

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**

**June 9, 2020**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, June 9, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees, Chair, John Witthuhn, Vice-Chair Christina Kusnerak, Trustee Michael Esber, Fiscal Officer Katherine 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:**

**MINUTES:**

Esber moved to approve the May 26, 2020 regular meeting minutes. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Esber moved to approve the May 27, 2020 special meeting minutes. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Esber moved to approve the June 2, 2020 special meeting minutes. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Witthuhn recapped the off camera items and decisions of the board for May 26<sup>th</sup> Regular meeting, May 27<sup>th</sup> Special meeting and June 2, Special meeting.

May 26<sup>th</sup>, 2020: Two executive sessions were held for the purpose of employee compensation and to consider employment.

May 27<sup>th</sup>, 2020: Executive session for applicant interviews.

June 2<sup>nd</sup>, 2020: Special meeting to discuss a change in venue for Public meeting of the Zoning Commission and BZA. This was a very productive meeting.

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

**DEPARTMENT REPORTS:**

**Zoning Department:**

Zoning Inspector Czyz reported monies collected for the month of May is \$1,868.59. The zoning office has been very busy. Violation letters for tall grass have been sent and if there is no action by the property owner after fifteen days, the board can move forward with possible legal action.

A generic question has been asked as to where to go from here with the zoning meetings. At this time Diamond Event Center is scheduled for the BZA Public Hearing on June 17<sup>th</sup> and June 18<sup>th</sup> at 7:00 PM. The board discussed the upcoming meetings and the July 1st BZA meeting

has no public hearing scheduled at this time. The Diamond Event Center is scheduled for July 1, 2020 and Kusnerak will follow up to determine if it is necessary. The board agreed that regular zoning meetings can be held at town hall.

Kusnerak moved to set the public hearing for Wexford Subdivision (West 130) for June 23, 2020 at 6:00 PM, at town hall. Notice to be made by Friday the 19<sup>th</sup>. Esber seconded. Witthuhn – yes. Kusnerak –yes. Esber – yes. Motion carried.

### **Police Department:**

Esber advised the board that Chief Sopkovich received phone approval for two vehicles to be repaired at a cost of \$1,484.40 for one and the other at \$1,564.00.

### **Fire Department:**

Strazzo gave the department activity report for the month of May.

Strazzo explained that Tanker 22 is in need of repairs due to pipes and valves that are rusted; the current cost quote is \$3,022.58. Strazzo reminded the board of other related items on the tanker that also needs replaced. Instead of having the tanker in and out of service Strazzo asked for a purchase order to Fallsway in the amount of \$15,000.00 with approval to proceed with the \$3,022.58 repairs. Strazzo stated he will return to the board as quotes for additional repair costs are received. Witthuhn moved to approve as stated. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn –yes. Motion carried.

Strazzo advised that the hydrant flushing is complete and that Cleveland Water as well as the Medina County Sanitary Engineers departments will be repairing hydrants as reported.

The department has had several inquiries as to the cancelled 2020 Safety Town and if there is a possibility to have something as an alternative due to the pandemic. The department is looking into a possible online event and will keep everyone informed.

### **SERVICE DEPARTMENT:**

Magovac announced submitting his 2021 budget with supporting documentation and gave the department activity report for May.

Kusnerak asked about the hours at the cemetery, advising that detailed hours for tree removal will be needed for the grant received. Magovac will get that information to Katherine Esber.

Witthuhn asked the board to allow him to once again apply for the EPA Diesel Truck Replacement grant to replace the service department's 1997 plow truck. Esber moved to approve Witthuhn to apply for the grant and sign on behalf of the township. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

### **TRUSTEES' REPORT:**

#### **John Witthuhn:**

The public hearing held at 5PM today was for the rezoning request of property at Pearl Road and Sleepy Hollow. The vote was two to one in favor of the change. The board is waiting on a legal opinion to determine if the majority vote is sufficient or does it require a unanimous vote.

## **FISCAL OFFICER:**

Katherine Esber thanked Julie, the owner of Ocena Spa on Center Road, for donating their masks to Cleveland Clinic and Southwest Emergency on 303.

There are warrants, payroll, May 2020 Bank reconciliation and two PO's (PD) for tonight.

PO to Center Marks Car Wash in the amount of \$208.00

PO to Tactical Defense in the amount of \$304.98

Esber inquired about the age of the invoices. Fiscal officer explained that invoices had not been received from as far back as November 2019 and the payment is to correct that. Some discussion was had pertaining to the zoning vehicle being able to utilize the police department account. Czyz to get in touch with Chief Sopkovich.

Resolution for an Appropriation Reallocation for the Fire Department. Increasing Property Insurance and decreasing Motor Vehicle by \$1,983.00 respectively.

Witthuhn offered and moved adoption of same **Resolution 27-2020** as stated. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn - yes. Resolution adopted.

Witthuhn moved to approve the PO's for the police department:

PO to Center Mark Car Wash in the amount of \$208.00

PO to Tactical Defense in the amount of \$304.98

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

Witthuhn moved to approve the payment listing dated June 1, 2020 in the amount of \$51,248.65. Witthuhn noted that the majority of the funds were the OTARMA payment that is in excess of \$43,000.00. Kusnerak –seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve then and now purchase order in the amount of \$26,879.50 to pay the OTARMA insurance. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve a payment listing dated June 8th and 9<sup>th</sup>, 2020 in the amount of \$13,146.58. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payroll dated June 16<sup>th</sup>, 2020 in the amount of \$62,715.38. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

## **OLD BUSINESS:**

Esber asked if anyone had given any thought concerning the selection of a law firm to represent the township in the upcoming police union contract negotiations. There was a short discussion. Katherine Esber will email Johnathon and attempt to get a quote.

Kusnerak reported that the \$40,000.00 grant she applied for to raze a building at 2291 Pearl Road has been approved by the county commissioners and it will now go to the state. Hopefully the state will give their approval. Witthuhn thanked Kusnerak for her efforts.

## **NEW BUSINESS:**

Katherine Esber asked to set the budget meeting. After a few minutes of discussion the board agreed to a special meeting on June 25<sup>th</sup>, 2020 at 10:00 AM for budget review.

**MISCELLANEOUS & CORRESPONDENCE:**

**UPCOMING MEETINGS:**

Trustees: June 23<sup>rd</sup> – 7:00 PM

Special:

TWP Public Hearing, June 23<sup>rd</sup> at 6:00 PM Wexford property at Town Hall.

BZA – Public Hearing, June 17<sup>th</sup> and 18<sup>th</sup> at 7:00 PM.

Diamond Event Center. 1480 Pearl Road.

Budget meeting on June 25<sup>th</sup> at 10:00 AM. At Town Hall

BZA: July 1<sup>st</sup> – Town Hall

Zoning Commission: July 2<sup>nd</sup> – Town Hall

**PUBLIC INPUT:**

**OFF CAMERA:**

There will be an executive session for applicant interviews and possibly for contract discussion.

Witthuhn moved to go off camera at 7:39 pm, for the signing of warrants, PO's, BC's and any other business brought before the board. Esber seconded. Kusnerak – yes. Esber – yes.

Witthuhn - yes. Motion carried.

Kusnerak moved to go into executive session at 7:42pm for applicant interviews. Witthuhn seconded. Katherine Esber invited in. All voted yes. Motion carried.

Witthuhn moved to come out of executive session at 8:46 pm. Esber seconded. All voted yes. Motion carried.

Esber moved to offer Ramona Bliss the part time administrative assistant position pending the successful completion of all pre-employment requirements. Kusnerak seconded. All voted yes. Motion carried.

**ADJOURN:**

Witthuhn moved to adjourn at 8:53 pm. Kusnerak 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-C Kusnerak

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Trustee Michael Esber, Trustee