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

Regular Meeting
August 17th, 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: Road Superintendent – Jason Sutter, Proscape Representative – Dawn Cyhan.

Mr. Burnett requested that the record reflect that, during today's budget hearing, the Budget Commission praised Ms. O'Neill for her work on the budget and stated that she should consider serving as a trainer or resource for other Fiscal Officers within the county. Mr. Burnett noted that this recognition reflects the quality and effectiveness of the work completed and wished to formally acknowledge Ms. O'Neill's efforts.

Minutes: Mr. Burnett made a motion to approve the minutes from July 27th. Mr. Miller seconded this motion. No discussion.

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

Mr. Miller made a motion to approve the minutes from July 30th. Mr. Burnett seconded this motion. No discussion.

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

Mr. Burnett made a motion to approve the minutes from August 3rd. Mr. Miller seconded this motion. No discussion.

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

Public Comment: Ms. Cyhan from Proscape was present to discuss the damaged stone at Pleasant Hill Cemetery. She confirmed that Proscape is willing to cover the costs for the repair. The Cemetery Sexton is verifying with the contractor on the best solution for the repair. In addition, Ms. Cyhan asked whether the Township had noticed an improvement in service. It was noted that, as of the second week of July, a new staff had been hired who demonstrates a strong commitment to providing quality service.

Department Reports:

Fire Department – Although not present, Chief Davidson provided the monthly July report by email. There were 99 incidents for the month, of which 25 occurred in Burton Township. There have been 732 incidents YTD in 2026, of which 207 have occurred in Burton Township, making up approximately 26% of the call volume. YTD incidents in 2025 were 729 resulting in an even 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 July 2026. There have been 130 overlapping incidents YTD in 2026, representing 18% of total call volume.

Trustees discussed the creation of an audit committee for the purpose of Fire Department financial reviews to assist with transparency. They suggested the committee should consist of one member from Burton Township, Claridon Township and the Village of Burton. Mr. Miller will follow up on this item with the associated parties.

Roads – Mr. Sutter reported the Road Crew mowed the grounds and performed roadside mowing throughout the township. Mr. Timmons requested that the crew mow around the fields to provide access for farming operations. The crew completed the third pass of roadside mowing on Hotchkiss Road and removed beaver dams along Pond Road, restoring water flow in the area. The crew also greased and prepared the trucks for the upcoming snow season. It was noted that both the 2013 and 2004 International trucks require two new front tires, at an estimated cost of approximately $500 per tire.

The Road Department received a Driveway request on Hubbard Road to extend an existing drive pipe. The Department will obtain pricing for the proposed drive pipe and relief pipe project on Durkee Road, which is anticipated to include one load of 57 wash gravel, 411 limestone for finishing, and approximately 180 feet of 15-inch pipe.

Upcoming work includes completing the monument boxes on Erwin Drive and performing berm cutting on Peckham Road following the fair.

Road Department received a letter from a Hale Road resident praising the condition and maintenance on the extension. They asked that this portion remain as is and not be chip and sealed nor paved for improvement.

Due to the extreme weather conditions experienced during the winter and spring seasons, expenditures for operating supplies for the year are at 90% of budget. Ms. O'Neill will work with Mr. Sutter and present the Trustees with an analysis of the remaining operating costs for the year to determine whether a supplemental appropriation will be necessary.

Mr. Sutter and Ms. O'Neill will work together to complete the 2027 Township Road Project Request which is due to the Engineer's Office by August 28th. The request will include Hubbard Road and notate Shedd Road. Mr. Burnett will contact Shane Hajjar from the Engineer's Office for an update on the OPWC Application related to Hubbard Road.

Building & Grounds – Maple Leaf Community will schedule a time with Mr. Sutter to come access the old generator for use at one of their homes. Glenridge Pest Control will be onsite September 17th to perform the quarterly service. Efforts to make contact with the individual who has been residing in the park area and on Akron property continue.

Fiscal Officer – Ms. O'Neill reported that the conversion from Middlefield Banking Co. to Farmer's National Bank will affect the timing of the upcoming Road Department payroll ach. She will contact each employee directly to confirm preference to a paper check or ach deposit. The Anniversary Information Acknowledgement and payment contribution in the amount fo $13,475 will be submitted to OTARMA following the meeting. The 2026 Land Rental Invoice for 38 Acres of CAUV Land was mailed out on August 13th.

Mr. Burnett made a motion to pass Resolution #2026-11 Accepting the Amounts and Rates as Determined by the Budget Commission. Mr. Miller seconded this motion. No discussion.

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

Mr. Burnett made a motion to request a hearing for the New Liquor Permit #00296188-3 submitted by Kabollos Mexican Kitchen and Bar. Mr. Miller seconded this motion. Discussion ensued that in order to request a hearing substantial legal grounds confirming the objection under ORC 4303.292 are required within 30 days. With this information the motion went to a vote:

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

As a result of the vote, the Trustees will NOT request a hearing.

Trustees revised the Resolution to Establish a Reserve Fund based on the feedback from the APA. Ms. O'Neill will provide the revisions to the APA for further guidance.

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. Mr. Whiting stated that the Township is eligible to receive a complimentary update regarding the new cybersecurity system. He will work with RYSS to get this scheduled. ADP will be on-site September 10th at 10:00 a.m. for the semi-annual touchpoint meeting.

Old Business – None.

New Business: None.

Next Meeting: Wednesday, September 9th, 2026 at 7:00 p.m. This will be a Special Meeting to conduct Regular business in observation of Labor Day.

Warrants: #13344 - #13353 were issued.

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Held at the Burton Township Administration Building

Regular Meeting
August 17th, 2026

Adjourn: **As there was no further business, this meeting was adjourned at 9:59 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 Neild
Fiscal Officer

Approved
9/9/24

#2026-11

Original
Original or Amended

COPY

Tax Year 2026 (2027 Collection Year)

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR

BURTON
(*Board of Township Trustees*)
Taxing District Authority

Revised Code, Secs 5705.34, 5705.35

The Board of Trustees of Burton Township of Geauga County, Ohio met in Regular *session on the*
Regular or Special
17th *day of* August, 2026 *at the office of* Burton Township
with the following members present:

Mr. Daniel Whiting
Mr. Jarred Miller
Mr. Kenneth Burnett

Mr. Burnett *moved the adoption of the following Resolution:*

RESOLVED, By the Board of Trustees of Burton Township in accordance with the provisions of law has previously adopted a Tax Budget for the next succeeding fiscal year commencing on January 1st, 2027 ; and

WHEREAS, The Budget Commission of Geauga County, Ohio has certified its action thereon to this Board together with an estimate by the County Auditor for the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within the ten mill tax limitation; therefore, be it

RESOLVED, By the The Board of Trustees of Burton Township of Geauga County, Ohio that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted:

and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

SCHEDULE A

SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY BUDGET COMMISSION, AND COUNTY AUDITORS ESTIMATED TAX RATES

FUND	Amount to Be Derived from Levies Inside 10 Mill Limitaion	Amount Approved by Budget Commission Outside 10 Mill Limitation	County Auditor's Estimate of Tax Rate to Be Levied	
			Inside 10 Mill Limit	Outside 10 Mill Limit
	Column I	Column II	III	IV
General Fund	$230,927.00		2.00	
Road & Bridge Levy Fund	$115,463.00	$409,815.00	1.00	4.10
Fire and EMS Fund		$189,619.00		2.25
TOTAL	$346,390.00	$599,434.00	3.00	6.35

SCHEDULE B
LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND	Maximum Rate Authorized to be Levied	County Auditor's Estimate of Yield of Levy (Carry to Schedule A, Column II)
Road & Bridge Levy 1997 levy authorized by voters on: November 2, 2021 not to exceed 5 years	1.10	$63,425.00
Fire Levy 2005 levy authorized by voters on: November 5, 2019 not to exceed 5 years	1.25	$96,104.00
Road & Bridge Levy 2025 levy authorized by voters on: November 4, 2025 not to exceed 5 years	5.00	$346,390.00
Fire Levy 2016 levy authorized by voters on: November 3, 2020 not to exceed Expired years		
Fire Levy 2023 levy authorized by voters on: November 8, 2022 not to exceed 5 years	1.00	$93,515.00
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		
levy authorized by voters on: not to exceed years		

and be it further

RESOLVED, That the Clerk of this Board be and is hereby directed to certify a copy of the Resolution to the County Auditor of said County.

M C. Miller *seconded the Resolution and the roll being called upon its adoption*

the vote resulted as follows:

M Daniel Tebbetmeyer YEA

M [signature] YEA

M [signature] YEA

Adopted the 17th *day of* August, 2026

Attest: Katie O'Neill

Fiscal Officer of Burton Township
Geauga County, Ohio

CERTIFICATE OF COPY
ORIGINAL ON FILE

The State of Ohio Geauga County, ss.

I, Katie O'Neill, *Fiscal Officer of the Board of Township Trustees of Burton Township in said County, and in whose custody the Files and Records of said Council are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from the original now on file with said Board, that the foregoing has been compared by me with said original document, and that the same is a true and correct copy thereof.*

WITNESS my signature, this 17th *day of* August 2026

Katie O'Neill
Fiscal Officer of the Board of Township Trustees of

Burton Township

Geauga County, Ohio

1A copy of this Resolution must be certified to the County Auditor before the first day of October, or at such a later date as may be approved by the Department of Taxation of Ohio.

No. _____

BOARD OF TOWNSHIP TRUSTEES,
Burton Township

Geauga County, Ohio

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES AND CERTIFYING THEM TO THE COUNTY AUDITOR.

(Board of Township Trustees)

Adopted _____

_____ *Clerk*

Filed _____

_____ *County Auditor*

By _____ *Deputy Auditor*

Form GCA-003