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

**Regular Meeting**
**July 6th, 2026**

**Dan Whiting, Chairman, opened the meeting at 7:04 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, Residents – Ken Zwolinski.**

**Minutes:** **Mr. Burnett made a motion to approve the minutes from June 8th. 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 June 22nd. Mr. Burnett seconded this motion.**

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

**Public Comment:** **Mr. Zwolinski was present to respectfully remind the Trustees of his previously expressed comments and concerns regarding the maintenance and condition of Hubbard Road.**

**Department Reports:**

**Fire Department – Chief Davidson will be present at the next meeting to present the June Report.**

**Cemetery – Ms. Koh presented the Cemeteries Report for June. No foundation installations were completed during the month. There were no opening or closing services, and no lot sales, transfers, or burial permissions were recorded during the reporting period.**

**The grant application period is currently open, and the general framework for the application has been established. Mr. Whiting requested that a design for the entrance, along with a diagram of the existing entrance, be prepared for inclusion in the application. Ms. O'Neill will provide the required financial information. The application deadline is July 30th.**

**Ms. Koh reported on the available nameplate options for the ~~48~~ 42 monuments requiring preservation at all 4 cemeteries. The proposed option consists of thin, etched metal plates measuring approximately 10" x 12", with an estimated cost of $225 to $235 per plate. The Trustees requested that a sample of the proposed nameplate be obtained for review. The Trustees noted that the project could provide an opportunity to involve BHS in a community initiative while offering students a meaningful project that contributes to the preservation and**

appreciation of the community's history. Mr. Miller will contact BHS to explore the possibility of a collaborative partnership on the nameplate project.

Mr. Whiting presented a photograph of a recently damaged monument in Pleasant Hills. He requested that Ms. Koh notify ProScape regarding the damage and provide ProScape with a list of the downed monuments for their records.

Zoning – Inspector Gruber reported on the activity during the month of June. The permits issued included: 1 permit for a Primary Residence, with a permit fee of $340. 1 permit for a Primary Residence Addition, 1 permit for a Primary Residence Remodel, 1 permit for an Architectural Addition, 1 permit for an Accessory Building, each with permit fees of $100. 1 permit for an Above Ground Pool, with a permit fee of $125 and 1 permit for a Lot Split/Consolidation, which requires no fee.

The total activity for the month resulted in seven (7) zoning permits issued, resulting in total fees collected of $865.

Mr. Gruber plans to revisit the Adamic property on Old Rider Road to verify that the property remains in compliance and has been properly maintained. He will report any violations to the APA for appropriate legal action.

Ms. Koh reported that the Zoning Commission will meet on July 13th at 7:00 p.m. Discussion items will include the use of shipping containers as accessory structures and other related structures.

Ms. Koh stated that Application #1731-26 submitted by Ricky Pierce will be considered by the BZA on July 7th at 7:00 p.m. He is requesting an area variance.

Park Committee – No one was in attendance.

Roads – Mr. Sutter reported on Road Department activity. GradeLine has commenced work on Peckham, with the first catch basin installed at Route 87. The project is expected to be completed tomorrow with the installation of the final catch basin and cross pipe.

Mr. Sutter removed the guard rail on the project site, which has improved the overall appearance of the area. The removal of monument boxes on Erwin is still needed. The crew was called out on Sunday, July 5, to address a downed tree on Rider Road.

Additional maintenance updates included ongoing weed trimming and spraying along guard rails, and addressing visibility concerns received through resident complaints. Roadside mowing will be necessary, and the crew will explore options for boom mowing services through the County or other townships.

Stone was placed on Durkee, with approximately 100 additional tons needed to complete work on all dirt roads. Crack seal quotes have been requested; however, current pricing is only guaranteed for 30 days. Concrete pieces were placed on Durkee Road to help alleviate the water issues discussed at the previous meeting by Mr. Philip C. Miller.

Upcoming work includes mowing the grounds.

Building & Grounds – Mr. Sutter reported that Shepp Electric was onsite to test the old generator. Shepp Electric recommended that the generator continue to be cycled periodically to help maintain its operating condition. They declined to take possession of the unit and indicated that they have no use for it. While the generator's useful life has ended, they noted that it may still retain some value.

The Trustees agreed to establish a GovDeals account to explore the possibility of selling the generator. They also agreed to contact the President of the GCTA to see if they could donate it to someone in need within Geauga County.

Fiscal Officer – Trustees reviewed a draft resolution to establish a reserve fund. The revisions will be provided to the APA for review and feedback.

The Trustees reviewed the summary of values from OTARMA and agreed to adjust the value of the Caterpillar Backhoe and the 2013 International. They also agreed not to ensure the Ford 660 Tractor, Galion 4-6 ton Roller and the 2003 Kubota Mower. In addition Trustees agreed to increase the Comprehensive and Collision deductibles from $100 and $250 deductible to $1,000 each in efforts to save approximately $826. Ms. O'Neill will also obtain savings results for increasing property deductibles to $2,500 and $5,000.

Cyber Security – A draft of a Bring Your Own Device (BYOD) Policy was provided for review. This will be discussed at the next meeting. Trustees reviewed and Mr. Whiting signed the Cybersecurity Awareness Training Service Agreement. The BurtonTownship.org emails have been created and are in the process of being setup with MFA options, along with the associated Microsoft 365 accounts. Ms. O'Neill is in the process of replacing the current Road Department phone with a smartphone that can be utilized for all Township business. Mr. Miller and Mr. Burnett were provided with the Township's Malwarebytes information to be applied to their personal devices. The Disaster Recovery Plan Policy was discussed. Trustees decided to revisit this policy at a later date.

Old Business – The next GCTA Dinner will be July 8th at St. Denis Golf Club, hosted by Chardon Township. The ADP Semi-Annual Touchpoint Meeting originally on July 14th will need to be rescheduled.

New Business: Department on Aging extended it's gratitude to the Township and the Road Department for a successful Senior Trash Pick-Up. The crew assisted 42 senior residents this year. The Planning Commission will host a Public Forum for the Farmland Preservation Plan on July 15th at 6:30 p.m. HDAC will host a special meeting on August 13th at 6:30 p.m. on the topic of condemning properties and who is responsible for making that determination. Mr. Burnett welcomed Kaballos Mexican Kitchen to Burton Township at its Grand Opening on July 6th. Kaballos has occupied the previous Dutch County Restaurant located on Route 87.

Next Meeting: Monday, July 20th, 2026 at 7:00 p.m. Mr. Burnett will be absent.

Warrants: #13300 - 13322 were issued.

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**Adjourn:** **As there was no further business, this meeting was adjourned at 9:50 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**