

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
June 12, 2018

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, June 12, 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, Chief Anthony Strazzo and Sargent Sanford.

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

PRESENTATION:

Chief Strazzo and Lieutenant Dalziel presented Chidsey's Towing & Service Company with a "Community Partner Award". Lt. Dalziel explained that Chidsey's has gone above and beyond by repeatedly volunteering their time and company resources. Chidsey's has a long history helping BHFD by providing vehicles for our firefighters to utilize at our auto extrication trainings. This type of training is crucial in keeping our members proficient and ready to respond to motor vehicle accidents.

Chris from the county auditor's office advised that there are several people out in the county checking to ensure that farm exempt parcels are farms, new construction is what was purposed of the approved plans and the property re-evaluation is in process. Although persons out in the county will have a county ID badge, they will not the blue shirts on.

MINUTES:

Witthuhn moved to approve the May 22, 2018 regular meeting minutes. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn summarized an executive session held and that the employee is to work on a written work agreement to be presented to the board. The agreement has not been received as of this date.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Evelyn Czyz mentioned various permits issued for May 2018 and \$3,822.43 monies collected.

Police Department:

Sgt. Sanford presented the following:

- Request to send Sgt. Eric Bors to Forensic Aspects of Death course from July 30 to August 03, 2018 at OPOTA London Tactical Training Center. Purchase order request to OPOTA in the amount of \$600.00 from Account Code 2191-210-318-0000, Training. Lodging will at the La Quinta Inn at \$89.00 per

night that will be placed on Department credit card. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

- Request to send SRO Ptl. Tom Walsh to D.A.R.E. Officer Training Class #70 from September 24 to October 05, 2018 at Crown Plaza in Dublin, Ohio. Purchase order request to D.A.R.E in the amount of \$1,000.00 from Account Code 2191-210-318-0000, Training. Lodging will at the Crown Plaza at \$99.00 per night that will be placed on Department credit card. After a short discussion the board tabled the request until next meeting.
- Request to purchase (5) cases of 9mm and (10) cases of 223 training ammunition. Purchase order request to Kiesler Police Supply in the amount of \$2,310.00 from Account Code 2191-210-318-0000, Training. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Fire Department:

Chief Strazzo gave the monthly activity report for May and presented the board with the following items:

- Request a P.O. to A.S.A.P. Door Company in the amount of \$2,550.00 from line item 2192-760-730- 0000 for the replacement of the south fire department entrance door at fire station one and to install an electronic entry system. Other vendors were also contacted but no bids were received. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak –yes. Motion carried.

Announcements:

- Hydrant flushing continues in the Township. Crews are now in areas south of Center Road.
- Beginning June 15th, 2018 both the Brunswick Hills and the City of Brunswick will institute a new response matrix for incidents on Interstate 71. Brunswick Hills will provide a rescue squad and the City of Brunswick will provide a fire truck for motor vehicle accidents or medical calls. Both departments will respond with a fire engine for vehicle fires. This lessens the response time which was previously delayed due to the time required to determine whose jurisdiction the incident was in, and ensures there is a blocking vehicle present while responders are working on the interstate. The department is going to implement more of these agreement with neighboring departments on boarding roads since there has been an upgrade to the dispatch CAD system.
- Grant denial letter received from the Department of Commerce. Grant was submitted for firefighter protective equipment.

- Open shifts-Several open shifts in the month of June due to an employee injury (13 shifts). Personnel have filled as many as they can. Chief Strazzo and Assistant Chief have also worked as shift personnel where possible. Witthuhn clarified that the injury was sustained off duty.

Service Department:

Paul Magovac gave the department's activity report for May and presented the following information and requests:

- Karvo Paving won the bid for Substation \$608,441.26, the engineers estimate was \$674,090.00. The township will be responsible for \$304,220.63. The contract will be signed in the early part of July with construction starting the end of July to early August.
- Request for a new BC from Line Item, 2021-330-323-0323, Repairs and Maintenance (Vehicles) for the amount of \$10,000.00. Esber moved to approve. Kusnerak –seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.
- The Brunswick Hills Service Department received phone approval to have the Ford F250 repaired at ESS, for a new water pump and lines, for the amount of \$1,036.08. Purchase will be paid from BC#88. Kusnerak moved to approve. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes.

TRUSTEES' REPORT:

Chris Kusnerak:

Kusnerak asked Strazzo if they need to approve FF Loeding's request for a leave of absence due to an off the job injury. Kusnerak moved to approve the leave of absence for the months of June and July 2018 or until Mr. Loeding's request to return sooner. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

John Witthuhn:

Mike Esber:

Esber moved to accept a donation from Comprehensive Family Dentistry North Royalton of 8523 Ridge Rd, North Royalton, OH 44133, advertised free office furnishings through social media, we accepted sixteen chairs and two pictures at the estimated value of \$1,000.00. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

FISCAL OFFICER'S REPORT:

Katherine Esber has warrants, purchase orders and blanket certificates for signatures as well as May 2018 bank reconciliation. Katherine read the purchase orders by vendor, amounts and departments. Witthuhn moved to approve as stated. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Katherine Esber explained that this reallocation of funds is needed to pay for the township portion of the fireworks at the Summer Celebration event. Decreasing 1000-110-370-0000 contract account. Increasing 1000-110-591-0000 Contribution to Other Organizations; \$2,000.00 respectfully. Witthuhn offered and moved adoption of same **Resolution 17-2018** as stated. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Resolution 17-2018 adopted.

OLD BUSINESS:

NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:

Witthuhn moved to approve payment to Lighthouse Solutions in the amount of \$12,115.00 for our maintenance agreement.

- Service to pay \$1,500.00 from BC #28.
- Fire to pay \$5,905.00 from PO #60.
- TWP to pay \$4,710.00; \$4,400.00 from PO #2 and \$310.00 from BC #3.

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

Witthuhn moved to approve the Lighthouse Solutions invoice in the amount of \$215.00, for the installation and programming of equipment. Fire PO# 60 and TWP BC #4 in the amount of \$107.50 respectively. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Esber offered and moved adoption of same, **Resolution 18-2018**, Recognition of John Marus Drzal becoming an Eagle Scout. Witthuhn seconded. Kusnerak –yes. Witthuhn – yes. Esber – yes. Resolution 18-2018 adopted. Mr. Esber will attend the ceremony at St. Ambrose.

Esber asked the board if they had reviewed the information he distributed and how they felt about it. Esber explained that the cost to the township to train and equip personnel is costly and the board needs to look at some sort of possible recovery of some funds if the persons leaves shortly after completion of the training and is it to be township wide. Witthuhn agreed. Kusnerak agreed and stated the wording needs changed. Esber agrees with the wording change stating what the documents are draft only. Strazzo explained that this could be a keep people from applying due to the firefighter's pay being minimal. The board explained that this is for training that is a substantial cost to a department.

Esber made the following announcements:

- St. Ambrose Summer Festival will be from June 21st through June 24th, 2018.
- Brunswick Summer Celebration will be from June 20th through June 24th, 2018.
- Brunswick Hills Township has openings on the Board of Zoning Appeals and the Zoning Commission.

Kusnerak advised to search the 2018 Ohio Festival Events calendar for the websites so residents could see when and where all the events are being held.

UPCOMING MEETINGS:

Trustees: June 26th ZC: July 5th
BZA: July 11th

PUBLIC INPUT:

Mr. Kelly, 298 Substation, Director with Rocky River Water Shed, looking to do a stream clean up, the stream selected is Goodyear Creek. Kelly asked for recommendations of other streams that may need attention. Paul will keep look while out the road. Kusnerak stated that Plum Creek and Cossett Creek is ones that need looked at. Kelly explained that process and difficulties in scheduling the spring cleanup. Kelly also stated that he will be looking into basement flooding from streams over flowing their banks and how to address the problem.

Al Fulkerson, 4951 Cabernet Drive, Mr. Fulkerson asked about the training that was approved for the police Chief. Kusnerak informed everyone it is the FBI National Academy, Session 275. The discussion continued for an additional eight minutes covering the initial approval for then Lt. Sopkovich, why Sopkovich did not go, how it would benefit to the township, the cost to the township. Esber advised that this is why the board is looking into cost recovery. Per the prosecutor's office the board can enter an agreement with Chief Sopkovich for cost recovery should he agree to sign it. Witthuhn explained that during the last meeting he believes that this is a personal benefit and addressed the possibility of personal time being used, such as vacation time; it was not considered by the board. Mr. Fulkerson reminder the board to be very cautious how they spent township funds. Mr. Fulkerson also stated that his term on the Zoning Commission is up December 31, 2018 and he will not be staying on.

Patricia Murphy, 4041 Foskett Road. Asked if the police chief's absence would create a need for overtime? Esber advise that this question was asked and the police chief indicated it would not. With the police chief out for that long and the two sergeants covering for him, what is he doing?

Mr. Phelan, 5210 Autumnwood Lane. Mr. Phelan, the elected officials and Chief Strazzo discussed the upcoming fire levy. Mr. Phelan asked for clarification of the type of levy and whether of not is for five years or continuous. Mr. Phelan reminded the board that changing the type of type of levy can cost the township 12.5 cents of the dollar. Everyone was in agreement to keep the renewal of the existing levy to safe guard the 12.5 cents. Strazzo stated that he would like to see the levy remain a five year levy; it is a good indicator as to how the public feels about the services being provided. The total cost of station two's renovations went on for approximately four minutes. Mr. Phelan brought up full time personnel and the cost, basing his information of what he has had experience with. Chief Strazzo explained how this department would operate. Mr. Phelan believes that the township should post a quarterly report; Katherine explained that she has supplied the state the finical reports for 2016 and 2017, which can be reviewed through Ohio Check Book. 2018 cannot be uploaded until January/February 2019. An additional ten minutes was spent discussing the fact that funds do not automatically transfer over from one year to the next. The discussion included what the ten year projection and needs of the department would be to attempt to prevent an

unnecessary financial emergency and the projected scheduled apparatus replace. There was some information about repairing station one and the reasons why it is not cost effective. Mr. Phelan thank you board for answering his questions.

OFF CAMERA:

Esber moved to go off camera for the signing of warrants, purchase order, blanket certificates and the May bank reconciliation. The will also be an executive session for employee discipline and employment. Before continuing Esber asked Witthuhn about putting the zoning board minutes on the website. Yes; Vicky can do that. Collaboration between the Mary Jean and Vicky would need to take place, so the proper format is used. Location of zoning minutes was discussed and will be determined later, with that Witthuhn seconded the motion at 8:32 PM. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

8:47 PM. Esber moved to go into executive session for the purpose off employee discipline and employment interview. (Chief Strazzo was invited in the discus employee discipline. Mr. Murphy was invited in to be interviewed by the board.) Witthuhn seconded. All voted yes. Motion carried.

9:25 PM. Esber moved to come out of executive session. Kusnerak seconded. All voted yes. Motion carried.

Esber moved to offer Robert Murphy the position of a BZA alternate pending successful completion of pre-employment requirements, including a completed application. Witthuhn seconded. All voted yes. Motion carried.

Kusnerak offered and moved to adopt **Resolution #19-2018**, regarding Jeff Rosewicz. Esber seconded. All voted yes. Resolution adopted.

Witthuhn moved to issue a certified letter to Howard Goodyear to attend the June 26th, 2018 meeting at 8:00 PM, with a written employment agreement. Esber seconded. All voted yes. Motion carried.

The board discussed an email from Katherine Esber in regards to BHPD Tom Walsh working only 24 hours in an 80 hour period. Will wait on response from BHPD.

The board discussed the possibility of upgrading the phone system in the township/fire station building. No action taken for now, due to system currently working.

ADJOURN:

Witthuhn moved to adjourn at 9:45 PM. Esber seconded. All voted yes. Motion carried.

Michael Esber, Chair Trustee

Katherine Esber, Fiscal Officer

John Witthuhn, Vice-Chair Trustee

Christina Kusnerak, Trustee