

BRUNSWICK HILLS TOWNSHIP TRUSTEES

REGULAR MEETING

April 28, 2020

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 28, 2020 at Brunswick Hills Township Town Hall.

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

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

PRESENTATION:

MINUTES:

Witthuhn moved to approve the May 10th, 2020 regular meeting minutes as amended. Esber seconded. Witthuhn – yes. Esber - yes. Kusnerak – yes. Motion carried.

Esber moved to approve the April 14, 2020 regular meeting minutes. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Zoning hour's discussion. The board reviewed rescheduling suggestions from the zoning department. After several minutes of discussion the board agreed to address this after Kusnerak meets with the inspector's on Wednesday.

Kusnerak asked how to address the required notarization of BZA documents during this time. Banks are not open for general public matters. After some discussion Kusnerak moved to suspend notarization of the zoning document; variance application until May 6, 2020. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Kusnerak asked the board about the upcoming May 12th public hearing and how to address the restrictions of mass gatherings and still allow the public to be present. Kusnerak to ask other townships and the prosecutor's office for guidance.

Police Department:

Fire Department:

Witthuhn presented the fire departments report.

Request approval for the annual NFPA SCBA flow tests to be completed by MES/Warren Fire Equipment in the amount of \$1,040.25 to be paid from PO #48. Kusnerak moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Request approval for Firefighter Nick DiSalvo to represent Brunswick Hills FD on the Medina County All Hazards Team (Rope Rescue). Kusnerak moved to approve. Esber – second. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Request approval to submit an amendment to the 2019 AFG Grant to utilize excess money for the purchase of large diameter fire hose, hose appliances and fittings. Please note this replacement project has been on our Capital Improvement list for several years and was scheduled to be completed this year with the Fire Fund budget. This will save taxpayers roughly \$29,000. Esber moved to approve pending approval of the amended grant application. Kusnerak seconded. Esber – yes. Witthuhn –yes Kusnerak – yes. Motion carried.

Request to close PO #57 C. Martin Trucking – Kusnerak moved to approve. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Chief Strazzo requested a public shout out of gratitude to the residents of Westbury development for the pizza and showing of support, as well as many other residents.

Witthuhn requested and motioned to approve a medical leave of absence for the month of May. Esber – seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved the board approve himself and Chief Strazzo to begin and sign as needed, the reimbursement application to Homeland Security for purchases of PPE and other supplies needed by all township departments to protect the public and their respective personnel during the COVID-19 pandemic. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Blaster donated seven cases of small hand sanitizer's that can be place in the department vehicles, also greatly appreciated.

Please be advised that hydrant flushing will begin on Monday May 18th.

SERVICE DEPARTMENT:

Request for a BC from Line Item: 4401-330-490-0000 (OPWC Funds) for the amount of \$1,088.32. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Esber – yes. Kusnerak – yes. Motion carried.

Service Department spent \$984.35 at North Gateway Tire for four new tires and front end Alignment. Esber moved to approve. Kusnerak seconded. Witthuhn - yes. Kusnerak – yes. Esber – yes. Motion carried.

Request to purchase pipe from Core & Main for the amount not to exceed \$3,000.00 for Sleepy Hollow Road. Paid from BC#28. Esber moved to approve. Kusnerak –seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Magovac and the board discussed having an additional seasonal person to assist with the township mowing. With all of the parcels owned by the township, Fire station two, police department, town hall/fire station one and Townline Cemetery it is too much for one individual. Having the fire department cut their own was suggested and scheduling as well as rate of pay was considered.

Witthuhn moved to permit Mike Drum, a member of the township fire department, to move to a service department seasonal position on a temporary basis while restricted by his full time employer during the pandemic. The rate will be \$13.00 an hour and the board has waived the service department requirement of having a CDL. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

TRUSTEES' REPORT:

Chris Kusnerak:

Mike Esber:

John Witthuhn:

FISCAL OFFICER'S REPORT:

Katherine Esber has notified the board by email to have all departments watch their spending and attempt to reduce spending due to anticipated reduced funding. This was also stated by Kusnerak as a recommendation by the governor's office. Due to the pandemic it has already reduced gasoline tax revenue received. Due to mortgage payments being forgiven and moved to the end of the loan this may greatly impact property tax revenues.

Witthuhn moved to approve the payment listing dated 04/20/2020 in the amount of \$9,010.27. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn moved to approve two T&N purchase orders:

General Fund	Government Forms	\$152.73.
Police – Fuel	WEX	\$407.14

Kusnerak seconded. Esber – yes. Witthuhn –yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve the payment listing dated 04/27/2020 in the amount of \$50,917.68. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn moved to approve payroll of 05/05/2020 in the amount of \$52,717.90. Kusnerak – seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve a purchase order to DPK Plumbing in the amount of \$355.00:

General	1000-110-323-0000	\$115.00
Service	2021-330-323-1323	\$ 80.00
Fire	2192-220-323-1323	\$160.00

Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn moved to approve a T&N purchase order to Lighthouse solutions in the amount of \$1,957.98. Esber – seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

OLD BUSINESS:

The board discussed advertising for a township administrative assistant position, the ad was approved with the deadline date added. The board agreed to May 15th as the deadline. Witthuhn moved to advertise for the administration assistance position in the paper, as well as social media. Kusnerak questioned the manner to which the applications would be received; are they confidential; Esber stated so that they should be opened up by us; Kusnerak responded yes. Witthuhn asked if Kusnerak wanted them addressed to the attention of the Board of Trustees. Kusnerak stated yes. Esber

asked about copies for review. Kusnerak cautioned against making copies. The applications can be kept in the office as confidential and the trustees can view them before the meeting. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

The board discussed the proposed policy changes which are lunch time and excess vacation time. After fifteen minutes of discussion the vacation changes are needed due to the financial impact on departments and the township budgets when an employee has an extraordinary amount on vacation time on the books. The members of the board agreed that time earned should be time paid and all are attempting to find a solution and give the employees time to adjust as well as use the stock piled time. Paid and/or unpaid lunch subject was dropped.

Witthuhn moved to send the vacation time wording with extending the deadline to use the excess vacation time to the prosecutor's office review and guidance. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn asked Kusnerak about the grant for property on Pearl Road. The grant application was sent out Friday and no response at this time. Kusnerak explained the amount requested, \$ 40,000, covers asbestos inspection, demolition of the building and clean up.

NEW BUSINESS:

MISCELLANEOUS & CORRESPONDENCE:

UPCOMING MEETINGS:

Trustees: May 12th – 7:00 PM

BZA: June 3rd

Zoning Commission: June 4th

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

PUBLIC INPUT:

OFF CAMERA:

Witthuhn moved to go off camera at 8:24 PM for the signing of warrants, PO's and any other business brought before the board. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

ADJOURN:

Witthuhn moved to adjourn at 8:31 PM. Kusnerak seconded. All votes yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-Chair Trustee

Michael Esber, Trustee