Sutter, Residents – Frank McBride,

Minutes: The minutes from November 17th, 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. Frank McBride was in attendance to follow up on his cemetery and zoning concerns. Mr. Gruber provided comments regarding the zoning issues, noting that there are six cars on the front left side of the Fritinger property, as well as a camper in the back. Mr. Gruber is unsure whether the camper is being lived in and explained that three criteria must be met for vehicles to be considered junk cars; if the vehicles do not meet all three criteria, there is nothing he can do about it. Mr. Gruber has attempted to speak with the property owner but has not yet made contact. He also stated that there is a storage trailer on the property that does not have a permit, which he will follow up on once he is able to speak with the owner.

Mr. McBride stated that if no progress is made, he intends to contact the EPA, the Prosecutor, and then the newspaper if necessary.

Regarding the cemetery concerns, Ms. Koh has contacted several companies to explore options for repairing the broken stones at Slitor. She is waiting for pricing estimates and anticipates having a solution ready by spring.

Department Reports:

Fire Department – The Fire Department provided forecasting information related to the current contract (2025–2027) as well as the upcoming contract term (2028–2030). The forecast included projected revenue from EMS billing and the expense associated with adding a fourth staff member. The Trustees requested a breakdown that separates EMS billing revenue in order to determine the specific costs of serving the contracted residents. Lieutenant Gruber also provided blueprints and specifications for a proposed new fire station.

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

Regular Meeting
 December 1, 2025

Cemetery – Ms. Koh presented the open and close prices for 2026 from Gingerich Excavating. Mr. Whiting made a motion to accept the new rates, under the condition that Gingerich Excavating maintain the graves up to one year after a burial. Mr. Miller seconded the motion.

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

Mr. Miller made a motion to rename sections Newest A & Newest B within Slitor Cemetery to sections C & D, respectively. Mr. Whiting seconded the motion.

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

Ms. Koh will issue new deeds to the lot owners for this change.

Roads - Mr. Sutter reported on the Road Department, noting that crack sealing has been completed and that the remaining material will be stored for future use. Forest, Osmond, Hubbard, Erwin, and Peckham were not crack sealed because they are either recently completed projects or scheduled for work next year; Hubbard was the exception, as its condition is so poor that crack sealing would not be effective. The '96 International has been prepared for winter, and dirt roads have been graded with the road maintainer except for Bigelow and Memorial. Snow plowing has been performed as needed. The '04 International is currently out of service due to a coolant leak and will be taken to Kronk's for repair. On Wednesday, the department picked up 12 tons of salt, bringing the total to 18 tons for the season, though Mr. Sutter mentioned that the pickup process is challenging due to limited county scheduling hours. The hydraulic lines on the '13 International have been repaired, and both the pickup truck and backhoe are in good condition.

Mr. Sutter also reported several issues with the new maintenance building. Cracks have appeared in the cinder block walls, running from floor to top of block and extending completely through the block. The bathroom baseboard heater is not functioning, and an exterior light on the west side of the building is shining into a neighbor's house. Mr. Sutter will compile a list of these concerns for Mr. Burnett to discuss with the contractor. Additional work completed includes installing drive pipes on Fisher Road and moving gravel onsite from the Akron property for easier access. Upcoming tasks include addressing a tree in the right-of-way on Durkee and a leaning tree on Colony Lane.

Ms. O'Neill received a quote from R&R Trucks for a Mack 2026 GR42F model and will retain it for future discussions.

Mr. Sutter reported that after the pre-planning meeting with the engineer's office for the 2026 projects, he contacted the engineer's office to discuss the treatment of the monument boxes on Erwin.

Mr. Burnett stated that Claridon Township is planning to chip and seal their portion of North Osmond. The estimated cost breakdown for the entire road would be approximately \$10,000 for Claridon Township and \$15,000 for Burton Township. The Trustees would like to establish an agreement with Claridon Township outlining that Burton will continue to plow North Osmond and Claridon will continue to plow Forest, while each township will assume responsibility for maintaining its own portion of those roads, respectively.

Zoning – In November, four permits were issued: one fence permit, one permit for a primary residence, and two permits for accessory buildings, totaling four buildings on two separate lots. Two of the accessory buildings are exempt due to agricultural use. Mr. Gruber is currently processing a BZA application 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. Mr. Gruber also reported that he is working with Mr. Yoder on Route 87 regarding the removal of his signage.

Ms. Koh informed the Trustees that Nick Gorris, a member of the ZC, and Kevin Cieszewkoski, the ZC alternate, both have terms ending on December 31, 2025, and each has expressed interest in serving another term. Alan Skeen, a member of the BZA, and Frank Vecchio, the BZA alternate, also have terms ending on December 31, 2025, and both are interested in being reappointed. There is additionally one vacant board member position on the BZA with a term ending December 31, 2026, for which Ms. Koh has not yet received any applications for as of this time.

The Trustees asked Mr. Gruber and Ms. Koh whether they were interested in serving another one-year term in their respective positions, and both confirmed that they were.

Mr. Whiting reluctantly made a motion to accept Joanne George's resignation from Assistant Zoning Inspector as of December 31, 2025. Mr. Miller seconded this motion.

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

Park Committee - No one was in attendance.

Building & Grounds – Glen Ridge Pest Control will be onsite on December 18, 2025. The application for the meter resizing required for the generator has been submitted, and it will take approximately 7–10 business days for the engineers to complete their review. Once the review is finished, the township will be contacted to confirm the scheduling of the resizing work. Bill Conti completed the annual cross-connection control inspection, which will cost approximately \$125.00 each year. Ms. O'Neill will follow up with Jake Neal from the Village to ensure that all necessary paperwork has been received. Mr. Whiting will attend the BPA meeting on December 9 to address the absence of an easement on township property for the Village water lines and to communicate that the township is open to negotiating an easement.

Fiscal Officer – Mr. Miller made a motion to approve 2026 Temporary Appropriations as presented.

General Fund	\$92,070.00
Gasoline Tax	\$31,610.00
Road & Bridge	\$74,600.00
Cemetery Fund	\$ 1,900.00
Zoning Fund	\$ 1,350.00
Fire Levy Fund	<u>\$86,850.00</u>
Total of all Funds	\$288,380.00

Mr. Whiting seconded this motion.

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

Mr. Miller made a motion to execute the consulting agreement with RYSS for services related to a cyber security policy as outlined in the agreement. Mr. Whiting seconded this motion.

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

The scrap tire grant has been approved. The Trustees will review the Go Green Grant qualifications at the next meeting, and Ms. O’Neill believes this grant may be eligible to support the annual trash day. Ms. O’Neill reminded everyone to submit any medical reimbursements to OPEC by December 10th. The next GCTA meeting will be hosted by Newbury Township on January 14th, 2026 at 6:00 p.m. RSVP is due December 29th. Trustees reviewed the Drafted Policy 302.1 Insurance Waiver Reimbursement Amendment to increase the year end amount from \$1,500 to \$2,000. Based on the increases observed when comparing 2017 to 2023 national health insurance expenditures, along with the rise in township insurance policies from 2017 through the current policy, Mr. Miller made a motion to approve the amendment to increase the insurance waiver to an annual amount to \$2,000.00. Mr. Whiting seconded this motion.

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

This policy is in effect as of December 5th, 2025 for employees and will become effective for elected officials in 2026 as it is a reimbursement and not considered compensation.

Trustees discussed the expiring 2016 1.0 mill Fire & EMS levy. It was agreed that Ms. O’Neill will contact the auditor’s office for information on collection amounts for an additional \$150,000 and \$200,000.

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

Regular Meeting
December 1, 2025

Old Business – Trustees have registered for OTA Conference.

New Business: Mr. O’Neill briefed the Trustees on the Property Task Abolishment Response Taskforce (PART) meeting that she attended. The next meeting will be in early 2026.

Next Meeting: Monday, December 15th, 2025 at 7:00 p.m.

Warrants: #13031 – 13051 Issued, #13040 – Voided.

Adjourn: As there was no further business, this meeting was adjourned at 10:46 p.m. by a motion from Mr. Whiting, seconded by Mr. Miller.

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



Chairman



Fiscal Officer

