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

Special Meeting
September 9th, 2026

Dan Whiting, Chairman, opened the meeting at 7:01 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: Zoning Inspector – Rick Gruber, Road Superintendent – Jason Sutter.

Minutes: Mr. Burnett made a motion to approve the minutes from the August 17th 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 August 17th Regular Meeting as amended. Mr. Miller seconded this motion.

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

Public Comment: No one was in attendance to provide public comment.

Department Reports:

Fire Department – No one was in attendance. Mr. Miller provided an update on the creation of an audit committee for the purpose of Fire Department financial reviews to assist with transparency. He has spoken with one Claridon Township Trustee so far. He plans to connect with the other Trustees and the Village of Burton Council to discuss further.

Cemetery – No one was in attendance, however Ms. O'Neill reported that Burton Township was granted the $5,000 Cemetery Grant through the Department of Commerce. The Township has up to the next grant cycle (June 30, 2027) to encumber and/or spend the funds. The timeline for the grant project is anticipated for Spring of 2027.

Zoning – Inspector Gruber reported on the activity during the month of August. The permits issued included: 1 permit for a New Primary Residence for a total fee of $360*, 1 permit for a Billboard Ground Sign (2-Face) with a permit fee of $100. 1 permit for a Fence, with a permit fee of $50.

The total activity for the month resulted in three (3) zoning permits issued, resulting in total fees collected of $510**.

Inspector Gruber reported on the status of open items. The Adamic property continues to be cleaned up and has an August 31st deadline. Inspector Gruber will follow up regarding the status of the cleanup. The property was also granted a fence permit earlier in the year.

Inspector Gruber also spoke with the Chis Alusheff, Claridon Township Zoning Inspector, regarding the IWorQ software. He reported that the software is useful and that Bainbridge, Chester and Claridon Townships currently utilize it. The Trustees agreed to setup a 15-minute presentation on the software.

New Mercies Church would like to move forward with creating a section for church patrons next to Pleasant Hill Cemetery. At this time, a variance for the side-yard setback and a conditional use approval will be required to start this process.

Inspector Gruber reported that a resident is in violation for living in a trailer on Burton Heights Blvd. The resident is the owner of three parcels. The protocol for addressing the violation will be to first send a violation letter, then have the resident complete an application, and subsequently deny the application and conduct a BZA hearing. At that point, the Trustees will determine whether further action is necessary.

Park Committee – No one from the park committee was in attendance. Mr. Miller reported that the committee held an organizational meeting in 2026. Mr. Sutter noted a significant increase in activity following the modification of the Buckeye Trail. Additionally, it was reported that on September 3 and 4, the Ohio Department of Natural Resources (ODNR) made contact with the individual allegedly living in the park and on the Akron Property. ODNR informed the individual that they are not permitted on the premises. ODNR has obtained the individual's identification and requests to be contacted immediately regarding any further interactions or activity.

Roads – Mr. Sutter reported on the road department activity. The monument boxes on Erwin Drive have been completed, and asphalt patching was completed on portions of Hubbard Road. In preparation for a funeral at Slitor Cemetery, the area around the fence and driveway was weed-whipped to improve its appearance. Groundhog traps were also set at the cemetery. Roadside mowing was completed before the fair, and the area around the fair entrance was also mowed.

The crew has been preparing the large trucks for the upcoming winter season and washed the trucks, Kubota, backhoe, pickup, and roadside mower. Liberty Fabricating was contacted regarding some necessary repair work. A drive pipe on Hubbard Road was extended at the request of the county, and there are plans to install drive pipes on North Rider Road and Broadwood Drive. Mowing was also completed at the administration building and park.

Road work signs have been set up on Peckham Road, and proof rolling is being completed. Dirt was added along the side of one guardrail as needed. There have been no complaints from residents, and the proof roll work is expected to be completed September 10th.

Mr. Burnett provided a status of the OPWC Application stating that it is probable that the township will receive full funding. He reminded the Board that the application for funding had been submitted, requesting up to 50% in OPWC assistance – part of which is structured as a loan, to better position the organization for future projects.

Mr. Sutter informed the Board that he received a request from a patron of Corner Stone Church located on Industrial Parkway, regarding caution signs at the entrance. Mr. Sutter reported that there have been accidents at this location in the past. After discussion, Trustees agreed that patrons entering the parking lot are responsible for yielding to oncoming traffic. The Trustees further agreed that, should additional signage be deemed necessary, the responsibility for providing such signage would not fall upon the Township.

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. The contract for Election Day Polling has been filled out and submitted as of August 26th.

Mr. Miller made a motion to approve Building Use Request #4 submitted by S. Giles for the date of April 12th, 2027 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.			

Mr. Burnett made a motion to approve Building Use Request #5 submitted by J. Miller for the date of October 15th, 2026 and to waive the security deposit fee. Mr. Whiting seconded this motion.

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

Fiscal Officer – Mr. Burnett made a motion to pass Resolution #2026-12, To Rescind a Prior Resolution (#2026-11). Mr. Miller seconded this motion.

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

Mr. Miller made a motion to pass Resolution #2026-13, Accepting the Amounts and Rates as Determined by the Budget Commission. Mr. Burnett seconded this motion.

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

Trustees reviewed the Ballot Language for Issue 13 with regards to the 1.31 mill Fire & EMS Levy submitted to the Board of Elections on August 3rd. The Trustees agreed with the proposed language. Ms. O'Neill will sign the acknowledgment and return it to the Board of Elections.

Trustees revised the Draft – Resolution to Establish a Reserve to identify a specific fixed asset and discussed the possible need for a supplemental appropriation for operating supplies related to roads. Ms. O'Neill will finalize the proposed appropriation amount and confirm the approval process with the auditor's office.

Mr. Miller made a motion to approve up to 12 additional hours of vacation carryover for Mr. Sutter, in addition to the 40 hours permitted under the policy, for a maximum total of 52 vacation hours to be carried over. Mr. Burnett seconded this motion.

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

Ms. O'Neill notified the Trustees that OTARMA currently has 2 Director Seats available. Those elected officials who are interested in serving are encouraged to contact OTARMA directly for additional information.

Cyber Security – The BYOD (Bring Your Own Device) policy was tabled for further discussion. Cybersecurity training module 2 is available for completion. According to August reports Burton Township achieved a click rate of 86% indicating an opportunity for improvement in this area. There are 2 remaining township email accounts that need to be setup. ADP will be onsite September 10th for a touchpoint meeting. Ms. O'Neill and Mr. Burnett will be in attendance.

Old Business – None.

New Business: Citizens for Berkshire's Children will present to the Board on September 21st. Mr. Burnett recommended that the Board rescind the current MOU with Claridon Township regarding Forest & Levi Lane/North Osmond Roads in order to initiate a dialogue tailored to the current context and needs of each road. Mr. Miller recommended that the Board seek outside counsel to assist with strategic options regarding the Village of Middlefield's property purchase and its potential impact on Burton Township's water sources, and suggested the zoning commission consider data center restrictions within the zoning resolution. He also highlighted the use of Form 990 regarding the Fire Department audit.

Next Meeting: Monday, September 21st, 2026 at 7:00 p.m.

Warrants: #13354 - 13381 were issued. #13364 – 13367 were voided.

Adjourn: As there was no further business, this meeting was adjourned at 10:08 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

** Fees were collected in increments based on the owner's zoning application modifications. The total fees included $100 in April for an addition, $200 in August for a Board of Zoning Appeals (BZA) application, and $60 in September for a new primary residence.*

***Actual Fees Collected in August = $210.00*

RESOLUTION 2026-12

A RESOLUTION RESCINDING A PRIOR RESOLUTION

he Board of Trustees of Burton Township, Geauga County, Ohio met in pecial session on the 9th day of September 2026, at the Burton Township dministration Building with the following members present:

Daniel Whiting

Jarred Miller

Kenneth Burnett

HEREAS, the Board of Trustees previously adopted Resolution No. 2026-11 n August 17, 2026 Accepting the Amounts and Rates as Determined by the udget Commission and Authorizing the Necessary Tax Levies and Certifying hem to the County Auditor; and

HEREAS, the Board has determined that it is in the best interests of Burton ownship to rescind that resolution in its entirety; and

HEREAS, the Board desires to terminate the authority, actions, and directives tablished by Resolution No. 2026-11, except to the extent any completed tions cannot legally or practically be reversed.

OW, THEREFORE, BE IT RESOLVED that:

1. **Rescission.** Resolution No. 2026-11, adopted on August 17, 2026, is hereby rescinded in its entirety, effective immediately upon adoption of this resolution.

2. **Effect of Rescission.** From the effective date of this resolution, Resolution No. 2026-11 shall have no further force or effect, except as necessary to recognize or preserve any actions previously taken that cannot legally or practically be undone.

r. Burnett moved for the adoption of the foregoing, and

r. Miller seconded the motion. Upon the call of the roll, the vote as as follows:

RESOLUTION 2026-12

A RESOLUTION RESCINDING A PRIOR RESOLUTION

TRUSTEE	YEA OR NAY
Mr. Daniel Whiting	Yes
Mr. Jarred Miller	YEA
Mr. Kenneth Burnett	YEA

Adopted on this **9th day of September, 2026**

Fiscal Officer's Certification

The foregoing is a true and correct excerpt from the minutes of the meeting he
on the **9th day of September, 2026** of the Board of Trustees of Burton Townsh
Geauga County, State of Ohio, showing the adoption of the resolution here i
above set forth.

Katie O'Neill

Katie O'Neill, Fiscal Offi

2026-13

Original
Original or Amended

Tax Year 2026 (2027 Collection Year)

COPY

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*)
Taxing District Authority

Revised Code, Secs 5705.34, 5705.35

The Board of Trustees of Burton Township of Geauga County, Ohio met in Special *session on the* 9th *day of* September, 2026 *at the office of* Burton Township
Regular or Special

with the following members present:

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

Mr. Miller *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	3.00	$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.

Mr. Burnett seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

Mr. Dave Rehrig - Trustee Yes

Mr. Jarred Miller - Trustee YEA

Mr. Kenneth C Burnett YEA

Adopted the 9th day of September, 2026

Attest:

Katie O'Neill

Fiscal Officer of Burton Township
Geauga County, Ohio

Form GCA-003

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 9th *day of* September 2026

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

Burton Township

Geauga County, Ohio

A 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