

**BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
November 27, 2018**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, November 27, 2017 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Michael Esber, Vice-Chair John Witthuhn, Trustee Christina Kusnerak, Fiscal Officer Katherine Esber, Foreman Paul Magovac, Chief Anthony Strazzo and Police Chief Tim Sopkovich.

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

PRESENTATION:

Chief Strazzo requested the board to promote Brian Dalziel to rank of Lieutenant as the department public relations officer. Strazzo mentioned that Brian has been active in the department events long before joining the department as a firefighter. This is also a first for the department for a father to hand his son his badge. Esber moved to approve the promotion. Kusnerak seconded. All voted yes. Motion carried. After Mr. Esber sworn Brian into his new position Rich Dalziel pinned on his badge and Chelsi pinned on his name plate.

MINUTES:

Esber moved to approve the September 24th, Special Meeting Minutes. Kusnerak seconded. Witthuhn – abstained. Kusnerak – yes. Esber – yes. Motion carried.

Esber moved to approve the October 23, 2018 Public Hearing meeting minutes. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to approve the November 13th, Regular Meeting minutes. Esber seconded. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Esber said there was one sent of minutes to be approved, November 20th.

Witthuhn reported there was no off camera action for the November 13th meeting.

Kusnerak advised the board that the November 20, 2018 special meeting minutes would be ready for the next meeting and the bid opening meeting.

DEPARTMENT REPORTS:

Zoning Department:

Kusnerak asked the board if they received a copy of Mr. Kerstin's letter expressing his willingness to serve another five year term with the BZA.

Police Department:

Chief Sopkovich requested the purchase order to ProVision be closed and a new purchase order be issued to Balboa.

- Request to purchase (2) Harris XG-15P Radios. Purchase order to Cleveland Communications Inc. in the amount of \$2,893.42 from Account Code 2191-210-430-0000, Small Tools & Minor Equipment. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.
- 2019 police department inventory has been submitted.

Sopkovich announced that the police association will once again have the “Light up Safety Services” event. This will be on December 2, 2018 between 5:00 pm and 8:00 pm, there will be refreshments. Santa’s coming. Sopkovich invited residents and employees to the event at 505 Substation Road.

Fire Department:

Chief Strazzo present the following requests and announcements.

- Request approval for a leave of absence submitted by Darby Sandor effective immediately through March 2019. Darby has received a full-time position with Cleveland EMS. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried. Strazzo announced that there are five department members on a L.O.A. and this may increase to eight members.
- Request a P.O. to Municipal Emergency Services in the amount of \$63,365.00 from line item 2192-760-740-0000 Machinery, Equipment and Furniture for the purchase of self-contained breathing apparatus and related equipment. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.
- Request approval to have the rear tires on Tanker 22 replaced for a total of 8 tires. Quote from Wingfoot Goodyear \$3,716.98. Cost to be paid from existing BCs. Current tires are eight (8) years old going on nine (9). NFPA Standard 1911 Annex D Section 4 (Standard on Automotive Apparatus Maintenance and Repair) states that apparatus tires should be replaced every 7 years. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn - yes. Esber – yes. Motion carried.

Phone approval received for repairs to squad 27-1 at Liberty Ford. Total repair amount \$2,898.00. Turbo, Fuel Pressure Regulator Kit, Fuel Filter, Back Pressure Sensor. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Thank you to all people who may have donated to the “stuff the Squad” at Drug Mart. Thank you to Drug Mart to allowing us to set up in front of the store.

There are collection boxes at Town Hall and at Fire Station Two for BHFD Member Steve Schmitt and his unit. They will be spending the holidays overseas. We will be

collecting cards, candy and any other non-perishable items to send to them. Last day for collection will be December 7th, 2018.

The department will be switching medical oxygen suppliers from Airgas to G&C Medical beginning the first week of December. The switch should save approximately \$1,000-\$1,500 per year.

Meet Santa will be held on December 16th from noon-3 p.m. at Fire Station Two.

The department has applied for a State of Ohio Department of Commerce, Division of State Fire Marshal MARCS Radio Grant in the amount of \$47,516.00. This is a non-matching grant.

A Thank You letter was received from the Hinckley Fire department for assistance we provided on October 9th at a residential structure fire.

Strazzo asked Esber if he wanted to address the dispatch agreement or wait. Esber elected to discuss it. Kusnerak advised that she is not prepared to vote on the matter and stated he could wait or make a motion that will die due to a lack of a second. Kusnerak stated that Witthuhn could not vote. Witthuhn confirmed he will abstain, could not participate in the discussions. There was fifty-three minutes of discussion between Trustees, Chief Strazzo and Chief Sopkovich. Police Chief Brian Ohlin was present and addressed the Board. Current contract will expire the end of December which adds a level of urgency to the situation. Due to two different radio systems the decision will impact cost of radios needed to be compatible. The concerns of cost, coverage to all areas of the township and no reception in some areas are a concern for personnel safety. Kusnerak explained to Esber that he could wait until after a meeting with a representative from the sheriff's department or the Sheriff himself. Esber moved to enter into a three year dispatch contract with the City of Brunswick Division of Police. Motion died for lack of a second. Esber thanked Police Chief Ohlin for coming in and speaking to the board.

Service Department:

Foreman Paul Magovac presented the board with the following information.

Phone approval for 2013 International have Fuel System work done at ESS for the amount of \$1,500.00. Paid from BC#19. Esber moved to approve. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Request for a Purchase Order for the amount of \$500.00 for Home Depot from line item 2231-330-420-4420 Operating Supplies. Witthuhn confirmed this item is on the fiscal officers spread sheet and elected to have it addressed then.

Foreman Magovac explained the 2019 resurfacing of Laurel Road and South Carpenter. This project would be in partnership with the City of Brunswick with Medina County Hwy Engineers handling the bid specifications and advertising. The cost will be by percentage of road owned by each entity.

Laurel Road – City - 62.9% - \$76,055.79. Twp. 37.1% - \$44,859.61.

S. Carpenter – City – 24.1% - \$26,701.41. Twp. 75.9% - \$84,092.83.

Total estimated cost of the project is \$231,709.64. Total for the City of Brunswick is \$102,757.20. Total for the township is \$128,952.44.

Esber moved to approve. Kusnerak seconded. Witthuhn – abstain. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn offered and moved adoption of same **Resolution #40**, purchase agreement with Medina County for the Sale of Material to Township/Villages. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

TRUSTEES' REPORT:

Mike Esber:

John Witthuhn:

Chris Kusnerak:

Kusnerak reminded the service and fire to have their yearly inventory submitted.

FISCAL OFFICER'S REPORT:

Fiscal Officer Katherine Esber has warrants, po's, BC's and the excel sheet to be signed. Amounts are:

- \$2,500.00 to Lighthouse Solutions, web redesign.
- Home depot \$500.00. Service department.
- Harris Radios amount of \$2,893.42 – 2191-210-430-0000.
- T&N to Balboa in the amount of \$15,000.00.
- T&N for \$50.00 to pay the credit card invoice.
- \$12,382.41 to the City of Brunswick (BAT) – Kusnerak moved to approve payment from PO #11. Esber seconded. Witthuhn – abstain. Esber – yes. Kusnerak – yes. Motion carried.

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

Katherine asked Tim, Paul and Anthony to review BCs/POs and close, increase and/or reduce as needed. Review items you might need purchase orders to carry you over into the new year.

OLD BUSINESS:

Witthuhn moved to approve payment of the Lighthouse invoice and hold the check until the website is complete. Witthuhn says it's very close. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Esber moved to show intent to create a community reinvestment area. Witthuhn seconded. Kusnerak – yes. Witthuhn –yes. Esber – yes. Motion carried.

Esber moved the board accept the health care cost increase by signing and returning the necessary document. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:

Esber asked about rescheduling the December 25th township meeting. It is the understanding that they would wait. All department are to have their updated budget in by December 11th, 2018.

UPCOMING MEETINGS:

Trustees: December 11th ZC: December 6th
BZA: December 5th
Special:

PUBLIC INPUT:

OFF CAMERA:

Esber moved to go off camera at 8:38 pm for the signing of warrants, purchase orders, blanket certificates, an executive session for personnel matters relating to compensation and any other business brought before the board. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to go into executive session at 9:03 pm for personnel matters – compensation. Esber seconded. All voted yes. Motion carried.

Witthuhn moves to come out of executive session at 10:38 pm. Kusnerak seconded. All voted yes. Motion carried.

Employee evaluations were discussed as well as 2019 raises related to evaluations. No action taken.

Discussion of a zoning/administration position. No action taken

ADJOURN:

Witthuhn moved to adjourn at 10:45 pm. Kusnerak seconded. All voted yes. Motion carried.

Michael Esber, Chair Trustee

Katherine Esber, Fiscal Officer

John Witthuhn, Vice-Chair Trustee

Christina Kusnerak, Trustee