

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
June 25, 2019

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, June 25 9, 2019 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, V-Chair Michael Esber, Trustee John Witthuhn, Fiscal Officer Katherine Esber, Police Chief Timothy Sopkovich, Fire Chief Anthony Strazzo and Service Foreman Paul Magovac.

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

PRESENTATION:

The American Heart Association and Southwest General Hospital presented the Fire Department with a Mission Lifeline Award for cardiac care.

MINUTES:

Witthuhn moved to approve the May 14th Regular meeting minutes. Esber seconded. Kusnerak – Abstain. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn reviewed off camera action by the board. Executive session for an interview. Applicant was offered the position on the Zoning Commission as an alternate.

Esber moved to approve the June 11th Regular meeting minutes. Kusnerak seconded. Witthuhn – Abstain. Kusnerak – yes. Esber - yes. Motion carried.

Kusnerak advised that no other business outside of signing warrants and purchase orders. Off camera at 7:22 pm and adjourned at 7:27 pm.

DEPARTMENT REPORTS:

Zoning Department:

Police Department:

Sopkovich presented the board with the following requests:

- Request for Tom Walsh to be compensated as full-time patrolman's pay rate per the June 17, 2019 Memorandum of Understanding between the FOP # 15 and the Brunswick Hills Township.

Memorandum of Understanding (MOU)
Between Brunswick Hills Township
and the Fraternal Order of Police, Lodge 15
June 17, 2019

Esber explained that after speaking with Kusnerak and Chief Sopkovich he is very comfortable with the MOU. Esber moved to approve the MOU. Kusnerak seconded. Witthuhn – Abstain. Kusnerak - yes. Esber – yes. Motion carried.

- Request to Purchase Pro-Vision BC-300 10 Camera USB docking station. Purchase order request to Pro-Vision in the amount of \$1,195.00 from Account Code 2191-210-430-0000, Small Tools Minor Equipment. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.
- Request to Purchase (4) Dell Optiplex Desktop Computer Core i5-8500. Purchase order request to Lighthouse in the amount of \$3,237.64 from Account Code 2191-210-430-0000, Small Tools Minor Equipment. Kusnerak moved to approve. Witthuhn – seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Fire Department:

Strazzo presented the following to the board for acceptance and/or approval:

- Accept letter of resignation from FF/Medic Jim Marrelli effective July 8, 2019. BHFD recognizes his 16 year of service. Esber moved to accept the letter and expressed gratitude for Jim's 16 year of service to the township. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – years. Motion carried.
- Request approval to purchase hose testing machine in the amount of \$2,845 from BC #73 Machinery Equipment Furniture. The tester is necessary to conduct annual hose testing as required by NFPA. Last year our tester broke (pump and motor failure) and we borrowed Valley City's to complete testing. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.
- Request initial courtesy letters be sent to the owners of the following addresses 940 Woodward Ave. and 4361 Kimmich Drive regarding unsafe and unsecure properties as specified in ORC 505.86. Request that the letters be mailed in the next 7 days and that a 14 day period be granted for response to the letter. Documentation from the Medina County Building Department is attached. FD to provide photos of both properties prior to the meeting. Before addressing this request Witthuhn asked to review and confirm sending the other courtesy letters that have not been sent out. After some discussion the board agreed to move forward with sending the letters. Witthuhn moved to send letters to 940 Woodward and 4361 Kimmich. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Strazzo advised that he has received a letter of denial from the Ohio Department of Commerce for our 2019 Equipment Grant. Note there were 517 applicants with \$7.3 million in requests.

Applications are being accepted for Full-time Firefighter Paramedic through July 8th and the written test will be administered on July 16th St Emilian Church on Substation.

Service Department:

Magovac requested to close Sleepy Hollow Road on three different dates for three different road culverts by resolution:

Esber offered and move to adopt of same:

RESOLUTION NO 23 - 2019

RESOLUTION DETERMINING THE NECESSITY TO CLOSE SLEEPY HOLLOW ROAD AT 5230 SLEEPY HOLLOW FOR THE PURPOSE OF CULVERT REPLACEMENT.

Kusnerak seconded. Witthuhn yes- Kusnerak – yes. Esber – yes. Resolution adopted.

Esber offered and moved adoption of same:

RESOLUTION NO 24 - 2019

RESOLUTION DETERMINING THE NECESSITY TO CLOSE SLEEPY HOLLOW ROAD AT 4934 SLEEPY HOLLOW FOR THE PURPOSE OF CULVERT REPLACEMENT.

Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Esber offered and moved adoption of same:

RESOLUTION NO 25 - 2019

RESOLUTION DETERMINING THE NECESSITY TO CLOSE SLEEPY HOLLOW ROAD AT 5140 SLEEPY HOLLOW FOR THE PURPOSE OF CULVERT REPLACEMENT.

Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution adopted.

Magovac reported that District #3 (ODOT) is looking into the traffic issues along 303 which included the intersection at Substation. It was good to hear the concerns made by the township are being looked at.

TRUSTEES' REPORT:

Mike Esber:

John Witthuhn:

Chris Kusnerak:

FISCAL OFFICER'S REPORT:

Katherine Esber reported that there are warrants, purchase orders approved earlier in the meeting, a T&N purchase order to pay an invoice. There is an appropriation reallocation necessary to cover a BC needed for postage. Kusnerak offered and moved adoption of **Resolution 26-2019**, reducing line item 1000-110-122-0000 and increasing line item 1000-130-420-0000 by \$500.00, respectively. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution 26-2019 adopted.

Witthuhn moved to approve the purchase order and blanket certificate as explained by the fiscal officer. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Katherine advise the board that a letter of engagement for the 2017/2018 audit has been received and requested that the board authorize one member to accept and sign the letter. Esber moved to authorize Kusnerak to sign the letter of engagement on behalf of the township. Witthuhn – seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

OLD BUSINESS:

Esber advised that the discussion with Medina County Solid Waste District will continue at the next regular meeting on July 9, 2019.

NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:

UPCOMING MEETINGS:

Trustees: JULY 9TH ZC: July 11th
BZA: July 3rd
Special:

PUBLIC INPUT:

OFF CAMERA:

Kusnerak moved to go off camera at 7:44 PM for the signing of warrants and purchase orders, and any other business brought before the board. Witthuhn seconded. All voted yes. Motion carried.

Witthuhn moved to approve a key being duplicated and given to the Fire Department Administrative Assistant. Esber seconded. All voted yes. Motion carried.

ADJOURN:

Kusnerak moved to adjourn at 7:57 PM. All voted yes. Motion carried.

Christina Kusnerak, Chair Trustee

Katherine Esber, Fiscal Officer

Michael Esber, Vice-Chair Trustee

John Witthuhn, Trustee