RECORD OF PROCEEDING

Minutes of Burton Township Trustees **Regular Meeting**
Held at the Burton Township Administration Building **May 4th, 2026**

Dan Whiting, Chairman, opened the meeting at 7:00 p.m.

Roll Call: Board Members Dan Whiting, Jarred Miller were in attendance, together with Fiscal Officer, Katie O'Neill. Mr. Burnett was absent.

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

Minutes: The minutes from April 20th, 2026 were tabled.

Public Comment: No one in attendance presented testimony.

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Department Reports:

Fire Department – There was no one in attendance.

Cemetery – Ms. Koh reported on cemetery activity for April. The plaque for M. Farmwald in Slitor, was delivered and foundation is now complete. There were no open and closes in April. Lot 530, in Section C of Slitor was sold to J. Zurga. The sale has been recorded on Deed #202601.

L. Hutchinson inquired whether the cemetery would be willing to open a row in the front area that is currently used for parking so that she may be buried closer to her grandparents in Slitor Cemetery. Trustees stated that the area in question is all bedrock and is not suitable for burials.

Geauga Parks scheduled a "Birding Hallowed Ground" birdwalk at Memorial Cemetery on May 31st, which included both birdwatching and cemetery history. The event will be attended by a small group of approximately 15 participants.

Slitor Cemetery is proceeding with revised deeds for the newest sections. Newest Section A will be redesignated as Section C, and Newest Section B will become Section D. Original deed numbers will be retained, with the section changes noted accordingly.

A grant opportunity through the Ohio Department of Commerce will open on July 1 and is available every other year. The grant provides up to $5,000 for non-routine, non-repetitive maintenance projects. This funding could help address the issue of downed and unstable monuments within the cemeteries. Additional options discussed included pouring monument foundations in-house and purchasing a punch for engraving name plates, which could help reduce costs and support ongoing restoration efforts.

Following the signing of the 2026 mowing contract, the Trustees requested that a representative from Proscape attend a meeting to address concerns regarding past service and the treatment of headstones and monuments within the cemeteries.

Ms. Cyhan attended the meeting on behalf of Proscape as the current Operations Manager. She advised that the company has undergone leadership changes since the previous season and that she is now directly overseeing employees and maintaining an on-site presence. Ms. Cyhan requested that the Trustees provide details regarding the specific locations and headstones that have been affected so that corrective action can be taken. She assured the Trustees that any identified issues would be addressed promptly.

Ms. Cyhan further requested that any future concerns be communicated directly to her to ensure timely resolution. She provided her direct contact information to facilitate communication.

Zoning – Mr. Gruber reported issuing 7 zoning permits in April. These included 4 permits for primary residence renovation/addition/agricultural barn, 1 permit for a roof mount solar panel array, 1 permit for a development sign (4'x8') and 1 permit for a wind turbine.

Mr. Gruber provided an update on several ongoing matters. He reported that the sign located along Route 700 is classified as political signs and is permitted to remain in place for a period of 45 days. Upon expiration of that period, a different sign may be installed and displayed for an additional 45-day period.

Mr. Gruber also reported that no permit has been issued for the property on Butternut Road where a barn was recently destroyed by fire. He stated that he will contact the property owner regarding the matter.

In addition, Mr. Gruber advised that progress is being made on the Fritenger property and that efforts to clean up the property are continuing.

Ms. Koh reported that the Zoning Commission will conduct it's next meeting on May 11th at 7:00 p.m. The Board of Zoning Appeals will consider Application #1727-26 on May 19th at 7:00 p.m.

Park Committee - Mr. Miller reported that, following further review, Mr. Murphy of Buckeye Trail indicated that the trail alignment shown on the previously reviewed map was incorrect. He stated that Buckeye Trail is in agreement with the Trustees regarding the proposed location of the trail to go along Veterans' to POW Trail. Mr. Murphy expressed his appreciation for the cooperation and resolution of the matter.

Roads – Mr. Sutter reported on The Road Department's activity for the period. Work completed included tree maintenance on Peckham Road, landscaping around the Administration Building sign and flagpole, and the application of mulch. Crews also mowed and trimmed township property, cleaned up the cemeteries, and utilized excess mulch in those locations. A stump was removed at Slitor Cemetery.

Additional work included placing Trash Day signs throughout the township, retiring worn American flags at Post 459, cold patching sections of Peckham Road, and picking up the Village backhoe for use during Trash Day activities.

The department also responded to a complaint from a resident of Burton Lakes regarding flooding on his property, which he believed was caused by a neighboring property owner's elimination of a drainage ditch. Upon inspection, the road crew determined that a 12-inch pipe crosses the area and discharges into the roadway. The ditch elimination work appeared to be functioning properly; however, the volume of water exceeds the system's capacity. Road Department personnel met with the resident and agreed to install additional ditching on the property to help alleviate the drainage issue.

The Award Recommendation, Bid Tabulation and Bid Bonds were received from the Engineer's Office regarding Project: RS-BUR-V-2026 (Peckham & Erwin). Trustees will table this information for next meeting when there is a full board.

The OPWC Round 41 Pre-Application deadline is May 22nd. Trustees will table this item for next meeting when there is a full board.

Trustees agreed to contact Bob Humr requesting his proposal for the catchbasin and storm sewer work regarding Peckham Road be submitted no later than May 18th.

Building & Grounds – The generator has been installed and is operational. All Pipes completed the installation of pressure-reducing valves. Mr. Sutter will notify Enbridge of the completed work.

The Trustees agreed to schedule Bill Conti to perform the annual backflow inspection. The inspection report must be completed and submitted no later than June 30th.

All Pipes also repaired the toilets in the women's restroom and will submit an invoice for the work performed.

Fiscal Officer – The Trustees reviewed the levy timeline and associated calculations in preparation for the November ballot. Ms. O'Neill will contact the County Auditor's Office to obtain information regarding potential increase amounts for the 1.0 mill Fire and EMS levy.
The 1.10 mill Road and Bridge levy is currently planned to be submitted as a straight renewal.

The Cyber Security policies (full list below) and checklist were discussed and reviewed. Trustees discussed the ADP network, specifically used for the Fiscal Officer only, versus the Burton Township Network accessed by the Trustees and employees. There are several items that need to be addressed for security along with the adoption of the township's policy. Policies and compliance are required to be in place by June 30th per O.R.C. 9.64. Trustees agreed to have Ed Sluzarski from RYSS attend a special meeting to clarify the steps that need to ensure this deadline is met for the township network.

The Cybersecurity Training for all employees and elected officials was set for May 18th at 6:00 p.m.

Mr. Miller made a motion to purchase Malware for 10 devices for the Burton Township Network Users. Mr. Whiting seconded the motion.

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

Policies included: Artificial Intelligence (AI) Acceptable Use, Acceptable IT Use, Cuber Security, Incident Response Plan, Ransomware Prevention & Incident Response Policy, Third Party Risk Management.

Old Business – Trash Day is May 16th and Senior Trash Pick-Ups will be May 14th & 15th.

New Business: Mr. Miller made a motion to contribute $400.00 to The American Legion Post #459 for fireworks and America's 250th Birthday Celebration. Mr. Whiting seconded this motion.

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

Next Meeting: **Monday, May 13th, 2026 at 7:00 p.m.**

Warrants: **#13221 - #13247 were issued.**

Adjourn: **As there was no further business, this meeting was adjourned at 10:04 p.m. by a motion from Mr. Miller, seconded by Mr. Whiting.**

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

Chairman

Fiscal Officer