

BRUNSWICK HILLS TOWNSHIP TRUSTEES
Township Organizational
Special Meeting
January 2, 2020

The Brunswick Hills Township Board of Trustees met in special session on Thursday, January 2, 2020 for the annual Organizational Meeting at Brunswick Hills Township Town Hall.

Board of Trustees, Chair Christina Kusnerak, Vice-Chair, Michael Esber and Trustee John Witthuhn, Chief Anthony Strazzo, Chief Timothy Sopkovich and Road Foreman Paul Magovac. There were four residents in attendance.

Kusnerak called the meeting to order at 4:30 PM and noted the meeting was properly advertised.

Esber moved to nominate Witthuhn as the Chair of the Board for 2020. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to nominate Kusnerak as Vice-Chair of the Board for 2020. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn offered and moved adoption of same, **Resolution 1-2020** establishing the meeting day and times for 2019. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution adopted.

Kusnerak offered and moved adoption of same, **Resolution 2-2020** accepting the Elected Officials Policy Manual. Witthuhn seconded. Kusnerak –yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Kusnerak offered and moved adoption of same, **Resolution 3-2020** requesting the 1st half tax advance for 2019. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution adopted.

Kusnerak offered and moved adoption of same **Resolution 4-2020** transferring the Police fines from General fund to the Police fund. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution adopted.

Kusnerak offered and moved adoption of same **Resolution 5-2020** transferring the Star Ohio interest from the General Fund to the Fire Fund. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Kusnerak offered and moved adoption of same **Resolution 6-2020** to proceed by Force Account when necessary. Witthuhn seconded. Kusnerak –yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Witthuhn offered and moved adoption of same **Resolution 7-2020** setting the Longevity at \$75.00. Esber seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

Kusnerak offered and moved adoption of same **Resolution 8-2020** accepting the Trustee and Fiscal Officers Compensation set by the State Legislature. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Resolution adopted.

Department Liaisons:

- Zoning – Kusnerak
- Service – Kusnerak
- Fire - Witthuhn
- Stormwater – Kusnerak
- Police – Esber – Esber stated getting a quote from
Walter Havererfield for the 2020 PD negotiations.
- Cable – Esber

Buildings, Grants, Cemetery and Open Space to be shared.

Witthuhn moved to continue with Gary Fuller as the Cemetery Sexton. Kusnerak seconded, Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

2020 budget review by department – None.

Witthuhn moved to approve all of the requested 2020 PO's and BC's. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried. P.O. 01-2020 thru P.O. 71-2020. BC 01-2020 thru BC 85-2020.

Kusnerak moved to close BC's and 2019 PO's issued.

T&N	General Fund	Gazette	\$78.98
	Police Fund	C. Martin	\$61.90
	Police Fund	Mr. Tire	\$169.49
	Police Fund	Staples	\$523.28
	Police Fund	True Value	\$50.98
	Police Fund	Home Depot	\$222.08
	Police Fund	Huntington Bank	\$527.37
	Police Fund	Cintas	\$181.60
	Police Fund	Carstar	\$500.00
	General Fund	True Value	\$9.48
	Gen/Svc/Pd	B&F	\$5,629.95
	General Fund	Huntington Bank	\$500.00
	Police Fund	Balboa Lease	\$653.46

Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Kusnerak offered and moved adoption of same, **Resolution 9-2020** Annual Appropriations. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Witthuhn offered and moved adoption of same **Resolution 51-2019** for Reallocation.

Increase	2192-220-211-0000	OPERS	\$ 1,500.00
Decrease	2192-220-215-0000	OP&F	\$ 1,500.00

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

Witthuhn moved to reappoint Sy Mougrabi and Daryl Lucien to alternate zoning positions in 2020. Esber seconded. All votes yes. Motion carried.

Witthuhn moved to approve zoning department duplicate keys be made for the assistant inspector. Keys are to include door, filing cabinets and after hours drop box. Esber seconded. All voted yes. Motion carried.

Esber moved to set hours for the zoning office for 2020, effective 01/13/2020:

Monday	4:00 PM – 7:00 PM
Tuesday	9:00 AM – 2:00 PM
Wednesday	9:00 AM – 2:00 PM
Thursday	4:00 PM – 7:00 PM
Friday	9:00 AM – 2:00 PM

Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to remove Vicky from the fire department payroll. The pay will now be 2/3 from general fund and 1/3 from service. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to approve warrants written December 26, 2019 to December 31, 2019, total of all warrants is \$14,051.64. Esber seconded. All votes yes. Motion carried.

Witthuhn moved to pay Henderson invoice in the amount of \$952.00 (Service). Esber seconded. All votes yes. Motion carried.

Increasing the spending authority for department heads was discussed. No action taken.

Kusnerak moved to approve paying Northern Medina County Chamber Alliance dues in the amount of \$240.00. Esber seconded. All voted yes. Motion carried.

Possible meeting dates with the prosecutor's office are 01/14/2020 or 01/16/2020. Witthuhn will follow up with the prosecutor's office.

Witthuhn moved to go into executive session regarding employee compensation at 5:44 PM. Esber seconded. All votes yes. Motion carried. Sopkovich, Strazzo and Magovac were invited into the meeting.

Witthuhn moved to come out of executive session at 7:56 PM. Kusnerak seconded. All voted yes. Motion carried.

Kusnerak moved to increase the zoning secretary's salary to \$800.00/month effective the next pay period. Esber seconded. All voted yes. Motion carried.

Esber moved to increase fulltime administrative assistants pay by 3% effective the next pay period. Witthuhn seconded. All voted yes. Motion carried.

Esber moved to approve a 3% increase in pay for cleaning staff, service department non-union personnel effective the next pay period. Witthuhn seconded. All voted yes. Motion carried.

Witthuhn moved to approve a 3% increase for all part-time firefighters, Fire Chief, Assistant Fire Chief and part-time police officer effective the next pay period. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to approve increasing the fire department administrative assistant to \$14.00 an hour effective the next pay period. Kusnerak seconded. All voted yes. Motion carried.

Kusnerak moved to approve the police chiefs pay increase by 3% effective the next pay period. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – no. Motion carried.

Kusnerak moved to adjust the starting pay rate for fire department cadets- basic EMT to \$14.00 and paramedics to \$15.00 effective for any new hires after January 02, 2020. Esber seconded. All voted yes. Motion carried.

Future consideration will be given to the zoning department and fire department pay structure.

ADJOURN:

Kusnerak moved to adjourn at 8:32 PM. Witthuhn seconded. All voted yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice - Chair

Michael Esber, Trustee