

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**Special Meeting**  
**March 31, 2020**

Witthuhn called the special meeting of March 31, 2020 to order at 4:16 PM, noting that the meeting was properly advertised.

Witthuhn offered and moved adoption of same: Duly seconded by Esber.

**Resolution 22-2020**

WHEREAS BRUNSWICK HILLS TOWNSHIP, Medina County Is a member of the Ohio Township Association Risk Management Authority (OTARMA), a political subdivision risk pool established pursuant to Ohio Revised Code hereinafter "ORC," 2744.081;

WHEREAS, House Bill 291 was signed Into law on December 20, 2018 and became effective March 20, 2019; authorizes the use of an, "employee dishonesty and faithful performance of duty policy," instead of individual surety bonds, for trustees, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties; and

WHEREAS, in accordance with ORC 3.061, the township must adopt a policy by resolution to allow the use of an "employee dishonesty and faithful performance of duty" coverage document, rather than a surety bond, to cover loss by fraudulent or dishonest actions of employees and failure of employees to faithfully perform duties; the following shall apply to the policy:

1. An officer, employee, or appointee shall be considered qualified to hold the office or employment, without acquiring a bond, on the date the oath of office is taken, certified, and filed as required by law.
2. An officer, employee, or appointee shall have the employee dishonesty and faithful performance of duty policy in effect before the individual's term of office or employment and the officer, employee or appointee shall not commence the discharge of duties until coverage is documented.
3. All officers, employees, or appointees who would otherwise be required to file a bond before commencing the discharge of duties shall be covered by and are subject to the employee dishonesty and faithful performance of duty policy instead of a surety bond requirement.
4. The coverage amount for an officer, employee, or appointee under an employee dishonesty and faithful performance of duty policy shall be equal to or greater than the maximum amount of the bond otherwise required by law.
5. Elected officials, prior to taking the oath of office and holding office, shall obtain approval of the intent to use the township's OTARMA coverage agreement and affirm that the township's coverage complies with ORC 3.061. Said approval shall be obtained by the Brunswick Hills Township, Medina County.

WHEREAS, Brunswick Hills Township, Medina County's, "employee dishonesty and faithful performance of duty policy" through the OTARMA coverage document complies with ORC 3.061: and

NOW, THEREFORE, BE IT RESOLVED, that on this date, March 31, 2020, Brunswick Hills Township, Medina County hereby authorizes the township to purchase and use "employee dishonesty and faithful performance of duty policy" through OTARMA Instead of individual surety bonds for officers, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties.

All voted yes. Resolution carried.

### **Resolution 23-2020**

#### **CREATION OF NEW LINE ITEM AND APPROPRIATIONNS REALLOCATION**

The Board of Trustees of Brunswick Hills Township met in special session on Tuesday, March 31, 2020 commencing at 4:16 pm.

Witthuhn offered the following resolution and moved to adopt the creation of a new line item under the General Fund for Covid-19 related items as 1000-290-599-2420 (Other Expenses-Community) and to reallocate appropriations a follows;

Increase	1000-290-599-2420	\$100,000.00	Other Expenses-Community
Decrease	1000-120-360-0000	\$100,000.00	Contracted service

Motion seconded by Esber. Voting yes: Esber – Witthuhn – Kusnerak Resolution adopted.

Kusnerak moved to approve the PO/BC spread sheet as prepared by the fiscal officer as amended (BC 86-2020 \$ 15,000). Witthuhn seconded. All voted yes. Motion carried.

Witthuhn moved to approve the 3/30/2020 payment listing and warrants in the amount of \$31,583.59. Kusnerak seconded. All voted yes. Motion carried.

Witthuhn moved to approve payroll dated April 7, 2020 in the amount of \$53,517.15. Kusnerak seconded. All voted yes. Motion carried.

Witthuhn moved to have the service department employee's return to regular scheduled hours effective April 7, 2020. Magovac can flex hours scheduled as needed and approved. Esber seconded. All voted yes. Motion carried.

The board discussed essential and non-essential employees. Witthuhn stated the legal guidance provided indicates that support staff for emergency responders are considered essential employees. He stated Mrs. Young should be handling the office duties and doesn't have a lot of contact with the officers or the public. Kusnerak disagreed, she stated Mrs. Young does have a lot of contact and assists them on what needs to be done and that puts her at rick. Kusnerak stated that we have a responsibility to keep our employees safe.

Witthuhn moved to have Mrs. Young return to regular work schedule effective Aril 7, 2020 and may work flex hours as approved by the Chief. Esber seconded. Witthuhn –

yes. Kusnerak – No. Esber – yes. Motion carried. Kusnerak added that she has a great concern for her family.

New meeting laws are allowing teleconference or similar means was discussed.

Kusnerak moved that due to the Coronavirus pandemic restrictions the April 14<sup>th</sup>, 2020, scheduled public hearing be rescheduled for May 12, 2020 at 6:00 pm. Esber seconded. All voted yes. Motion carried.

State looking at temporarily suspending the 1500 hour restriction for firefighters for the year 2020.

Witthuhn moved to go into executive session at 5:15, for the purpose of employee compensation. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to come out of executive session at 6:01. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to institute premium pay for part time firefighters, Fire Chief and Assistant Fire Chief for total hours worked. Retro to December 2019 until November 2020 (12 month period) when hours exceed 550, part time firefighters will be paid \$1.00 per hour of total hours worked, Chief and Assistant Chief are eligible to receive maximum of \$1,000.00 each if hours worked exceed 1200. This will be revisited in December 2020. Esber seconded. Witthuhn – yes. Kusnerak – No. Esber – yes. Motion carried.

Witthuhn moved to pay the Mrs. Czyz \$33.00 per hour effective April 1, 2020 for hours worked for the township and terminate prior stipend for attending meetings and/or trainings. Esber seconded. Esber – yes. Witthuhn – yes. Kusnerak – No. Motion carried.

Public comment: Trica Murphy asked about the total trash opt-out. Esber replied approximately 160. Trica Murphy also asked about remote access for administrative staff and zoning staff-commented of conference call procedures.

Kusnerak moved to adjourn at 6:22 pm. Witthuhn seconded. All voted yes. Motion carried.

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John Witthuhn, Chair Trustee

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Katherine Esber, Fiscal Officer

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Christina Kusnerak, Vice - Chair

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Michael Esber, Trustee