

RECORD OF PROCEEDING

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

Regular Meeting
January 3, 2017

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Jim Dvorak, Chairman, opened the meeting at 7:32 p.m. with Board members: Ken Burnett and Dan Whiting in attendance. Those present joined the Board in reciting the Pledge of Allegiance.

Minutes: The regular meeting minutes from December 19, 2016 were approved with a motion from Mr. Burnett and seconded by Mr. Whiting. Vote: Mr. Dvorak-yes, Mr. Burnett-yes and Mr. Whiting-yes

Chairman – Mr. Whiting made the motion to appoint Mr. Burnett as Chairman of the Burton Township Trustees for 2017. This motion was seconded by Mr. Dvorak. Vote: Mr. Dvorak-yes, Mr. Burnett-yes and Mr. Whiting-yes.

Vice Chairman – Mr. Dvorak made the motion to appoint Mr. Whiting as Vice Chairman of the Burton Township Trustees for 2017. This motion was seconded by Mr. Burnett. Vote: Mr. Dvorak-yes, Mr. Burnett-yes and Mr. Whiting-yes.

Regular Meeting Dates and Times: Mr. Dvorak made a motion that all Burton Township's regular meetings will be held on the first and third Mondays of the month at 7:30 pm. Mr. Whiting seconded this motion. Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.

Liaisons: Mr. Whiting made a motion for the following Trustees to be the department liaisons:

Dvorak – Roads, Building and Grounds Maintenance, Prevailing wage

Whiting – Zoning, Parks and Cemeteries

Burnett – Fire Department, Safety and BCPA

Mr. Dvorak seconded this motion. Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.

Mr. Whiting made a motion to appoint the Chairperson as the representative to the Geauga County Health Board and the Vice-Chairperson to be the alternate. Mr. Dvorak seconded this motion. Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.

Mr. Whiting made a motion to re-appoint Rick Gruber as Zoning Inspector and Joanne George as Assistant Zoning Inspector for the term ending December 31, 2017. Mr. Dvorak seconded this motion. Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.

Mr. Whiting made a motion to appoint Diann Finzel as cemetery sexton for the term ending December 31, 2017. Mr. Dvorak seconded this motion. Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.

Mr. Dvorak made a motion to appoint Martha Evvs as assistant cemetery sexton for the term ending January 31, 2017 for \$250.00. Mr. Whiting seconded this motion. Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.

Mr. Whiting made a motion to re-appoint Diann Finzel as the administrative assistant for the term ending December 31, 2017. Mr. Dvorak seconded this motion. Vote: Mr. Burnett-

yes, Mr. Whiting-yes and Mr. Dvorak-yes.

Mr. Whiting made a motion to re-appoint Katie O'Neill as the secretary of the Board of Zoning Appeals and the Zoning Commission Board for the term ending December 31, 2017. **Mr. Dvorak** seconded this motion. **Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.**

Zoning Commission: **Mr. Dvorak** made a motion to reappoint **Mr. Bill Finzel** to the Zoning Commission Board with a term ending December 31, 2021 and **Mr. Dan Kotel** to the Zoning Commission Board as the first alternate with a term ending December 31, 2018. **Mr. Whiting** seconded this motion. **Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.**

Zoning Board of Appeals: **Mr. Dvorak** made a motion to reappoint **Mr. Joe Vauter** to the Zoning Board of Appeals with a term ending December 31, 2021 and **Mr. Vince Strahan** to the Zoning Board of Appeals with a term ending December 31, 2017. **Mr. Whiting** seconded this motion. **Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.**

Park Committee: **Mr. Whiting** made a motion to reappoint **Mr. Lee Koroshes, Mr. Chuck Fletcher** and **Mr. Frank McBride** to the Burton Township Park Committee for a term ending December 31, 2020. **Mr. Dvorak** seconded this motion. **Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.**

Cemeteries: There was a discussion about an indigent burial. **Mr. Michael Robinson** was a Burton Township resident who passed away on December 16, 2016. He has no living heirs except two juvenile grandsons who reside in Florida. Best Funeral Home is handling the arrangements. The cost of the cremation is estimated at \$1,825. The Trustees would like **Mrs. Finzel** to check with the County Prosecutor about indigent burials. **Mr. Dvorak** made a motion to add a \$25 administration fee to the vendors' charge that assist in the cemetery burials. **Mr. Whiting** seconded this motion. **Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.**

Fire Department: No one in attendance. **Mr. Burnett** met with the Fire Department Board. He let them know that the original contract was rejected. **Mr. Dvorak** made a motion to contract with the Burton Township Volunteer Fire Department for two years with a 5% increase each of the years. **Mr. Whiting** seconded this motion. **Vote: Mr. Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.** This motion will be acted on if the Burton Volunteer Fire Department agrees with the term and increase.

Park Committee: No one in attendance.

Roads: The maintenance department was busy working on the dirt roads. They were trying to keep the ice off and the gravel on. There were two early mornings of snow plowing. There was a natural gas leak at the building on the line that goes to the generator. The line was cut and capped to the generator by Dominion Gas.

Zoning: Three permits were issued in the month of December. They were for a lot split at no charge and two no charge agricultural barns. There was also a refused variance for the Lake/Geauga Habitat for Humanity. There were 43 permits issued in 2016 that brought in \$4,677.00.

Fiscal Officer: **Mr. Dvorak** made a motion to transfer \$6,100 from the general fund miscellaneous account (001-110-599) to the general fund medical account (001-110-221) to cover medical expenses for the rest of 2016. **Mr. Whiting** seconded this motion. **Vote: Mr.**

Burnett-yes, Mr. Whiting-yes and Mr. Dvorak-yes.

Zoning Boards: The Zoning Commission Board suggested doing an annual or bi-annual newsletter. The Zoning Board of Appeals and Zoning Commission would like to have a joint meeting with the Trustees. Mrs. O'Neill will work to get a date that is conducive to all parties involved.

Public Comment: None.

Old Business: Mr. Burnett will attend the Ohio Township Association Conference. Mr. Dvorak made Resolution 1-2017 of Convenience and Necessity for the Improvement of Moss Woods Drive (TR 913). Mr. Whiting seconded this resolution. Vote: Mr. Burnett – yes, Mr. Whiting – yes and Mr. Dvorak – yes.

New Business: Trash Day is scheduled for May 20, 2017. Mr. Sutter would like a new truck bay on the south side of the existing structure. The Trustees would like quotes for the new pole building.

Pay Rates: Mr. Whiting made a motion for the following wages effective January 1, 2017:

Jason Sutter - \$25.00 per hour

Lance Portman - \$18.90 per hour (5% increase)

Joanne George - \$350 per month

Rick Gruber - \$500 per month

Katie O'Neill - \$14.70 per hour (5% increase)

Diann Finzel - \$350 per month – Cemetery Sexton

Diann Finzel - \$14.70 per hour (5% increase) – Administrative Assistant

Mr. Dvorak seconded this motion. Vote: Mr. Dvorak-yes, Mr. Burnett-yes and Mr. Whiting-yes.

The next regular meeting will be January 16, 2017 at 7:30 pm.

Warrants: Warrants #9401 thru #9425 were approved and paid.

As there was no further business, this meeting was adjourned at 9:50 p.m. by a motion from Mr. Whiting and seconded by Mr. Dvorak. The vote was unanimous.

Chairman

Fiscal Officer