

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
February 25, 2020

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, February 25, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees Chair, John Witthuhn, Vice-Chair Chis Kusnerak, Trustee Michael Esber, Zoning Inspector Evelyn Czyz, Assistant Chief Haas, Foreman Paul Magovac and Detective Sgt. Bors.

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

PRESENTATION:

MINUTES:

February 11th Records Commission and regular meeting minutes. Witthuhn moved to approve. Esber – seconded. Witthuhn – yes. Esber – yes. Kusnerak – abstain. Motion carried.

Witthuhn gave a short description of the February 11th special meeting of the records commission and the off camera items of the February 11th regular meeting.

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

DEPARTMENT REPORTS:

Zoning Department:

Witthuhn received a request from the fire department to have official documentation from the board to receive copies of all zoning permits issued. The other board members and the assistant fire chief discussed the topic also stating that they will receive the county permits as well. Checks and balances, proper fire prevention equipment required in certain buildings and resident/fire personnel safety. Kusnerak expressed concerns of the Zoning Resolution being rewritten according to the fire department and stated that Evelyn does an excellent job following up on things. Witthuhn agreed, but defended the need for the change giving an example of one such building being discovered to be much more than the permit indicated. Witthuhn explained that this is in no way an insult towards the zoning office.

Witthuhn moved that any and all zoning permits issued to be forwarded to the fire department when given to the property owner. Effective 01/01/2020. Esber seconded. Kusnerak – No. Witthuhn – yes. Esber – yes. Motion carried.

Police Department:

Detective Sgt. Bors presented the following to the board in Chief Sopkovich' absence, relaying the Chief's regret for his absence.

Request to send Patrolman J. Milford and T. Makrinos to the OTOA Conference in Sandusky, Ohio on June 8-12, 2020. Purchase order request to Ohio Tactical Officers Association in the amount of \$600.00 from Account Code 2191-210-318-0000, Training. Lodging 4 nights at \$92.00 per night total \$368.00 will be on credit card. Mileage was discussed, Bors stated to the board that the union contract supersedes the Township Policy Manual. After a minute or two in reference to transportation/mileage the board voted. Esber moved to approve with mileage reimbursement only if necessary. Kusnerak seconded. Witthuhn reaffirmed possibly paying mileage; therefore voting No due to paying mileage. Esber – yes. Kusnerak – yes. Motion carried.

Request to send Patrolman Michael Dominguez to SPEAR System Instructor Certification in Cleveland, Ohio on -March 31- April 3, 2020 Purchase order request to Blauer Tactical in the amount of \$750.00 from Account Code 2191-210-318-0000, Training. Esber moved to approve with the same reference to mileage as before. Kusnerak seconded. Witthuhn – No, due to mileage. Esber – yes. Kusnerak – yes. Motion carried.

Request to send SRO Tom Walsh to School Resource Officer /DARE Conference in Sandusky, Ohio on June 29 to July 1, 2020 Purchase order request to Ohio School Resource Officers Association in the amount of \$325.00 from Account Code 2191-210-318-0000, Training. The board was informed that due to Mr. Walsh having a residence in the area there would be not lodging cost. The use of the SRO vehicle was discussed and due to the vehicles issues it will not be considered for use. Esber moved to approve with the same reference to mileage as before. Kusnerak seconded. Witthuhn – No, due to mileage. Esber –yes. Kusnerak – yes. Motion carried.

Request to purchase Vehicle Emergency equipment for Unit #4. Purchase order request to Hall Public Safety in the amount of \$10,932.12 from Account Code 2191-760-750-0000, Motor Vehicles. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Request to purchase (1) Tait Mobile Radio. Purchase order request to Cleveland Communications Inc. in the amount of \$2,400.00 from Account Code 2191-760-750-0000, Motor Vehicles. Witthuhn moved to approve. Kusnerak second. Esber – yes. Kusnerak – yes. Witthuhn – yes.

Request to purchase (1) Pro-Vision HD, 360 In-Car Video system. Purchase order request to Pro-Vision in the amount of \$3,815.00 from Account Code 2191-760-740-0000, Machinery Equipment Furniture. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes.

Request to purchase (2) Dell Optiplex computers (1) Monitor, set up configuration. Purchase order request to Lighthouse Solutions Inc. in the amount of \$2,285.99 from Account Code 2191-760-740-0000, Machinery Equipment Furniture. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

EMA- Invoice \$1,115.04 from Account Code 2191-210-370-0000, Payment to Another Political Subdivision. Attached Trustee Witthuhn email. Sgt. Bors was informed that this would be handled under the fiscal officers' report.

Fire Department:

Assistant Chief Haas requested adoption of resolution for the sale of Truck 24 (1996 Ford F350) and brush fire skid-unit.

Trustee Witthuhn offered and moved adoption of same the following Resolution. Duly seconded by Trustee Esber.

Resolution #18-2020

DISPOSAL OF TOWNSHIP PROPERTY

Brunswick Hills Township, Medina County, State of Ohio has a 1996 F350 Ford Pickup VIN 2FTHF36FOTCA48237 and a 2005 Darley 13 HP drop in brush fire skid unit that is no longer of use to the Township; Township Departments or personnel and intends to conduct a sale of these items utilizing Gov Deals.

Whereas; the Board of Trustees of Brunswick Hills Township in accordance with ORC 505.10 (2)(7); has determined that the township personal property is no longer needed for Township use; or is obsolete.

Whereas; the Brunswick Hills Township Board of Trustees for inventory and auditing purposes deems it necessary to have on file a list of all items set for sale with any and all serial numbers, make and model and any other identifying information and cause said information sheet to be included with this resolution;

Whereas; the Brunswick Hills Twp. Board of Trustees gives authority to Trustee John Witthuhn to determine reserve amount and post said item to Gov Deals website.

Now, THEREFORE BE IT RESOLVED, by the Brunswick Hills Township Board of Trustees, Medina County that the Brunswick Hills Township Board of Trustees deems it necessary to dispose of or sell the various items which are no longer fit for public use.

Voting:	Christina Kusnerak	<u>Yes</u>
	Michael Esber	<u>Yes</u>
	John Witthuhn	<u>Yes</u>

Request for a PO to Lighthouse in the amount of \$3,779.97 for the replacement of 3 desktop computers from line item 2192-760-740-0000 Machinery, Equipment and Furniture. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak –yes. Motion carried.

Community Fire Academy Sign ups being accepted call 330-273-9131 ask for Carol.

Witthuhn announced that the fire department has received notification of being awarded \$41,801.19 in grant funds. Witthuhn moved to permit Chief Strazzo to sign the grant terms and requirements on behalf of the Township. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

SERVICE DEPARTMENT:

Magovac gave the monthly report for January 2020.

Request for permission to discharge septic into the ditch at 4760 Kingsbury Road. Esber moved to approve. Kusnerak seconded and asked if the motion included Paul signing the letter. Yes. Witthuhn – yes. Kusnerak – yes. Esber –yes. Motion carried.

Magovac announced that the Township has been notified that their request for O.P.W.C funds has been granted in the amount of \$280,500.00. Magovac explained how fortunate the township is to receive these funds. It alleviates some financial stress of maintaining the roadways. Magovac thanked OPWC on behalf of the Township and its residents. Esber and the board expressed their gratitude to Magovac for his time and effort in applying for those funds.

TRUSTEES' REPORT:

Chris Kusnerak:

Mike Esber:

Esber mentioned that the township needs a line item for employee separation pay. Tabled until the next town hall meeting. Understanding that a resolution is needed to set a line item for employee separation pay. Kusnerak reminded that those funds will be split between the three departments. Esber also mentioned hiring a replacement.

John Witthuhn:

FISCAL OFFICER'S REPORT:

Katherine Esber reported items for signatures, payroll, warrants, purchase orders, January bank reconciliation.

Purchase orders that require approval are:

MC SPCA - \$2,000.00. MC EMA (police) \$1115.04. MC EMA (general) \$557.52.

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

Witthuhn moved to approve payment list postdate of 2/14/2020 and 02/17/2020 totaling \$122,535.39. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payment list dated 02/24/2020 in the amount of \$46,167.61. Kusnerak seconded. Esber – yes. Witthuhn - yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve payroll dated 02/25/2020 in the amount of \$84,295.10. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

OLD BUSINESS:

Witthuhn moved to mail notification to unsuccessful trash bidders including their bid bonds. All other trash haulers doing residential business in Brunswick Hills will receive a cease and desist notification effective March 29, 2020. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Esber and Witthuhn spoke about the trash opt-out forms. Esber reported that the 48 request forms have been received. Witthuhn moved to approve the forms and allow time for any mailed forms to be received. Also authorize Esber to approve on behalf of the board any such forms received. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

NEW BUSINESS:

Esber explained that the City of Brunswick has requested a letter of support for City of Brunswick Plum Creek Greenway: Phase 2– Clean Ohio Trails Fund Application. Esber moved to approve the letter. Died due to lack of a second. Kusnerak made it perfectly clear that her decision to refrain from seconding the motion has nothing to do with the project itself. The township is in support of the Clean Ohio Trail project; however, the City of Brunswick has to begin to include verbiage that includes the Township, our comprehensive plan and our willingness to support in the communication. Esber and Kusnerak agreed that when the city wants the township to support and work together they reach out; however, when the township seeks support and/or assistance there is no response. Witthuhn abstained.

Esber brought up the request for two, lateral four draw fire resistant cabinets. Esber stated a price of \$3,700.00, then stated \$1,300.00 each. There was some discussion as to the cost and need for the cabinets. Esber moved to approve the purchase and issue a purchase order. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to pay the M.C. E.M.A. invoice as discussed last year; 40% Fire – 40% Police and 20% - Total of \$2,787.60. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn asked for authorization to sign the Medina County Soil and Water M.O.U. renewal. Motion by Kusnerak, Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn requested input from the other members in reference to changes he purposes to the township policy manual. Witthuhn advised that he feels there is a liability and outside the norm. Witthuhn mentioned 6.7 of the manual (vacation policy) needs to be brought in line with contracts already in place. Should an employee have accumulated vacation time they have until the end of 2021 to use that time, of course that can be changed. Section 6.8, vacation cash out needs to have hourly employee pay out “with authorization by the board” added, again matching other agreements that are out there. 4.7 Lunch period, Witthuhn recommends no paid lunch time. Of course this will not apply to the first responders. Esber asked about the 30 minute unpaid lunch period, clarifying that it meant that no one would receive a paid lunch. Witthuhn responded with the exception of first responders due and will not supersede the contracts. Witthuhn asked if everyone was in agreement with the concept, then he would send it to the Prosecutor’s Office for review. Kusnerak stated that she would not agree with the concept and wants to hear from the Prosecutor. Esber asked Kusnerak if there were any questions she would like sent to the prosecutor. No. Witthuhn moved to forward

proposed adjustments to 6.7, 6.8 and 4.7 to the Prosecutor Office for review. Esber seconded. Kusnerak - no. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn stated, so, you want to hear from Prosecutor’s Office but won’t approve to send it to them? Kusnerak stated I don’t think you have to approve to just send it them. I think you can just send it and say “Hey” want do you think about this.

Witthuhn stated he was just trying to keep everyone on the same page.

MISCELLANEOUS & CORRESPONDENCE:

Correspondence was received from Medina County Health Districts Advisory Council meeting for March 2, requesting an elected official attend which Witthuhn cannot attend. Esber will attend in his place.

Kusnerak advised Armstrong customers that some of their video and internet will be going up 4 to 5 dollars; the phone service will not.

Esber brought up the same of Spectrum, he was informed they have jumped higher than other providers.

Witthuhn asked if there was anything else; Kusnerak requested to be copied on the email sent to the Prosecutor. Witthuhn confirmed the request.

Ohio Akron Air Quality Management. Mow Greener program. For anyone who turns in a functioning gas/diesel powered lawn mower and proof of purchase of battery powered lawn mower will receive a \$100.00 Visa gift card. For assistance call Dawn Myers at 330-812-3948 or email at dmyers@schd.org.

The Children’s Center of Medina County. Free training on March 5th, 2020. Location is 1480 Unit#9, Pearl Road.

1 - From 6:00 PM - 7:00 PM, *middle school aged kids* will learn about human trafficking and internet warning signs to keep themselves safe online.

2 - From 7:00 PM - 8:00 PM, *parents* can learn about *human trafficking awareness* with a focus on social media.

Trauma Informed Consortium of Family First Council, introduction to trauma informed care; March 16th, 2020 at 9:00 AM at 4283 Paradise Road, Seville Ohio. Contact Sabrina at 330-722-1900.

No More Abuse walk will be on Sunday, April 19, 2020. This is a save the date notice.

Medina County Children’s Center fund raiser is The Children’s Cup, night at the races being held May 2, 2020 at the Weymouth County Club. Please call 330-764-8891 for additional information or visit <http://www.medinacountychildrenscenter.org/>

UPCOMING MEETINGS:

Trustees: March 10th – 7:00 PM
BZA: ~~March 4th~~ Cancelled
Zoning Commission: March 5th
Special:

PUBLIC INPUT:

Mary Emhoff, 5065 Fox Haven, addressed the board giving them information on Aqua Salina. This product is being used to brine the roads as a deicer. Mrs. Emhoff gave statistical information on how dangerous this product is to the environment, wildlife and humans. There is a meeting at the Medina County Library to discuss Aqua Salina as well as the Battalion Chief from Youngstown. Location is 220 South Broadway at 6:30 PM.

Robert Murphy, 4041 Substation Road. Gave a thumbs up to the board for standing up for the township against the city tonight. Another piece of rural property is being annexed into the city off South Carpenter. Murphy pleased that Christina voted no.

Patti Wetterman, 1085 Substation, gave kudo's to the police department for stepping up and doing everything they can to stop motorists from passing school buses.

The board will conduct two executive sessions; one for interviews; one to consider employee compensation.

OFF CAMERA:

Witthuhn moved to go off camera at 8:22 PM for the signing of warrants, PO's and any other business brought before the board.

Witthuhn moved to go into executive session at 8:33 PM for the purpose of an interview and to consider employee compensation. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to come out of executive session at 10:09 PM. Esber seconded. All voted yes. Motion carried.

Kusnerak to follow up with zoning members/personnel.

ADJOURN:

Kusnerak moved to adjourn at 10:24 PM. Esber seconded. All voted yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-Chair Trustee

Michael Esber, Trustee