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

Special Meeting
June 8th, 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: Fire Department – Chief Brian Davidson, Lieutenant Austin Grub Cemetery Sexton & Zoning Secretary – Elana Koh, Zoning Inspector – Rick Gruber, Road Superintendent – Jason Sutter, Residents – Ken Zwolinski.

Minutes: **Mr. Burnett made a motion to approve the minutes from April 20th. 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 May 4th. Mr. Whiting 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 May 13th. Mr. Burnett 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 May 18th as amended. Mr. Burnett 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 May 28th. Mr. Burnett seconded this motion.

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

Public Comment: Mr. Zwolinski expressed concerns regarding the Township Trustees' handling of road maintenance. He stated that there has been a lack of communication between neighboring townships concerning the maintenance of Shedd Road. Mr. Zwolinski clarified that his concerns are not directed toward the Road Department, but rather toward the Trustees, whom he believes are ultimately responsible for road maintenance decisions. He specifically cited concerns with Mr. Burnett in his role as Road Liaison. Mr. Zwolinski noted that he has observed little to no maintenance on the east side of Hubbard Road and stated that he is dissatisfied with the condition and upkeep of the roadway. He further expressed concern that the Township does not appear to have a long-term road maintenance strategy or five-year road improvement plan in place.

Due to these concerns, Mr. Zwolinski stated that he believes all Trustees should resign based on what he considers poor management of the Township's roads.

In response, Mr. Burnett stated that Hubbard Road has been submitted for funding consideration through the Ohio Public Works Commission (OPWC) and is currently under review for potential inclusion in the 2027 project cycle.

Department Reports:

Fire Department – Chief Davidson and Lieutenant Grube attended to present the May Report and discuss the expiring 1.0 mill Fire & EMS levy.

Chief Davidson reported that there were 101 incidents for the month, of which 25 occurred in Burton Township. There have been 548 incidents YTD in 2026, of which 160 have occurred in Burton Township. YTD incidents in 2025 were 524 resulting in a 5% increase in call volume year over year. Approximately 59% of all incidents are related to Emergency Medical Services, with the remaining 41% relating to Fire incidents through May 2026. There were 103 overlapping incidents, resulting in 19% of the call volume in May.

Mr. Miller presented available options regarding the levy, which is currently in its final year of collection. The Trustees are considering a straight renewal of the existing levy, as well as two renewal options that would include an increase in funding.
Lieutenant Grube provided an estimate of the Fire Department's total operating budget for 2027, projected at approximately $1.3 million. This estimate includes funding for the addition of a fourth on-call member.

The Fire Department indicated their willingness to assist with public education and informational efforts related to the levy. The Trustees agreed to provide the Fire Department with the relevant levy information and finalized ballot option(s) once a decision has been reached, to support coordinated communication with residents.

The Fire Department stated their intention to reapply for the CDS FEMA grant. The Trustees expressed their support for the application and indicated they would actively assist in the effort, including contacting Congressman Dave Joyce's office to advocate in support of the grant request.

Cemetery – Ms. Koh presented the Cemeteries Report for May. No foundation installations were completed during the month. There were two opening and closing services, both of which were cremation burials conducted at Slitor Cemetery: A double cremation for Beverly & George Bartko and a single cremation burial for R. Twoey. No lot sales, transfers, or burial permissions were recorded during the reporting period.

Ms. Koh reported that several headstones in Slitor Cemetery were found to have shifted slightly during the second-to-last week of May. Mr. Sutter was able to reposition the affected stones. The Trustees requested that photographs of the stones be taken and that an email be sent to ProScape for documentation and timestamps.

Ms. Koh also provided an update on efforts to address broken headstones. She continues to research stainless steel stamping options and will develop cost estimates and a proposed project timeline for consideration.

The Trustees discussed available grant opportunities through the Department of Commerce and noted that applications may only be submitted every other year. This grant program provides funding up to $5,000. Following discussion, the Trustees agreed to proceed with a grant application and to submit the Slitor Cemetery driveway improvement project for consideration. Estimates for the project will be obtained for the submission, which begins July 1st. Mr. Burnett also requested that the cemetery sign be reinstalled on a temporary basis until a permanent solution is implemented.

Zoning – Inspector Gruber reported on the activity during the month of May. He issued 1 permit for a Landscaping Barrier/Fence, with a permit fee of $50. The second permit was issued for an Industrial Addition, which was granted through a BZA variance related to parking requirements at Buckeye Chocolates, with a variance application fee of $300.

Inspector Gruber reported that an application for the addition of a porch roof was denied. Subsequently, a variance application was submitted and is pending scheduling of a hearing before the BZA for review and consideration. The variance application included a $300 application fee.

The total activity for the month resulted in two zoning permits issued and one variance application submitted, resulting in total fees collected of $650.

Mr. Burnett stated that the Trustees should revisit the current zoning fee schedule in preparation for the beginning of 2027.

Inspector Gruber provided an update on outstanding zoning-related issues. He reported that a neighboring property owner paid for the removal of trees located on the dilapidated Burton Lakes property, located on Jackson Drive. Inspector Gruber gained clarification that only the Health Department or Fire Department has the authority to condemn a building. He further reported that cleanup activity has been observed at the Presti property located on Hale Road.

Ms. Koh reported that the Zoning Commission is not scheduled to meet in June and will resume regularly scheduled meetings in July. Items of discussion will be findings of neighboring township industrial parking. Mr. Whiting requested that the Commission also revisit the use of shipping containers as accessory structures. Inspector Gruber stated shipping containers are currently treated as permitted structures per the zoning resolution.

Ms. Koh stated that Application #1727-26 was approved on May 19th, as mentioned above for Buckeye Chocolate's parking requirements. Application #1731-26 has been submitted for an area variance and is pending a hearing date.

Park Committee - Mr. Miller presented the agreement from the Buckeye Trail for Trustees consideration. The Trustees agreed to table the matter for further review and discussion at the next meeting.

Roads – Mr. Sutter reported on Road Department activity. The crew completed roadside mowing activities, as well as mowing at the park and administration building. The crew also completed the road sign log and reported that several potholes have been identified on the dirt roads. Wash boarding was noted on Hale Road, and repairs are planned in the near future.

The crew plans to utilize the remaining stone and dirt from the Peckham Road project on Erwin Drive. This material is currently stored at the Fair Grounds.

All trucks and equipment were washed and maintained. The 2013 International truck was returned from Kronk's Garage and required rear brake repairs and front spring replacements. The 2004 and 2013 trucks were identified as needing two new tires each and will be taken to Newbury Tire for those at the earliest convenience.

Upcoming Items include ditching and drive pipes on Erwin Drive, along with the replacement of the cross pipe, which has been identified as a priority.

Building & Grounds – Glendridge Pest Control is scheduled for quarterly service on June 18th. Mr. Sutter will contact Shepp Electric to perform a test on the new generator now that it is fully operational. He will also ask about options for the old generator.

Mr. Sutter reported that he contacted the Sheriff's Office regarding an individual who appears to be residing in the park area and on Akron property. The Game Warden has also been notified and has visited the site to document the area, take photographs, and attempt to make contact with the individual.

Mr. Sutter reported that there have been no recent sightings of the individual and no additional trash or related concerns observed for approximately three weeks.

Fiscal Officer – Ms. O'Neill presented the draft Audit Report for fiscal years 2024–2025. She reported that no issues were identified during the audit process. Ms. O'Neill also stated that she will work with legal counsel to incorporate the Township's Public Records Policy into the policy manual, as required by the Ohio Revised Code. The Trustees reviewed the draft report and approved it through the Chairman's signature.

The Trustees discussed options for the 1.0 mill Fire & EMS Levy. Ms. O'Neill was directed to prepare the necessary resolutions for consideration, including one option consisting of a renewal with an increase and an alternative option consisting of two separate issues: a renewal levy and an additional levy.

Mr. Miller made a motion to forego placing the Road and Bridge Levy on the ballot one year early. Mr. Burnett seconded the motion.

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

Ms. O'Neill also presented the preliminary 2027 budget. She noted that the budget does not include any proposed road improvement projects or other extraordinary expenditures. The Trustees discussed potential road projects that may be incorporated into the 2027 budget.

The establishment of reserve funds was also discussed. It was noted that a reserve study is recommended to assist with long-term financial planning. The Trustees requested that Ms. O'Neill contact the Auditor's Office to obtain clarification on questions related to reserve funds and their establishment.

Cyber Security – Trustees tabled discussions on the adoption of any policies until next meeting.

Trustees reviewed the pricing options for township emails. Mr. Miller made a motion to purchase 7 Microsoft 365 Secure Business Professional email accounts linked to the township's website (BurtonTownship.org) at the current pricing. Mr. Burnett seconded this motion.

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

Trustees reviewed the pricing options for Malwarebytes. Mr. Miller made a motion to purchase the Plus Family option, which covers 10 devices at the current pricing. Mr. Burnett seconded this motion.

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

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Trustees discussed the potential purchase of three laptop computers for use in conducting Township business. Following discussion, the Trustees agreed not to purchase any new equipment at this time. Mr. Miller and Mr. Burnett indicated that they will continue to utilize their personal cell phones for Township-related communications and business activities, while Mr. Whiting stated that his personal devices have been locked down and vetted accordingly.

Trustees reviewed the remaining steps to compliance. They agreed to have Ms. O'Neill contact the necessary people to ensure these are completed by the deadline of June 30th.

Old Business – None.

New Business: The next GCTA Dinner will be July 8th at St. Denis Golf Club hosted by Chardon Township.

Next Meeting: Monday, June 22nd, 2026 at 7:00 p.m.

Warrants: #13257 - were issued.

Adjourn: As there was no further business, this meeting was adjourned at 11.27 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

Fiscal Officer