

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
March 10, 2020

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, March 10, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees Chair, John Witthuhn, Vice-Chair Chis Kusnerak, 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:

Chief Strazzo introduced Conner Mares. Strazzo gave a brief history of Mares education and hope this is the beginning of a long journey in public service. Witthuhn administered the oath of office.

MINUTES:

February 25th Public Hearing meeting minutes. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

February 25th Regular meeting minutes. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn explained the Public Hearing held on February 25th was for the board to review and accept the recommendation by the Zoning Commission to add Agritourism and proposed text amendments to Zoning Resolution. Witthuhn thanked the Z.C. for the time and effort they put into this matter.

The February 25th regular meeting off camera items included an executive session for employment interview and employee compensation.

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

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Czyz gave an overview of February's activity and reported that \$1,121.56 monies collected.

Czyz advised that the office would be closed Friday, March 13th from 9:00 am to 1:30 pm for training with IWork's.

Czyz asked to attend the annual Zoning Inspectors workshop on April 24th in Columbus. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Kusnerak asked Czyz to stay at the podium. Kusnerak announced that Mrs. Czyz has been asked to sit as a Trustee to the American Planning Association of Ohio and

represent Medina Township. Mrs. Czyz also stated that she has been asked to be interviewed by the Ohio Women's Professional League.

Witthuhn moved to accept the resignation of Sandra Jenkins from the township's Zoning Commission adding that her time serving the community was appreciated. Esber seconded. Kusnerak - yes. Witthuhn – yes. Esber – yes. Motion carried.

Kusnerak moved to appoint Robert Murphy to the unexpired term ending December 31, 2020 with the BZA. Murphy asked about Bitto's position. Murphy asked why not put him in that position. It was confirmed that a five-year position is open. Witthuhn stated that there is a motion on the floor and seconded Kusnerak's motion. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Kusnerak move to appoint Ron Wetterman to the alternate position for the BZA for 2020. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn announced the unexpected passing of Jessica Murphy, resident and dedicated member of the BZA. Our condolences to the family; they are in our thoughts and prayers.

Police Department:

Fire Department:

Strazzo presented the departments February 2020 activity report.

Witthuhn moved to approve the request to add TDMA Phase 2 (Harris Radio System capable) to the 11 radios received through the State of Ohio Fire Marshall Grant at a cost not to exceed \$3,520 to be paid from BC #67 Machinery Equipment Furniture. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Request adoption of resolution donating 6 Kenwood UHF portable radios to the Chatham Township Fire Department.

The Board of Trustees of Brunswick Hills Township, Medina County, Ohio, met in regular session on this 10th day of March 2020 with the following members present:

Trustee Michael Esber, Trustee John Witthuhn, Trustee Christina Kusnerak.

Esber offered and moved the adoption of same Resolution 19-2020 which was duly seconded by Kusnerak.

RESOLUTION NO. 19-2020

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 the Chatham Township Fire Department.

WHEREAS, the Brunswick Hills Board of Trustees acknowledges that the Brunswick Hills Township Fire Department has and no longer has a purpose for (6) Kenwood NX-300K2 UHF Radios and chargers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brunswick Hills Township, Medina County, Ohio, that the township is in possession of (6) Kenwood NX-300K2 UHF Radios and chargers that it deems to be excess, unusable equipment and the

value is less than twenty-five hundred dollars be donated to the Chatham Township Fire Department.

ADOPTED THIS TENTH DAY of March, 2020

Voting:

<u>Witthuhn</u>	<u>YES</u>
<u>Kusnerak</u>	<u>YES</u>
<u>Esber</u>	<u>YES</u>

Strazzo requested a T&N PO to the Ohio Treasurer of State in the amount of \$1,110 from line item 2192-220-370-0000 Payment to another political subdivision for MARCS radio service.

Strazzo requested a PO in the amount of \$4,700 to Ohio Treasurer of State from line item 2192-220-370-0000 Payment to another political subdivision for MARCS Radio user fees for the remainder of 2020.

Witthuhn moved to approve both requests for purchase orders to the Ohio Treasurer of State, one in the amount of \$1,110.00 and the other in the amount of \$4,700.00. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Strazzo requested approval to purchase Firefighter Gear and related items in the amount of \$13,955 from Fire Force utilizing PO #32. Kusnerak moved to approve. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo requested the Trustees move forward with mitigation of the hazardous property located at 2291 Pearl Rd. This property was reported to the Board May 14th 2019 and there has been no effort on behalf of the owners to clean the property or mitigate the hazards. Attached you will find the ORC steps provided by the prosecutor and the letter presented to the Board May 14, 2019. The board discussed the Community Block Grant and other avenues that could elevate the cost of demolishing the building. Kusnerak is working with the property owner to complete the grant application by the April deadline. Action is tabled until the meeting on March 24th, 2020.

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

Coronavirus general information for the public. Strazzo explained the possible difficulties with staffing departments from the township to the county level. Strazzo urged the trustees to implement an emergency spending authority for department heads in situations like this. Update was given as to the preparedness and the avenues the Fire Chiefs association is taking, the meetings that are scheduled. Medina County EMA has set up a real time update information link; Web C.O.E., you can also contact the Ohio Department of Health at 833-427-5643 from 9AM to 8PM.

Strazzo also supplied the departments with the “Purple” wipes, the color indicates the sanitary ability of the container and they have been distributed to police, service and fire. Mrs. Czyz stated that her office has more traffic and that the container should be in her office. Witthuhn suggested leaving the container in town hall to be accessible by all town hall employees. Kusnerak supported it being in the zoning office.

SERVICE DEPARTMENT:

Magovac gave the trustees the February 2020 department activity report.

Request to have all members attend a seminar over "Driving Safety/Distracted Driving" at Weymouth County Club for the amount of \$16.00 a person. Paid from BC#35, Meeting and Travel, a total of \$48.00. Witthuhn moved to approve. Kusnerak seconded. Esber - yes. Witthuhn --yes. Kusnerak – yes. Motion carried.

Request for a PO to have a pintle hitch and air lines installed on the 2010 Peterbilt at Tiger General for amount not to exceed \$5,000.00. Paid from line item 2031-330-420-0000, Operating Supplies. Magovac explained the need for this purchase. Esber moved to approve. Kusnerak seconded. Witthuhn – No. Esber – yes. Kusnerak – yes. Motion carried.

TRUSTEES' REPORT:

Chris Kusnerak:

Kusnerak moved to pay fourth quarter cable office expense invoice to the City of Brunswick in the amount of #13,832.76. Esber seconded. Witthuhn – abstain. Esber – yes. Kusnerak – yes. Motion carried.

Esber moved to approve Kusnerak to attend Local Government Conference in April 2020, put on by the Auditor of State. This will include \$200.00 and hotel. Kusnerak explained the different areas of interest that would greatly benefit the zoning boards, public records and human resource matters. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried. Katherine Esber inquired about the classes and will see if she can attend those that would benefit her position.

Mike Esber:

John Witthuhn:

Witthuhn announced that due to the delivery of the new truck according to the EPA grant a payment account needs to be set up with the State of Ohio and he is working with the fiscal officer to accomplish that and the EPA grant paperwork.

FISCAL OFFICER'S REPORT:

Katherine Esber advised that there is payroll, warrants, two purchase orders already approved and February's bank reconciliation to be signed.

Witthuhn moved to approve posting on March 2, 2020 in the amount of \$10,675.04. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payroll dated March 10, 2020 in the amount of \$66,954.15. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve the pay listing of March 9th and 10th totaling \$44,902.26 with an exception of the warrant for \$13,832.76 to the City of Brunswick. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

Esber inquired about seeking a replacement for the administrative support for the township. Esber said he has received an adjusted job description for review and

comment. Esber will provide copies to trustees for review. The board discussed full time or part time. Tabled for now.

Esber talked about the West Chase property and the \$100,000.00 grant from the ODNR. Esber asked the board is they wanted him to contact the school superintendent to see if they were still interested in utilization the property. Witthuhn stated that it appears the grant deadline will be extended; no official word has been received.

There was discussion about the Republic Flyer that should have been received by the residents; however, the township is still filtering calls. The flyer is now on the website and there are copies in the office for those who would like to stop by.

The board discussed Lighthouse Solutions annual invoices for maintenance agreement and the cause of the increase. Esber said that Ellen wasn't sure the reason for the increase; if it was due to 13 month charge or increased service. The board exchanged opinions on what is happening and stating that the police department has had difficulty for a while. Kusnerak is sure they (police) will go out or estimates. The board continued the discussion; however, no action was taken.

NEW BUSINESS:

The request from Adventure Guides for the township to advertise with their fundraiser is denied. Witthuhn to respond to their request.

MISCELLANEOUS & CORRESPONDENCE:

UPCOMING MEETINGS:

Trustees: March 24th – 7:00 PM

BZA: April 1st

Zoning Commission: April 2nd

Special:

PUBLIC INPUT:

Patricia Wetterman, 1085 Substation. Has two questions. There was a request from the City of Brunswick at the last meeting; was there a response? Esber advised that the city was informed that the request died due to lack of a seconded. Wetterman stated that that answered both questions.

OFF CAMERA:

There will be two executive sessions; one for employee compensation and the other for an interview.

Witthuhn moved to go off camera at 8:07 PM for the signing of warrants, PO's and any other business brought before the board. Esber seconded. All voted yes.

Witthuhn moved to go into executive session at 8:09 pm for the purpose of employee compensation and interview. Chief Strazzo and applicant invited in. Esber seconded. All voted yes. Motion carried.

Kusnerak moved to come out of executive session at 8:55 pm. Witthuhn seconded. All voted yes. Motion carried.

Witthuhn moved to offer Nicholas DiSalvo a fulltime position with the Brunswick Hills Township Fire Department pending successful completion of pre-full time employment requirements. Esber seconded. All voted yes. Motion carried.

No action taken regarding compensation.

Witthuhn moved to pay Evelyn Czyz a total of \$280.00 for training attended in 2019. Esber seconded. All voted yes. Motion carried.

Kusnerak explained to the board how the fire department received her written records request and that she was very offended by the email response from Chief Strazzo, noting this request was made by a resident and she is a Trustee not an employee and Chief works for the Brunswick Hills Board of Trustees and residents. Mrs. Kusnerak stated she doesn't care how the records are given, 5 of at time or 10 at a time. Witthuhn noted that an email was sent for legal advice.

Witthuhn confirmed she had not replied to Strazzo. Witthuhn questioned who had submitted the request. Kusnerak stated that the requestor was a resident who wanted to remain anonymous. Witthuhn questioned why the Board would not support his previous requests to another department for personnel information when he was denied, yet Kusnerak expected personnel information be released to her for a resident to view. Kusnerak would not provide a response and demanded the files as requested, then threatened to contact the lawyers. Witthuhn encouraged her to call the attorneys and advised that Strazzo had already contacted Assistant County Prosecutor Richter for legal guidance, due to the extensive request and complexity due to personal information that cannot be released. Witthuhn stated it would be helpful if we knew exactly what the requestor wanted to expedite the request. Kusnerak replied they wanted everything.

ADJOURN:

Kusnerak moved to adjourn at 9:17 PM. Witthuhn seconded. All voted yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-Chair Trustee

Michael Esber, Trustee