

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**August 13, 2019**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, August 13, 2019 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, V-Chair Michael Esber, Trustee John Witthuhn, Chief Anthony Strazzo, Police Chief Tim Sopkovich, Zoning Inspector Evelyn Czyz and Service Foreman Paul Magovac.

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

**PRESENTATION:**

Bethany Dentler from the Medina County Economic Development notified the board of P.A.C.E. (Property Assessed Clean Energy) and explained how the program works even though she admitted to the program application was difficult.

Chris from the Auditor's office stated that reappraisals will be mailed out at month's end and it's on a post card.

**MINUTES:**

Esber moved to approve the July 23, 2019 Regular Meeting. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn gave a recap of off camera items addressed by the board. An executive session was held for employee discipline. The board had previously placed an employee on administrative leave. The board removed the employee from administrative leave and return to full duty.

The board discussed an issue with radio communication during a call-out in Wayne County for the all hazards/water rescue team. Update was given by Chief Strazzo.

**DEPARTMENT REPORTS:**

**Zoning Department:**

Zoning Inspector Evelyn Czyz reported that monies collected for July \$261.64. Several letters were sent for unkempt yards. Witthuhn stated that most have complied after receiving a letter, some have not. Evelyn stated that the next step for those in noncompliance is for the board to decide the next step. Evelyn reminded the board that the zoning office will be closed September 1, 2019 through September 9, 2019 and September 20, 2019.

**Police Department:**

Chief Sopkovich reminded everyone that school is back in session. Everyone needs to be aware of children and buses. Sopkovich also stated that every year they assist

families in need with school supplies. Call 330-273-3722 for information and/or assistance.

Request to Purchase (1) 2020 Ford Police Interceptor Utility from Liberty Ford. Purchase order requests to Liberty Ford in the amount of \$30,675.20 from Account Code 2191-760-750-0000 Motor Vehicles. Unit #2 will be traded in to Liberty Ford with a trade in value of \$4,000.00. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Esber made a second motion to authorize Kusnerak to sign the papers on behalf of the township and issue a PO. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

### **Fire Department:**

Strazzo gave the activity report for the month of July and advised the board that a letter of accommodation was received from Chief Greg Smith of Valley City for Assistant Chief Haas, Lt. Koerper, FF Phelan, FF Rolsten, FF Salvedor, FF Santana and FF Vance. Strazzo gave a report on the fire and its location.

Request a PO to Pradco in the amount of \$900 from line item 2192-220-360-0000 Contacted services for physiological testing of 5 firefighter candidates. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Request closure of PO #57 and request a new PO to the City of Brunswick \$13,075.15 from 2192-220-370-0000 Payment to another political subdivision. Esber moved to approve. Kusnerak seconded. Kusnerak – yes, Witthuhn – abstain. Esber – yes. Motion carried.

Request to accept letter from Robert Koerper to move from rank of Lieutenant to Firefighter. Esber moved to approve the request and thanked Mr. Koerper for his service as a lieutenant. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Request approval for a mandatory training to be held in October or November depending on trainer availability. NOTS (Northern Ohio Trauma System) will be presenting a 2 hour lecture Geriatric Trauma. EMS Training hours will be issued to attendees. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Computer purchase through Lighthouse in the amount of \$1,348.00 to be paid from BC #7. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Phone approval received from Trustees for repairs to tanker 22 in the amount of \$1,856.12. Kusnerak moved to approve. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo informed the board that the Medina County Fire Chiefs Association, which he is the president, will attend a meeting that Medina County EMA will be hosting with State Fire Marshal tomorrow night. The topic will be the MARCs radios.

Strazzo extended condolences to the family of Theodore "Ted" Thomas, former Brunswick Hills Township employee.

Strazzo asked that the property at 4949 Orchard be sent a letter due to the condition of the structure. Witthuhn moved to send the notification. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

### **Service Department:**

Magovac gave the activity report for the month of July.

Two employees attended a seminar for Storm Water to comply with our Good House Keeping. "Conquer Invasive Plants without Toxic Pesticides". There was no cost to the township for this seminar.

Magovac addressed the Sleepy Hollow Road paving for 2020. Township will receive \$200,000.00 from the OPWC grant. To do a chip and seal the cost is approximately \$400,000.00 and to asphalt the road the cost will be approximately \$525,000.00. There was thirteen minutes of discussion on how to fund the project, the impact to the service department's budget, cutting into reserves and/or general fund picking up cost. Esber moved to approve to asphalt Sleepy Hollow Road a cost of \$525,000.00. Witthuhn seconded. Kusnerak voted yes; however is unsure of the funding and doesn't want the service budget to have nothing remaining. Esber – yes. Witthuhn – yes. Motion carried.

We had the Chevy 3500 Dump taken to ESS for fuel issues total cost \$1,331.01. Will be paid out of BC#89. Kusnerak moved to approve. Esber – seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Magovac asked that a letter be written for Mr. Thomas Calton stating township approval of Calton performing the following improvements on the road in front of his property, in compliance with the recommendations agreed to with Andy Conrad.

- The north end of Baintree Court must be extended 20'.
- Two catch basins must be installed at the end of the 20' extension.
- A guardrail must be installed at the north end of Baintree Court.
- A T-Style turnaround must be installed using his driveway and part of the right of way across the street.

Esber moved to approve the writing of the letter to Mr. Calton. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Medina County Highway is doing an emergency shut down of the intersection of Orchard and Substation tomorrow between the hours of 9am and 2pm for a culvert replacement on Orchard.

The county will begin road work on Boston and Grafton on Monday. Grinding will be from Marks to Prospect on Boston Road and Marks to Hwy 42 (Pearl) on Grafton. The intersection of Grafton and Pearl (Hwy 42) will be closed to all traffic when they get to

that point. There may be several daytime closures as they move heavy equipment into the intersection. The county will notify all safety forces when that occurs.

Discussion to purchase 13 signs from Judco for the amount of \$649.35.

13 high visibility signs (36X12) at \$49.95 each. Green with white letters. Signs will be placed throughout the township when entering the township. Paid from General Fund. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn asked about the Western Reserve Land Conservancy report. Magovac reported he was unable to participate in this year's inspection. The letters of notice and/violations sent last year appears to have corrected the concerns and that the area has vegetation as well as the paths are disappearing.

## **TRUSTEES' REPORT:**

### **Mike Esber:**

Esber received a thank you from Sam Boyer for the service and fire department participating in the "Touch a Truck" event held at Heritage Farm. Esber acknowledged the fact that the police department was busy.

Evelyn Czyz announced that the Brunswick Hills Police department was represented by her at the Medina Lodge during a Shop with a Cop event for much needed school supplies and other items and she would be representing again in the Shop with a Cop event at Christmas.

### **Chris Kusnerak:**

Kusnerak moved to pay the City of Brunswick cable office second quarter in the amount of \$14,770.08, to be paid from PO #12. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – Abstain. Motion carried.

### **John Witthuhn:**

Witthuhn reported on the first round of five letters sent out for unsafe structures. All have responded and are in the process of being handled. One property owner that is a 100 years old is looking into a grant to raze the home, others have started addressing their issues, and one utilizes a property manager that was unaware of them owning the property. Gratitude to the fire department for their efforts.

Witthuhn moved to approve the payment to Lighthouse Solutions for 2019/2020 cloud backup in the amount of \$2,093.48. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

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

Katherine Esber advised that there are warrants and July's bank reconciliation to be signed. There is a resolution for a reallocation amendment for the township. Increasing operating supplies, decreasing other professional and technical services by \$2,000.00 respectively. The reallocation of funds will be Resolution 31-2018.

Kusnerak offered and moved to adopt **Resolution 31-2018**. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Resolution adopted.

The fiscal officer presented a spread sheet and read the amounts to be approved including vendors and indicated if the expenditure was in a blanket certificate or purchase order. All payments to the City of Brunswick will be approved separately.

Witthuhn moved to approve the spread sheet excluding items to the City of Brunswick. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to pay the City of Brunswick for Code Red in the amount of \$2,600.00 and the dispatch services for the police department in the amount of \$53,964.67. Fire departments portion was approved during their report. Esber seconded. Witthuhn – abstain. Kusnerak – yes. Esber – yes. Motion carried.

**OLD BUSINESS:**

Esber announced that four vendors have picked up the bid package trash removal.

**NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:**

Kusnerak advised that WOW will no longer carry Music Choice Play (Channel 499) as of September 3, 2019.

Witthuhn gave a recap of upgrading/replacing township phone systems over the past four/five years. Witthuhn has received several complaints from employees and residents about not receiving a return call or the department not receiving a message. The concern is that residents are left believing that they are being ignored.

Witthuhn explained that the new system at Town Hall and Station One will have a voicemail notification sent to person/departmental email. There will be the capability to transfer calls from township building to building, and by doing this through the internet it leaves additional phone lines open; the cost for this feature is a onetime charge of \$600.00 per building.

Fire	2192-760-730-0000	Site Improvements	\$3,500.00
TWP	1000-110-360-0000	Contracted Services	\$2,625.00
Police	2191-210-420-0000	Operating Supplies	\$600.00
Zoning	BC# 25	Small tools & Minor Equipment	\$875.00

Witthuhn also had a meeting with WOW in reference to P.R.I. lines verses traditional phone lines. There is an install cost and the monthly phone bill will increase. Witthuhn does not see a benefit at this point.

Witthuhn moved to approve the new phone system through DBS Communications in an amount not to exceed \$7,600.00 and issue purchase order. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn advised of an ongoing flooding complaint involving a resident and invited him to speak with the board. David Dotson, 4866 Emerald. The board, Mr. Dotson and Road Forman Paul Magovac discussed the water problems Mr. Dotson has had over the past couple of years for approximately twenty minutes. Magovac previously met with Medina

County to discuss the issue. It was determined that the township is unable to assist because this is a civil matter between neighbors that involves private property.

**UPCOMING MEETINGS:**

Trustees: August 27<sup>th</sup>, 2018

ZC: September 5<sup>th</sup>

BZA: September 4<sup>th</sup> There is no business. Not officially cancelled.

Special:

Kusnerak advised that the board will hold an executive session for employee discipline.

**PUBLIC INPUT:**

Dave Goodyear, 691 Pearl Road. Mr. Goodyear explained that a bike was located on his property and he contacted the police department. The responding officer said the department no longer takes bicycles. There was discussion between Dave and Sopkovich. Mr. Goodyear believes that the police department should take possession of the bike and every attempt should be made to locate the owner. Witthuhn agreed. Mr. Goodyear is sure the child is very upset.

**OFF CAMERA:**

Kusnerak moved to go into executive session at 9:11 PM for employee discipline. Esber seconded. All voted yes. Motion carried.

Kusnerak moved to come out of executive session at 9:22 PM. Esber seconded. All voted yes. Motion carried.

No board action taken at this time.

**ADJOURN:**

Witthuhn moved to adjourn at 9:33 PM. Kusnerak 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