

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**February 26, 2018**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, February 26, 2019 at Brunswick Hills Township Town Hall.

Board of Trustees Chair, Christina Kusnerak, Vice-Chair Michael Esber, Trustee John Witthuhn, Foreman Paul Magovac, Fire Chief Anthony Strazzo and Sgt. Salveter.

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

**PRESENTATION:**

**MINUTES:**

Esber moved to approve the February 12, 2019 regular meeting minutes. Kusnerak seconded. Witthuhn - yes. Kusnerak –yes. Esber – yes. Motion carried.

Witthuhn reported that an executive session was held for employee compensation and discipline. No discipline action was taken by the board.

The board approved a request from the fire department to look for a part-time administrative assistant for fifteen to twenty hours a week with compensation being between 12 to 15 dollars an hour.

**DEPARTMENT REPORTS:**

**Zoning Department:**

**Police Department:**

Kusnerak advised no report; however, there will be an executive session later tonight.

**Fire Department:**

Chief Strazzo presented the following requests;

- Request approval to send (4) personnel to FDIC April 11-12. Hotel costs \$94.10/room, and \$75 per person registration fee, plus meals. Personnel would use car 29 for travel. Current members attending, AC Haas, Lt Cali, FF Eric Bartinelli and FF Hayden. All costs to be paid from BC #60 Training. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.
- Request approval of leave of absence for FF Mark Vance effective February 17, 2019 and ending April 1<sup>st</sup>, 2019. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.
- Request acceptance of letter of resignation from FF Shawn Barrett effective immediately. Esber moved to approve and thank Shawn for his service. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

- Request a P.O. to Spectrum in the amount of \$300 from line item 2192-220-349-0000. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Esber –yes. Kusnerak – yes. Motion carried.

#### Announcements:

- 2019-2020 EMS Priority One Grant application was submitted.
- Community Fire Academy
- MARCS Radio update; there's a meeting on March 14<sup>th</sup>, 2019.

Witthuhn asked Strazzo to talk about the open position. Strazzo stated that it is an administrative assistant position. It will consist of general clerical work, 15 to 20 hours a week at a rate of 12 to 15 dollars an hour. Several applications have been received and interviews could be as early as the second week of March.

Witthuhn stated that the township will be seeking an administrative assistant; this has not been discussed for specific information. The board could review applications received by the fire department,

#### **Service Department:**

Magovac announced repairs to the 2012 International for the amount of \$1,544.08 to ESS for Coolant leak. Paid out of BC#29. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Magovac requested the board to sign a letter to Matt Simon ODOT Manager for Substation and 303 traffic problems. Magovac explained that police and fire have submitted letters in support of changes in the intersection. Kusnerak asked if this had been pre-approved. Witthuhn stated that information only was given through email. Witthuhn – moved to approve. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Magovac announced roads being resurfaced in 2019,

- **N. Carpenter** between Grafton and 303,
- **Laurel Road** between W. 130<sup>th</sup> and S. Carpenter,
- **S. Carpenter** between Laurel and Sleepy Hollow,
- **Grafton Road** between Marks and Pearl,
- **Boston Road** between Marks and Prospect.

Magovac requested to purchase a John Deere 6110M tractor with a 22' Diamond Rear Cradle Boom Mower. Total Price of \$126,762.25. South Eastern quoted \$143,745.60 for the same piece of equipment. The price is the through STS, State of Ohio state bid.

Magovac explained that other entities are no longer willing to loan their road side mowers because of the potential for accidents leading to high repair cost and/or total loss of the equipment. Kusnerak explained the townships mowing responsibility per O.R.C. Witthuhn explained how long this has been in the discussion phase and the benefit to the township. Witthuhn expressed gratitude for the assistance from other

entities. Witthuhn asked about the longevity of something like this. Magovac stated about thirty years.

There was discussion of storage of the mower. With the new salt shed being installed the old salt shed will be cleaned to house equipment as needed. Witthuhn explained the financing verses direct purchase benefits. Reminding everyone that all though taking from reserve funds isn't ideal, it will same on interest. Magovac stated he located reserve funds in the salary line item.

Magovac requested an overall increase of his appropriated amount of \$52,000.00 in his 2019 appropriations for line item 2031-330-360-0000, Contracted Services.

Esber moved to approve the purchase of a John Deere 6110M tractor with a 22' Diamond Rear Cradle Boom Mower, Kalida Truck Equipment. Total Price of \$126,762.25. To include purchase orders. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried. Request for a PO to Kalida Truck Equipment, 17911St. Rt. 224 West, Kalida, Ohio 45853 for the amount of \$49,000.00.

Request for a PO to John Deere & Company, 2000 John Deere Run, Cary, NC 27513 for the amount of \$77,762.25.

Witthuhn offered and moved adoption of same **Resolution #13-2019**, Appropriations Reallocation by decreasing 2031-330-190-0000, Salaries and increasing 2031-330-360-0000, Contracted Services, \$65,000.00 respectively. An overall increase of his appropriated funds of \$52,000.00 in his 2019 appropriations line item 2031-330-360-0000, Contracted Services. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Resolution adopted.

Magovac thanked the trustees for the large purchases that have happened over the past two meetings. No other large expenditures for vehicles or machinery should need to happen for the next five years.

#### **TRUSTEES' REPORT:**

**Mike Esber:**

**John Witthuhn:**

**Chris Kusnerak:**

Kusnerak moved to approve payment to the City of Brunswick for the fourth quarter of 2018 cable office expenses in the amount of \$20,988.68. Esber seconded. Witthuhn – abstain. Kusnerak – yes. Esber – yes. Motion carried.

#### **FISCAL OFFICER'S REPORT:**

Katherine Esber noted that there are warrants, payroll and two PO's to be signed. Police department invoices were submitted with a purchase order that did not have funds available. Katherine opened a blanket certificate in the amount to \$5,000.00 from machinery, equipment and furniture. Kusnerak moved to approve as requested. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

**OLD BUSINESS:**

Kusnerak requested any update information on tax abatement and rubbish collection. Esber stated that they're still waiting on the developer before being able to move ahead with the abatement consideration.

Esber would like to move forward on the possibility of rubbish contract. Esber announced that the city has completed their contract at a cost of \$57.90 a quarter. A meeting date needs to be set to move forward.

Kusnerak asked if there was an update on the 303 property. Witthuhn advised that after meeting with the park district, we are looking to scale back and requested a revised map. Once that is received a meeting can be set to discuss the best usage of the grant monies.

Kusnerak requested to table the credit card resolution resulting from House Bill 312 stating that the need for a compliance officer is confusing and wants to seek legal direction. Witthuhn stated the training by the State Auditor at the OTA conference there must be a compliance officer. Kusnerak read the section she was referring to and will get clarification. Witthuhn stated that the bill does not include fuel cards; however, our current township credit card policy includes fuel cards. Witthuhn agreed with a suggestion that the new resolution for credit cards be an addendum to the township policy manual thereby keeping our current policy in place.

Kusnerak thanked everyone for getting the inventory to her; this will be the first time the questionnaire will be completed before March. Esber moved to authorize Kusnerak to sign and return the renewal documents to OTARAMA. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

**NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:**

There will be a meeting with the Medina County Health Department on March 4<sup>th</sup>, 2019. Kusnerak is required to attend.

Kusnerak has been tacking the information needed for the 2020 Census. The township should be pretty set when the census information if requested.

**UPCOMING MEETINGS:**

Trustees: March 12<sup>th</sup>            ZC: March 7<sup>th</sup>  
BZA: ~~March 6<sup>th</sup>~~ Cancelled  
Special:

**PUBLIC INPUT:**

**OFF CAMERA:**

Kusnerak moved to go off camera at 7:42 PM, for the signing of warrants, PO's, BC's, payroll. There will be an executive session for personnel compensation and interview. And any other business brought before the board. Esber seconded. All voted yes. Motion carried.

Kusnerak moved to into executive session at 7:58 PM, for the purpose of employment interviews and compensation with applicants, Chief Strazzo and Sgt. Salveter. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to come out of executive session at 9:03 PM. Esber seconded. All voted yes. Motion carried.

Esber moved to offer full time employment with the Brunswick Hills Police Department to Raymond Nicolai pending the successful completion of pre-employment requirement with an expected start date of mid-April 2019. Second by Kusnerak. All voted yes. Motion carried.

Esber moved to move forward with agreement with Walter Haverfield law firm to create job description and policy formulation/implementation services and authorize Witthuhn to sign on behalf of the township. Witthuhn seconded. Witthuhn – yes. Esber – yes. Kusnerak – No. Motion carried. Kusnerak stated the Board has not yet decided to hire full time employees.

Witthuhn moved to move forward in the creation of three full time firefighter/paramedic position requirements and hiring process. Witthuhn – yes. Esber – yes. Kusnerak – No. Motion carried. Kusnerak noted as she has said several times last year that she was not in favor of approving 3 full time FD employees.

Witthuhn requested a purchase order to Walter Haverfield for \$3,000.00 from Accounting and Legal fees, (2192-220-311-0000). Witthuhn – yes. Esber – yes. Kusnerak – No. Motion carried.

Witthuhn will work on the part-time Township Administrative Assistant job duties.

**ADJOURN:**

Witthuhn moved to adjourn at 9:36 PM. Esber seconded. All voted yes. Motion carried.

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Christina Kusnerak, Chair Trustee

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Katherine Esber, Fiscal Officer

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Michael Esber, Vice-Chair Trustee

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John Witthuhn, Trustee