

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
February 12, 2019

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, February 12, 2019 at Brunswick Hills Township Town Hall.

Board of Trustees Chair, Christina Kusnerak, Vice-Chair Michael Esber, Trustee John Witthuhn, Zoning Inspector Evelyn Czyz, Foreman Paul Magovac, Fire Chief Anthony Strazzo and Sergeant James Stanford.

Kusnerak called the meeting to order at 7:01 PM and noted the meeting was properly advertised.

PRESENTATION:

Chris from the Medina County Auditor's office reminded everyone that filling for a revised valuation of your property is due by April 1, 2019.

C.A.U.V. (Current Agriculture Use Program) for farms. Filling for or renewing the application must be completed and turned in no later than the first Monday in March.
330-725-9765

MINUTES:

Esber moved to approve the January 3, 2019 Organizational Meeting minutes. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Esber moved to approve the January 22, 2019 Records Commission minutes and the regular meeting minutes. Kusnerak – seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Evelyn Czyz presented the following:

- January 2019 monies collected - \$823.00.

Evelyn Czyz gave the 2018 activity report noting that 4692 permits were issued and monies collected is \$22,651.73.

A request to increase the cost of some permits for 2019, in accordance with ORC 519.12 (A) is needed to offset the cost of postage increases that take effect January 27th, 2019. The increases are:

- ❖ Administrative Appeal from \$400.00 to \$500.00.
- ❖ Conditionals from \$350.00 to \$400.00.
 - Renewal of Conditional from \$175.00 to \$275.00.
- ❖ Type II (Conditional Use) from \$250.00 to \$350.00.
- ❖ Map Amendment from \$500.00 to \$600.00.
 - ❖ Site Plan Review (Formal & Informal) from \$400.00 to \$500.00.
 - ❖ Variance request from \$400.00 to \$500.00.

- ❖ Zoning Amendment from \$500.00 to \$600.00.
- ❖ Additional meeting request from applicant from \$400.00 to \$500.00.
- ❖ Special meeting other than regular meeting dates: \$400.00 to \$500.00.

Esber moved to approve the price increase as requested. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Police Department:

Fire Department:

Chief Strazzo presented the January 2019 activity report.

Chief Strazzo gave a twenty three minute presentation of the departments 2018 accomplishments, events and budget expenditures.

Chief Strazzo presented the following:

- Request approval for 4 members to attend the 2019 First Responder Technologies and Protocols Seminar on Thursday February 28th 1000-1230. No cost for the training. Seminar cover new auto technologies that first responders should be aware of. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.
- Request approval to pay 2019 Medina County All Hazards Team cost allocations in the amount of \$3,365.32 from P.O. 75. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.
- Request approval to pay the 2019 Countywide Emergency Management Cost allocations in the amount of \$2,732.40 from P.O. 75. There was discussion to split this cost between fire, police and township. It was decided that the fire department would cover the cost this year and address the possible 40% – 40% – 20% percent split next year. Kusnerak stated that the police department needs to be advised of this for their input. Kusnerak moved to approve. Esber – seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.
- Request approval to pay the Cleveland Division of Water annual hydrant invoice in the amount of \$2,263.80 from P.O. 51-2018. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn –yes. Kusnerak – yes. Motion carried.
- Request approval of the donation of a ride to school on the last day of school to the Brunswick Educational Foundation Spring Fling fund raiser. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.
- Request approval to proceed with 2019 PM and pump testing through Fallsway Emergency Equipment. Noting that 2 quotes for this work were obtained and that Fallsway has been our vendor and is less expensive than the other vendor. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Chief Strazzo explained the gift the department received from Ms. Paroska of crochet blankets prior to the polar vortex. Strazzo announced gratitude for such a gift. The unused blankets will be donated from us to a needy organization. Strazzo will contact the Medina County aging department.

Fire Prevention Letter to Building and Business Owners. This letter will address five items. To ensure the owners have a Certificate of Occupancy, the address is visible, there is a key box, all utilities are identified and fire protection system.

Brunswick Hills Township annual Citizens Fire Academy will be held from March 21, through April 23, 2019. Contact the office at 330-225-2211 to register.

Strazzo announced that the VFW Post #9520 is having a reverse raffle in an attempt to raise much needed funds. Cost of the raffle is \$50.00, top prize is \$3,000.00. Your ticket includes dinner and beverage. March 30th, 2019, 6:00 pm at the post there are other events as well. The VFW is always on hand for all of our events, consider helping out.

Service Department:

Magovac presented the January 2019 road report.

Purchased two sets of carbide blades from Concord Road Equipment for the amount of \$1,965.10. Paid out of BC#29. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Request to purchase a 2020 T370 Kenworth Cab and Chassis with Snow Plow Equipment under the Sourcewell Bidding Process. Total Price of \$154,073.00.

| YEAR | MAKE | CHASSIS | | PLOW COST | TOTAL |
|------|---------------|--------------|---|-------------|--------------|
| 2020 | KENWORTH | \$84,198.00 | + | \$69,875.00 | \$154,073.00 |
| 2020 | INTERNATIONAL | \$84,493.24 | + | \$69,875.00 | \$154,368.24 |
| 2019 | WESTERN STAR | \$91,437.00 | + | \$69,875.00 | \$161,312.00 |
| 2020 | PETERBULT | \$94,375.00 | + | \$69,875.00 | \$164,250.00 |
| 2020 | MACK | \$113,875.00 | + | \$69,875.00 | \$183,750.00 |

Request for a PO to Kenworth of Richfield for the amount of \$154,073.00 Funds will be paid out of Line Item 1000-330-390-0000, (other- Supplies and Materials) \$139,073.00 and Line Item 2021-330-750-0323 (motor vehicles- vehicles), \$15,000.00. Price will adjust with a trade in value for the 1995/1997 International. Esber moved to approve and issue a purchase order to Kenworth. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve Esber signing all paperwork with Kenworth of Richfield on behalf of the township. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Magovac asked to write a letter to the county for consideration for OPWC funds for the Sleepy Hollow project. Esber moved to approve the request. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Esber reported that the certified road miles has been received. The township has 35.604 miles of road. This is not lane miles, which would double that amount.

Advised the board that the service department will be discussing the possibility of a road levy this fall.

TRUSTEES' REPORT:

Mike Esber:

John Witthuhn:

Chris Kusnerak:

Kusnerak moved to close PO# 108-2018 to Verizon Wireless (\$484.94). Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Kusnerak announced that Armstrong subscribers will see rate increases on video products; internet, telephone and equipment to stay the same.. Video Service Providers are required to notify the governing entity of any changes/increases that occur.

FISCAL OFFICER'S REPORT:

Katherine Esber advised the board that there are warrants, payroll and the January bank reconciliation to be signed. The 2018 final reports have been filed with the state and closed the books on 2018.

OLD BUSINESS:

Esber is in contact the Bethany in reference to tax abatement and Beth about trash collection. Everyone has copies of Hinckley's request so we can move forward.

Witthuhn will meet with the Medina County Park District about possible plans for the 303 property and the possibility of a special meeting.

Witthuhn discussed setting up an account with GovDeals. This would give the township an avenue to list and sell surplus items and equipment. Kusnerak moved to authorize Witthuhn to register with GovDeals once reviewed by legal counsel. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

NEW BUSINESS, MISCELLANEOUS & CORRESPONDENCE:

Esber requested to join the Rotary explaining that there must be a representative to be considered for assistance with different items needing to be purchased. The cost is \$75.00 a quarter. Witthuhn moved to approve the request. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Kusnerak presented the request from the S.P.C.A. for \$5,359.44. The letter stated that the S.P.C.A. took in 24 animals at a cost of \$223.31 for each animal. After a review of past payments Esber moved to send in a donation \$2,000.00. Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

The board discussed the new required credit card policy that was to be in place by February 2nd. Kusnerak said that both, our current (marked up) policy and the recommended policy from OTA would be sent to the prosecutors for review and opinion.

Kusnerak requested the township become a member of the Coalition of Large Ohio Urban Townships, (C.L.O.U.T.). There must be a resolution on file with the O.T.A. and a yearly membership fee of \$200.00. To be paid from BC# 10. Kusnerak offered and moved adoption of same, **Resolution 12-2019**, to join C.L.O.U.T. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution adopted.

Witthuhn announced that a public hearing on the North Carpenter Pre-construction Project will be held on March 5th, 2019 at 5:00 PM at the Brunswick Rec Center.

UPCOMING MEETINGS:

Trustees: February 26th

ZC: March 7th

BZA: ~~March 6th~~ Cancelled.

Special:

PUBLIC INPUT:

OFF CAMERA:

Kusnerak moved to go off camera at 8:37 PM for the signing warrants an executive session for personnel compensation, employee discipline and any other business brought before the board. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to go into executive session at 8:53 PM for personnel compensation and employee discipline. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to come out of executive session at 10:26 PM. Esber seconded. All voted yes. Motion carried.

No discipline action taken by the board. There was continued discussion on employee compensation.

Witthuhn moved to accept the Fire Department's administrative assistant job description as presented. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to allow the fire department to post and accept applications for a part time administrative assistant position to work approximately fifteen to twenty hours a week at an hourly rate of \$12.00 to \$15.00 per hour depending on experience.

Kusnerak seconded. All voted yes. Motion carried.

ADJOURN:

Kusnerak moved to adjourn at 10:43 PM. Esber seconded. All voted yes. Motion carried.

Christina Kusnerak, Chair Trustee

Katherine Esber, Fiscal Officer

Michael Esber, Vice-Chair Trustee

John Witthuhn, Trustee