

**BRUNSWICK HILLS TOWNSHIP  
REGULAR MEETING  
July 14, 2020**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, July 14, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees, Chair, John Witthuhn, Vice-Chair Christina Kusnerak, Trustee Michael Esber, Fiscal Officer Katherine Esber, Chief Strazzo and Foreman Paul Magovac.

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

**PRESENTATION:** Greg Burrelli of Daylight Medical gave a twenty-two-minute presentation of the Diversey MoonBeam3. This equipment uses three individually adjustable UVC emitters that generate 254nm, UVC light each. Total cost for the equipment and additional items is \$26,650.00.

**MINUTES:**

June 23<sup>rd</sup> 2020 Public Hearing Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

June 23<sup>rd</sup> 2020 Regular meeting minutes. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

June 25<sup>th</sup> 2020 Special Budget meeting minutes, Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

July 2, 2020 Special meeting minutes, Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

July 9<sup>th</sup> Special Meeting minutes, Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn gave a brief overview of the special meeting. June 23<sup>rd</sup> was for the Westford Subdivision. Off camera June 23<sup>rd</sup> regular, executive session for employee compensation. Discussed a road ride with county, no decisions. June 25<sup>th</sup> special budget meeting, discussed HB 481 and accepted the newly hired administrative assistants' resignation. July 9<sup>th</sup> special meeting for applicant interviews. Various budgetary items and Resolution 31-2020.

(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:**

Kusnerak gave the monthly activity report for the month of June and reported monies collected was \$1,330.84

**Police Department:**

## **Fire Department:**

Strazzo gave the monthly activity report for the month of June.

Purchase order request to North Cost Paving for \$1,346.00 to seal coat station two asphalt parking lot. Work includes striping the front and back lots. Charge to line item 2192-760-730-0000 Improvement of Sites. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Kusnerak –yes. Esber – yes.

Witthuhn moved to approve the closing of PO #41. Kusnerak seconded. Esber – yes. Witthuhn –yes. Kusnerak – yes. Motion carried,

Purchase order to Lighthouse for \$6,132.00 for two HP EliteBook Computers and two Microsoft Pro 7 tablets with Microsoft Office, this also includes set up and configuring. Paid from township COVID line item. Witthuhn explained the money is from the state to assist the township and departments with equipment that will allow virtual meetings and other needs during the pandemic. Esber moved. Witthuhn seconded. Kusnerak –yes. Witthuhn – yes. Esber –yes. Motion carried.

Request purchase order to Cleveland Communications for \$4,480 from line item 2192-760-740-0000 for the purchase of a mobile radio. This radio is being purchased using the State Fire Marshal Grant MARCS Radio Grant funds. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Request approval for Firefighters Cali, Mehalic and DiSalvo to attend live fire training at the Medina County Career Center on August 1st from 0800-1600. The training is free. They would be taking either an engine or pickup. Kusnerak moved to approve. Witthuhn seconded. Esber – yes. Witthuhn –yes. Kusnerak – yes. Motion carried.

Strazzo announced that the department has received training grant fund for \$2,747.75. The funds will replace the stair chair in the frontline squad.

Strazzo also reported that the department submitted a reimbursement request for PPE equipment for \$1,500.00.

Strazzo announced that open burning complaints are rising. The department has a zero tolerance and advised that all complaints go through EPA. Neither the fire nor the police department handles these.

Chief Strazzo and the board discussed the purchase of the Diversey MoonBeam3, which will be used township wide. Witthuhn moved to approve a purchase in an amount not to exceed \$27,000.00 from the 2272 COVID fund. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo thanked the board for taking all measures to protect everyone working for, living in and traveling through the township during this pandemic.

Strazzo and the board discussed Fire Inspector Payne’s pay in reference to COVID. Payne has been instrumental in assisting businesses, day cares and our assisted living facility with compliance to COVID guidelines and restrictions. The fire fund can be reimbursed for Payne’s wages for \$3,888.13 by transferring funds from COVID under the CARES Act. Esber moved to

approve the transfer of funds from the COVID to the fire fund. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

**SERVICE DEPARTMENT:**

Magovac gave the monthly activity report for the month of June.

Requesting to spend an amount not to exceed \$10,000.00 from BC#28 for the purpose of concrete pad repairs throughout the township. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn –yes. Kusnerak – yes. Motion carried.

Request a resolution to hire Melway Paving pending the Medina County Prosecutors approval to pave the following roads: Pilgrim, Mayflower, Puritan, for \$160,536.80. Kusnerak offered and moved adoption of same Resolution 32-2020 to hire Melway Paving for the paving of Pilgrim, Mayflower and Puritan. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Resolution adopted.

Request to hire Set-in-Stone for concrete pad replacement in the amount \$42,295.00. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn = yes. Esber – yes. Motion carried.

Request Trustees to sign letter to Henry W. Bergman to release his paving company from the previous bid for Pilgrim, Mayflower and Puritan. \$ 400.00 received. Esber moved to approve. Witthuhn seconded. Kusnerak - yes. Esber - yes. Witthuhn – yes. Motion carried.

The Trustees expressed gratitude to Magovac and service department employees for their hard work and successful competition of road repairs and improvements at the Town Line Cemetery.

**TRUSTEES’ REPORT:**

**Christina Kusnerak:**

Kusnerak brought up the need to give dates for a meeting with legal counsel on a zoning matter. All are available on July 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup>.

**John Witthuhn:**

Witthuhn reported being contacted by the West Chase development HOA in reference to the township owed property and the landscaping of the entranceway. Several suggestions have been discussed as well as their feasibility. Witthuhn is waiting on a response from the HOA before making any determination. Esber moved to authorize Witthuhn to grant access to the property by the grounds keeper and/or residents of West Chase pending receiving the proper documents. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

**Michael Esber:**

**FISCAL OFFICER:**

Katherine read the purchase order spreadsheet as follows:

Service	PO to Set-in-Stone	\$43,000.00
Fire	PO WOW (internet)	\$ 2,300.00

PD	T&N Pro Vision	\$ 3,354.00
Service	PO to Melway Paving	\$163,000.00

Kusnerak moved to approve the spreadsheet. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Payroll includes administrative assistant pay out and the 2020 second half of the year uniform allowance. Bank reconciliation for June is ready for signatures.

Kusnerak offered and moved adoption of same **Resolution 33-2020**; Temporary Budget for 2021. Witthuhn seconded. Esber – yes. Kusnerak -yes. Witthuhn – yes. Resolution adopted.

Witthuhn offered and moved adoption of same **Resolution 34-2020**; Amendment Reallocation. Decreasing the current COVID fund by \$94,148.45; decreasing the new COVID line item 2272 by \$5,851.45. Increasing \$100,000.00 township funds to Contracted Services line item. Kusnerak seconded. Esber -yes. Kusnerak – yes. Witthuhn – yes. Resolution adopted.

Katherine asked if the board wanted to discuss the outstanding dispatch invoice. After some discussion and review of past payments, Esber moved to have Fire pay 18% and Police pay 82%. Kusnerak seconded. Witthuhn abstain. Esber – yes. Kusnerak – yes. Motion carried.

Katherine also asked Kusnerak if the letter from the Prosecutor’s Office concerning a public records request that she received was forwarded to the “anonymous” requester. There was discussion of the letter that was sent to the anonymous requestor c/o Kusnerak should be forwarded to the requester due to Kusnerak being the go between, Kusnerak will review the matter.

Witthuhn moved to approve the pay listing of 7/13/2020 in the amount \$1,580.15. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Esber moved to approve payroll dated 07/14/2020 for \$88,831.57. Kusnerak seconded. Witthuhn voted yes, excluding the FOP payment which he abstained from, Kusnerak -yes. Esber – yes. Motion carried.

### **OLD BUSINESS:**

Esber asked the board if they were ready to make on decision on hiring an attorney for the union contract negotiations. There was a short discussion about travel cost; Mrs. Murphy stated they could not charge for travel. Kusnerak stated being comfortable with Johnathon of Zashin and Rich. Esber asked if that was her motion. Kusnerak moved to retain Zashin and Rich. Esber seconded. Witthuhn abstained. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn revisited the vacation leave portion of the Township Policy Manual that allows employees to carryover vacation time. Employees that have accumulated vacation will have up to 2022 to use that time. Witthuhn moved to approve the revised vacation leave that would include 6.7 and 6.8. Esber seconded. Kusnerak – no. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn announced there has been questions concerning the vote by the board on the Redwood rezoning public hearing held June 23<sup>rd</sup>. Two trustees voted to allow with one voting no. The question was if the vote needed to be unanimous to pass, or if only a majority was required. The determination by the Prosecutor's Office is that majority rules, due to ORC changing to majority from unanimous in 2008. The rezoning request was granted.

### **NEW BUSINESS:**

Witthuhn discussed virtual meetings, the equipment needed, hardware, software and installation. Lighthouse has given pricing for computers and Witthuhn has compared pricing indicating it was comparable. Witthuhn is asking for approval to move forward with an amount not to exceed \$11,000.00 with the flexibility to compare pricing for three monitors. Witthuhn moved to move forward with spending up to \$11,000.00 from the COVID 2272 fund for electric communications in town hall which also includes connectors and monitor wall mounts. Esber – seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn offered and moved adoption of same **Resolution 35-2020**, this is to remove the department heads \$15,000.00 spending authority without permission due to the newly created 2272 fund (See Resolution 21-2020); all COVID – 19 related items purchased require board approval. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Kusnerak stated receiving an email in June from the MCSE office about NOACCA, requesting an update. Esber advised he is waiting for a response for several dates that a meeting could be set.

Katherine asked Witthuhn if he was actually requesting a BC or a PO from COVID 2272. After some discussion, Witthuhn moved to approve a blanket certificate for \$25,000.00 from 2272, with \$11,000.00 reserved for the town hall project (above) and \$14,000.00 for future COVID purchases. Kusnerak mentioned that the board must give prior approval. Witthuhn amended the motion to include the requirement of prior board approval. Esber seconded. Kusnerak - yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to approve a purchase order to Daylight Medical in the amount of \$26,650.00 for the purchase of the Diversey MoonBeam3. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

### **MISCELLANEOUS & CORRESPONDENCE:**

Witthuhn mentioned the Brunswick Historical Society is seeking donations to fund the new building that will house Visintainer and Edwards Middle School memorabilia.

### **UPCOMING MEETINGS:**

Trustees: July 28<sup>th</sup>  
BZA: July 27<sup>th</sup> and August 5<sup>th</sup> at the Diamond Event Center  
Zoning Commission: August 6<sup>th</sup>

### **PUBLIC INPUT:**

Gary Church 4278 Chestnut Ave. Inquired about the property at the corner of Chestnut and Pearl, the old bar. Apparently, Mr. Church has been told the current owners are in the process of annexing into the city and plan on opening a bar/brewery. Mr. Church states that the homeowner behind the bar needs to be contacted before more construction happens. The board is unaware of any annexing request for the property.

Mrs. Murphy, 4041 Foskett Road, asked for clarification of the date the Redwood rezoning was approved due to the question of majority vs. unanimous vote. Kusnerak stated the day of the meeting. Murphy also requested that the board have a full five member BZA as required by the ORC. Murphy also inquired if the request from West Chase to professionally maintain the property required the township to pay for the work. Witthuhn stated that absolutely not, the township has advised West Chase that the property will be cut only by the Township.

**OFF CAMERA:**

Witthuhn announced that there would be an executive session for employment interview for the open administrative assistant position.

Witthuhn move to go off camera at 8:51 PM for the signing of warrants, purchase orders, blanket certificates and any other business brought before the board. There will be an executive session for employment applicant interviews. Esber seconded. All voted yes. Motion carried

Witthuhn moved to go into Executive Session at 9:03 PM to consider employment. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to come out of Executive Session at 9:29 PM. Esber seconded. All voted yes. Motion carried.

Kusnerak moved to offer employment first to candidate #1; #2; #3: pending successful completion of all pre-employment requirements. Esber seconded. All voted yes. Motion carried.

**ADJOURN:**

Kusnerak moved to adjourn at 9:46 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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Trustee Michael Esber, Trustee