

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**July 10, 2018**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, July 10, 2018 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Michael Esber, Vice-Chair John Witthuhn, Trustee Christina Kusnerak, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, Foreman Paul Magovac, Assistant Chief Haas and Police Chief Tim Sopkovich.

Esber called the meeting to order at 7:00 PM and noted the meeting was properly advertised.

**PRESENTATION:**

**MINUTES:**

June 26, 2018 regular meeting minutes. Tabled. Esber moved to approve the July 6, 2018 special meeting minutes. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

**DEPARTMENT REPORTS:**

**Zoning Department:**

Evelyn Czyz reported that there were twenty-two permits issued in the month of June with \$1,238.30 in monies collected.

**Police Department:**

Chief Sopkovich reviewed the department's activity in comparison to last year's stats. Call volume for 2017 was 3,432; this year calls are 5000. Sopkovich also reported fuel cost year to date is \$13,788.38. The report continued with an explanation of the May Municipal Court by incident and funds received.

Chief Sopkovich also asked for an executive session to interview the candidate for the sergeant's position.

Witthuhn referenced the lengthy June 26th meeting discussion regarding Ofc. Walsh not working full time hours in the summer months. The initial request for Walsh to be promoted to full time SRO position that was approved by the Board was never authorized or intended to allow a full time employee to work less than 80 hours per pay period. Whether intentional or accidental, Chief Sopkovich should have been forthcoming with his intent to allow Walsh to work less than 80 hours per pay period.

Witthuhn motioned that Walsh immediately be scheduled and must work a consistent 80 hours per pay period year round, as all full time employees are required to do. Any deviation by any employee to work less than 80 hours per pay period must be requested and have prior approval by the Board of Trustees. Second by Esber. Esber asked for discussion. Kusnerak questioned the word "worked". Sopkovich (incorrectly) stated that in the contract officers are permitted to take time off without pay when requested and approved by him. After additional discussion,

Witthuhn noted that that hours worked includes earned benefit time off, such as vacation or comp time. Kusnerak - no, Witthuhn - yes, Esber - yes. Motion carried.

**Fire Department:**

Assistant Chief Haas read the June activity report and EMS funds collected.

Assistant Chief Hass presented the board with the following request and information:

Request to close P.O. #41 to Columbia Gas and request a new P.O. to Columbia Gas for the balance of line item 2192-220-353-0000 (Natural Gas). Katherine advised the amount of the purchase order would be \$4,088.92. Witthuhn moved to approve.

Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

State of Ohio EMS Reimbursement Grant Award received in the amount of \$3,360. Must be spent by January 1, 2019.

**Service Department:**

Paul Magovac read the departmental monthly report and presented the following requests:

Request to purchase pipe from Lane Enterprise for the amount of \$2,140.00. Pipe will be used for Laurel Road, S. Carpenter and for the service department driveway. The pipe and labor for doing the service department driveway might be paid from the Substation Road resurfacing contract, depending on the Substation Project final cost. Cost to pay for the pipe will come out of BC# 22. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried

Request for a resolution to close Laurel Road, between W 130<sup>th</sup> and South Carpenter Road, on July 25, 2018 for a culvert replacement.

The Board of Trustees of Brunswick Hills Township, met in regular session on this date with the following members present:

Michael Esber

Christina Kusnerak

John Witthuhn

Trustee Witthuhn, offered the following resolution and moved adoption of same, which was duly seconded by Trustee Esber.

**RESOLUTION NO 21-2018**

**RESOLUTION DETERMINING THE NECESSITY TO CLOSE LAUREL ROAD AT 2804 LAUREL ROAD FOR THE PURPOSE OF CULVERT REPLACEMENT.**

WHEREAS, per section 5571.05 of the Ohio Revised Code, the Medina County Engineer's office has recommended and the Brunswick Hills Township Board of Trustees has determined it is necessary to close Laurel Road at 2804 laurel Road in Brunswick Hills Township, Medina Ohio,

WHEREAS, Brunswick Hills Service Department will be replacing a road culvert,

NOW, THEREFORE, BE IT RESOLVED by the Brunswick Hills Township Board of Trustees in Medina County Ohio that Laurel Road be closed on July 25, 2018, as recommended by the Medina County Engineer's office and determined necessary by the Brunswick Hills Township Board of Trustees.

Voting AYE thereon: Christina Kusnerak  
Michael Esber  
John Witthuhn

Adopted on: July 10, 2018

Request for a resolution to close South Carpenter Road, between Laurel and Sleepy Hollow, on August 8, 2018 for a culvert replacement.

The Board of Trustees of Brunswick Hills Township, met in regular session on this date with the following members present:

Michael Esber                      Christina Kusnerak                      John Witthuhn

Trustee Kusnerak, offered the following resolution and moved adoption of same, which was duly seconded by Trustee Esber.

**RESOLUTION NO 22-2018**

**RESOLUTION DETERMINING THE NECESSITY TO CLOSE SOUTH CARPENTER ROAD AT 1959 SOUTH CARPENTER ROAD FOR THE PURPOSE OF CULVERT REPLACEMENT.**

WHEREAS, per section 5571.05 of the Ohio Revised Code, the Medina County Engineer's office has recommended and the Brunswick Hills Township Board of Trustees has determined it is necessary to close South Carpenter Road at 1959 South Carpenter Road in Brunswick Hills Township, Medina Ohio,

WHEREAS, Brunswick Hills Service Department will be replacing a road culvert,

NOW, THEREFORE, BE IT RESOLVED by the Brunswick Hills Township Board of Trustees in Medina County Ohio that South Carpenter Road be closed on August 8, 2018, as recommended by the Medina County Engineer's office and determined necessary by the Brunswick Hills Township Board of Trustees.

Voting AYE thereon: John Witthuhn  
Michael Esber  
Christina Kusnerak

Adopted on: July 10, 2018

FYI. Update on concrete replacement for this year. After review of the projects scheduled this year, Substation, culvert replacements, Zachary Trail, catch basin replacement, crack sealing, I have reviewed the budget and at this time concrete pad replacement this year will not be done.

Esber moved to approve the recommendations for the Colten property. There was discussion between the trustees, road foreman and the zoning inspector about the manner in which the township should approve the suggestions and protect the township. The motion was clarified as:

“To accept Paul’s recommendations as listed on schedule one to be brought before the county engineers.” Mike moved. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

#### **TRUSTEES’ REPORT:**

##### **John Witthuhn:**

Witthuhn moved to approve the invoice from Medina County Soil and Water in the amount of \$3,888.00. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried. Fund to be determined.

##### **Mike Esber:**

Esber read the purposed resolution for creating a solid waste district. There was discussion clarifying that this is what has to be passed before any other fact finding or price negotiations could take place.

Brunswick Hills Township, Ohio

#### **Resolution No. 23-2018**

The Township Trustees of Brunswick Hills Township met in regular, open session on July 10, 2018 at the Brunswick Hills Township Hall, 1918 Pearl Road, Brunswick, Ohio 44212.

Trustee Esber moved that the following resolution be adopted:

#### **IN THE MATTER OF THE CREATION OF THE BRUNSWICK HILLS TOWNSHIP WASTE DISPOSAL DISTRICT**

WHEREAS; the Brunswick Hills Township trustees have determined that the creation of the Brunswick Hills Waste Disposal District for managing solid waste services and matters is in the best interests of the citizens of the township; and

WHEREAS; the Brunswick Hills Township Trustees may provide, maintain, and operate facilities for the collection, transfer, and disposal of solid wastes or may enter into written contracts with the proper municipal or county authorities or with independent contractors for such services for the township or for a waste disposal district as provided in sections 505.27, et seq. of the Revised Code.

NOW THEREFORE; Be it resolved that the Brunswick Hills Township Trustees hereby will adhere to the steps set forth in the Revised Code, and notify the general public through advertisement in a local newspaper of general circulation, of the intention to develop a waste disposal district for Brunswick Hills Township.

Trustee Witthuhn seconded the motion.

Vote was taken and resulted as follows:	Township Trustees:	
	John Witthuhn	Yes
	Michael Esber	Yes
	Christina Kusnerak	Yes

Adopted July 10, 2018

Kusnerak and Witthuhn stated as long as the resolution is not binding.

**Chris Kusnerak:**

**FISCAL OFFICER'S REPORT:**

There are warrants to be signed and the purchase order approved earlier in the meeting. Purchase Order #121 to Warren Fire in the amount of \$1,314.00 was closed and a new purchase order created to Municipal Emergency Services Depository Account. Warren Fire has changed their remit to information. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn – yes. Witthuhn – yes. Motion carried.

The June bank recompilation is complete. Katherine also presented a resolution to approve the 2019 preliminary budget.

Esber offered and moved adoption of same:

**Resolution 24-2018  
Approving the 2019 Preliminary Budget**

Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

**OLD BUSINESS:**

The board had an approximate nine minute discussion on the five levy. They gave information on what was asked for and the different types of levies and amounts of millage to ask for.

Witthuhn offered and moved adoption of same:

**Resolution 25-2018**

Approving the preparation of documents to be sent to the auditor's office to request fund amount that would be generated from a renewal with an increase of 1.2 mils and a renewal with an increase of 2.0 mils.

There was additional discussion as to how to proceed with submitting the request to the auditor's office as well as who should do that. Kusnerak will prepare the resolution and Katherine will complete the rest.

Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

**NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:**

**UPCOMING MEETINGS:**

Trustees: July 24<sup>th</sup> ZC: August 1<sup>st</sup>  
BZA: July 11<sup>th</sup>  
Special:

**PUBLIC INPUT:**

**OFF CAMERA:**

Esber moved to go off camera for the signing of warrants & purchase orders and the June Bank Reconciliation. Executive session for employee interviews for zoning and police and a BWC matter. Witthuhn seconded at 8:23 PM. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Esber moved to go into executive session at 8:40 pm, for the purpose of employee interviews and a BWC confidential matter. Witthuhn seconded. All voted yes. Motion carried. Interviews are to be with Ed Kelly, Patricia Murphy and Police Chief Tim Sopkovich to discuss sergeant's exam.

Esber moved to come out of executive session at 9:35 pm. Kusnerak seconded. All voted yes. Motion carried.

Esber moved to approve Patricia Murphy as an alternate on the zoning commission for the remaining term for 2018, upon successful completion of pre-employment requirements. Witthuhn seconded. All voted yes. Motion carried.

Witthuhn moved to approve Ed Kelly as alternate position to the zoning commission for the remaining term for 2018, upon an accurately completed application for review and successful completion of pre-employment requirements. Esber seconded. All voted yes. Motion carried.

Board requests to interview police sergeant candidate at the July 24<sup>th</sup> meeting.

BWC matter; no action taken.

Brief discussion regarding O.D.N.R. award requirements.

**ADJOURN:**

Witthuhn moved to adjourn at 9:58 pm. Esber seconded. All voted yes. Motion carried.

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Michael Esber, Chair Trustee

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Katherine Esber, Fiscal Officer

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John Witthuhn, Vice-Chair Trustee

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Christina Kusnerak, Trustee