

BRUNSWICK HILLS TOWNSHIP TRUSTEES

REGULAR MEETING

March 24, 2020

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, March 24, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees Chair, John Witthuhn, Vice-Chair Chis Kusnerak, Trustee Michael Esber, Chief Anthony Strazzo, Chief Sopkovich and Foreman Paul Magovac.

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

PRESENTATION:

MINUTES:

DEPARTMENT REPORTS:

Zoning Department:

Kusnerak reported the need to set a public hearing to review the recommendation of the Zoning Commission to rezone property at Pearl Rd. and Sleepy Hollow from RR to C3. The board agreed to have the hearing on April 14th, 2020 at 6:00 PM. Kusnerak moved to approve. Eber seconded. Witthuhn – yes. Kusnerak yes. Motion carried.

Kusnerak presented a request by Mary Jean to cancel the April Z.C. and B.Z.A. meetings due to the current pandemic. The applicants and board members have been attentively advised that the meetings may be cancelled. Kusnerak moved to approve. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Police Department:

Sopkovich thanked the residents for the out pouring of support. The prescription drop off and shredding programs have been suspended for now. Police lobby is closed, the department will adjust to meet procedural changes as directed.

The department does have a lot of volunteers to assist the elderly through our elder watch program with deliveries and doctor appointments. Please call (330) 273-3722.

The police department has put all safety precautions into effect, noting that the number of cases are increasing. Call Medina County Health Department for the definition of an essential worker or the State of Ohio website.

The department wants the ability to swap out uniforms as needed due to the possibility of exposure. A request to purchase a washer and dryer in an amount not to exceed \$1,200.00. Witthuhn asked if there would be electrical or plumbing cost. Sopkovich stated that the water and electric is already in the garage. Esber moved to approve. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Since there was no response for a special emergency meeting the department is asking the board to have an emergency expenditure line item, funded by General fund for

salaries, over-time, paid time off for administration and equipment until April 6, 2020. Sopkovich asked for his administrative person to be placed on paid leave until April 6, 2020. Witthuhn asked to discuss this, along with all the other essential employees, collectively later in the meeting.

Fire Department:

Strazzo requested the closure of POs 54 and 55 and request a new PO to Stryker in the amount of \$7,400 from line item 2281-230-360-0000 Contracted Services. Annual servicing of cots/load systems/cardiac monitor and AEDS. This is due to the merging of two vendors. Witthuhn moved to approve. Kusnerak seconded. Kusnerak –yes. Witthuhn – yes. Esber –yes. Motion carried.

Request immediate leave of absence for Lt. Mike Drum and Joe Wiklinski until such time their work restrictions are lifted. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Strazzo also informed the board that the fire department is limiting access to the stations and personnel to decrease the possibility of exposure to the Coronavirus.

Two members of the department were tested for the virus due to showing signs of exposure. The tests were negative. Chief Strazzo expressed gratitude towards Cleveland Clinic for their rapid response to our request for that testing.

Strazzo reported ordering gloves and SCBA adopters and cartridges at a cost listed below which had phone approval.

Supplies ordered for response to Corona Virus:

- Gloves (15 cases) \$2,655
- SCBA Adaptors and P100 filter cartridges \$1,879

Witthuhn moved to approve the purchases. Esber second. Esber – yes. Witthuhn – yes. Kusnerak – yes.

Strazzo gave a deeper detail of County Emergency Operation Center (virtual) program.

- WebEOC

County Briefings – Medina County Health Department. 330-723-9688
Ohio Department of Health – 833-427-5634. www.coronavirus.ohio.gov

Strazzo spoke on the possibility of having staffing issues and the reasons for his concerns. Kusnerak asked about an email she had sent. Strazzo and the board discussed the fact that many Medina County businesses have transferred over to produce the items that are in short supply. Strazzo continued with his preplan for Plum Creek Assisted Living establishment and the steps taken by the department to respond.

Strazzo explained that Fire Inspector Matt Payne's duties have changed during this pandemic and gave a description of the new duties.

Witthuhn advised the 1996 pickup and skid unit were sold on GovDeals for \$ 9,000.00 and requested permission to sign the title on behalf of the township. Motion by Esber, second by Kusnerak. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

SERVICE DEPARTMENT:

Request to spend \$3,400.00 to Medina Supply to concrete the bins behind the service garage. Paid from BC#30. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Request for a Resolution to enter into an agreement with the State of Ohio for purchasing salt for the 2020 – 2021 winter season; 1,200 tons.

RESOLUTION #20-2020

**RESOLUTION AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2020**

Esber offered and moved adoption of same Resolution 20-2020. Duly seconded by Kusnerak. Esber – yes. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

Request for a PO from Line Item, 2011-330-360-000, Contracted Services, to D.J.L. for the amount of \$5,000.00 for crack sealing township roads. Witthuhn moved to approve. Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Esber –yes. Motion carried.

TRUSTEES' REPORT:

Chris Kusnerak:

Mike Esber:

John Witthuhn:

FISCAL OFFICER'S REPORT:

Kusnerak stated that there are two PO's, payment listings and a Resolution submitted by the fiscal officer.

PO to DJL in the amount of \$5,000.00 was approved during the service department report. On March 10th the board approved the PO to Tiger General in the amount of \$5,000.00.

Kusnerak read the resolution which pertained to establishing a line item for severance pay if and when an employee leaves the township. After some discussion it was tabled for now.

Witthuhn moved to approve the March 16th payment listing in the amount of \$29,564.86. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

T&N purchase order for police to Conrad's Tire, \$1,427.99. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Payment listings for March 23rd and 24th for a total of \$45,421.32. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Payroll dated March 24th in the amount of \$62,290.39. Witthuhn moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

The board discussed the Lighthouse Solution invoices and the difficulties the police department are having with the equipment. Going out for bid was one option, going month to month and the possibility of a six month extension. After discussing the issue, Chief Sopkovich reminded the board there are more important things to discuss tonight.

Witthuhn moved to approve the year maintenance agreement with Lighthouse Solutions. \$12,478.45 to be payed as follows: Service - \$1,500.00/TWP - \$3,659.48/Fire - \$7,318.97. Police Department invoice for a thirteen month contract in the amount of \$8,222.70 with purchase orders if needed. Esber seconded. Kusnerak – no. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn addressed the need to advertise for an administrative assistant for the township due to an employee that will retire in three months. After some discussion the board agreed to be prepared to complete the job description and discuss as a part time or full time position next meeting.

NEW BUSINESS:

The board and department heads discussed the current pandemic and the how each were currently handling this issue. As far as zoning and administrative personnel, Strazzo explained that although not specifically identified by department or title the definition of essential personnel was covered under government and their infrastructures being essential.

Witthuhn moved that all buildings be closed to the general population and that all entrances be posted as such. The board stated that business can be done through email, phone calls and if necessary by appointment until further notice. Esber seconded. Witthuhn – yes. Kusnerak - yes Kusnerak – yes. Esber – yes. Motion carried. Kusnerak added the zoning inspector's ability to address any inquiry/permit request by email/phone. The lock box in the vestibule was mentioned and Witthuhn added the opt out forms were also available in the vestibule.

Magovac explained to the board his concerns with his crew working so close together. Other departments have multiple shifts and a large number of personal; should his department get the virus the department is closed. There were different solutions, including split shifts on the same day, different personnel every other day and two one week, two the next. Kusnerak reminded the board that the service department is under a contract. Witthuhn agrees that the township needs to be flexible, however, we need to have our employees working to best serve the township residents. Kusnerak asked Sopkovich what Ellen was doing now. Sopkovich explained that due to the departmental shut down all services for records and such are not needed. Ellen is a non-essential employee and wants her on paid administrative level until April 6th, it's not worth a life. Sopkovich agrees with Magovac to separate unless a job mandates the entire crew is needed. The decision was made to allow personnel that felt/feels uncomfortable working the right to use personal leave. The service department will rearrange their work schedule to have hours with two on and two off. Kusnerak told Magovac that he will be responsible for ensuring that the contract was followed.

Witthuhn moved to allow Magovac to schedule altered shifts for the service department up to and including April 6th, 2020, pay will be at 40 hours per the contract. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Esber moved to have Ellen work 8AM – 12PM; being paid at eight hours up to and including April 6th, 2020. Witthuhn stated he believes Ellen is an essential worker and she has stated that she has been very busy with resident inquiries. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – No. Motion carried.

Kusnerak verified that there will be an executive session later. Witthuhn acknowledged the executive session off camera.

MISCELLANEOUS & CORRESPONDENCE:

Witthuhn announced the township received a thank you card from the Medina County SPCA for the donation of \$2,000.00.

UPCOMING MEETINGS:

Trustees: April 14th – 7:00 PM

~~BZA: April 1st – Cancelled~~

~~Zoning Commission: April 2nd Cancelled~~

Special: Public Hearing April 14th at 6:00 PM

Witthuhn stated there is three weeks between meetings. There will be a need for a special meeting not yet determined for signing of warrant and any other business brought before the board.

PUBLIC INPUT:

Ron Wetterman, 1085 Substation Road. Asked what is being done to have trash bins picked up from residents that opted out of receiving service. Witthuhn explained that Republic will make arrangements for pick up.

OFF CAMERA:

Witthuhn moved to go off camera at 8:30 pm for the purpose reviewing the Republic opt out forms, signing of warrants, payroll, any other business and two executive sessions: Employment compensation and Security matters- discuss security arrangements and emergency response protocols to a public body and/or office. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to go into executive session for Employment compensation and Security matters- discuss security arrangements and emergency response protocols to a public body and/or office at 8:37 pm. Department heads were invited. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to come out of executive session at 9:54 pm. Esber seconded. All voted yes. Motion carried.

No action taken regarding compensation.

Witthuhn offered and moved adoption of same:

Resolution 21-2020

Resolution authorizing actions to be taken to protect the health and safety,
and welfare of the residents of Brunswick Hills Township from the effects of
Coronavirus Disease 2019.

Duly seconded by Esber. All voted yes. Resolution 21-2020 adopted.

Witthuhn moved to approve approximately 121 current total rubbish opt out forms to
date. Authorize Esber to approve any new requests received prior to March 30th, 2020.
Esber seconded. All voted yes. Motion carried.

ADJOURN:

Esber moved to adjourn at 10:12 pm. Kusnerak seconded. All voted yes. Motion
carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-Chair Trustee

Michael Esber, Trustee