

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
May 9, 2018

The Brunswick Hills Township Board of Trustees met in regular session on Wednesday, May 9, 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:

April 24, 2018 tabled.

DEPARTMENT REPORTS:

Zoning Department:

Evelyn Czyz reported that monies collected in April was \$4,118.90.

The following items require a permit:

- Decks
- Fences
- Above/In ground Pools
- Signs (unless it is a small real estate size)
- Ponds
- Residential additions

Although there is no charge for a concrete or stamped patio the Zoning Office must be contacted prior to installation. When in doubt contact the zoning office at (330) 225-3781.

Police Department:

Police Chief Sopkovich gave the April activity report. Sopkovich thanked the Cub Scouts for cleaning and planting flowers around the station. Can't wait to see them blooming, good job.

Sopkovich advised the board that Officer's Bali has completed his FTO training and has been assigned to third shift.

Sopkovich made the following requests:

- Request to send Sgt. Eric Bors to Evidence Technician course from May 14 to 25, 2018 at OPOTA Richfield. Purchase order request to OPOTA in the amount of \$1,550.00 from Account Code 2191-210-318-0000, Training. Esber moved to

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

- Request to purchase a 2018 Ford KS Explorer as a marked policer unit. Purchase order to Lebanon Ford in the amount of \$26,466.00 from Account Code 2191-760-750-0000, Motor Vehicle. Unit 10, the 2010 Ford Crown Vic., will be traded in for \$900.00 to Lebanon Ford. Esber moved to approve. Kusnerak seconded. The Fiscal Officer explained the purchase order and the line items used. Witthuhn – yes. Esber – yes. Kusnerak –yes. Motion carried.
- Request to post a 30 day vacancy announcement for the position of Police Patrol Sergeant and to start conducting backgrounds along with oral interviews on potential candidates for the position. Kusnerak moved to approve. Esber – seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Chief Sopkovich also reminded everyone with the weather getting nicer there will be a lot more motor cycles; Kusnerak added bicycles as well, so be extra careful. Sopkovich advised the permit for the ice cream truck has already been issued and with school ending the kids will be running behind the truck.

Fire Department:

Assist. Chief Haas read the April activity report and EMS funds collected.

Assist. Chief Haas presented the following requests and announcements:

- Request approval to purchase 5 sets of turnout gear (coats, pants, helmets, hoods and boots), 3 additional helmets, and 4 pairs of gloves from Fire Force in the amount of \$13,196 to be paid from P.O. #46. This gear is a scheduled annual purchase to ensure we are meeting NFPA standards and keeping our personnel safe. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.
- Request approval to apply for a Firehouse Sub grant for the purchase of a UTV and brush/EMS unit. There is no matching funds amount by our department for the grant and the amount of the grant cannot exceed \$25,000. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.
- Request a purchase order to VASU Communications in the amount of \$1,756.60 from line item 2192-220-430-0000, Small Tools and Minor Equipment. Esber moved to approve. Witthuhn seconded. Kusnerak – Yes. Esber – Yes. Witthuhn – Yes. Motion carried.
- 3 new members were sworn in by Trustee Esber on May 7th, Nick Mehalic, David Haffner and Corey Hayden. They will have a public swearing in at the next Trustee Meeting for the Township to meet them.
- The fire department will be participating in the Memorial Day parade.

- Hydrant Flushing will begin on May 14th. We will be starting at the north end of the Township and work our way south. A schedule will not be posted due to unpredictability of when the hydrants will be flushed. We will attempt to keep people updated on our Facebook page. If you find your water discolored, run cold water until it is clear.

Executive session for employee discipline after the meeting.

Service Department:

Magovac gave a review of the April activity report.

Service Foreman Paul Magovac requested a resolution to enter into an agreement with ODOT for the 2018-2019 season for sodium chloride not to exceed 1,700 tons.

Witthuhn offered **Resolution 16-2018** and moved adoption of same. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

Requested a purchase order to Tree Maintenance Services in the amount of \$800.00 from line item 1000-330-390-0000. This is to take down trees on township property that pose a threat to residential property. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn yes. Motion carried.

Magovac presented the board with the cost that will be incurred by having all current service department employees with a Class B CDL obtain a Class A CDL license. It was also discussed giving those that already have a Class A license, a onetime \$100.00. Other considerations were discussed and need to be addressed under the contract. Kusnerak expressed concern with paying those with a Class A any additional funds for having it prior to being employed by Brunswick Hills Township and paying for anyone's renewal. Kusnerak is in agreement with all service employee's having a Class A CDL and stated that the job description needs to be revised. Esber moved to approve the \$400.00 (\$100.00/each for two current fulltime employees with a current Class A and \$100.00/each for current full-time employees that obtain a Class A). Witthuhn asked if a time limit should be set for obtaining the Class A license. It was agreed that August 31st, 2018 would be the deadline date. Esber amended his motion to include the deadline date. Witthuhn seconded. Kusnerak clarified that the motion included funds to those who already has the Class A; yes it does. Kusnerak voted No. Esber – yes. Witthuhn – yes. Motion carried. Witthuhn asked what if the Class A is not obtained and it was agreed that all employees must have a Class A CDL by August 31st, 2018, period.

TRUSTEES' REPORT:

Mike Esber:

John Witthuhn:

Chris Kusnerak:

Kusnerak reported that the township received a rebate in the amount of \$15,563.41 from Ohio BWC. The township also received a 100% award for no loss time off for 2017 from BWC; this award assists with the rebate amount.

FISCAL OFFICER'S REPORT:

Katherine Esber reported that the following is prepared and ready for the board's signature:

- Warrants
- Payroll
- Resolution 16-2018; Road Salt, 2018-2019 Season with ODOT.
- April Bank Reconciliation
- Purchase Orders

Witthuhn moved to approve T&N for \$179.37 for the police department machinery/equipment and purchase order for \$500.00 for township telephone. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

OLD BUSINESS:

NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:

Esber presented the Brunswick Summer Celebration request for a contribution of \$2,500.00 for this year's fireworks. There was several minutes of discussion of the amount and what line item to use. The decision was to pay \$2,500.00 from line item 1000-110-591-0000 once the fiscal officer moves additional funds. Esber moved. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn read a thank you card from the Brunswick Early Childhood PTA for the donation of an Easter Basket "filled with a ton of fun". We also received a picture of the child that won the basket. This basket was paid for by private funds from each trustee and created by Valerie Witthuhn, Esber thanked Val for her time and effort.

UPCOMING MEETINGS:

Trustees: May 22nd ZC: June 7th
BZA: June 6th Storm Water
Special:

PUBLIC INPUT:

Tom Colton, 2001 Baintree Court, addressed the board with the issues he has encountered since 2011 trying to build a home. Mr. Colton referred to different entities he has spoken with and their input and/or guidance. Mr. Colton asked the board for information as well as their direction as what they can or will approve related to the road extension and turn around requirements. Mr. Colton stated he was not expecting an answer this evening. Kusnerak explained that the board needs actual plans as well as consider taking ownership of the section of the road being discussed. Mr. Colton explained the difficulty with supplying drawings to the board for their consideration and the cost that he will incur. Evelyn Czyz and Paul Magovac gave information in reference to a hardship status and the subsequence impact to the township.

Mr. Kelly advised the board that grass clippings being left on the road is a water quality issue as well as a possible safety issue for motor cycles.

OFF CAMERA:

Esber moved to go off camera for the signing for warrants and purchase orders, executive session and any other business brought before the board. Witthuhn stated the time was 8:25 pm and seconded the motion. Kusnerak –yes. Esber – yes. Witthuhn – yes. Motion carried.

Esber moved to go into executive session for employee discipline at 8:51 PM. Witthuhn seconded. All votes yes. Motion carried.

Witthuhn moved come out of executive session at 9:02 PM. Esber seconded. All voted yes. Motion carried.

Esber moved to direct the Fiscal Officer to issue and sign employee charge letter and direct the police department to serve the letter/notice along with documented receipt verification. All voted yes. Motion carried.

Esber moved to pay Zashin and Rich invoice for police negotiations in the amount of \$1,453.00 from 1000-110-311-0000. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – abstained. Motion carried.

Kusnerak moved to waive the fee for Tom Colton BZA charge for a variance hearing set for June 6th, 2018 due to prior variance approval and ongoing requests from Medina County Planning Services.

ADJOURN:

Witthuhn moved to adjourn at 9:14 PN. Kusnerak seconded. All voted yes. Motion carried.

Michael Esber, Chair Trustee

Katherine Esber, Fiscal Officer

John Witthuhn, Vice-Chair Trustee

Christina Kusnerak, Trustee