

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**January 28, 2020**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, January 28, 2020 at Brunswick Hills Township Town Hall.

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

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

**PRESENTATION:**

Swearing in of Bryan Ryks as a Brunswick Hills Reserve Officer. Ryks recently retired from Beachwood Police Department with 22 years of service.

**MINUTES:**

Esber moved to approve the January 14, 2020 regular meeting minutes. Kusnerak seconded. Witthuhn - yes. Kusnerak – yes. Esber –yes. Motion carried.

Witthuhn recapped the off camera action taken by the board on January 14, 2020.

(For detailed information on special or off camera items review the posted minutes on the website: [www.brunswickhillstwp.org](http://www.brunswickhillstwp.org))

**DEPARTMENT REPORTS:**

**Zoning Department:**

Kusnerak advised the other board members that she had received another application for the ZC.

Kusnerak asked if the board wanted to discuss having the zoning office daytime hours covered when the inspector is unavailable. Esber moved to have Assistant Inspector Wes Humphreys cover the zoning office daytime hours when Evelyn Czyz is unavailable. Witthuhn seconded. Kusnerak - yes. Witthuhn – yes. Esber – yes. Motion carried.

Thomas Sutcliffe, Land Acquisition Manager for DREES Homes, presented the request for approval of the proposed Brambleside Commons development that was recently conditionally recommended from the Zoning Commission. Witthuhn stated that he would recuse himself due to his residence being in close proximity to the proposed development. Esber moved to accept the recommendation of the Zoning Commission to approve the Brambleside Commons development by Drees Homes. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – Abstain. Motion carried.

**Police Department:**

Sopkovich requested to purchase (1) LTI 20/20 TrueSpeed S Laser. Purchase order request to Laser Technology in the amount of \$995.00, from Account Code 2191-210-

430- 0000, Small Tools and Minor Equipment. Esber moved to approve. Kusnerak – seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Sopkovich advised the board the he had changed vendors for comprehensive reports due to increase cost. TransUnion TLO is \$75.00 a month with an auto renewal and gives the department the same high level of information as they were getting from the other vendor. Esber moved to approve. Witthuhn asked if that included signing an agreement. Sopkovich stated no; then asked if they were referring to the papers he signed already? Esber amended his motion to include authorizing Chief Sopkovich to sign the documents. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Sopkovich requested to Purchase (1) 2020 Ford Police Interceptor Utility from Lebanon Ford. Purchase order request to Lebanon Ford in the amount of \$36,481.00 from Account Code 2191-760-750-0000 Motor Vehicles, authorizing Esber to sign the documents. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn asked about a previous email seeking approval for vehicle repairs in the amount of \$1,294.00. There was a minute of discussion as to which vehicle and what was repaired, that being Unit #5 on 01/21/2020. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

### **Fire Department:**

Strazzo requested approval to have Breathing Air Systems service our breathing air compressor in an amount not to exceed \$1,195 to be paid from BC #62 Repairs and Maintenance Scheduled. \*Note the vendor we used to use no longer provides this service. The increase is approximately \$250. Witthuhn moved to approve. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Strazzo received verbal approval from Trustees Esber and Witthuhn for the purchase of a washer and dryer from Home Appliance in the amount of \$873.95 for Fire Station #2, due to existing equipment failure. To be paid from BC #67 Machinery Equipment Furniture. Witthuhn moved to approve the payment. Esber seconded. Kusnerak clarified they were not gear washing machinery, then voted yes. Witthuhn – yes. Esber – yes. Motion carried.

Request approval for Administrative Assistant to attend the Ohio Fire Chiefs' 2020 Administrative Assistant Conference April 23-24 2020 at The Quest Conference Center in Columbus. Total cost for conference and hotel \$336 to be paid from BC #75 Training. Esber moved to approve. Kusnerak seconded, asking if that included mileage if needed. Witthuhn stated that he would not expect any administrative person to use an emergency response vehicle, this is a good example for the zoning vehicle to be used and will check if the vehicle will be available. Esber added mileage if needed. Kusnerak – yes. Witthuhn – (if zoning vehicle is not available) yes. Esber – yes. Motion carried.

Esber offered and moved adoption of same:

## **RESOLUTION NO. #13 -2020**

### Disposal of Township Property

WHEREAS, the Brunswick Hills Township Board of Trustees being responsible for the purchase, maintenance and housing of all equipment purchased for use by the departments under their authority expressing its intent to make a donation unneeded, obsolete, or unfit-for-use township property available under O.R.C 505.10 (c)(3) to Medina County Career Center.

WHEREAS, the Brunswick Hills Board of Trustees acknowledges that the Brunswick Hills Township Fire Department has and no longer has a purpose for Expired Turnout Gear in the following quantities: 8 Pants and 5 Jackets.

Seconded by Witthuhn. Kusnerak – yes. Witthuhn – yes. Esber – yes. Resolution adopted.

Request approval for FF Nick Mehalic to become a member of the Medina County All Hazards Response Team (Hazardous Materials Response) effective immediately. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Kusnerak - yes. Witthuhn – yes. Motion carried.

Leave of absence request from FF Otcasek due to new full time employment, starting March 1<sup>st</sup> for three months. Kusnerak moved to approve. Esber – seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

New squad was inspected on 1/24/2020 it is currently having additional equipment (radios, cot loading system and key secure) and graphics installed.

PO in amount of \$1,850 to Cleveland Communications was closed. The Sheriff has entered into an agreement with Cleveland Communications to add all radios onto the Harris System at no charge to the Township.

Truck 24 graphics and emergency lights have been installed, now in service. Thank you to Gorilla Graphics for assisting with the graphics. The truck is available for viewing after the meeting and pictures will be posted on Facebook.

Strazzo forwarded the department's condolences to the family, friends and longtime co-workers of Buck Adams who was tragically killed in an auto accident last Wednesday night.

Strazzo stated that there have been requests from some residents for the department to announce what their big money items would be for the New Year.

- Large hose (Going from 5" to 4" to be compatible with surrounding departments)
- Electronics for the fire trucks. I-pad or tablets.
- Station 2 HVAC and garage doors.
- Station One replacement project.

Strazzo reviewed the 2019 Fire Department Report (posted on BHT website)

### **Service Department:**

Kusnerak presented the department's report and request:

Vehicle repairs to the 2012 International, tow bill to World trucking \$500.00, ESS diagnostics \$275.00, International \$1,000.00 repairs. Paid from BC#29. Kusnerak moved to approve. Esber seconded. All voted yes. Motion carried.

Request to purchase a 10-ton jack from O'Reilly Auto Parts for the amount of \$1,046.68. Paid from BC#30. Witthuhn moved to approve. Kusnerak seconded. All voted yes. Motion carried.

Kusnerak offered and moved adoption of same:

**Resolution #14-2020**  
**DISPOSAL OF TOWNSHIP PROPERTY**

WHEREAS; Brunswick Hills Township, Medina County, State of Ohio has a 1995 INTERNATIONAL 4700 4X2; VIN 1HTSCAAN7SH686027 that is no longer of use to the Township; Township Departments or personnel.....

Esber seconded. Witthuhn – yes. Kusnerak - yes. Esber – yes. Resolution 14-2020 adopted.

Kusnerak presented the annual road mileage report from the county for review and signatures and the township is responsible for 35.604 miles of roadway.

Witthuhn motioned to move forward with the purchase of a 2020 Kenworth cab and chassis with plow equipment for \$154,073.00 from Kenworth of Richfield now that the EPA authorization to purchase has been received. Kusnerak seconded. All voted yes. Motion carried.

**TRUSTEES' REPORT:**

**Mike Esber:**

Esber advised the board that he had receive a request for a donation to Summer Celebration for June 11<sup>th</sup> fireworks, the request is for \$5,000.00. Esber moved to donate \$3,000.00 of the \$5,000.00 requested contingent on Summer Celebration raising the remaining \$2,000.00. If the additional funds are not raised the township will not send the above stated amount. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – No. Motion carried.

Esber informed the board that Bethany Dentler of Medina County Economic Development will be at the next trustee meeting.

Esber to check if Michael Mayell, superintendent of Brunswick City Schools could attend February 11<sup>th</sup> town hall meeting to discuss West Chase property use.

**Chris Kusnerak:**

Records commission annual meeting will be February 11, 2020 at 6:50 PM.

**John Witthuhn:**

**FISCAL OFFICER'S REPORT:**

Katherine Esber presented payroll, warrants, BC's and PO's for signature.

Witthuhn moved to approve the following:

Medina County Treasurer	\$18,000.00
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Ohio Edison	Contracted Services	\$3,000.00
Ohio Edison	M. of Southpoint	\$3,500.00
TAC	Police	\$5,334.63
Huntington	General	\$78.75
ProVision	Police	\$6,200.00

Esber seconded. Kusnerak – No, because of TAC being included. Witthuhn – (verified Sopkovich was requesting payment) yes. Esber – yes. Motion carried.

Witthuhn moved to approve payroll dated January 28, 2020 in the amount of \$60,541.11. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to approve warrants written January 18<sup>th</sup> through January 28<sup>th</sup>, 2020 for a total of \$298,457.80, noting largest expense was new rescue squad purchase. Esber second. Kusnerak – yes. Witthuhn –yes. Esber – yes. Motion carried.

**OLD BUSINESS:**

Letter to the Medina County Commissioners reference rejecting annexation request for S. Carpenter. No new information regarding unsafe properties (Pearl Rd. and Orchard).

**NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:  
UPCOMING MEETINGS:**

- Trustees: February 11<sup>th</sup>
- BZA: February 5<sup>th</sup>
- Zoning Commission: February 6<sup>th</sup>
- Special: January 29<sup>th</sup> at 4:30PM
- Record Commission: February 11<sup>th</sup> at 6:50 PM.

**PUBLIC INPUT:  
OFF CAMERA:**

Witthuhn moved to go off camera at 8:32 PM for the signing of warrants, payroll and any other business brought before the board. Kusnerak seconded. Esber - yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

**ADJOURN:**

Kusnerak move to adjourn at 9:10 PM. Witthuhn seconded. All voted yes. Motion carried.

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John Witthuhn, Chair Trustee

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Katherine Esber, Fiscal Officer

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Christina Kusnerak, Vice-Chair Trustee

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Michael Esber, Trustee