

**BRUNSWICK HILLS TOWNSHIP TRUSTEES  
REGULAR MEETING  
February 13, 2018**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, February 13, 2018, at Brunswick Hills Township Town Hall.

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

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

**PRESENTATION:**

Nicholas Balli was sworn in as a member of the Brunswick Hills Township Police department. Mr. Balli's grandfather had the privilege of pinning on his badge. Chief Sopkovich gave a brief history of Mr. Balli's training and experience. (Board took a break at 7:03 pm; reconvened at 7:08 pm.)

**MINUTES:**

Witthuhn moved to approve the January 23, 2018 regular meeting minutes. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to approve the January 23<sup>rd</sup> special meeting minutes of the township's Records Commission meeting. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve the public hearing meeting of January 23<sup>rd</sup> for the purposed text amendment changes. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn gave a brief report of the off camera items for the regular meeting, which included executive session for possible employment, Ohio Plan insurance, paying City of Cleveland hydrant invoice, Article 2.2 of the township policy manual and action taken (if any) by the board of trustees.

Overview of the January 23<sup>rd</sup> special meeting minutes, records commission; no action taken and public hearing special meeting for a zoning text amendment. Witthuhn also read the changes to the Zoning Resolution.

Esber advised that an executive session would be held when the township attorney arrives.

**DEPARTMENT REPORTS:**

**Zoning Department:**

Zoning Inspector reported that \$950.00 was collected in January.

Evelyn Czyz began reporting on an item, indicating the board had a copy. The board did not have a copy. Once the report was given, Mr. Esber asked that the Zoning Boards receive copies of the zoning report.

### **Police Department:**

Chief Sopkovich reminded residents that there are white and red signs indicating when a snow ban is in effect and there is no parking on township streets between the hours of 2AM and 6AM. There is no parking in the hydrant side of a street. This to ensure that clearing the streets can be done in a safe and effective manner and a clear line to water by the fire department if needed.

- Request to send Patrolmen Makrinos to the 2018 Ohio Tactical Officers Conference in Sandusky, Ohio from June 4th to June 8th. Purchase order request to OTOA in the amount of \$300.00 from Account Code 2191-210-490-0000, SWAT. Room will be placed on BHPD credit card in the amount of \$87.00 per night. Esber moved to approve and ask if a private vehicle or department vehicle would be use. Chief Sopkovich response was private vehicle. Kusnerak seconded. Witthuhn adamantly supports any and all training; however, the issue of paying for mileage has been discussed and he finds no need for this to happen, Witthuhn stated that Kusnerak suggested reviewing the policy manual and it states, "Personal vehicle mileage will not be paid when a Township owned vehicle has been issued to an individual or department unless separately approved by the Trustees." Kusnerak interjected that there is not always a department vehicle available. There was an additional minute or two for information. Witthuhn made it clear he is voting no due to paying mileage. Kusnerak – yes. Esber – yes. Witthuhn – no. Motion carried.
- Request to purchase a 2018 Ford Fusion. Purchase order to Liberty Ford in the amount of \$19,925.00 from Account Code 2191-760-750-0000, Motor Vehicle. Kusnerak moved to approve. Witthuhn asked for clarification of the vehicles purpose and if it could be used for training. Sopkovich advise that the vehicle would serve multiple purposes, including training. Witthuhn seconded. Esber - yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

### **Fire Department:**

Assistant Chief Haas presented the January 2018 activity report and the following requests and information;

- Request approval to purchase 34 High Visibility Coats from Cleveland Barricading Systems, LLC in the amount of \$3,380 2281 from BC #50 (EMS) Clothing and Uniforms. These coats meet ANSI reflective standards and will replace old coats and be initial issue for new employees hired in the last 3 years. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.
- Request P.O. to Samsel Supply in the amount of \$1,546 from 2192-220-430-0000 Small Tools and Minor Equipment. Replacement of 2 ice

rescue suits that were purchased in 2006 and were found to leak and have broken zippers that cannot be repaired per manufacturer. Additional items include: 8 non-locking carabiners and zipper lubricant. 2 quotes were obtained. Last suits ordered from Samsel Supply. Department must maintain 4 suits (2 at each station) to be able to initiate a rescue, one is primary rescuer the second is backup rescuer. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Kusnerak ask Haas to explain the need for the Ice Rescue Suits. Haas indicated to the amount of ponds, dry hydrants and other mases of water in the township.

- Request approval to donate a fire truck ride for the last day of school to the Brunswick Educational Foundation. Kusnerak moved to approve. Esber seconded. Witthuhn –yes. Esber – yes. Kusnerak – yes. Motion carried.
- Request approval to amend our current Stryker maintenance agreement and approve Chief Strazzo to sign the Service Agreement to include 6 year maintenance on the power load system in squad 27-2. \$827.50 would be added to each annual bill. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.
- Request approval for 4 members to attend FDIC (Fire Department Instructors Conference) April 26-27th in Indianapolis, IN. Cost of exhibit package is \$85/person and 2 hotel rooms at \$175 per night per room. Total cost \$690. To be paid from BC#53 Training. Esber moved to approve. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.
- Repairs were made to squad 27-1 in the amount of \$845 at Boston Road Auto. Both alternators on the squad with corresponding belts were replaced. Invoice will be paid from BC #47 Repairs and Maintenance Vehicles (EMS Fund). (Approved by Trustees 2/07/2018). Kusnerak moved to approve so that the expenditure would be reflected in the minutes. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.
- The Chief attended "Coming together, Caring together, A Community Forum" on assisting vulnerable community members during an emergency. The forum was sponsored by the Medina County Health Department. Information discussed will be utilized to help develop the Township's Emergency Operations Plan.
- The department has submitted its annual application for the State of Ohio EMS Grant. This annual grant provides monies for the department to purchase equipment. The purchases must be on the "approved" list provided by the State. Once a purchase is made, the

department submits receipts for reimbursement. There no matching funds required by the department. Last year the department received approximately \$2,800 in reimbursements.

- Haas reminded everyone that the 2018 Citizens Fire Academy would start March 22<sup>nd</sup> and run through April 19<sup>th</sup> on Thursdays between the hours of 6PM and 8PM. Haas explained the benefits of participation and the contact phone number.

Esber moved to go into execution at 7:31 pm, for the purpose of discussing confidential BWC employee information and pending litigation with legal counsel, Tony Coleman. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to come out of executive session at 8:07PM. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to authorize Attorney Coleman to engage in potential settlement negotiations with BWC involving an ongoing BWC claim which is currently in litigation. Esber seconded. Kusnerak – yes. Esber –yes. Witthuhn – yes. Motion carried.

### **Service Department:**

Foreman Magovac presented the January 2018 report.

Discussion of letter to Medina County Engineers asking for OPWC Funding for Sleepy Hollow Road from Marks Road to Pearl Road and/or Laurel from W130th to Brunswick Hills/Brunswick line and S. Carpenter from Sleepy Hollow to Brunswick Hills/Brunswick line. No action taken at this time.

Witthuhn asked Magovac to discuss the salt shortage. Magovac explained that due to the recent back to back snow storms, Cargill Salt has been unable to manufacture the tonnage needed to keep up. Cargill has 98% of the contracts within the State of Ohio. Magovac also explained how the township addressed the salt shortage by limiting usage to intersections, bridges and curves; everything else is only plowed, when the snow stops the department starts with plowing and salting main streets and only then will the crew begin to salt subdivisions and cul-de-sacs. The township has been fortunate in that salt may have been limited at times yet we never ran out.

### **TRUSTEES' REPORT:**

#### **Chris Kusnerak:**

The amendments to the Transient Vendor resolution are not ready so we're going to hold off for now.

The annual renewal questionnaire from OTARMA is in. Esber moved to authorize Kusnerak to complete, sign and return the form on behalf of the township. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

#### **John Witthuhn:**

The proposal from Ohio Plan was received and there are some omissions that need completed. Kusnerak wanted time to compare and ensure that the coverages are equal.

The main server approved last year will be installed tomorrow. The township will be advised when the final transfer will take place.

Brunswick City Schools sent a letter thanking firefighter's Darby Sander and Andrew Pavell who represented the township and fire department at the Bio Medical Scene event; Amy Rutledge heard that their table was a favorite with a lot of students. Witthuhn stated that it is good to see two entities working together.

Witthuhn reported receiving the certificate of road miles within the township from the Medina County Highway Engineers. The township has 35.604 miles that they are responsible for. The Board will sign and return the documents.

**Mike Esber:**

Advise the board that a request for donation will be received from the S.P.C.A.

Esber explained that due to difference between vendors and the charges for some type of service it would be in a resident's best interest to call the other companies available for rubbish pick up. Esber gave examples. Esber also advise that the township has three vendors available and their contact information is available in the office.

**FISCAL OFFICER'S REPORT:**

Katherine Esber reported that there are warrants, pay roll, BC's and PO's to be signed. Kusnerak moved to approve the spread sheet as prepared by the fiscal officer. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

**OLD BUSINESS:**

Esber explained the quotes on the copiers and the difference in performance. Esber moved to approve the purchase of MC35048SPF copier, printer, and scanner and issue a purchase order from ACE Business in the amount of \$7,984.00. After some discussion it is left to the fiscal officer to determine what line item to utilize for the purchase. Kusnerak seconded. Witthuhn –yes. Esber – yes. Kusnerak – yes. Motion carried.

**NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:**

Kusnerak reported that the Local Government Conference will be March 22<sup>nd</sup> and 23<sup>rd</sup>, 2018 for anyone interested and reminded Mr. Esber that they need to attend the Public Records training. All training dates are on the State Auditors' website.

Esber read from a request given to him during the OTA Winter conference. Wade Part Benefit group. It's a company that would like to review and compare health insurance options.

**UPCOMING MEETINGS:**

Trustees: February 27<sup>th</sup>      ZC: March 1<sup>st</sup>  
BZA: March 7<sup>th</sup>              Special:

**PUBLIC INPUT:**

**OFF CAMERA:**

Esber moved to go off camera for the signing of warrant, pay roll, BC's/PO's and any other business brought before the board. Time 8:37 PM. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

The board discussed the OTARMA vs. Ohio Plan. Witthuhn will follow up with Mr. Bender regarding the six million dollar annual cap.

**ADJOURN:** Esber moved to adjourn at 9:26 PM. Kusnerak 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