

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
April 14, 2020

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 14, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees, Chair, John Witthuhn, Vice-Chair Chis Kusnerak, Trustee Michael Esber, Zoning Inspector Evelyn Czyz and Foreman Paul Magovac.

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

PRESENTATION:

MINUTES:

May 10th, 2020 Regular meeting minutes. The board discussed separate additions by Witthuhn and Kusnerak being combined, but Kusnerak disagreed, tabled until next meeting.

March 24th, 2020 Regular meeting minutes. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

March 31st, Special meeting. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn gave an overview of office camera action of the March 24th, regular meeting taken by the board.

Witthuhn gave a review of the special meeting of March 31st, 2020.

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

DEPARTMENT REPORTS:

Zoning Department:

Czyz read the activity report for March. Monies collected \$2,024.69.

Kusnerak brought up a discussion of changing the days and hours to be worked by the zoning inspector that the board failed to take action on. The board, zoning inspector and assistant zoning inspector discussed the matter giving reasons for and against the changes. It was apparent that more discussion was needed with the zoning department and a decision would not be made during this meeting, so it was tabled.

Kusnerak asked how the board would like to address the May ZC/BZA meetings. After some review of time frames and Czyz advising the board those that filed with the BZA are aware of the possible delays due to the pandemic. Kusnerak moved to cancel the May 2020 meeting of the ZC/BZA. Esber – seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Police Department:

Esber moved to approve the payment to Classic Electric for work done at the police department in the amount of \$1,264.00 from BC# 49. Phone approval received from Esber and Kusnerak. Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Esber moved to approve the T&N purchase order request to ProVision in the amount of \$1,901.37, explaining that this is part of a five year contract approved on October 13, 2018. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

The board then discussed an auto accident involving a police cruiser and whether or not an incident report was necessary for the officer. The officer claimed no injury. It was clear that a “First Report of Injury” was not needed; however, an incident report should be in the officer’s file should an injury surface at a later date.

Fire Department:

Witthuhn gave the March monthly activity report for the fire department.

Witthuhn recapped the “Happy Birthday” parade put on by the fire department and the overwhelming positive response from the residents. Thank you to Brunswick Hills Police Department, Ohio State Highway Patrol, Members of Brunswick Hills Fire Department and the residents that participated.

SERVICE DEPARTMENT:

Magovac gave the monthly activity report of March.

Esber offered and moved adoption of same **Resolution 24-2020**. To close Seasons Pass for one month, beginning April, 14th through May 14th, 2020 for a culvert replacement by the county. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Resolution adopted.

Magovac and the board discussed the loss of OPWC funds for 2020 for paving Sleepy Hollow. Magovac stated they could still receive the funds in 2021. In light of that, Magovac presented the following information to the board. This is to possibly complete 2021 projects now and the 2020 project in 2021.

Proposal 1	T.H.329 Pilgrim Valley Drive – (All+ (2) Radius)	\$53,439.16
Proposal 2	T.H.330 Mayflower Oval – (All+ Radius/ Circle)	\$31,458.84
Proposal 3	T.H.331 Puritan Drive – (Circle to Change from Asphalt to Concrete)	\$42,946.33
		Total \$127,844.33

Proposal 1	T.H.501 Zachary Drive – (All+ (2) Radius)	\$62,266.33
Proposal 2	T.H.519 Marlee Court – (Circle to Change from Asphalt to Concrete)	\$44,595.15
Proposal 3	T.H.579 Forest Grove Drive – (All+ (2) Radius)	\$63,388.34
		Total \$170,249.82

Proposal No. 1	T.H.730 Markwood Court – (All + Circle)	\$66,343.50
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Grand Total \$364,437.65

After some discussion, due to concern for the budget and future funding, the board decided to approve one of the three options.

Esber moved to approve Magovac having the county go out for bid on the Pilgrim Valley, Mayflower Oval and Puritan Dr. Project. Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Esber –yes. Motion carried.

TRUSTEES' REPORT:

Chris Kusnerak:

Kusnerak advised that OTRAMA insurance is asking (they ask annually) if the township wanted to increase their liability by 5000/6000/7000. The board agreed that it wasn't necessary. Kusnerak asked for approval to sign on behalf of the board.

Esber moved to approve Kusnerak to sign the OTARMA insurance quote documents. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Mike Esber:

Esber publicly thanked Vicky for her assistance and willingness to handle calls and issues from residents over the new rubbish contract for the township. Esber announced that there is an issue with how many persons have opted out. Republic has one number and we have another. Vicky is working on that issue.

Witthuhn and Esber also stated how cooperative Republic has been. Czyz stated that when she called to have one can removed the call center person told her, "Too bad, you have to wait till July". Esber advised that we would check into it. Czyz also asked about the opt out deadline, wanting clarification of the date being March 31, 2020 and Witthuhn replied that was the final date.

John Witthuhn:

FISCAL OFFICER'S REPORT:

Witthuhn reported that they have the March bank reconciliation to sign, two T&N purchase orders (one approved under police report) and one to CE Harris for financial footnotes written on behalf of the township in the amount of \$375.00. Witthuhn moved to approve payment to CE Harris as stated. Esber seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve pay list dated 4/4/2020 and 4/6/2020 in the amount of \$5,389.48. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn moved to approve the pay list dated 4/12/2020 in the amount of \$30,617.79. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn moved to approve payroll dated 4/21/2020 in the amount of \$58,786.09. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

OLD BUSINESS:

Witthuhn moved to approve the revised township administrative position job description. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn moved to place an ad for the administrative position, pending approval of its verbiage. After some discussion it was made clear by Kusnerak that she will not approve anything outside of an open meeting. Witthuhn stated the motion dies due to lack of a second.

Witthuhn asked about the status of the 2291 Pearl Road property regarding grant assistance. Kusnerak stated still working on it; application deadline is April 24th.

Esber announced that Summer Celebration 2020 has been cancelled and the committee is in the process of returning donated monies.

NEW BUSINESS:

MISCELLANEOUS & CORRESPONDENCE:

UPCOMING MEETINGS:

Trustees: April 28 – 7:00 PM

BZA: ~~May 6th~~ Cancelled

Zoning-Commission: ~~May 7th~~ Cancelled

Special: Public Hearing May 12th at 6:00 PM

Kusnerak asked if they would be discussing the memo left by Vicky to purchase product, but no pricing. Kusnerak referred to needing additional information.

Kusnerak also asked for a short executive session for employee compensation off camera.

PUBLIC INPUT:

Patty Wetterman, 1085 Substation Road, gave positive feedback on the parade on April 12th, stating that everyone was thrilled and children made signs, it was beautiful. All the trustees think/know we have a great community.

OFF CAMERA:

Witthuhn moved to go off camera at 8:12 PM for an executive session for employee compensation, the signing of warrants and any other business brought before the board. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Kusnerak moved to go into executive session for the purpose of employee compensation at 8:13 pm. Esber seconded. Mrs. Czyz was invited. All voted yes. Motion carried.

Kusnerak moved to come out of executive session at 8:33 pm. Esber seconded. Mrs. Czyz was invite. All voted yes. Motion carried.

No action taken.

Witthuhn advised that DiSalvo started full time status with the fire department on 4/09/2020. A public ceremony will happen when the pandemic restrictions are lifted.

ADJOURN:

Kusnerak moved to adjourn at 8:40 PM. Witthuhn seconded. All votes yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-Chair Trustee

Michael Esber, Trustee