

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

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, December 27, 2018 at Brunswick Hills Township Town Hall.

Board of Trustees Chair, Michael Esber, Vice-Chair John Witthuhn, Trustee Christina Kusnerak, Fiscal Officer Katherine Esber, Fire 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:

MINUTES:

Esber moved to approve the November 20, 2018 special meeting minutes. Kusnerak seconded. Witthuhn – abstain. Esber – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to approve the December 11, 2018 with additions. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak –yes. Motion carried.

Witthuhn reviewed items discussed off camera action taken by the board. Executive session for applicant interviews. Approval of two new hires for fire, pending successful completion of all pre-employment requirements.

DEPARTMENT REPORTS:

Zoning Department:

Witthuhn asked for clarification on appointing someone to sit on the zoning boards. A letter of intent clearly stating position and board they want to serve on is required before appointment. Witthuhn reminded the board the Mr. Kelly, Mr. Murphy, Mrs. Murphy and Mr. Kersten were appointed to a zoning board position last meeting and the board erred because Mr. Kelly did not provided a written request prior to the motion to appoint. Mr. Kelly subsequently provided vague notice of intent that lacked the required information. Witthuhn moved to rescind the appointment of Mr. Kelly until such time as the correct document could be considered. Mr. Kelly stated that he was not aware of such requirements and would submit a corrected document. Mr. Kelly asked if an email would be acceptable. Board confirmed it would. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Police Department:

Chief Sopkovich expressed his wish for all to have had a good Christmas.

The following vendors, groups, volunteers and resident donations made this year's giving tree and breakfast with Santa the best yet. With everything received twelve families had items and food for Christmas and fifteen families were treated to breakfast with Santa.

- ❖ Residents of this community
- ❖ Great Scotts Bakery
- ❖ Annie from KBA Fitness
- ❖ Brunswick Hills Fire Department for collecting donations
- ❖ Brunswick Eagles
- ❖ Trustee Kusnerak for a generous donation
- ❖ Kim Bublik for arranging the Polar Express and donations
- ❖ Heaventree Creek Labs for a generous donation
- ❖ Riverstone
- ❖ Brian Lisik for Caroling
- ❖ Brunswick Prep Academy
- ❖ The Officers of the department for "No Shave November" contributions
- ❖ Unique Home Solutions
- ❖ Mr. Kelly and Officer Wayne Fischer for putting up the lights
- ❖ Members of the Brunswick Hills Police Association
- ❖ Officer Tom Walsh for building the Hot Cocoa Bar
- ❖ Board of Trustees for volunteering at Breakfast with Santa
- ❖ Ellen for organizing the events of the season

Sopkovich requested an executive session for pending litigation in the Court of Appeals.

Fire Department:

Chief Strazzo hoped that everyone had a Merry Christmas and a safe one.

Chief Strazzo advised the board he has requested a purchase order in the amount of \$7,000.00 to Fire Force. This is due to receiving a BWC safety grant for 2018.

The Volunteer Firefighters Dependency fund documents for 2019 have been received; he will bring them to the organizational meeting for completion.

A township family suffered a house fire on December 12th, 2018. Strazzo explained the situation and how smoothly information was received by dispatch and the actions taken to ensure a rapid response by multiple department. Without working smoke detectors the outcome could have been devastating.

The department is featured in the University Hospital calendar in the month of July.

Meet Santa, thank you to:

- ❖ Dairy Queen
- ❖ Home Depot
- ❖ Brunswick City School District – Busing and Nurses teaching CPR
- ❖ Brunswick Hills Police Auxiliaries
- ❖ Skyview Lodge
- ❖ Gary Frederick – AKA Santa
- ❖ Members of the BHFD

On behalf of the Firefighters' Association, thank you for donations that have been received. Thank you to the residents that dropped off various baked goods and food items over the holidays.

Strazzo thanked the Brunswick Eagles for their donation. Strazzo also explained that donations have been received in memory of Ken Schulte, a former member of our department.

Wished everyone a Happy New Year!

Service Department:

Witthuhn advised that Paul Magovac has requested a check to the Medina County Treasurer in the amount of \$701.73 for the permit needed to build the salt shed. The request included a request not to mail it. Witthuhn moved to approve the request. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Responding to a resident, Witthuhn reviewed the bike trail information he received from Paul Magovac. The purposed route information is Laurel, South Carpenter and Sleepy Hollow to Plum Creek.

TRUSTEES' REPORT:

John Witthuhn:

Witthuhn received the annual report from the Western Reserve Conservancy, noting an encroachment issue on Pilgrim Valley which involved a salt block placement. Western Reserve will send a letter giving notice to remove it.

Chris Kusnerak:

Kusnerak announced receiving notice from the township TPA in regards to settling a BWC claim; the amount is \$800.00 and needed to be accepted by a date prior to this meeting. Due to the benefit to the township accepting the closure amount needed to be given. The trustees agreed to accept the amount and returned authorization forms; tonight the Board publicly announces its actions as required. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Mike Esber:

Esber moved to approve the three year dispatch contact with the City Of Brunswick, with the ninety day op-out clause. Esber asked both Chiefs if they had any questions.

Kusnerak stated that nothing of significance has been added to the contract. None of the concerns she has brought up have been addressed. Several discussions have taken place with no information being shared. Kusnerak did request a meeting to go over the collected information and had no response. Kusnerak really wanted to get together and compare the information obtained and list the pros and cons. Esber explained that it was because the meeting was not publicized. Kusnerak also advised the audience that

trustees can meet to share information without a publicized meeting. Esber stated that he had spoken to the prosecutor's office on the matter.

Kusnerak repeated that sharing of information did not happen and the concerns she brought up are in this (holding up the contract) current revised contract. Which is very disappointing.

I understand several vendors from all over could address the board and none would be perfect, no system is 100%. Kusnerak started, I really tried... although communication is important but there are other items and issues that are just as important maybe more important and none have been addressed.

The cost of \$27,000.00 becomes a non-issue it's a cost of either system. Esber agreed and stated that either radio could have a \$200.00, TDMA installed which allows the radio to work on either system. The discussion included data storage of reports, retrieving reports and which system is more compatible with the current systems.

Kusnerak made it perfectly clear that this has never been about working with the City or the Sheriff; it has always been about communications and more importantly the safety of our residents and police officers. And the fire department.

Kusnerak stated that her intention was to gather information to allow for a good decision, speaking to Brunswick, the Sheriff and others within the county and other townships.

Kusnerak stated that she is absolutely against the three year contract; and said I will second your motion.

Esber read several items in the new contract that he believes addresses some of Kusnerak concerns. Review peak times for emergency call volume and adjust staffing accordingly, depending on staffing availability and operational considerations. Implement a formal reporting/request process to request information, offer compliments about staff performance, or to request staff performance review. This form will detail how the request was handled and include a disposition for future reference. A dispatch advisory committee consisting of one administrative officer from each of the police and fire agencies shall be established and shall meet quarterly to review operations.

Esber thanked Kusnerak for seconding the motion, he knows she is not happy with this. Esber believes they both did their due diligence. Esber included that over the past three years none of our personnel has been injured. Esber explained that he had spoken to another township trustee and found out they had returned to the MARCS system. Esber was also looking for information as to what course of action could be taken when there is a dead lock; nothing, there has to be a decision.

Kusnerak stated that Hinckley already switched to the Sheriff Dispatch center.

Esber asked Strazzo and Sopkovich if they had anything to add. Chief Sopkovich declined.

Chief Strazzo addressed the board with additional information he had gathered since the last meeting. Item E was added - Implement a formal reporting/request process to request information, offer compliments about staff performance, or to request staff performance review. This form will detail how the request was handled and include a disposition for future reference. Strazzo continued to explain the reporting system, recording keeping and retrieval. Kusnerak informed Strazzo that the records could be held for historical value and accessed if needed. Strazzo agreed adding that it would be a cost of \$2,775.00 per year. Strazzo continued with a cost breakdown of user fees, maintenance contract fees. The new radios can be equipped with the TDMA flash at a cost of approximately \$300.00 per radio. The MARCS radios can then operate on the Harris system. Strazzo stated the transfer cannot be completed before January 1st.

Fiscal officer confirmed that Esber made the motion and Kusnerak seconded. Witthuhn – abstain. Esber – yes. Kusnerak – yes, but, I do it under duress. Motion carried.

Katherine Esber expressed the frustration due to the fact that accusations had been directed at one when in her opinion the lack of communication is a two way street on this board.

Chief Sopkovich restated his concerns and said that the UHF system they're on is terrible and over the past year it has gotten worse. Sopkovich stated that the MARCS system isn't in place and he prays that none of his officers get hurt for that reason. Sopkovich disagrees with staying with the city and it has nothing to do with cost; by staying with the city the safety of the residents, police and fire employees are at a higher risk for the next nine months.

FISCAL OFFICER'S REPORT:

There are warrants and payroll to be signed. The payroll will not be posted until Monday.

Fiscal Officer Esber requested a resolution for an appropriation reallocation as follows:

- ❖ Fire: Increase contracted services and decrease Workers Compensation by \$918.50 respectively.
- ❖ Police: Increase Salaries and decrease OPERS by \$18,000.00 respectively.

Kusnerak offered **Resolution 43-2018**, Appropriations Reallocation as requested. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution adopted.

A spread sheet for purchase orders and T&N purchase orders was offered for approval to cover incoming invoices and funds required to cover the rest of the year.

❖ Huntington Bank	\$1,284.67
❖ GCM	\$ 500.00
❖ Airgas	\$ 500.00
❖ Fireforce	\$7,300.00

❖ University Hosp.	\$1,000.00
❖ Huntington (T&N)	\$ 111.11 Training
❖ Huntington (T&N)	\$ 89.50 Community Misc.
❖ LifeForce	\$ 582.32 Balance of Invoice
❖ Shuttlers	\$ 488.91 Invoice

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

OLD BUSINESS:

Kusnerak talked about the property on 303 and the possibility of a passive park and admin building. The board is looking into having special meetings for discussing the issue next year.

Esber – tax-abatement has not been completed, waiting on information.

NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:

Witthuhn stated the board had received a thank you card from Eagle Scout Dylan Bell. Esber advised receiving notice from WOW on price increases.

UPCOMING MEETINGS:

- Trustees: January 3rd Organizational Meeting 4:30 PM
- January 8th Regular Meeting
- ZC: January 10th Organizational Meeting
- BZA: January 9th Organization Meeting

PUBLIC INPUT:

Dave Brubeck of 715 Bonney Brook addressed the board supporting the decision to remain with the city dispatch. Mr. Brubeck revisited the fact that no system is perfect, adding that adding the TDMA to the MARCS system is phase one, and adding P25 is phase 2 which allows communication with the SO Harris system.

Chad Frankowski of 4945 Cabernet addressed the issue on not going with the “turn-key” Harris system. There was a brief back and forth about if the sheriff contract was one or three years. Fiscal Officer stated that she has not received any of the contracts. The board is going with a system that does not exist in Brunswick. Mr. Frankowski believes that it would have made more sense to go the Sheriff’s turnkey option.

OFF CAMERA:

Esber moved to go off camera at 7:56pm for the signing of payroll, warrants and purchase orders. There will be an executive session for personnel (complaint against employee (s)). Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes.

Kusnerak moved to go into executive session at 8:02 pm for a personnel matter. Complaint against public employee (s). Esber seconded. Chief Sopkovich was invited in. All voted yes. Motion carried.

Witthuhn moved to come out of executive session at 8:21 PM. Esber seconded. All voted yes. Motion carried.

On the advice of township legal counsel, Witthuhn moved to authorize the township attorney to settle the pending civil litigation, not to exceed \$5,000.00 and Kusnerak will contact the attorney. Kusnerak seconded. All voted yes. Motion carried.

Esber moved to authorize Kusnerak and himself to sign the dispatch agreement with Brunswick. Witthuhn – abstain. Esber – yes. Kusnerak – yes. Motion carried.

ADJOURN:

Kusnerak moved to adjourn at 8:37 PM. Witthuhn seconded. All voted yes. Motion carried.

Michael Esber, Chair Trustee

Katherine Esber, Fiscal Officer

John Witthuhn, Vice-Chair Trustee

Christina Kusnerak, Trustee