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

Special Meeting
June 22nd, 2026

Dan Whiting, Chairman, opened the meeting at 7:03 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, Residents – Philip C. Miller, Danny Troyer, Philip Miller, Maple Leaf – Ann Wishart.

Minutes: **The minutes from June 8th, 2026 were tabled.**

Public Comment: **Philip C. Miller was present and expressed concerns regarding ongoing water drainage issues on Durkee Road. He noted that the affected area is the same location previously discussed and reported that erosion has worsened, with the ditch washing out significantly deeper than in the past.**

Mr. Sutter explained that a cross pipe had previously been installed ~~on the opposite side of the roadway based on recommendations from~~ by the Engineer's Office to help address the drainage concerns. However, the full scope of the recommended improvements was not completed last fall. Mr. Sutter stated that he intends to complete the remaining work as soon as possible.
The Trustees and residents engaged in further discussion regarding the drainage issue and potential solutions. The Trustees agreed to contact the Engineer's Office for additional guidance on addressing the immediate concerns while continuing to work toward a long-term solution for the roadway.

Residents inquired about the anticipated timeline for a permanent road improvement project. The Trustees indicated that the current projection for the project is approximately three years. Mr. Burnett stated that the Township plans to establish a reserve to accumulate funding for the future project.

Residents also asked whether privately owned equipment purchased for driveway maintenance could be used to maintain portions of the Township road as needed. The Trustees responded that such an arrangement would not be permitted due to liability concerns.

Department Reports:

Roads – Mr. Sutter reported on the Road Department's activities during the reporting period. The crew has been working on drainage improvements along Erwin Drive, with several drive pipe installations remaining to be completed. Progress has been slower than anticipated due to the removal of existing tile and the construction of new drainage ditches. Because several residences are connected to the existing tile system, the work must be performed carefully to avoid disrupting drainage service. Mr. Sutter reported that no complaints have been received regarding the project to date.

Additional work completed during the period included mowing around the administration building and grading the Township's dirt roads using the road maintainer.

Mr. Sutter noted that Mr. Portman will be on vacation Thursday and Friday. During that time, Mr. Sutter plans to complete remaining mowing and grounds maintenance activities.

Mr. Sutter reported on the pre-construction meeting for the upcoming road project RS-BUR-V-2026, Peckham Road and Erwin Drive. The tentative project start date is September 14, with construction estimated to take approximately 13 days to complete. The schedule was selected to accommodate the Geauga County Fair, and the contractor will coordinate with the local school district to minimize impacts to bus routes during the construction period.

Mr. Sutter also reported that GradeLine is expected to begin culvert and drainage improvements on Peckham Road as early as next week. In preparation for the project, the Road Department will remove the guardrail located at the southeastern end of Peckham Road.

Additionally, the Engineers' Office has completed surveying of the monument boxes located on Erwin Drive. The Road Department crew will be responsible for saw-cutting and removing the monument boxes as part of the planned work.

Trustees received a copy of Board of County Commissioners Resolution #26-091, Declaring a Road Name Change for a portion of Osmond Road to Levi Lane. This will be kept on file in the Fiscal's office.

Building & Grounds – Mr. Sutter reported that the new generator is operating as expected and is scheduled to perform its automatic test cycle each Monday at 9:00 a.m. He also stated that he is seeking options for the removal and disposal of the old generator.

Mr. Sutter further reported that the individual who has been residing in the park area and on Akron property was observed on-site during the past week. The Game Warden has been notified and is continuing efforts to make contact with the individual.

Mr. Burnett reported that he has been in communication with Doug Smith, a representative associated with the City of Akron, to seek assistance and coordinate efforts regarding the situation.

Fiscal Officer – Mr. Burnett made a motion to pass Resolution #2026-6 Certificate of Need. This resolution will approve the request of a 1.31 mill Fire & EMS levy for certification from the Auditor's Office on the amounts that would be generated by the proposed levy. Mr. Miller seconded this motion.

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

A draft of the 2027 budget was presented to the Trustees for review. During discussion, the Trustees considered potential costs associated with the construction of a salt storage facility and improvements to the entrance at Slitor Cemetery. The Trustees directed that these anticipated expenditures be incorporated into the budget for further consideration.

The Trustees reviewed a draft resolution establishing a reserve fund, along with feedback received from the Auditor's Office. After considering the recommendations provided, the Trustees agreed to limit the funding sources for the reserve to two Township funds. The resolution will be revised accordingly and presented for further consideration at the next meeting.

Trustees reviewed the OTARMA 2026-2027 Annual Proposal. Ms. O'Neill will circle back to the OTARMA representative to see if revisions to the insured equipment can be made.

Cyber Security – Trustees reviewed the draft of the Cyber Security Policy. Mr. Miller made a motion to adopt the policy with the necessary revisions as discussed. Mr. Burnett seconded the motion.

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

Trustees reviewed the draft of the IT Acceptable Use Policy. Mr. Burnett made a motion to adopt the policy with the necessary revisions as discussed. Mr. Miller seconded the motion.

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

Trustees reviewed the draft of the Artificial Intelligence Acceptable Use Policy. Mr. Miller made a motion to adopt the policy with the necessary revisions as discussed. Mr. Burnett seconded the motion.

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

Trustees reviewed the draft of the Incident Response Policy and Plan. Mr. Miller made a motion to adopt the policy with the necessary revisions as discussed. Mr. Burnett seconded the motion.

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

Trustees reviewed the draft of the Ransomeware Prevention & Incident Response Policy. Mr. Burnett made a motion to adopt the policy with the necessary revisions as discussed. Mr. Miller seconded the motion.

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

Mr. Miller made a motion to adopt the Geauga County Cyber Security Policy to be used by Katie O'Neill under the ADP Network for the Fiscal Officer. Mr. Burnett seconded the motion.

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

Mr. Miller made a motion to execute the IT Service Agreement, Option #2 with RYSS (Regarding Your Systems) LLC. Mr. Burnett seconded this motion.

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

Mr. Miller made a motion to execute the Incident Response Contract with Retainer with RYSS (Regarding Your Systems) LLC. Mr. Burnett seconded this motion.

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

Mr. Burnett made a motion to purchase a smartphone for the Road Department, to conduct any/all Township Business. Mr. Miller seconded this motion.

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

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

Special Meeting
June 22nd, 2026

Old Business – Trustees agreed to obtain a quote for 16 tons of base material and 160 tons of top material for the Slitor Cemetery Entrance Project. This quote will be used in the application of the Department of Commerce Cemetery Grant.

Mr. Miller made a motion to execute the Agreement with Buckeye Trail pertaining to the trail that connects through Veteran's Park. Mr. Burnett seconded this motion.

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

Mr. Miller and Mr. Whiting will be attending the GCTA Quarterly Dinner on July 8th.

New Business: None.

Next Meeting: Monday, July 6th, 2026 at 6:30 p.m. for the 2027 Budget Hearing. Regular business will follow.

Warrants: #13288 - #13299 were issued. #13285 was voided.

Adjourn: As there was no further business, this meeting was adjourned at 11:23 p.m. by a motion from Mr. Burnett, seconded by Mr. Miller.

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

Chairman

Fiscal Officer

COPY

RESOLUTION 2026-6

CERTIFICATE OF NEED

Rev. Code Sec. 5705.03, .19, .197

BURTON TOWNSHIP [1] BOARD OF TRUSTEES

The Board of Trustees of Burton Township [1], Geauga County, Ohio met in Special [2] session on June 22, 2026 [3], at Burton Township Administration Building 14821 Rapids Road [4], with the following Trustees present:

Daniel Whiting

Jarred Miller

Kenneth C. Burnett [5]

Mr. Burnett [6] moved the adoption of the following Resolution:

WHEREAS, the Board of Trustees of Burton Township [1], Geauga County, Ohio has determined the amount of taxes which may be raised within the ten-mill limitation by levies on the current tax duplicate will be insufficient to provide an adequate amount for the necessary requirements of Burton Township [1] and it is necessary to levy a tax in excess of such limitation for the purpose of

For providing and maintaining fire apparatus, mechanical resuscitators, underwater rescue and recovery equipment, or other fire equipment and appliances, buildings and sites therefor, or sources of water supply and materials therefor, for the establishment and maintenance of lines of fire-alarm communications, for the payment of firefighting companies or permanent, part-time, or volunteer firefighting, emergency medical service, administrative, or communications personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.34 of the Revised Code, for the purchase of ambulance equipment, for the provision of ambulance, paramedic, or other emergency medical services operated by a fire department or firefighting company, or for the payment of other related costs; [7]

in Burton Township [1] as provided and authorized in Ohio Revised Code § 5705.19(I) [8]; and

WHEREAS, the levy is at a rate of 1.31 [9] mills for each one dollar of taxable value, for a period of 5 years [10] and is a(n) renewal of an existing 1.00 mill last voted on in 2020 with an increase of .31 mill [11] [12]; and

WHEREAS, the ballot measure shall be submitted to the Township of Burton [13] and the tax shall be levied on the Township of Burton [14] and within Geauga County [15];

WHEREAS, the levy is to be placed on the ballot at the election held on November 3, 2026 [16], and shall first be levied in tax year 2026 [17] and begin collection in 2027 [18].

BE IT RESOLVED, by the Board of Trustees of Burton Township [1], Geauga County, Ohio, that based on the foregoing and pursuant to R.C. 5705.03(B), said board hereby certifies this Resolution to the Geauga County Auditor, and requests that the County Auditor certify back to the Board of Trustees the amounts described in R.C. 5705.03(B)(2) that would be generated by the levy proposed herein.

Mr. Jason Miller [6] seconded the Motion and the roll being called upon its adoption resulted as follows:

TRUSTEE	VOTE (YEA or NAY)
Daniel Whiting	YEA
Jarred Miller	YEA
Kenneth C. Burnett	YEA [19]

Adopted the 22 day of June, 2026 [20]

Katie O'Neill [21]
Fiscal Officer

Burton Township [1]
Geauga County, Ohio

The State of Ohio, Geauga County, ss.

I, Katie O'Neill [22], Fiscal Officer of Burton Township [1], do hereby certify that the foregoing is taken and copied from the Record of the Proceedings of said Burton Township [1]; that the same has been compared by me with the Resolution on said Record and that it is a true and correct copy thereof.

Witness my signature, this 22 day of June, 2026 [23]

Katie O'Neill [24]
Fiscal Officer

APPROVED AS TO FORM
6/25/26
GEAUGA COUNTY PROSECUTOR'S OFFICE

PLACE APA STAMP HERE [25]