

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
November 12, 2019

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

Board of Trustees V-Chair Michael Esber, Trustee John Witthuhn, Fiscal Officer Katherine Esber and Tim Sopkovich in attendance.

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

PRESENTATION:

Queens Court addressed the board by introducing themselves and explaining what they do as representatives at the Ohio State Fairs.

Queen – Kaiya Bundy
Queen 1st Attendant – Madelynn Serwatka
Jr. Miss – Elizabeth Goodell
Jr. Miss 1st Attendant – Emily Linville

MINUTES:

Esber moved to approve the September 24th Public Hearing. Witthuhn seconded. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve the October 8th Regular. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

Esber moved to approve the October 22nd Regular meeting minutes. Witthuhn seconded. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn gave an overview of the off camera/public hearing minutes.

September 24th Public Hearing was the first of two required meetings for the License plate fee increase. The service department budget and amount of funds were reviewed. Attendees were in agreement with the increase indicating that if the township didn't the county would. One suggested transferring funds from general fund. This meeting ran from 6:00 PM till 6:15 PM.

October 8th off camera. Executive session at 9:02 pm for the purpose of a follow up concerning a complaint against a public employee/discipline. Out of Executive session at 10:02 pm. Witthuhn to contact persons named in the anonymous letter.

October 22nd off camera. Executive session at 8:07 for employment consideration and complaint against a public official. Out of executive session at 9:42 PM. Witthuhn moved to offer full time employment to FF Mahalic and FF Cali pending successful completion of pre-employment requirements. All voted yes. Reference the investigation, no further action was taken by the Board at that time.

DEPARTMENT REPORTS:

Zoning Department:

Witthuhn reported that six permits issued and monies collected is \$316.20. The office has not been open as usual lately due to some illnesses.

Esber reported that the board has hired an assistant zoning inspector that will start sometime next week. Mr. Wes Humphreys'.

Police Department:

Sopkovich thanked the Queens Court for attending this evening, he also thanked the volunteers, police officers and spouses that made this year's Trick or Treat a very pleasant event.

Sopkovich reminded everyone that this is the time of year the food bank needs replenished. Any non-perishable item is greatly appreciated; if you don't have an item please consider an Aldi's gift card. This gives the family an opportunity at fresh dairy and produce.

Sopkovich announced that "Light up the Station" will happen again this year on November 29th. It's the department's way of having a Christmas event with the residents of the township. Esber asked for a time; the event will be between 6:30 and 8:00 PM.

Purchase Order in the amount of \$3,500.00 to Auto Trim Design for vehicle markings was previously approved at Trustee Meeting held on 8-23-2019. Purchase Order will be utilized for vehicle police markings removal and installation on new and old police vehicles and other Departmental decals. Request to pay invoice # 14680 in the amount of \$1,985.82 and invoice # 14683 in the amount of \$23. 52 from this purchase order. Esber moved to approve. There was several minutes of discussion between Esber, Witthuhn and Sopkovich. The discussion included; why there was not a formal request for payment exceeding \$ 750.00, Sopkovich replied that he did not know it would be that amount and further stated Kusnerak and Esber gave approval at the police department. Esber did not recall being asked for approval. Witthuhn declined to second the motion. Motion dies due to lack of a second.

Fire Department:

Witthuhn read the October 2019 fire department activity report.

Approval for FF Cali to attend the Health EMS User Con-Ed on November 20th at the Embassy Suites in Beachwood from 0900-1630 hrs. This is our patient care reporting software and FF Cali is our administrator. He will take a department vehicle if one is available. Witthuhn moved to approve. Esber seconded. Esber – yes. Witthuhn – yes. Motion carried.

Request PO to Walter Haverfield in the amount \$1,000 from 2192-220-311-0000 Legal Fees. Witthuhn moved to approve. Esber seconded. Witthuhn – yes. Esber –yes. Motion carried.

Witthuhn announced that in support of the township food pantry the fire department will hold their annual "Stuff the Squad" on November 16, 2019 in front of Drug Mart located at the corner of 303 and Marks from 11:00 am till 1:00 pm.

Esber asked Witthuhn if he wanted to mention the sale of a squad. Witthuhn announced that the old squad sold for \$15,000.00. Witthuhn requested permission to sign the tile once payment was confirmed by GovDeals and so moved. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

Service Department:

Esber read the October activity report due to Magovac out plowing the roads.

Request to close PO#127 (880 Construction). Esber moved to approve. Witthuhn seconded. Esber – yes. Witthuhn –yes. Motion carried.

TRUSTEES' REPORT:

Mike Esber:

John Witthuhn:

Chris Kusnerak:

FISCAL OFFICER'S REPORT:

Fiscal Officer reported having one PO previously approved this evening and a T&N PO to pay a bill in the amount of \$533.57. Witthuhn asked which vendor and was told Verizon Wireless for the police department. Witthuhn moved to approve the \$533.57 payment. Esber seconded. Esber – yes. Witthuhn – yes. Motion carried.

The October bank reconciliation is ready for review and signatures.

Katherine advised the board that her annual training with the state auditor's training will be held on a week that she in the township; therefore she asked for the use of a township vehicle. Esber is to talk with the Zoning Inspector to have the car ready.

Witthuhn moved to approve the pay listing dated November 12, 2019 in the amount of \$10,450.43. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

Witthuhn announced the OTA Winter Conference will be February 5th through February 8th, 2020. Witthuhn moved to approve registration for elected officials and department heads to attend and the payment of associated costs to include mileage, housing and meals. Esber seconded. Esber – yes. Witthuhn – yes. Motion carried.

Katherine stated that newly or reelected officials have mandatory training offered during this conference.

Witthuhn stated the BZA denied the PMUO requested by Terry Properties and it now moves before the board of trustees. There was discussion on setting a public hearing. This will be decided after Kusnerak returns from vacation.

MISCELLANEOUS & CORRESPONDENCE:

UPCOMING MEETINGS:

Trustees: November 26th ZC: December 5th
BZA: December 4th
Special Meeting BZA Workshop November 21st at 7:00 PM.

PUBLIC INPUT:

Patti Wetterman, 1085 Substation Road. Reminding everyone to insure your driver's license and license plate registration shows Brunswick Hills Township.

OFF CAMERA:

Esber moved to go off camera at 7:32 PM for the signing of warrants, purchase orders and any other business brought before the board. Witthuhn seconded. All voted yes. Motion carried.

Paul Appleton appeared before the Board and asked about the status of being hired as a part time firefighter. Paul questioned the results of his physical and background check. Witthuhn stated that he would follow up with Chief Strazzo.

ADJOURN:

Witthuhn moved to adjourn at 8:03pm. Esber seconded. Both voted yes. Motion carried.

~~Christina Kusnerak, Chair Trustee~~

Katherine Esber, Fiscal Officer

Michael Esber, Vice-Chair Trustee

John Witthuhn, Trustee