

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**May 12, 2020**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, May 12, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees, Chair, John Witthuhn, Trustee Michael Esber, Zoning Inspector Evelyn Czyz, Chief Strazzo and Chief Sopkovich.

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

**PRESENTATION:**

**MINUTES:**

Esber moved to approve the April 28, 2020 regular meeting minutes. Witthuhn seconded. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to approve the May 8, 2020 special meeting minutes. Esber seconded. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn provided off camera summary including:

4/28/2020 regular meeting. No off camera minutes.

5/08/2020 - Special Meeting was to cancel the Public Hearing scheduled for tonight and reschedule it for June 9<sup>th</sup> at 5:00 PM.

4/14/2020 regular meeting, the board held an executive session for employee compensation.

3/10/2020 regular meeting the board had two executive sessions; one for employee compensation and an employee interview.

The board had a lengthy discussion concerning a public records request. It was sent to the prosecutor's office for review.

(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:**

Evelyn Czyz reported that \$766.06 monies has been collected or the month of April.

Esber moved to approve the new staffing schedule for the zoning office to begin May 18, 2020 as follows:

Monday 2pm to 6pm – Assistant Inspector Wes Humphrey  
Tuesday 9am to 2pm – Inspector Evelyn Czyz  
Wednesday 9am to 2pm – Inspector Evelyn Czyz  
Thursday 11am - 4pm – Inspector Evelyn Czyz

Friday 11am to 4pm – Assistant Inspector Wes Humphrey

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

Mary Jean requested that the board approve requiring face coverings be worn at the June 9<sup>th</sup>, 2020 public hearing.

Witthuhn moved to place a legal ad for the June 9<sup>th</sup> Public Hearing as noted. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

### **Police Department:**

Sopkovich expressed gratitude to the residents and businesses for their support during the COVID pandemic. The patience with reports being conducted in the parking lot; the manner in which the officers respond to calls and a special thank you to those who donated to the canceled Breakfast with the Easter Bunny. The donator's did not want reimbursed so those items and funds were used to assist residents in need. Very proud of the Township. Sopkovich gave a shout out to Coverall for the job they had done to keep the station clean and to the officers who keep the vehicles sanitized.

Sopkovich also advised that the department is easing up on the parking ban enforcement; however, call to inform the department of extra vehicles and remember trailers and RV's are not allowed to be parked in the roadway.

Due to the arrival of warm weather, watch for children out riding bikes. The department has received complaints about speeding in the subdivisions. Sopkovich thanked Magovac and crew for installing 25 MPH signs in Autumnwood subdivision.

There have been complaints with people discharging firearms. Sopkovich asked that everyone advise your neighbors if you plan on shooting, be sure your back stop is adequate to shot a bullet and you can obtain an aerial view of your property to review what is around you and how far it is.

The phone system at the station is not functioning properly; both DBS and WOW are aware and working on the issue.

Unit #8 was rear-ended during a parade; officer was not injured, the unit is still at Liberty Ford and all repairs will be covered by insurance.

Unit #4's (new) process of being prepared for duty is going smoothly.

Request to purchase (1) Panasonic Toughbook CF-54 to include MS Office setup, configure and migration. Purchase order request to Lighthouse Solutions in the amount of \$2,312.00 from Account Code 2191-760-740-0000, Machinery Equipment Furniture. Esber moved to approve. Witthuhn seconded. Witthuhn – yes. Esber – yes. Motion carried.

Request to purchase (16) Sig Sauer P320 pistols and trade (15) Glock pistols. Purchase Order request to Vances Law Enforcement in the amount of \$2,673.00 from Account Code 2191-210-430-0000 Small Tools and Minor. Sopkovich stated there would be additional expenses. After some discussion Witthuhn said he would rather see an all-inclusive quote for the purchase before approving.

## **Fire Department:**

Chief Strazzo gave the April 2020 departmental activity report.

Request to accept the resignation of Firefighter Mark Vance effective May 1<sup>st</sup> 2020. Mark has been a dedicated member of the department for the past 19 years. Witthuhn moved to accept the letter of resignation and thanked Mark for his years of dedicated service to the township and best wishes with future endeavors. Esber seconded and also thanked Mark for his time serving the township. Witthuhn – yes. Esber – yes. Motion carried.

Request the Board sign FEMA Letter of appointment authorizing Trustee Witthuhn as the authorized agent relative to the FEMA Public Assistance Grant Program. Esber moved to approve and authorize Witthuhn to sign on behalf of the trustees. Witthuhn seconded. Witthuhn – yes. Esber – yes. Motion carried.

Request the Board approve Trustee Witthuhn sign the State-Local Disaster Assistance Agreement provided by the Ohio Emergency Management Agency relative to the Public Assistance Grant Program. This is covered by the previous motion.

Request approval for the replacement of Fire Station #2 bay area heating system. Strongsville Heating and Air Conditioning to be contracted to replace the heaters at a cost of \$7,491.00 and to issue a purchase order in that amount from line item 2192-760-730-0000 Improvements of Sites. Esber moved to approve to approve. Witthuhn seconded. Witthuhn – yes. Eber – yes. Motion carried.

## **Announcements:**

St Ambrose Gala fire truck ride has been moved to the 1<sup>st</sup> day of school since there was no scheduled last day of the current school year due to the pandemic.

BHFD received \$5,184.54 from US HHS CARES Act Relief Payment stimulus package. Application will be made for a second round of funding.

## **COVID-19 Update**

- Fire Chiefs still staffing the county virtually to staff the County EOC
- Weekly checks with assisted living center
- Equipment/supplies back ordered. Including N95 masks, surgical masks, gowns, UV Lights.
- Birthday Easter Parade 62 houses on the list. Crews drove Twp. for 3.5 hours. Additional requests, unable to fulfill.
- Station – no visitors without PPE. Please call ahead if you need to come to the station.
- Planning for future operations for both the Fire Department and health and welfare of other Township employee and residents.
- Reminded the Board and residents that hydrant flushing would begin Monday the 18<sup>th</sup>, starting at the north end of town and continue for approximately three weeks.

Strazzo mirrored Sopkovich' announcement of gratitude to residents and businesses for the support they have received. Strazzo is asking that they reach out to their neighbors and those in need. The department is in good shape.

**SERVICE DEPARTMENT:**

Witthuhn gave the April departmental activity report.

Phone call request to purchase \$773.00 of cold patch from Kokosing for road repairs. Paid from BC 88. Witthuhn moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

**TRUSTEES' REPORT:**

**Chris Kusnerak:**

**Mike Esber:**

**John Witthuhn:**

Witthuhn reported that the EPA Grant for the new truck is complete and the township received the \$50,000.00. There is another EPA grant opportunity coming later this year and the township plans to apply, hoping to replace another older vehicle.

**FISCAL OFFICER'S REPORT:**

Esber offered and moved adoption of same:

**Resolution 25-2020**

Reallocation of Appropriations

Increase 1000-110-349-0000 advertising by:	\$1,000.00
Decrease 1000-110-319-0000 other professional technical	\$1,000.00

Witthuhn seconded. Esber – yes. Witthuhn – yes. Resolution adopted.

Esber noted the following BC's and PO's:

BC #89	General Fund	Advertising	1000-110-349-0000	\$500.00
PO #119-2020	Lighthouse Solutions		2191-760-740-0000	\$2,312.00
PO #120-2020	Strongsville Heating		2192-760-730-0000	\$7,491.00
PO #121-2020	Total to Cummings			\$1045.14
	General –	1000-110-360-0000		\$174.44
	Police -	2191-210-319-0000		\$360.45
	Fire -	2192-220-360-0000		\$510.25
T&N 118-2020	Gazette	1000-110-349-0000		\$192.98

Witthuhn moved to approve BC's and PO's as read, nothing that some were approved during departmental reports. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

Esber noted that the April bank reconciliation is ready for review and signatures.

Witthuhn moved to approve the 5/5/2020 payment listing in the amount of \$34,993.37. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to approve the 5/12/2020 payment listing in the amount of \$6,933.50. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to approve payroll dated 5/19/2020 in the amount of \$59,180.51. Esber seconded. Esber – yes. Witthuhn – yes. Motion carried.

**OLD BUSINESS:**

**NEW BUSINESS:**

The state required COVID testing for employees was discussed and with recognition of the procedure not being implemented Witthuhn suggested the township do so. After discussing the issue the following action was taken.

Witthuhn moved that a mandatory procedure will be implemented as follows:

1. All township employees will take their temperature before or upon arrival at work effective as soon as thermometers are available.
2. Complete the form by signature, attesting that the employee has none of the following:
  - a. Cough
  - b. Chills
  - c. Runny/Stuffiness
  - d. Shortness of Breath
  - e. Sore throat
  - f. Fever of 100.4 or higher
  - g. Exposure to someone with or under investigation for COVID 19
  - h. International travel in last 14 days

The forms are to be kept on file on a weekly basis. Esber seconded. Witthuhn – yes. Esber – yes. Motion carried.

**MISCELLANEOUS & CORRESPONDENCE:**

Esber announced that Vicky received a thank you card from a resident for the assistance received with their Republic rubbish issue.

**UPCOMING MEETINGS:**

Trustees: May 26<sup>th</sup> – 7:00 PM

BZA: June 3<sup>rd</sup>

Zoning Commission: June 4<sup>th</sup>

Special: Public Hearing June 9<sup>th</sup>, 5:00 PM (Masks are required)

**PUBLIC INPUT:**

Trica Murphy, 4041 Foskett, thanked Witthuhn for clarifying the thermometer is no-touch. What happens when two trustees are over the limit? The meeting is canceled; there must be two trustees to hold a meeting.

The board plans on having the ZC/BZA meetings? Witthuhn stated that the current state restrictions are in effect until May 29<sup>th</sup>; hopefully mass gathering restrictions will be increased to allow for meetings to be held. Other avenues are being investigated to assist with getting the meeting done.

Robert Murphy questioned adherence to social distancing guidelines.

**OFF CAMERA:**

Witthuhn moved to go off camera for the signing of warrants, PO/BC requests, April reconciliation and any other business brought before the board. There will be two executive sessions for the purpose of a confidential BWC matter and consideration of employee compensation. Esber seconded. All voted yes. Motion carried.

Esber moved to go into executive session at 8:04 PM, for the purpose of a confidential BWC matter and employee compensation. Witthuhn seconded. Witthuhn – yes. Eber – yes. Motion carried.

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

Esber will follow up with BWC Attorney Coleman.

The board recognizes Administrative Assistant Waters’ intent to retire effective July 1, 2020, in addition will be compensated for accumulated vacation time earned, with benefits expiring July 31, 2020. Witthuhn moved to approve. Esber seconded. All voted yes. Motion carried.

**ADJOURN:**

Witthuhn moved to adjourn at 8:39 PM. Esber seconded. All votes 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 Trustee

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Michael Esber, Trustee