

Burton Village Council Meeting
Minutes
December 15, 2025

Visitors: Jennell Dahlhausen, Rick Smigelski, George Hess, Kevin Freeman, Mark Allison, Ann Wishart, Kelly Walsh.

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

Roll Call

Nick Tromba – Yes, Tom Blair – Yes, Cory Brown – Yes, Charles Boehnlein – Yes, Craig Martin – Yes, Megan Williams – Yes

Minute Approval:

Mr. Boehnlein moved to approve the minutes of November 24, 2025, seconded by Mr. Martin. By voice vote, the motion passed.

Mayors Report

The Mayor introduced Ms. Kelly Walsh, who has expressed interest in serving on the Planning Commission. The Mayor informed her of some of the responsibilities and was recommended her for appointment. Mr. Boehnlein moved to appointment Kelly Walsh to the Planning Commission, seconded by Mr. Martin. By voice vote, the motion passed. Ms. Walsh was sworn in.

The Mayor introduced Mr. Mark Allison, who serves on the JEDD Board and recommended his reappointment. Mr. Allison has expressed interest in serving another 4 year term on the board. Mr. Boehnlein moved to appoint Mark Allison to the JEDD Board, seconded by Mr. Martin. By voice vote, the motion passed. Mr. Allison was sworn in.

Historic District Permits

Nothing to review.

Standing Committees

Finance, Funding and Personnel Committee – The Personnel Committee met with Mr. Paquette, who has begun training to fill in for the Fiscal Officer while she is on leave.

Police Department Report – Chief Smigelski stated his report was emailed.

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

Street Committee – Mr. Martin would like to discuss options for a new salt dome in the near future. Chief Smigelski stated the Street Department has been called out 17 times so far this year. There are also some repairs to the plows that are being completed.

Council Reports on Village and Independent Boards and Commissions

Board of Public Affairs – Mr. Tromba stated BPA is seeking a new member and mentioned a letter of interest can be emailed to the office.

Board of Zoning Appeals – Nothing to report.

Cemetery Board – Nothing to report.

Planning Commission – Nothing to report.

Tree Commission – Chief Smigelski submitted the Tree City USA application for 2025.

Berkshire Community Planning Association – Nothing to report.

Chamber of Commerce – Mr. Blair reported the Chamber will meet next January 8th.

JEDD Board – Nothing to report.

Fiscal Officers Report

Ms. Dahlhausen emailed her report and stated there are a few year end motions that will Council will need to make.

Mr. Martin moved to open 2026 blanket purchase orders for vendors that invoice the village monthly, quarterly and annually, for emergencies and for uniform allowances, seconded by Mr. Brown. By voice vote, the motion passed.

Mr. Martin moved to pay routine bills for remainder of 2025, seconded by Mr. Brown. By voice vote, the motion passed.

Mr. Martin moved to ratify the payment of any bill in 2026 that needs to be paid to avoid a late fee because the timing of meetings didn't allow for timely approval, seconded by Mr. Brown. By voice vote, the motion passed.

Solicitors Report:

Mr. Hicks was not available to report.

Engineers Report:

Mr. Hess stated Woodford Excavating is almost done with the water line work and will need to finish raising manholes when the weather breaks next year. There are some change orders and a pay request that will need approval from Council this evening. Mr. Martin moved to approve change orders from Woodford for the Garden Street Project in the amount of \$25,453.16, seconded by Mr. Brown. By voice vote, the motion passed.

Mr. Martin moved to approve the second pay request from Woodford for the Garden Street Project in the amount of \$329,193.30, seconded by Mr. Brown. By voice vote, the motion passed.

Mr. Martin moved to approve the retainage check be held until approval of the Engineer and Street Commissioner from Woodford for the Garden Street Project in the amount of \$45,135.82, seconded by Mr. Brown. By voice vote, the motion passed.

Mr. Martin moved to approve the final pay request from Gauga Highway for the Street Paving Projects in the amount of \$31,343.10, seconded by Mr. Brown. By voice vote, the motion passed.

Zoning Inspector's Report:

Mr. Crea was not available to report.

Invoice Approval

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

Ordinances and Resolutions

Mayor Spanos placed on third reading 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. 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 2509-25 to approve, adopt and enact the 2025 replacement pages to the Codified Ordinances and declaring an emergency. Mr. Boehnlein moved to waived, 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 2025-25 certifying advance of returning funds from D11 ODNR Grant Fund to A01 General Fund and declaring an emergency. Mr. Boehnlein moved to waived, 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 2025-26 to transfer \$1,500,000 from the Village of Burton General bank account to the Savings account and declaring an emergency. Mr. Boehnlein moved to waived, 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.

Old Business

AT&T responded to our refusal to revise the contract and with the option for a one time payment with rights to access the cell towers. Ms. Dahlhausen responded again saying that Council and BPA are not interested in changing the contract at this time.

New Business

Nothing to report.

Public Participation

Nothing to report.

Mr. Boehnlein moved to adjourn, seconded by Mr. Martin. By voice vote, the motion passed. Meeting adjourned at 7:27 PM.

Fiscal Officer

Mayor/President Pro Tem