

**Brunswick Hills Township Trustees
Special Meeting
January 22, 2019**

Christina Kusnerak called the annual meeting of the Brunswick Hills Township Records Commission to order. Chair Kusnerak and Fiscal Officer Esber in attendance. The township has no records that need action by the commission. The records retention/destruction schedule will remain as is.

Adjourned at 6:51 pm.

**BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
January 22, 2019**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, January 22, 2019 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Vice-Chair Michael Esber, Trustee John Witthuhn, Fiscal Officer Katherine Esber, Foreman Paul Magovac and Sergeant James Stanford.

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

PRESENTATION:

MINUTES:

Esber moved to approve the December 27th meeting minutes. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Esber moved to approve the January 8th meeting minutes. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Kusnerak reported that per the ORC the Chair and Fiscal Officer are to hold a meeting of the Records Commission. This meeting was held at 6:50 PM and adjourned at 6:51 PM. There are no township records that need action by the commission. The township records retention and destruction schedule will remain as is.

Witthuhn reported the off camera actions by the board of trustees for the December 27th meeting and January 8th meeting.

- December 27th, an executive session regarding accusations made against a public employee. On the advice of legal counsel the board agreed to proceed to settle the pending issue.
- During the regular meeting the board failed to authorize persons to sign the dispatch agreement. Esber moved to authorize himself and Kusnerak to sign on behalf of the township. Esber and Kusnerak – yes. Witthuhn –abstained. Motion carried.

- January 8th, Executive session was held for employee compensation. All non-contractual personal received a 3% wage increase.
 - ❖ There was an adjustment in the Fire Chiefs pay in reference to cell phone stipend and clothing allowance.
 - ❖ At the advice of legal counsel the board agreed to a settlement of a confidential legal issue.

DEPARTMENT REPORTS:

Zoning Department:

Witthuhn announced that the Zoning Commission has two alternate position open.

Police Department:

Sergeant Sanford requested a blanket certificate in the amount of \$500.00 for Operating Supplies – Communities.

Sergeant Sanford gave an overview of the departments 2018/2019 budget. An invitation was extended to anyone wanting to take a closer review of the budget.

Fire Department:

Witthuhn presented the requests in Chief Strazzo's absence.

- Request permission to sign the MARCS agreement for the fire department only. There is no charge at this point until the radios are up and running. Kusnerak asked about the radio grant. Witthuhn explained that the MARCS radio grant will not be funded this years. There were \$12,000,000 in requests and only \$3,000,000 to distribute. Esber asked for clarification that no funds were received in all of Medina County. Witthuhn confirmed that information. Witthuhn moved to approve Strazzo signing the agreement. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.
- Request approval to submit Department of Commerce Grant – Fire Equipment Grant for Fire Department turnout gear. This is a non-matching grant. Witthuhn moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.
- Request approval for FPO Payne to attend the 2019 Fire Code Academy, February 25-26 in Columbus. Registration \$235, Hotel \$244 (Sunday and Monday). Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.
- Request approval to provide a ride to last day of school for student at St. Ambrose. Prize would be awarded at St Ambrose PTU Gala Event. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.
- The Volunteer Firefighter Dependency Fund board members were selected at the last meeting to include, Kusnerak and Witthuhn from the township, Strazzo and Haas from the fire department, leaving one open seat on the board. Strazzo and

Haas have selected Evelyn Czyz to fill the position. Witthuhn moved. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

- A donation in remembrance of Ken Schultz was been received, along with a thank you note from Mrs. Schultz. Witthuhn moved to accept the \$270.00 donation. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Service Department:

Magovac gave the 2018/2019 budget report explaining funds in 2019 carryover is \$492,633.15, 2019 expected income - \$747,100.00, total budgeted amount is \$1,017,100.00. After completing the planned road repairs scheduled and vehicle replacement in 2019 the departments projected carryover for 2020 is \$222,633.15

Magovac gave a yearly departmental report of work competed; total man hours for 2018, the hourly report included time spent assisting other departments with maintenance issues.

The board thanked the service department members for the excellent job done during the last snow storm.

Magovac explained that he had (the 2012 International) in for service at ESS and the initial estimate was under \$750.00 for repair of a coolant leak, cap and exhaust sensor. Additional work was needed and the total repair was \$884.35 to be taken out of BC 29. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Esber read Resolution 10-2019, increasing spending authority for vehicle repairs to an amount not to exceed \$2,000.00 without prior approval by the board. Any and all repairs in excess of \$750.00 shall be presented at the next meeting. Repairs in excess of \$2,000.00 shall be pre-approved by the board and presented at the next township meeting. Esber offered and moved adoption of same Resolution #10-2019, increasing spending authority for emergency vehicle repairs to \$2,000.00 without prior approval by the board. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution #10-2019 adopted.

TRUSTEES' REPORT:

Mike Esber:

Esber is still trying to get a special meeting set for the rubbish discussions. Esber stated he would get potential dates for February and put the information in trustee's mailbox.

John Witthuhn:

Chris Kusnerak:

Kusnerak presented the invoice received from the township sexton for 2018. Kusnerak moved to approve payment of \$1,130.00. The fiscal office will review where the funds are to be taken from. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

FISCAL OFFICER'S REPORT:

Katherine presented the spread sheet for requested BC's, T&N po's and payroll for next week. Items covered on the spread sheet were discussed, most items are clearing up yearend invoices. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Esber – seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Katherine explained the need for **Resolution #11-2019**, Appropriation Reallocation. There was a uniform allowance payment that needed voided due to thee officer not entitled to it at this time. Voiding the warrant created a credit in the general fund because of yearly tax reports being closed. Witthuhn moved and offered adoption of same, Resolution #11-2019. Esber seconded. Kusnerak – yes. Esber - yes. Witthuhn – yes. Resolution adopted.

OLD BUSINESS:

NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:

Esber read a letter of support to the ODNR on behalf of the City of Brunswick in their venture for funding the "City of Brunswick Plum Creek Greenway – Clean Ohio Trails Fund Application". Esber moved to approve and send the letter. Kusnerak seconded. Witthuhn – abstain. Kusnerak – yes. Esber – yes. Motion carried.

Kusnerak requested to attend the Local Government Conference sponsored by the State Auditor's office, March 7th and 8th in Columbus. The cost for the conference is \$200.00, two night stay, \$318.00 plus mileage. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

UPCOMING MEETINGS:

Trustees: February 12th ZC: February 7th
BZA: ~~February 6th~~ Cancelled
Special:

Kusnerak reminded everyone that there is an executive session for employee discipline when the meeting goes off camera as requested by Chief Strazzo.

PUBLIC INPUT:

West Chase residents addressed the board with concerns about the projected use of the property donated to the township. Their concerns ranged from location of an administration building, traffic, undesirables having a place to gather and most of all the safety of the children.

The board addressed each issue as they came up. The board members explained that the funds are from ODNR and that their looking into working with the Medina County Park District for shared funding on trails and possible pavilion. There will be an open meeting and notification of any meeting will be made. Building an administration building is an option that could be years down the road. One resident brought up the fact that his property butts up to wetlands and although he has put in drainage at his own expense, he still gets flooded out. Paul Magovac will look into it.

Mr. Sadowski 4640 Stag Thicket.
Mr. Kashow, 4641 Stag Thicket.
Mrs. Miller 4924 Stag Thicket.

Patricia Wetterman, 1088 Substation Road. Expressed gratitude to the service department for a job well done with keeping the roads clear during the last snow storm. Mrs. Wetterman also explained that it's time the township looks out for the service department in reference to funding.

OFF CAMERA:

Kusnerak moved to go off camera at 8:17 pm for the signing of blanket certificates, purchase orders and any other business brought before the board. There is an executive session for employee discipline. Witthuhn seconded. All voted yes.

Witthuhn moved to go into executive session for employee discipline at 8:32 pm. Kusnerak seconded. All voted yes. Motion carried.

Kusnerak moved to come out of executive session at 8:52 pm. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to authorize Chief Strazzo to conduct an investigation of violation of department policy on January 20, 2019. Witthuhn – yes. Esber – yes. Kusnerak – no.

Kusnerak is requesting additional information.

ADJOURN:

Witthuhn moved to adjourn at 9:01 PM. Esber seconded. All voted yes. Motion carried.

Christina Kusnerak, Chair Trustee

Katherine Esber, Fiscal Officer

Michael Esber, Vice-Chair Trustee

John Witthuhn, Trustee