

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
March 12, 2019

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, March 12, 2019 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Vice-Chair Michael Esber, Trustee John Witthuhn, Zoning Inspector Evelyn Czyz, Foreman Paul Magovac and Fire Chief Anthony Strazzo being present.

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

PRESENTATION:

Chris from the Auditor's Office announced that the Current Agriculture Use Value requests were due last week; however, the deadline has been extended until this coming Friday. Compliant forms to the Board of Revisions are due by April 1, 2019. May 4th is the annual Pet-Tacular at Pinnacle Sports, 313 Medina Rd, Medina.

MINUTES:

Kusnerak moved to approve the February 28, 2019 regular meeting minutes, with corrections. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn recapped off camera action by the board February 12, 2019.

- Executive session for applicant interviews and compensation.
- Out of executive session. All voted yes.
- Board approved applicant with the police department pending successful completion of pre-employment requirements.
- The majority voted to hire Walter and Haverfield law firm to write job descriptions/policy and procedures and compensation package for the fulltime firefighter positions. The majority also voted to move forward in the creation of three fulltime positions, but Witthuhn made it clear that the Board has not approved the hiring of three full time positions at this time.
- Witthuhn requested a purchase order to Walter and Haverfield.

DEPARTMENT REPORTS:

Zoning Department:

Evelyn Czyz gave the activity report for February, including monies collected in the amount of \$715.00.

Developer David Terry (285 Marks Road, Valley City, 44280) addressed the board in reference to the possibility of addressing the Zoning Commission Board. Mr. Terry explained that, to his understanding the forms on the web site are incorrect and to prevent delaying the process an additional month, he would have the proper documents by the April meeting. Inspector Czyz made it clear that the forms were forwarded to be

put on the website, that she was not responsible for the error and the need of notarized forms must be completed.

Witthuhn announced there are two positions open with the Zoning Commission. There is an applicant interview tonight.

Police Department:

Fire Department:

Chief Strazzo gave the February's activity report.

Requested the closure of BC #60 and request a new BC in the amount of \$3,000 from line item 2192-220-318- 0000 Training. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes Motion carried.

Requested approval for Lt Cali and Lt Dalziel to take Fire Officer II through Cuyahoga Community College from March 25-May 28th, 2019. Cost is \$550/per person. To be paid from BC. #__ to be determined with above request. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Strazzo requested an appropriation reallocation:

- ❖ Decreasing – 2281-760-750-0000 Vehicles
- ❖ Increasing– 2281-760-740-0000 Machinery Equipment Furniture
- ❖ The amount to be \$37,000 respectively.

Witthuhn offered and moved to adopt **Resolution 14-2019**, Appropriation Reallocation as requested. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Strazzo requested a purchase order to Vasu Communications in the amount of \$117,000 broken down as follows:

- ❖ (\$80,000) 2192-760-740-0000 Machinery Equipment and Furniture
- ❖ (\$37,000) 2281-760-740-0000 Machinery Equipment Furniture
- ❖ Total Estimated Amount for radio equipment: \$111,987.72.

Witthuhn moved to approve and issue a purchase order in an amount not to exceed \$117,000.00. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

MARCS Radio Update- Darrell Anderson Interoperability Consultant Medina County, Fire Chiefs have a meeting with him March 21 and the Police Chiefs later.

March 15th, 2019 is the last day to sign up for the Citizens Fire Academy.

Service Department:

Magovac gave the February department activity report.

Repair to the 1997 International for the amount of \$1,532.93 to ESS for steering gear box. Paid out of BC#29. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Requested a check to PDK Plumbing for the amount or \$345.00 for Back Flow Test and Sprinkler Test at Fire Department, Town Hall and Service Department.

Township, 1000-110-323-0000, Repairs and Maintenance, \$105.00
Service, 2021-330-323-1323, Repairs and Maintenance Facility, \$80.00
Fire, 2192-220-323-1323, Repairs and Maintenance Facility, \$160.00

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

Requested a Purchase Order to JDL Material and Supply, Inc. for amount not to exceed \$5,000.00 for to purchase of crack seal and rental of machine. Purchase will be made from line item 2011-330-360-0000, Contracted Services. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Requested trustee's signatures for an agreement with Medina County Commissioners for Storm Water Program. Witthuhn moved to review and sign the agreement with the Medina County Commissioners; reference, Storm Water. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

TRUSTEES' REPORT:

Mike Esber:

Esber read the Spring Cleanup flyer from the Medina County Processing Center and listed items and the cost to dispose of them. Witthuhn stated that the dates are the MCPC regular hours of operation.

Esber advised the board that he has been in contact with Beth Biggins-Ramer and that she will be drafting a contract to go out for bid. Once complete the board can review for changes.

John Witthuhn:

Witthuhn reported receiving a letter from the Ohio Department of Natural Resources in reference to our grant and advising they had not received the our proposal packet. Witthuhn explained that once the updated map is received the trustees can have their public meeting and move forward from there.

Chris Kusnerak:

FISCAL OFFICER'S REPORT:

Katherine Esber announced that there are warrants, February bank reconciliation to be signed as well as the two purchase orders approved earlier in the meeting.

OLD BUSINESS:

Kusnerak advised the board that the new credit card policy has been reviewed by the prosecutor's office and is ready to be implemented. Witthuhn asked if this was to replace the current policy in the township manual; his concern was losing the addition covering the fuel cards. Kusnerak stated that replacing our current policy would create the need to reprint and distribute new manuals. It was agreed to add the new policy as an addendum. Witthuhn didn't see any conflict between the current policy and the addendum. The elected officials agreed there was no need for a resolution; however, why not. Kusnerak will write the resolution. Esber offered and moved adoption of same **Resolution 15-2019**, having the new credit card policy added as an addendum. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution adopted.

Kusnerak informed the board that Sgt. Bors will be submitting a reimbursement form. During his trip to Arizona all expenses were paid by the entity that subpoenaed him to testify in a murder trial with the exception of the car rental; the rental company would not accept the card on file due to it being in a specific individual's name.

Kusnerak brought up the fact that there are two different TWP #2 forms. After some discussion the board decided that the original reimbursement form will be used and requested Chief Strazzo resubmit his request.

Kusnerak brought up Article 8, section a) and b) of the township policy manual indicating that the in section a) the statement 'without receipts' be removed. Witthuhn stated the in both sections; a and b the sentence should begin with "Up to". Kusnerak moved to approve the changes as stated. Esber seconded. After a limited discussion, the motion was revised to include an effective date of April 1, 2019. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:

Kusnerak read the Thank you note received from the S.P.C.A. for our donation of \$2,000.00.

UPCOMING MEETINGS:

Trustees: March 26th ZC: April 4th
BZA: April 3rd
Special:

PUBLIC INPUT:

OFF CAMERA:

Kusnerak moved at 8:00 pm, to go off camera for the signing of warrants, po's and BC's; any other business brought before the board. The board will hold an executive session for applicant interview. Witthuhn seconded. All voted yes. Motion carried.

Kusnerak moved at 8:12 pm, to go into executive session for an employment interview. Applicant and Zoning Inspector Evelyn Czyz was invited in. Esber seconded. All voted yes. Motion carried.

Esber moved at 8:42 pm to come out of executive session. Kusnerak seconded. All voted yes. Motion carried.

Witthuhn moved to hire Patricia Wetterman as a 2019 alternate member of the Zoning Commission, upon successful completion of all pre-employment requirements. Kusnerak seconded. All voted yes. Motion carried.

ADJOURN:

Kusnerak moved to adjourn at 8:47 pm. Esber seconded. All voted yes. Motion carried.

Christina Kusnerak, Chair Trustee

Katherine Esber, Fiscal Officer

Michael Esber, Vice-Chair Trustee

John Witthuhn, Trustee