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

Regular Meeting
August 3rd, 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: Cemetery Sexton & Zoning Secretary – Elana Koh, Zoning Inspector – Rick Gruber, Residents – Mary Farrow, Jonathan White, Kim Hall.

Minutes: **Mr. Burnett made a motion to approve the minutes from the July 6th Budget Hearing. Mr. Miller seconded this motion.**

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

Mr. Burnett made a motion to approve the minutes from the July 6th Regular Meeting as amended. Mr. Miller seconded this motion.

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

Public Comment: **Mary Farrow, a North Rider resident, attended the meeting to bring forward concerns regarding repeated gunfire and explosions from a neighboring property and to seek a resolution to an issue that residents have reportedly been dealing with for approximately eight years. Ms. Farrow, representing herself and neighboring residents, stated that the repeated gunfire, including semi-automatic firearm use and what were described as targeted explosions, has affected residents' ability to safely and peacefully enjoy their properties. She also reported frequent parties at the property. Mr. White and Ms. Hall, also North Rider residents, provided additional testimony regarding the nuisance and stated that when the shooting begins, they are sometimes forced to leave their property. Ms. Farrow provided the Trustees with supporting documentation, including Sheriff's Office reports, maps, and information gathered from neighboring residents, and requested consideration of amendments to the Township's zoning for noise and firearms ordinances. She further stated that this is not an issue against the 2nd Amendment, but one for the right to feel safe and comfortable on one's own property. The Trustees agreed to consult with the APA regarding potential restrictions on shooting for properties containing less than five acres. Inspector Gruber noted that state law limits township authority but indicated that a noise ordinance or private civil nuisance action may provide potential avenues for addressing the concerns.**

Department Reports:

Fire Department – Chief Davidson, though not present, provided the June report. There were 84 incidents for the month, of which 21 occurred in Burton Township. There have been 633 incidents YTD in 2026, of which 181 have occurred in Burton Township. YTD incidents in 2025 were 618 resulting in a 3% increase in call volume year over year. Approximately 58% of all incidents are related to Emergency Medical Services, with the remaining 43% relating to Fire incidents through June 2026. There have been 114 overlapping incidents in 2026, representing 18% of the total call volume.

Cemetery – Ms. Koh presented the Cemeteries Report for July. 2 foundations are pending one at Pleasant Hills for J. Gingerich and one at Slitor for J. Zurga. There were no opening or closing services, and no lot sales, transfers, or burial permissions were recorded during the reporting period.

Ms. Linda Hutchinson is seeking options to be buried near her grandparents located in section Old West of Slitor. Trustees stated that the deed or estate hiers need to be provided in order to give permission to be buried on the grandparents lots. Ms. Hutchinson is also welcome to purchase an available lot of her choosing close to her grandparents.

Ms. Koh reported that the Department of Commerce grant application was submitted for limestone driveway improvements, with a focus on visibility, public safety, accessibility, and preservation.

Ms. Koh is developing a list of cemetery stones categorized as broken, dirty, or unreadable. As of April 2026, stone repairs and restoration needs are as follows: Slitor – 3; Memorial – 31; PH – 5; and Williams – 3, for a total of 42 stones.

Ms. Koh reviewed potential options for stone repairs and restoration, including Etched Metal (Solon), BHS Makerspace, Sly Family Funeral Home, Sheffield Monuments, Amazon, utilizing the Road Department and a Cricut Maker. These options range across the board in price. Mr. Miller stated that BHS would be interested in assisting with this project as part of a collabrative effort within the community while maintaining fiscal responsibility and keeping costs manageable. Mr. Miller will follow up with the school after the start of the 2026-2027 school year.

Ms. Koh reported that the mowing company offered to repair the stone that was reported on June 9th in Pleasant Hills Cemetery. She will contact Mr. Luoma to determine whether he is willing to chip out the existing stone so that the remaining portion can be reset upright in the foundation.

Ms. Koh continues to organize cemetery records into categories for each lot within each section of the four cemeteries. Once the records are organized, the next step will be to digitize the information. She also continues to work on cemetery mapping with the long-term goal to create an interactive PDF that allows users to select cemetery sections and view the lot owner's name or determine whether a lot is available for purchase.

The Trustees discussed whether new deeds should be issued to reflect section renaming or whether a letter explaining the changes would be sufficient. The Trustees determined that, because the lot numbers are not changing, issuing a letter of explanation to the affected lot owners will be sufficient.

Zoning – Inspector Gruber reported on the activity during the month of July. The permits issued included: 1 permit for an Addition of Porch Roof, 1 permit for an Accessory Structure, each with a permit fee of $100. 1 permit for a Fence, with a permit fee of $50, and 1 permit for an Agricultural Accessory Building, with is exempt from fees.

The total activity for the month resulted in four (4) zoning permits issued, resulting in total fees collected of $250. For

Inspector Gruber informed the Trustees that Burr Funeral Home has a resident who has requested to be buried on private property. Inspector Gruber stated that, pursuant to state law, the Township cannot prohibit the burial, provided all applicable state requirements are met. Burr is required to follow the same protocols established by the State for burials conducted within a cemetery.

Inspector Gruber reported that he provided photographs documenting the condition of the Adamic property to the APA. The APA contacted the property owner's attorney regarding the matter. Judy Gais subsequently contacted Inspector Gruber and advised that she is working to address the issue. A deadline for completion of the required cleanup is being established.

Inspector Gruber will gather information regarding the iWorQ software, which could be utilized within the township departments to automate and digitize processes. He will present his findings to the Trustees.

Ms. Koh provided an update from the most recent Zoning Commission meeting. She reported that shipping containers are considered construction materials and that their regulation would be an aesthetic preference matter. She also reported that a Planning and Zoning Workshop is scheduled for August 28, with a registration fee of $65 for members and $75 for non-members.

The next Zoning Commission meeting is scheduled for August 10th at 7:00 p.m.

The Board of Zoning Appeals approved application #1731-26 on July 7th. This application was submitted by R. Pierce for an area variance.

Park Committee – No one was in attendance.

Roads – Mr. Sutter was not available to report as he was on vacation. The 2027 Township Road Project Request is due to the County Engineer's Office no later than August 28th. The Trustees agreed to participate through the Geauga County Engineer's Snow and Ice Control Material 2026-2027 Winter Season Program. The agreed upon price-per-ton is $55.39 and Trustees will submit an approximate tonnage based on prior year amounts.

Building & Grounds – Mr. Miller made a motion to approve Building Request #2 and Building Request #3 and to waive the security deposit fee. Mr. Burnett seconded this motion.

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

Both requests were submitted by S. Giles and were approved for the dates of October 19th and November 9th.

Trustees agreed to donate the old generator to the Maple Leaf Community for use in one of their 21 homes. Mr. Miller will contact Sara Clemson, Executive Director for arrangements.

Fiscal Officer – The revised 2026-2027 Annual Proposal from OTARMA was provided. Ms. O'Neill will have the annual payment prepared for the next meeting, once she has reviewed the revisions. The revisions resulted in a $1,140 savings for the year.

Trustees agreed to acquiesce their right to object to the 2026-2027 liquor license renewal for Permit #2582054-1, Class C-2, issued to Nectar of the Vine, located at 15010 Berkshire Industrial Pkwy.

Trustees will discuss the APA feedback on the Draft Resolution to Establish a Reserve at the next meeting.

Cyber Security – The BYOD (Bring Your Own Device) policy was tabled for further discussion. Cybersecurity training information was sent to the new email addresses, and staff were reminded to review the email and complete all required actions. The Road Department smartphone is still in the process of being set up. The importance of enabling multi-factor authentication (MFA) on email accounts was also discussed, along with the need to ensure Malwarebytes is installed and up to date on personal devices.

Old Business – None.

New Business: Jennifer Jones from the Geauga-Trumbull Solid Waste District would like to present at a Trustee meeting. Ms. O'Neill will contact her for a date. Mr. Burnett stated that there will be a public meeting on August 5th held at Berkshire High School auditorium pertaining to the proposed income tax levy on the November ballot.

Next Meeting: Monday, August 17th, 2026 at 9:00 a.m. the Budget Commission will conduct the 2027 Budget Hearings. Mr. Whiting & Mr. Burnett plan to attend.

The next regular meeting is scheduled for Monday, August 17th, 2026 at 7:00 p.m.

Warrants: #13332 - 13343 were issued.

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Adjourn: **As there was no further business, this meeting was adjourned at 9:56 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

Katie O'Neill

Fiscal Officer