

**BRUNSWICK HILLS TOWNSHIP
SPECIAL MEETING
RECORDS COMMISSION**

Witthuhn called the annual meeting of the Brunswick Hills Records Commission to order at 6:50 PM. The meeting was properly advertised. Trustee Witthuhn, Fiscal Officer Katherine Esber and members of the public in attendance.

The township has no records that that require action by the records commission. The records retention/destruction schedule will remain as is.

Adjourn 6:51 PM.

**BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
February 11, 2020**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, February 11, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees Chair, John Witthuhn, Trustee Michael Esber, Zoning Inspector Evelyn Czyz, Chief Strazzo and Foreman Paul Magovac.

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

PRESENTATION:

Chris from the Auditor's office. Advised that taxes are due February 14th and that CVA renewals for those in the farming program are due the first Monday in March. Your request for tax revision must be received by the Board of Revision by March 31st, 2020.

Bethany Dentler, executive director of the Medina County Economic Development Corporation spoke about P.A.C.E. (Property Assessed Clean Energy) for seventeen minutes. This program allows a property owner to borrow funds from a PACE approved lender and the loan is repaid through a special tax assessment of their parcel. For the program to grow it must be accepted by the adjacent entities. The City of Brunswick has a large project that would greatly benefit from the project, however, to accomplish this, adjacent entities starting from Medina City, Medina Township and Brunswick Hills Township must approve first.

MINUTES:

Esber moved to approve the January 28, 2020 regular meeting minutes. Witthuhn seconded. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve the January 29, 2020 special meeting. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn stated that on the 28th the board simply adjourned the meeting. No off camera items to report.

Witthuhn reported that there was two executive sessions starting at 4:30 PM and ending at 5:40 PM with no board action taken.

(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 reported funds collected in January 2020 was \$324.43.

Police Department:

Fire Department:

Strazzo gave the January departmental activity report.

Request approval for Firefighter Nick Mehalic to attend Hazardous Materials Technician certification training on the following dates March 1, 7, 8, 21, and 22. Training to be held locally, Mehalic will take an FD vehicle to the training. Witthuhn moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

Request approval to donate a firetruck ride for the last day of school to the Brunswick Educational Foundation for their annual “Spring Fling” event. The ride would be an auction item available to Township residents. Esber moved to approve. Witthuhn seconded. Esber – yes. Witthuhn – yes. Motion carried.

Request for 4 members to attend no cost First Responder new technology training at the Auto Show. The members will receive continuing education credit for attending. They will utilize truck 24 to travel to and from the training. Esber moved to approve. Witthuhn seconded. Esber – yes. Witthuhn – yes. Motion carried.

Strazzo explained his request 2020 budget amendment as follows:

Amend budget by increasing by \$171,956.42 to account for FEMA Grant (\$130,155.23) and State of Ohio MARCS Grant (\$41, 801.19) awards. Increase line item 2192-760-740-0000 Machinery Equipment and Furniture by \$171,956.42. This information will be covered under the fiscal officer’s report.

Request for a PO to VASU Communications in the amount of \$136,663.00 from line item 2192-760-740-0000 Machinery, Tools and Furniture.

(Increased budget and purchase order will be addressed and completed under the Fiscal Officer’s Report)

Strazzo explained that four, possibly five of the department computers are running Windows 7/8 and need replaced. Lighthouse advises replace vs upgrade to Windows 10 due to cost.

Announcements:

Community Fire Academy is now accepting participants. Information is posted on the Township website and on the Brunswick Hills Firefighters Facebook Page.

Service Department:

Magovac gave his 2019 yearly review.

Phone call approval for repairs to the 2012 International, \$3,487.92, General Maintenance, for exhaust system. Paid from BC#29. Esber moved to approve. Witthuhn seconded. Witthuhn – yes. Esber – yes. Witthuhn – yes. Motion carried.

Driver license checks for service and employees at town hall have been completed for this year.

TRUSTEES’ REPORT:

Chris Kusnerak:

Mike Esber:

Esber gave an update on the rubbish transition, explained that the information we have been waiting on is here. Witthuhn stated that there are two acceptable opt-out reasons: you transport to the processing center in Servile yourself or you have a commercial dumpster on your property/business. Forms to opt-out must be in to the township by 4:00 PM, February 25th 2020. Both Esber and Witthuhn stated that the information is now on our website. Witthuhn read some of the information that is posted on the website. Esber announced a phone conference setup for tomorrow at 3 PM with Medina County and Republic Waste representatives.

John Witthuhn:

FISCAL OFFICER’S REPORT:

Katherine Esber advised that there are warrants, payroll and December’s bank reconciliation for tonight. The following purchase orders were requested or needed to pay 2019 invoices:

VASU	Fire	\$136,663.00
WOW	General Phones	\$344.06
WOW	General Internet	\$115.50
OHIO Treasurer	PD Dues	\$36.28

Esber offered and moved adoption of same; Resolution 15-2020, amending the fire fund by an increase of \$171,956.42 for 2020. [\(To be in compliance with grant requirements\)](#) Witthuhn seconded. Esber – yes. Witthuhn – yes. Resolution adopted.

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

Witthuhn moved to approve warrants written February 3, 2020 with a total of \$1,940.32. Esber seconded. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve warrants written on February 10, 2020 with a total of \$67,130.27. Esber seconded. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payroll prepared February 11, 2020 in the amount of \$53,671.83. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

OLD BUSINESS:

NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:

The board needs to set a Public Hearing for Text Amendments and Agritourism. There was some discussion between the board and Evelyn Czyz. A date of February 25, 2020 at 6:00 PM was set. This can be cancelled if needed. Mary Jean will be contacted for confirmation.

Esber talked about sending a resolution to the Medina County Commissioners in reference to permitting NOPEC to operate in Medina County. This is just an additional vendor residents can choose from.

Esber offered and moved adoption of same:

RESOLUTION NUMBER 16- 2020

REQUESTING THE MEDINA COUNTY BOARD OF COUNTY COMMISSIONERS TO SELECT THE NORTHEAST OHIO PUBLIC ENERGY COUNCIL, AND TAKE ALL STEPS NECESSARY TO JOIN NOPEC, TO SUPPLY MEDINA COUNTY'S NATURAL GAS AGGREGATION PROGRAM

Duly seconded by Witthuhn. Esber – yes. Witthuhn – yes. Resolution 16-2020 adopted.

UPCOMING MEETINGS:

Trustees: February 25th – 7:00 PM
BZA: March 4th – Cancelled
Zoning Commission: March 5th
Special: February 25th – 6:00 PM

PUBLIC INPUT:

OFF CAMERA:

Witthuhn moved to go off camera at 7:58 PM for the signing of warrants, PO's, BC's, December 2019 Bank reconciliation. The board will also conduct two executive sessions; one for interviews; one to consider employee compensation. Esber seconded. Motion carried.

Witthuhn moved to go into executive session at 8:10 PM for applicant interviews and to consider employee compensation. Esber seconded. Both voted yes. Motion carried.

Witthuhn moved to come out of executive session at 9:10 PM. Esber seconded. Both voted yes. Motion carried.

Witthuhn moved to offer Conner Mares P/T position as a FF/EMT pending successful completion of all pre-employment requirements. Esber seconded. Both voted yes. Motion carried.

Esber moved to offer Dean Collura an alternate position with the Zoning Commission for 2020 pending successful completion of all pre-employment requirements. Witthuhn seconded. Both votes yes. Motion carried.

ADJOURN:

Witthuhn move to adjourn at 9:34 PM. Esber seconded. Both voted yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-Chair Trustee

Michael Esber, Trustee