

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
October 13, 2020

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, October 13, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees, Chair John Witthuhn, Vice-Chair Christina Kusnerak, Trustee Michael Esber, Fiscal Officer Katherine Esber, Asst Fire Chief Haas, Police Chief Sopkovich, Road Foreman Paul Magovac and Zoning Inspector Evelyn Cycz

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

PRESENTATION:

None

MINUTES:

September 22, 2020 regular Meeting, Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn - Yes. Motion carried.

September 22 & 23, 2020 Special Meeting, Esber moved to approve. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn - Abstain. Motion carried.

October 1, 2020 special Meeting, Esber moved to approve. Witthuhn seconded. Esber – yes. Kusnerak – Abstain. Witthuhn - Yes. Motion carried.

Witthuhn provided off camera summary.

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

DEPARTMENT REPORTS:

Zoning Department:

Cycz reported monies collected for September 2020 were \$1,618.97. Also discussed was an applicant cancellation fee for party's cancellation of a hearing/meeting within 15 days of the hearing date. This has cost the Twp. money to cancel the meeting room and cancel the paper notice.

Kusnerak moved to approve a \$100 cancellation fee if cancelled within the 15-day period. Esber seconded. Esber – yes. Kusnerak – yes. Witthuhn - Yes. Motion carried.

Kusnerak mentioned the resignation of BZA member Kim Hall and made the motion to accept her resignation and thanked her for her work on the board, Esber second. . Esber – yes. Kusnerak – yes. Witthuhn - Yes. Motion carried

Kusnerak mentioned we are looking for new members for the zoning boards and if interested please contact the Twp. It was also mentioned there is a zoning training scheduled for Nov 12, 2020 from 6-8 pm.

Police Department:

Chief Sopkovich brought up the recovery efforts of the task force of three automobiles in which juveniles are stealing cars and urges the public to remove keys and lock all vehicles.

Also mentioned that schools are back in session so allow extra time and be patient.

Brunswick Hills Police Association is hosting a pumpkin carving contest and you can contact BHPD to register. Once you have carved your pumpkin bring it to the police station between Oct 23 and Oct 27th 2020 and the winner will be selected on Oct 29, 2020.

There will be a police officer exam offered on Nov 17, 2020 for a cost of \$40. You can register online for the written exam and if satisfactorily completed the physical will follow.

Chief thanked the board for allowing a new vehicle purchase under the Cares Act for the social distancing during Covid.

Chief brought up the noise resolution and the need for one. Esber wanted to move forward with the approval of this resolution, which other townships are using, and Witthuhn mentioned while he is in favor, he was concern due to the Medina County Prosecutor's Office recommending against the resolution. Sopkovich stated the Municipal Prosecutor was in favor of the resolution and Witthuhn stated he would like to have something in writing before adopting the noise resolution. Esber made the motion to approve **Resolution 45-2020**. Kusnerak seconded. Esber – yes. Kusnerak – Yes. Witthuhn – No (due to above). Resolution passed.

Esber brought up the floors at the police station and how deplorable they are and can no long be cleaned because they have deteriorated so badly. He would like to use the Covid funds to replace the floors. Witthuhn is in favor of the repair, but had funding concerns. He mentioned the maintenance for facility line item for the police has \$15,000 remaining in it and he would like to see whatever the fund balance is near the end of the year used first and the balance paid by the Covid funds, due to Covid funding requirements. Sopkovich mentioned there is a roof leak and repairs are needed to correct that. Witthuhn also stated that he would like to allocate any remaining Covid funds to Police and Fire wages, as it is a permitted Covid fund use. FO Esber mentioned the floor was not in the budget for 2020. Esber moved to approve the replacement of the floors using the Covid funds. Kusnerak seconded. Esber – yes. Kusnerak – Yes. Witthuhn – No (due to above). Motion carried. Estimates will be brought to the board for final project approval.

Chief Sopkovich requested to purchase a Tait Mobile Radio for the new vehicle from Cleveland Communications for \$2,400 from Covid funds. Esber moved to approve only as funds become available. Kusnerak seconded. Esber – yes. Kusnerak – Yes. Witthuhn - Yes. Motion carried.

Chief Sopkovich requested to purchase a Panasonic Toughbook for the new vehicle from SHI International Corp for \$2,907.41 from Covid funds. Esber moved to approve only as funds

become available. Kusnerak seconded. Esber – yes. Kusnerak – Yes. Witthuhn - Yes. Motion carried

Fire Department:

Haas read the run report for the Month of September 2020.

Haas requested approval of 4 hours of online training from Emergency Reporting for Hass and Payne at a cost of \$500 from BC 75. Kusnerak moved to approve, Esber seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried

Haas requested closure of PO 32 and 36. Esber moved to approve. Kusnerak seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

Haas requested a new PO to Fire Force for \$2500 from the uniforms and tools line item. Esber moved to approve. Witthuhn seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

Haas requested a new T&N PO to Backdraft OpCo for \$1,633 from the other professional and technical services line item. Witthuhn moved to approve. Esber seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

Haas requested approval to purchase one set of turnout gear, one helmet and boots for the new FF Sobczyk for \$2,458 from Fire Force from the new PO. Kusnerak moved to approve. Witthuhn seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

Haas made announcements of \$3,962 collected from sale on GovDeals, Thank you letter from Granger Twp. Fire Dept. for mutual aid, BHFD featured in “Making a Difference” section of the Northeast Ohio Fire Prevention Association Newsletter and thanking the residents that came out for the mobile open house. Thank you to the fire personnel that donated their time. He also reminded residents to change smoke detector (batteries) at the end of the month and if help is needed to call the fire station.

SERVICE DEPARTMENT:

Magovac read his road report for the month of September.

TRUSTEES’ REPORT:

John Witthuhn: Thank you to Tom and all BAT employees, our IT group and Paul Magovac for their assistance in getting the Twp. sound system and virtual equipment up and running.

Christina Kusnerak: Kusnerak mentioned the Twp. Administrative Assistant would like to attend the Sunshine Laws training on Oct 23, 2020 from 10am – 1:15 pm at no cost. Kusnerak moved to approve. Esber seconded. Esber – yes. Kusnerak –yes. Witthuhn – Yes. Motion carried

Michael Esber: None

FISCAL OFFICER:

FO Esber asked that payroll be approved as listed for \$58,948.17, Witthuhn noted posting date of October 20, 2020 and moved to approve. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried

Warrants to be approved for \$26,851.61. Witthuhn moved to approve. Esber seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

Katherine read the blanket certificate for \$5,000 from Road Dept. – Vehicle repairs and Maintenance to be approved, a T&N for Police to TAC computer in the amount of \$2,700 and T&N PO to Lexipol in the amount of \$4,611, both for annual dues. Witthuhn moved to approve. Esber seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

FO Esber noted the Sept reconciliation was complete.

FO Esber asked for **Resolution 46-2020** to accept the new covid funds and increase the 2020 budget by \$377,041.99 be approved. Kusnerak moved to approve. Esber seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

FO Esber asked for **Resolution 47-2020** to accept the final 2021 budget be approved. Esber moved to approve. Witthuhn seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

FO Esber mentioned the need for Public Records Requests to be provided to her in addition to any other personnel that it has been sent to. She stated she is the custodian of records and needs to keep a log as to when it is received, who is handling, and when it is completed.

Witthuhn mentioned warrants needed to be approved from Oct 5, 2020. Esber moved to approve in the amount of \$57,966.01. Kusnerak seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes with the exception of the FOP check for \$390. Motion carried

OLD BUSINESS: None

NEW BUSINESS: Witthuhn mentioned the new Resolution for the solid waste needing approval. Witthuhn offered **Resolution 48-2020**, Kusnerak seconded. Esber – yes. Kusnerak –yes. Witthuhn – Yes, Motion carried

Esber mentioned the West Chase property the Twp. owns and if we have no plans to develop it, we should consider selling it.

MISCELLANEOUS & CORRESPONDENCE:

None

UPCOMING MEETINGS:

Trustees: October 27, 2020
BZA: November 4, 2020 – Terry Properties at the Diamond Event Center 7:00PM
Zoning Commission: November 5, 2020
BZA Special Meeting November 18, 2020 at the Diamond Event Center 7:00 pm

PUBLIC INPUT:

Patricia Wetterman 1085 Substation Rd, thanked Trustees for approving the educational training sessions for the zoning staff.

OFF CAMERA:

Witthuhn moved to go off camera for the purpose of signing warrants, purchase orders, and any other business at 8:25 pm. Esber seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

Witthuhn made the motion to approve PO’s signed on October 5, 2020 as follows:

Ohio Assoc of Chief of Police - \$27.22 (police fund)

Shred It - \$400.00 (general fund)

Medina Cnty Sanitary Engineer - \$60.50 (general fund)

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

ADJOURN:

Kusnerak moved to adjourn at 8:49 PM. Witthuhn seconded. All voted yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-Chair

Trustee Michael Esber, Trustee