RECORD OF PROCEEDING

Minutes of Burton Township Trustees **Regular Meeting**
Held at the Burton Township Administration Building **April 20th, 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: Road Superintendent – Jason Sutter, Park Committee – Jerry Davis.

Minutes: Mr. Burnett made a motion to approve the minutes from April 9th, 2026 as amended. Mr. Miller seconded this motion.

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

Public Comment: There were no attendees to present public comment.

Department Reports:

Park Committee – Mr. Miller presented a request to reroute the Buckeye Trail through Burton Township's Veterans Memorial Park. Mr. Davis and the Trustees reviewed both the current and proposed routes. The request was made to improve hiker safety, particularly concerning Rapids Road. After discussion, it was agreed that the proposed route offers a safer alternative, and the Trustees approved the use of Veterans Memorial Park for the Buckeye Trail. Mr. Miller will notify Mr. Tim Murphy of the Buckeye Trail Association of this decision.

Roads - The Road Department cleaned up the park and repaired the picnic tables that required attention. They also cleared a beaver dam on Pond Road and performed tree work on Erwin Road. In addition, three crabapple trees were removed and seven loads of brush were hauled away. All dirt roads were graded at least once, and a damaged guardrail on Osmond Road was replaced. Upcoming work includes additional tree maintenance on Peckham Road.

Ms. O'Neill offered to draft a letter outlining the general timeline and protocol for a road improvement project, with the goal of notifying residents and helping to educate them about the process.

Mr. Burnett informed the Board that he had been contacted by the Commissioners regarding a request to change the name of North Osmond Road. He will provide updates as additional information becomes available.

Building & Grounds – The generator has been installed and connected; however, installation of the regulator valve is still pending. The Trustees agreed to have All Pipes Plumbing inspect the restroom toilets, as the automatic flushers are malfunctioning and causing them to run continuously

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Fiscal Officer – **The Cyber Security Assessment Tracker was reviewed. The following items should be completed by May 4th:**

- **Configuration of Township Laptops and Personal Devices.**
- **User Awareness Training (scheduled for 6:00 p.m. on May 4th)**
- **Selection of User Training and Testing Service**
- **DropBox Segregation of Duties and Review Process**
- **Township Emails – suggest setting up a .GOV**
- **Malware Business Product**

Ms. O'Neill shard a sample AI Acceptable Use Policy for Trustees to review. Approval and adopotion anticipated for May 4th.
ADP will conduct a semi-annual meeting with Burton Township on July 14th at 10:00 a.m. Ms. O'Neill and one Trustee should plan to attend.

Old Business – **Mr. Burnett will attend the Planning Commission Public Hearing at the Village of Burton on April 22nd for application #2026-1 (Burton Developers LLC, Request to Rezone from R-1 Suburban Res Home to R-3 Multi Family Homes). The Joint Township Meeting is scheduled for April 22nd at 6 p.m. This will be a work session to discuss zoning processes, protocols, and related topics at the local, county and state levels.**

New Business: **Trustees agreed to waive the NOPEC Notice of Intent to Opt Out. The American Legion Post #459 will host a Ribbon Cutting Ceremony to celebrate the installation of the new elevator on April 28th at 6:00 p.m.**

Next Meeting: **Monday May 4th, 2026 at 7:00 p.m.**

Warrants: **#13212 - #13220.**

Adjourn: **As there was no further business, this meeting was adjourned at 9:27 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

Katie O'Neill

Fiscal Officer