

Joint Burton Village Council & BPA Meeting
Minutes
November 24, 2025

Visitors: Jennell Dahlhausen, Rick Smigelski, Jack Garner, Todd Hicks, George Hess, Kevin Freeman, Gene Adams, Diane Broze.

Mayor Spanos called the meeting to order at 7:00 PM.

Roll Call

Nick Tromba – Yes, Tom Blair – Yes, Megan Williams – Yes, Cory Brown – Yes, Charles Boehnlein – Yes, Craig Martin – Yes, William Pinkava – Yes, Curt Johnson – Yes, Nick Rundo – Yes

Minute Approval

Mr. Blair moved to approve the minutes of November 10, 2025, seconded by Mr. Martin. By voice vote, the motion passed.

Invoice Approval

Mr. Boehnlein moved to pay approved invoices, seconded by Mr. Martin. By voice vote, the motion passed.

Mr. Johnson moved to pay approved invoices in the amount of \$252,037.49, seconded by Mr. Pinkava. By voice vote, the motion passed.

Cell Tower Request

Discussion was held on a request from AT&T to reduce the monthly rent of the cell tower on the water tower in the park, or allow for one lump sum payment with an easement for the towers. The new agreement reads that no notice would be given to the village if they fix or replace equipment, which we currently require. AT&T reduced their rent significantly in 2019 and is stating the request is due to reduced funds with increased operating costs.

After much discussion, both BPA and Council agreed they don't want a reduction or to change the current contract. Mr. Martin moved to reject the request to changes requested by AT&T and to retain the current contract, seconded by Mr. Boehnlein. By voice vote, the motion passed.

Tap In Fees

Mayor Spanos stated that Mr. Hess has reviewed usage at the new school per the agreement to see if the numbers are similar to what was predicted. Mayor stated there is nothing to report about it at this time but will have a report in the near future.

Mayors Report

Nothing to report.

Standing Committees

Finance, Funding and Personnel Committee – The Personnel Committee will be meeting with Mr. Paquette this week to go over the recently approved contract for temporary Fiscal Officer in 2026 while Ms. Dahlhausen is on leave.

Police Department Report – Chief Smigelski stated he will email his report.

Chief Smigelski stated the 2025 Tahoe cruiser is in and ready for pickup. The total cost of the cruiser is \$53,763.00. Mr. Boehnlein moved to approve the payment of the 2025 Tahoe cruiser in the amount of \$53,763.00 to Preston Chevrolet, seconded by Mr. Martin. By voice vote, the motion passed.

Chief Smigelski stated there are extra cruisers in stock that can be purchased at the same price if we obligate to payment now. If not, the 2026 cruisers will increase by at least \$3,000.00. Ms. Dahlhausen said this is in the 2026 interim budget, which she just received notice was approved by the County Budget Commission. Mr. Boehnlein moved to purchase a second 2025 Tahoe cruiser in the amount of \$53,763.00 from Preston Chevrolet to be paid in 2026, seconded by Mr. Martin. By voice vote, the motion passed.

Chief Smigelski would like to purchase four new bulletproof vests from Atwells for a total of \$5,656.20 to replace expired vests. Mr. Boehnlein moved to purchase four replacement bulletproof vests in the amount of \$5,656.20 from Atwells, seconded by Mr. Martin. By voice vote, the motion passed.

Chief Smigelski requested to go through Rifle & Pistol Defense Training for new range training for officers. The range they typically use is under construction and unavailable. Mr. Boehnlein moved to pay Rifle & Pistol Defense Training \$4,005.00 for range training for police officers, seconded by Mr. Martin. By voice vote, the motion passed.

The final project to finish the remodeling at the Police Department is to replace cabinets in the Chiefs office. Mr. Boehnlein moved to hire Top This to replace cabinets at the Police Department not to exceed \$5,500.00, seconded by Mr. Martin. By voice vote, the motion passed.

Chief Smigelski said spikes were used recently in a high speed chase but the Police Departments spikes are over 10 years old. He would like to purchase new ones for the cruisers. Mr. Boehnlein moved to purchase spikes from Stop Stick for \$1,616.00, seconded by Mr. Martin. By voice vote, the motion passed.

Fire Department Report – Chief Davidson was not available but the report was emailed.

Street Committee – Chief Smigelski stated he is applying for a grant for trash cans at the cemetery and he submitted all paperwork for the scrap tire grant for 2025.

Council Reports on Village and Independent Boards and Commissions

Board of Public Affairs – Mr. Tromba said the last meeting was a joint meeting. Chief Smigelski recommended that BPA look into switching out the lights on the Ford cruiser when Hall Public Safety is out doing the upfit on the new Tahoe cruiser, and changing them to the normal utility lights for use when they are reading meters around town.

Board of Zoning Appeals – Mr. Blair stated BZA approved a sign at Preston.

Cemetery Board – Nothing to report.

Planning Commission – Nothing to report.

Tree Commission – Nothing to report.

Berkshire Community Planning Association – Nothing to report.

Chamber of Commerce – Mr. Blair reported the Chamber will hold the Christmas Party at Punderson on December 4th.

JEDD Board – Nothing to report.

Fiscal Officers Report

Ms. Dahlhausen stated the audit for 2023-2024 has begun.

The 2024 real estate taxes (collected in 2025) for the Demko property that are owed to Burton Township Trustees totals \$4,298.96. The village agreement is to pay 40% of the taxes to the township. Mr. Boehnlein moved to pay Burton Township \$4,298.96 for 2024 real estate taxes collected in 2025, seconded by Mr. Martin. By voice vote, the motion passed.

Solicitors Report

Mr. Hicks had nothing to report.

Engineers Report

Mr. Hess stated Garden Street is almost done and Woodford plans to raise manholes on Garden and 87 the next week to complete the work. Final pay orders from Woodford for Garden and Geauga Highway for the other road paving projects should be submitted before the final meeting for 2025.

Zoning Inspector's Report

Mr. Crea stated the house on Carlton that was approved by zoning twice in the last few years is finally being built.

Mr. Johnson moved to adjourn the BPA meeting, seconded by Mr. Rundo. By voice vote, the motion passed. Meeting adjourned at 7:44 PM.

Ordinances and Resolutions

Mayor Spanos placed on third reading Ordinance 2505-25 approving and adopting the Cyber Security Program implemented by the Geauga County Ohio Automatic Data Processing Board and declaring an emergency. Mr. Boehnlein moved to adopt, seconded by Mr. Martin. Roll Call: Charles Boehnlein – Yes, Craig Martin – Yes, Tom Blair – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mayor Spanos placed on second reading Ordinance 2506-25 authorizing the Mayor to enter into an agreement with Buckley Group LLC for Professional Engineering Services commencing January 1, 2026 and ending December 31, 2026 and declaring an emergency.

Mayor Spanos placed on first reading Ordinance 2507-25 employing Dennis M. Coyne as Prosecutor for the Village of Burton for the years 2026, 2027 and 2028 and declaring an emergency. Mr. Boehnlein moved to waive, seconded by Mr. Martin. Roll Call: Charles Boehnlein – Yes, Craig Martin – Yes, Tom Blair – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mr. Boehnlein moved to adopt, seconded by Mr. Martin. Roll Call: Charles Boehnlein – Yes, Craig Martin – Yes, Tom Blair – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mayor Spanos placed on first reading Ordinance 2508-25 authorizing the Mayor and Clerk to enter into an agreement with Thrasher, Dinsmore & Dolan, a Legal Professional Association, to serve as the Village's Solicitor for calendar years 2026 and 2027. Mr. Boehnlein moved to waive, seconded by Mr. Martin. Roll Call: Charles Boehnlein – Yes, Craig Martin – Yes, Tom Blair – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mr. Boehnlein moved to adopt, seconded by Mr. Martin. Roll Call: Charles Boehnlein – Yes, Craig Martin – Yes, Tom Blair – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mayor Spanos placed on first reading Resolution 2025-22 adopting the updated Geauga County Natural Hazard Mitigation Plan, FY 2025. Mr. Boehnlein moved to waive, seconded by Mr. Martin. Roll Call: Charles Boehnlein – Yes, Craig Martin – Yes, Tom Blair – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mr. Boehnlein moved to adopt, seconded by Mr. Martin. Roll Call: Charles Boehnlein – Yes, Craig Martin – Yes, Tom Blair – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mayor Spanos placed on first reading Resolution 2025-23 requesting tax advances for the first half real estate tax collection on January 30 and February 18 and the second half real estate collection on July 1 and July 15 and declaring an emergency. Mr. Boehnlein moved to waive, seconded by Mr. Martin. Roll Call: Charles Boehnlein – Yes, Craig Martin – Yes, Tom Blair – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mr. Boehnlein moved to adopt, seconded by Mr. Martin. Roll Call: Charles Boehnlein – Yes, Craig Martin – Yes, Tom Blair – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mayor Spanos placed on first reading Resolution 2025-24 accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies

and certifying them to the County Auditor. Mr. Boehnlein moved to waive, seconded by Mr. Blair. Roll Call: Charles Boehnlein – Yes, Tom Blair – Yes, Craig Martin – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Mr. Boehnlein moved to adopt, seconded by Mr. Blair. Roll Call: Charles Boehnlein – Yes, Tom Blair – Yes, Craig Martin – Yes, Nick Tromba – Yes, Megan Williams – Yes, Cory Brown – Yes. Motion passed.

Old Business

Nothing to report.

New Business

There have been many complaints with sales of vehicles and equipment in the parking areas around the park. Council requested that Mr. Hicks draft legislation to prohibit the sale of vehicles and equipment in village parking lots.

Kelly Dines sent a letter of interest to the village to serve on the Planning Commission. Council would like her to attend the next meeting. Mayor Spanos stated she will contact Mark Allison to attend the next meeting as well. He will need to be reappointed to the JEDD Board by the village, and recently informed her he is interested in serving another 4 year term.

Public Participation

Ms. Broze from the Master Gardeners program would like to advertise their presence at the library once weekly and asked what Council suggests. They would like to advertise for several months, beginning in February until summer. It was discussed to use the sign board in the park when it isn't filled due to other nonprofit events. It was also suggested that she might contact the Century Village to have something posted on their electronic board.

Mr. Adams requested additional signage on Baird Street now that it is one way.

Mr. Boehnlein moved to adjourn, seconded by Mr. Martin. By voice vote, the motion passed. Meeting adjourned at 8:01 PM.

Fiscal Officer

Mayor/BPA Chair