

RECORD OF PROCEEDING

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

Special Meeting
April 9th, 2026

Dan Whiting, Chairman, opened the meeting at 7:00 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, Resident(s) – Jessica Medvec, Village of Burton Resident(s) – Kevin Freeman, Jim & Lisa Ludlow, Bill Miller.

Minutes: Mr. Burnett made a motion to approve the minutes from February 16th, 2026 as amended. Mr. Miller seconded this motion.

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

Mr. Burnett made a motion to approve the minutes from March 2nd, 2026. Mr. Miller seconded this motion.

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

Mr. Miller made a motion to approve the minutes from March 16th, 2026. Mr. Burnett seconded this motion.

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

Public Comment: Residents of the Village of Burton, including Mr. and Mrs. Ludlow, Mr. Freeman, and Mr. Bill Miller—who collectively have over 75 years of experience living on Peckham Road—attended to express concerns about the proposed road widening project. They highlighted the impact in front of the Ludlow’s residence, where installation of a swale would eliminate approximately 10 feet of front yard. Additional concerns included groundwater and road runoff potentially worsening existing drainage issues, as well as increased speed and heavier traffic following improvements. The group requested a new traffic study, noting that the last was conducted over a decade ago. Mr. Bill Miller questioned whether alternative

plans had been presented to the Trustees and emphasized that long-term residents could provide valuable input to the project’s design. He also raised concerns about uneven milling during construction. Mr. Whiting added that some residents have complained about limited visibility at the stop sign at Route 87 turning westbound and requested removal of saplings to improve safety. Mr. Bill Miller concluded by expressing overall disappointment that residents with extensive firsthand experience were not included earlier in the planning process.

In response to residents’ concerns, project representatives addressed several key points. Regarding water issues, Mr. Hajar from the County Engineer’s Office explained that the road is currently flat, contributing to standing water, and that planned improvements will introduce a crowned center to better direct runoff to each side; Mr. Burnett added that swales will further aid in redirecting water, with the overall goal of improving existing drainage problems. On speed and traffic, Mr. Burnett noted that Trustees cannot restrict traffic on township roads, while Mr. Hajar stated a post-construction traffic study could evaluate speed limits, though improved road conditions may not justify a reduction. Concerning alternative plans, Mr. Burnett said extending the road eastward was considered but deemed not cost-effective due to topography; Mr. Whiting suggested Village involvement to help protect residents, while Mr. Sutter emphasized the goal of achieving the least impactful, most aesthetic, and low-maintenance solution for the residents. Mr. Hajar added that engineers are open to exploring improved options for Village residents if directed by the Trustees. Addressing uneven milling, Mr. Hajar explained the approach is cost-effective and structurally appropriate, noting that most of the west side meets standards with minimal work, while the east side requires more extensive reconstruction. Finally, regarding limited visibility at the stop sign, Mr. Hajar clarified that vegetation cleanup most likely falls under the jurisdiction of the Village.

In conclusion, Trustees reiterated that they are not road experts and rely on the County Engineer’s office for its expertise and service, while working within the township’s financial constraints to deliver the best possible outcomes. They acknowledged that an alternative plan had been presented but was recognized as significantly more costly. Given ongoing financial uncertainties, including the potential elimination of property taxes, the Trustees emphasized the importance of being especially mindful of how funds are allocated in order to achieve the greatest benefit for residents.

With these considerations in mind, and recognizing both the input provided by residents and the guidance from the County Engineer’s office, the Trustees proceeded to review the proposed plan in full. After weighing the project’s anticipated benefits, costs, and overall impact to the community, the discussion moved toward formal consideration and approval of the road improvement project.

Mr. Burnett moved to approve Resolution #2026-3 ‘Resolution of Convenience and Necessity for the Improvements of Various Roads’. Mr. Miller seconded the motion.

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

Mr. Burnett moved to approve the Final Plan. Mr. Miller seconded the motion.

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

Mr. Burnett moved to approve Resolution #2026-4 'Resolution to Order the Road Widening of Peckham and the Asphalt Resurfacing of Erwin'. Mr. Miller seconded the motion.

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

With these points addressed and the discussion concluded, the Trustees moved forward with the rest of public comment.

Ms. Medvec attended the meeting to formally apply for the open BZA position, presenting both her résumé and a letter of interest. She has been a township resident for the past year and has lived in the county for over a decade, bringing extensive legal experience, including expertise in Ohio real estate law, land use principles, and zoning impacts on real property. She expressed a strong commitment to preserving the township's rural character while upholding zoning standards that balance individual property rights with community interests. In recognition of these qualifications, Mr. Miller made a motion to appoint Ms. Medvec for the open position on the BZA, formally held by Leonard Fife, for the remaining term which expires December, 31st of this year. Mr. Burnett seconded this motion.

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

Department Reports:

Fire Department – Chief Davidson, though not present, provided the March report by email. There were 141 incidents for the month, of which 45 occurred in Burton Township. There have been 352 incidents YTD in 2026, of which 106 have occurred in Burton Township. YTD incidents in 2025 were 351 resulting in a equal call volume year over year. Approximately 65% of all calls are related to Emergency Medical Services, with the remaining 35% relating to Fire incidents through March 2026.

Cemetery – Ms. Koh reported on cemetery activity for March. A foundation request at Slitor for Ms. M. Farmwald is pending payment and weather. An open and close for a cremain is scheduled for April for Mr. J. Lerch. Lot 530 in Section C within Slitor Cemetery was sold to township resident, Mr. J. Zurga.

The Trustees agreed that Geauga Parks may schedule a “Birding Hallowed Ground” event at Memorial Cemetery on May 31st. This event will include cemetery history and include approximately 15 people. An itinerary of the event will be provided and kept on file.

Ms. Koh provided the sample letter which will be included with the new deeds for lots within Section C (formally Newest A) and Section D (formally Newest B) at Slitor Cemetery.

Ms. Koh plans to research the Ohio Dept of Commerce Cemetery Grants further prior to the application process on July 1st. This grant is up to \$5,000 and can cover non-routine/repetitive maintenance.

Ms. Koh’s research on replacement monuments and/or plaques for broken monuments continues. She provided several options varying in cost and quality for Trustees to review. She will continue to gather the outstanding information for next meeting.

Mr. Miller made a motion to approve the 2026 Proscape Proposal for weekly mowing 04/22 – 10/31, \$580 per week, for 28 weeks, total of \$16,240.00, contingent upon a letter accompanying it that requests a representative attend a meeting and notes that complaints have been received; it further states that if service does not improve, the Trustees will consider alternative options. Mr. Burnett seconded the motion.

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

Mr. Whiting provided an update on the entrance at Slitor. Mr. Sutter provide elevations and agreed that the road crew can do the work needed for the improvements however it is dependent on timing.

Zoning – Mr. Gruber reported issuing one zoning permit in March for an addition on Butternut. The BZA also approved the application submitted by K. Ashba on Aquilla. After being out to town for part of March, Mr. Gruber plans to follow up on open items in April.

Ms. Koh reported that the Zoning Commission will meet on Monday, April 13th at 7:00 p.m. The BZA will consider Application #1717-26 on Tuesday, April 14th at 7:00 p.m. This application will consider a renovation on Hubbard.

Joint Township Work Session is scheduled for Wednesday, April 22nd at 6:00 p.m. Trustees agreed to have the event catered by Vinny’s Italian Restaurant with a budget of \$340.00

Park Committee - No one was in attendance.

Roads - Mr. Sutter reported on Road Department activities, noting that township buildings have been rekeyed and crews completed storm damage cleanup. At Pleasant Hills Cemetery, a large tree—originating from a neighboring property—uprooted and damaged the fence, while a township-owned tree on the north side of the administration building fell onto a neighbor’s shed, causing significant damage and potentially leading to an insurance claim. Seasonal tasks included removing snow fence, emptying salt from trucks, and completing oil changes on the backhoe and pickup. Crews also cleared sticks from the park, though picnic table seats there require replacement, and disposed of bags of clothing left behind by an individual previously living in the woods. Additional maintenance includes replacing the guardrail on Osmond Road and cleaning cross pipes. Crew repaired a portion of Durkee Road located near the Umholtz property. Looking ahead, the department will prepare for work the projects on Peckham Road and Erwin Drive and begin mowing and general summer maintenance of township grounds.

Mr. Burnett reported that Thut Road will need to be brought up to code before an additional properties can be built per the County Engineer’s office.

Mr. Miller reported that Durkee Road is in need of material.

Building & Grounds – Mr. Miller made a motion to accept and approve the quote from All Pipes Plumbing for the regulator valve needed for the generator. Mr. Burnett seconded the motion.

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

Shepp Electric plan to set the generator prior to the valve regulator is installed.

Fiscal Officer –Ms. O’Neill provided a 2026 vs 2025 comparison for the OTARMA Statement of Values for review. Mr. Zuccaro has not yet provided a date to attend a meeting at this time.

Ms. O’Neill discussed a possible supplemental appropriation relating to the contracted services for the 2026 road projects, stating that the preliminary design costs provided in November 2025 were underestimated by approximately \$50,000 compared to the most recent estimate of cost received on March 16th, approximately 3 weeks after Final Appropriations were approved. Trustees discussed delaying the purchase of a new truck in 2026 and reallocating those funds to cover any project shortfall. Ms. O’Neill will follow up with the Auditor’s Office to ensure the proper steps are taken to make that change.

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Old Business – Township will aim for April 20th for the cyber security equipment lockdown. Trustees reviewed the news paper notice and dumpster estimate for Trash Day. Mr. Miller made a motion to approve both as presented. Mr. Burnett seconded the motion.

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

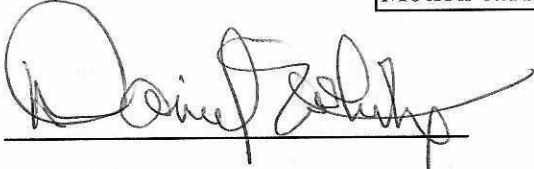
New Business: The Village of Burton Planning Commission will conduct a Public Hearing on April 22nd at 6:00 p.m. to consider Application #2026-1 submitted by Burton Developers LLC, Requesting to Rezone from R-1 Suburban Residential Home to R-3 Multi Family Homes, for Parcel(s) #05-045308; 05-033645; 05-006730; 05-006740. The Trustees agreed that one of them will attend this hearing.

Next Meeting: Monday, April 20th, 2026 at 7:00 p.m.

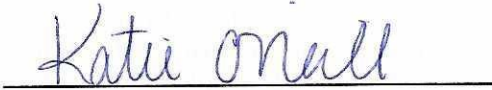
Warrants: #13183 - #13211 were issued.

Adjourn: As there was no further business, this meeting was adjourned at 10:59 p.m. by a motion from Mr. Miller, seconded by Mr. Burnett.

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



Chairman



Fiscal Officer