

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**April 23, 2019**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 9, 2019 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Vice-Chair Michael Esber, Trustee John Witthuhn, Fire Chief Anthony Strazzo and Police Chief Timothy Sopkovich being present.

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

**PRESENTATION:**

Sopkovich introduced Raymond Nicolai as the newest recruit for the police. Sopkovich gave a review of Mr. Nicolai's background and standings in the testing for law enforcement. Kusnerak swore in Mr. Nicolai as an officer for the Brunswick Hills Police Department.

**MINUTES:**

Witthuhn moved to approve the April 9<sup>th</sup> regular meeting minutes with corrections. Kusnerak seconded. Esber – Abstain, Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn reviewed off camera action taken by the board at the April 9<sup>th</sup> township meeting. An executive session was held for employee discipline, after coming out of executive session the board moved to terminate a probationary employee and notification be mailed that the termination is due to not reporting to work.

**DEPARTMENT REPORTS:**

**Zoning Department:**

Witthuhn announced there is still an open position as an alternate for the Zoning Commission. Anyone interested please contact a board member.

**Fire Department:**

- Request approval for the sale of obsolete equipment on Gov Deals. This request includes passage of Township resolution regarding the equipment. Esber read **Resolution 20-2019, DISPOSAL OF TOWNSHIP PROPERTY**, offering and requesting adoption of same. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.
- Request approval to hold a Mandatory Department Meeting on May 13<sup>th</sup> -SOP review and department update. Esber moved to approve the request. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.
- Request approval for Lt. Cali to attend a 2 day Drone Pilot training course at the Willoughby Fire Department on May 14<sup>th</sup> and 15<sup>th</sup> at no cost for the class. There was a discussion of the necessity of the request. Kusnerak explained the availability of the sheriff's drone and Sopkovich stated the Officer Sanford is a certified operator. Strazzo

gave examples of the drone's ability to assist all departments in the township. Witthuhn inquired about the direction this will take the department. Strazzo's response was inclusive of greater ability to locate missing persons, wider range of site in wooded areas and a faster view of an area therefore reducing time. It will also help with grants for a township drone/s. Witthuhn move to approve. Esber seconded. Kusnerak – no. Esber – yes. Witthuhn – yes. Motion carried.

- Grafton Rd. House Fire-and related incidents. Strazzo thanked the mutual aid department that assisted with that fire. Information was given that explained that mutual aid is not always available.
- Fire Inspector Matt Payne installed an additional 14 Roper Lock boxes.
- Severe weather preparedness -Tornado sirens. Strazzo explained that the sirens are for persons outside of their residence and the volume level is impacted by the direction of the siren and the wind.

### **Police Department:**

Sopkovich gave an update on the radios being on the 700 ban for communications with the Sheriff's department and other M.A.R.C.S. departments.

- Request to purchase (12) Harris XL-185 Portable Radios. Purchase order request to Cleveland Communications Inc. in the amount of \$33,271.44 from Account Code 2191-760-740-0000, Machinery Equipment Tools. Kusnerak moved to approve Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.
- Request to Purchase (2) Panasonic Toughbook CF-54, \$3,894.00 and (1) Vostro 15 5000 8<sup>th</sup> Gen computer, \$1,454.00. Purchase order request to Lighthouse Solutions in the amount of \$5,348.00, from Account Code 2191-210-430-0000, Small Tools Minor Equipment. Esber moved to approve. Witthuhn seconded. Kusnerak –yes. Esber – yes. Witthuhn –yes. Motion carried.
- Request for Tom Walsh to be compensated as full-time patrolman's pay rate per the Collective Bargaining Agreement. The board will address this in an executive session after the meeting goes off camera.

### **Service Department:**

Esber announced that Magovac called for approval to have ESS to replace the EGR Cooler, injector tubes and other parts for the amount of \$6,885.81. Paid out of BC#89. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Esber reported on how much better the service garage looks. Magovac and crew have done a great job. Esber expressed gratitude to the service department employees for their hard work.

### **TRUSTEES' REPORT:**

#### **Mike Esber:**

Esber announced a request he received from Summer Celebration for the township to fund a fire workers display. This is separate from the City of Brunswick and will be held on a separate day than the city's event. After a few minutes the board agreed to get additional information before making a decision.

**John Witthuhn:**  
**Chris Kusnerak:**

Advised that there is three weeks between town hall meetings.

**FISCAL OFFICER'S REPORT:**

Katherine Esber reported that there are PO's, BC's, payroll and a spread sheet to be signed. Katherine Esber read the items on her spread sheet to be approved:

- TWP BC#90 Advertising \$278.02
- T&N Huntington TWP \$61.23 and \$15.16 (Credit Card Invoice)
- T&N Cleveland Communications PD Approved 1/8/19 - \$18,070.96
- T&N OTARMA Premium TWP-\$5,883.50 – SD-\$7,500.00 – PD-\$10,000.00.

The fire department had a purchase order in place.

Witthuhn moved to approve the spread sheet. Kusnerak seconded. Esber - yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

**OLD BUSINESS:**

Esber stated that due to the projected increase from the new gas tax increase over the next couple of years, the potential new levy millage can be reduced. Esber and the Service Department are reviewing the levy request.

Esber has not had any update on the trash status.

Kusnerak asked about the status of the 303 property. Witthuhn advised that a revised concept map; scaling back the project had been received. There was discussion about the time limit of the ODNR grant; it's getting close. After a few minutes of discussion, Witthuhn is to research the possibility of an extension. The board set a special meeting for Thursday, May 9<sup>th</sup>, 2019 at 6:30 to discuss the matter. Witthuhn will contact the West Chase HOA.

**NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:**

Esber announced that the OPWC meeting will be May 10<sup>th</sup>, 2019 and he will attend.

Esber also informed the public and the other board member's that the legal opinion received is that the township is responsible for the maintenance of the 303 property. There was some discussion to clarify the difference between maintenance and lawn care. Kusnerak noted that the service dept. will do good job however it may not be the way the HOA would want it.

**UPCOMING MEETINGS:**

- Trustees: May 14<sup>th</sup> ZC: May 2<sup>nd</sup>
- BZA: May 1<sup>st</sup>
- Special: May 9<sup>th</sup>, 2019 at 6:30 pm. Utilization of the 303 property.

**PUBLIC INPUT:**

**OFF CAMERA:**

Kusnerak moved to go off camera for the signing of warrants, PO's, BC's and any other business brought before the board. There will be executive sessions for employee

compensation and an interview. Witthuhn announced the time to be 7:48 pm and seconded the motion. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to go into executive session at 7:49 pm for the purpose of employee compensation with Police Chief Sopkovich. Esber seconded. All voted yes. Motion carried.

Kusnerak moved to come out of executive session at 8:08 PM. Esber seconded. All voted yes. Motion carried.

No action taken by the board.

Kusnerak moved to go into executive session for the purpose of employee compensation and applicant interview at 8:09 PM with Fire Chief Strazzo and the applicant. Witthuhn seconded. All voted yes. Motion carried.

Esber moved to come out of executive session at 9:00 PM. Witthuhn seconded. All voted yes. Motion carried.

Witthuhn moved to offer Debbie Bruno the position as a part time administrative assistant for Brunswick Hills Township Fire Department with a starting wage at \$13.25 and a six month probationary period, pending successful completion of all pre-employment requirements. Esber seconded. All voted yes. Motion carried.

Esber moved to accept the Brunswick Hills Township full time firefighter compensation and benefit package as written with additions and adopt Brunswick Hills Township classification description for full time firefighter/paramedic as written with corrections. Witthuhn seconded. Witthuhn – yes. Esber – yes. Kusnerak – No. Motion carried.

Kusnerak inquired about the \$3,000 cost to the law firm Walter/Haverfield and what is approved is the document discussed in executive session, it was. There was brief discussion about the testing procedure with information forthcoming.

Witthuhn asked Kusnerak if she does not support hiring any F/T firefighters, Kusnerak responded, correct.

Witthuhn moved to pay OTARMA invoice in the amount of \$37,764.00 and authorize Kusnerak to sign the annual insurance agreement on behalf of the township. Esber seconded. All voted yes. Motion carried.

**ADJOURN:**

Kusnerak moved to adjourn at 9:18 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