

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
December 10, 2019

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, December 10, 2019 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christine Kusnerak, V-Chair Michael Esber, Trustee John Witthuhn, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, Fire Chief Strazzo and Road Forman Paul Magovac in attendance.

Kusnerak called the meeting to order at 7:02 PM and noted the meeting was properly advertised.

PRESENTATION:

Chris from the auditor's office announced that dog licenses are now on sale and that the C.U.V. renewals will be mailed next week.

Chief Strazzo asked the board to continue with township business due to waiting for other family members to arrive for the swearing in.

MINUTES:

Esber moved to approve the November 5th Special meeting minutes. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn –yes. Motion carried.

Esber moved to approve the November 12, 2019 Regular meeting minutes. Witthuhn seconded. Kusnerak – Abstain. Esber – yes. Witthuhn – yes. Motion carried.

Esber moved to approve the November 19, 2019 Special meeting minutes. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn moved to approve, as amended the November 26th Regular meeting minutes. Kusnerak seconded. Esber – Abstain. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn announced the purpose of the special meetings held on November 5th and November 19th, 2019 and the actions, if any that were taken by the board. Witthuhn reviewed the off camera items and actions by the board for the regular meeting held November 12th and November 26th, 2019.

Witthuhn moved to amend an error in November 26, 2019 off camera notes to reflect changing Greg to Cory. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

(For detailed information on special or off camera items review the posted minutes on the website:

www.brunswickhillstwp.org)

DEPARTMENT REPORTS:

Zoning Department:

Evelyn Czyz amended the October 2019 report to reflect monies collected in the amount of \$2,307.35.

Evelyn reported that as of December 31, 2019 the computer program; ZonePro will no longer be supported or updated. The company IWorks has replaced ZonePro and the program, installation and one year operating fee totals \$2,125.00. The purchase was respectfully requested. It is not known if the startup cost is the actual future annual cost. The zoning budget will be adjusted to absorb the cost next year.

Esber moved to approve and issue a purchase order. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Evelyn asked that Witthuhn be authorized to sign all documents required for the contract and purchase. Kusnerak moved. Esber – seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Public Presentation continued:

Chief Strazzo announced that on this day six years ago he, himself stood before the board to be sworn in as the Fire Chief. Now he has the honor of presenting the first two fulltime firefighters of Brunswick Hills Township.

Strazzo introduced Chuck Cali and reflected on his qualifications and dedication to the department after which Chair Christina Kusnerak executed the Oath of Office with his family present.

Strazzo introduced Nickolas Mehalic and reflected on his qualifications and dedication to the department after which Chair Christina Kusnerak preformed the Oath of Office with his family present.

Chief Strazzo requested a short break for photo opportunity. Kusnerak announced a ten minute break at 7:27 pm.

Kusnerak reconvened the meeting at 7:38 PM.

Police Department:

Kusnerak presented an invoice for vehicle repairs to Unit #7 in the amount of \$1,050.79 which Chief Sopkovich received verbal approval from Kusnerak and Esber; Witthuhn stated that there was also an email notification. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Kusnerak - yes. Esber - yes. Motion carried.

Esber moved to rescind his motion of approval at the November 19, 2019 special meeting approving Interior Finishes to remove and install flooring for the police department. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried. Kusnerak stated that this was done due to inconsistencies and after the initial meeting the board wanted to get clarification as to what was being purchased.

Fire Department:

Chief Strazzo read the November department activity report.

Chief Strazzo presented the following requests and announcements:

Request approval for Fire Prevention Officer to attend the 2020 Fire Code Academy in Columbus March 2nd and 3rd. Payne attended last year and won a scholarship for tuition

this year. BHFD would be responsible for hotel @\$275, parking at \$25. Payne will take car 29 if available, or be paid mileage. Fees to be paid from 2020 training BC. Esber moved to approve. Kusnerak seconded. Witthuhn - due to mileage reimbursement – No. Esber – yes. Kusnerak – yes. Motion carried.

Request approval for Chief Strazzo to attend 2020 Ohio Fire Chiefs Winter Symposium March 3rd and 4th in Columbus. Cost of symposium \$120. Hotel \$150 plus parking. Chief to take car 25. Fees to be paid from 2020 Training BC. Kusnerak moved to approve. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Request approval for mandatory department training January 18th from 1000-1200. Topic is preplans and Creekside Event Center walkthrough/familiarization (requested by center owner). Witthuhn moved to approve. Kusnerak – seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo thanked the Brunswick Fraternal of Eagles for their generous donation to both the police and fire associations. The Eagles do so much for the community each year.

Meet Santa – December 15th from noon till 3pm at Fire Station Two. Parking available at the Skyview Lodge with bus transportation to the station.

Strazzo thanked the board for their support with the changes within the department. This is a good thing for the residents.

Kusnerak explained to Strazzo that she has completed his request to remove the 2008 Road Rescue from the insurance and added the 2020 F250. The request was received November 25th by email.

Service Department:

Magovac read the department activity report.

The service department annual inventory, final 2020 budget as well as the 2020 BC/PO request has been submitted.

Esber announced that he and Paul attended a meeting of the OPWC funding session for 2020. The township will receive approximately \$250,000.00 for the Sleepy Hollow Road project.

TRUSTEES' REPORT:

Mike Esber:

John Witthuhn:

Witthuhn announced that an hour before tonight's meeting he received notice that the township has been awarded the EPA grant of \$50,000.00 toward the purchase of a new plow truck. Witthuhn explained a slight timing issue that needs addressed.

Witthuhn asked the board if they would be in favor of requesting an extension of the deadline into the next fiscal budget for the state of Ohio. After a minute of discussion the board agreed that Witthuhn is to contact the State of Ohio/ODNR regarding the

\$ 100,000 grant and request an extension. Esber moved. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Chris Kusnerak:

FISCAL OFFICER’S REPORT:

Katherine Esber advised the board that there are warrants and the November bank reconciliation to be signed. The warrants total \$88,546.02.

Payroll for December 17th, 2019 is not to exceed \$65,000.00.

Then and Now purchase orders to night are:

PD Verizon Wireless	\$ 547.53
PD Ohio Edison	\$ 438.56
PD Mr. Tire	\$2,036.53
PD Shuttler’s (2) \$31.67/\$211.50	\$ 243.17
PD Brownells’	\$ 416.05

Witthuhn moved to approve the purchase orders as mentioned. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak offered and moved adoption of same:

Appropriation Reallocation Resolution 46-2019;

Increase	2191-210-190-0000	Salaries
Decrease	2191-210-221-0000	Hospitalization

By \$20,000.00 respectively.

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

Witthuhn moved to approve the payment list dated 12/09 and 12/10, 2019 in the amount of \$88,546.02. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payroll dated for December 17th, 2019 payroll not to exceed \$65,000.00. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

Kusnerak moved to approve the 3rd quarter franchise fees in the amount of 13,058.86 from PO #12 to the City of Brunswick. Esber seconded. Witthuhn – Abstain. Kusnerak – yes. Esber – yes. Motion carried.

Esber explained the issue with the Auto Zone account, a fire department credit and other department charges. It is the board’s decision to have each department pay what they owe and leave the fire department with a small outstanding credit balance. The Fiscal Officer stated that she pays by invoice and it should not present a problem.

MISCELLANEOUS & CORRESPONDENCE:

UPCOMING MEETINGS:

Trustees: December 26th 4:00 PM - Meeting moved due to holiday on the 24th.

BZA: January 8th, 2020 at 7:00PM Organizational Meeting and Regular Meeting.

ZC: January 9th, 2020 Organizational Meeting at 6:30PM/Regular meeting at 7:00PM.

Special Meeting: TWP Organizational meeting January 2nd. 4:30PM.

Kusnerak moved to approve the meeting dates and times. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

PUBLIC INPUT:

OFF CAMERA:

Kusnerak moved to go off camera for the signing of warrants, purchase orders, blanket certificates and any other business brought before the board. There will be executive sessions for the purpose of 1. Employment, 2. Compensation and 3. Investigate complaints against a public employee. Esber seconded at 8:12 pm. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to go into executive session at 8:24PM for three items to consider:

Employment – Compensation – Investigation of charges or complaints against a public employee.

Kusnerak seconded. All votes yes. Motion carried.

Kusnerak moved to come out of executive session at 9:09 PM. Esber seconded. All voted yes. Motion carried.

No action taken regarding employment or compensation.

Witthuhn will follow up with prosecutor's office.

ADJOURN:

Kusnerak moved to adjourn at 9:20 pm. Witthuhn seconded. All votes yes. Motion carried.

Christina Kusnerak, Chair Trustee

Katherine Esber, Fiscal Officer

Michael Esber, Vice-Chair Trustee

John Witthuhn, Trustee

