

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
November 24, 2020

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, November 24, 2020 at Brunswick Hills Township Town Hall.

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

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

PRESENTATION:

None

MINUTES:

November 10, 2020 regular Meeting, Esber moved to approve. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn - Yes. Motion carried.

No off-camera review of minutes.

DEPARTMENT REPORTS:

Zoning Department:

Barb Porter 5-year Zoning Commission term ends this year and would like to be considered for the alternate position. Kusnerak moved to approve Barb Porter to the Zoning Commission alternate position effective 1/1/2021. Esber seconded. Esber – yes. Kusnerak – yes. Witthuhn - Yes. Motion carried.

Police Department:

None

Fire Department:

Strazzo requested phone approval for repairs to tanker 22 for \$2569.22 to be paid from PO # 131 Fallsway Equipment. Replaced transmission output seal, the “high side” power steering line and steering gearbox. Witthuhn moved to approve. Esber seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried

Strazzo requested the closure of the following PO's: 100, 48 and 35. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried

Strazzo Announced Meet Santa Drive Thru Event, December 19th from Noon until 3:00PM at Fire Station #2 and will be posting a map for traffic flow.

SERVICE DEPARTMENT:

Witthuhn requested the following on behalf of the Service Department:

- PO from Operating Supplies to Home Depot for \$500.00
- Close PO's to Set in Stone (141-2020) and Melway Paving (145-2020)
- Reduce the following PO's:
 - Verizon by the amount of \$117.00
 - Frontier by the amount of \$168.00
 - Ohio Edison by the amount of \$400.00
 - Blossom by the amount of \$4500.00
 - Huntington/Fuel by the amount of \$5000.00

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

TRUSTEES' REPORT:

John Witthuhn: CARES Act Funding adjustments requested since last meeting:

Monarch Carpet could not perform repairs to the Police Department flooring until 2021, so request to void Monarch Carpet PO

An estimate was received from MDG Flooring for Police department flooring and request a PO for \$20,063.74

Chairs for Town Hall audience were previously approved for approximately 20 chairs, with roughly \$1000 set aside several months ago. Following the last Town Hall Meeting, Murphy's recommended chairs and we would like to move forward. To replace all the chairs in the Town Hall meeting room we would need 40 chairs for a total of \$2,171.60 from Staples, using BC # 108-2020.

Approved last meeting, Lighthouse for security cameras and received an updated quote with upgrades to accomplish longer recording time and saving period. Increase of \$465.00 out of BC #108-2020.

Back on the 13th of October the Police Department had requested PO's to Cleveland Communication for \$2400.00 and SHI International for \$2,967.41. Those were approved, but due to an oversight those weren't processed. Request using BC #108-2020.

We previously approved Calypso Plumbing for faucet and urinal upgrades to various Township buildings and we took portions of the estimate that we wanted, but didn't factor in everything that needed to be done. We will need to add another \$584.00 to the prior approval using BC #108-2020.

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

Announced the Township received a letter from Medina Township stating they are going with Medina City for their Fire Services. They thanked us for our time and Chief Strazzo for his time and input.

The virtual project is complete at Townhall. IT Department set up monitors, web cameras with all wiring and mounts. We can now go virtual.

Generator Maintenance of the 3 Township generators are scheduled for November 25, Service Department will be assisting.

Christina Kusnerak:

Approval to pay the third quarter franchise fees to the City of Brunswick from PO #11 for the amount of \$14,622.64. Kusnerak moved to approve. Esber seconded. Witthuhn – abstain. Esber – yes. Kusnerak – yes. Motion carried

Michael Esber: none

FISCAL OFFICER:

FO Esber asked that payroll be approved as listed in the amount of \$57,428.56.

Warrants for November 23, 2020 to be approved in the amount of \$52,565.32.

Three PO's, one for Home Depot that was already approved. Other two are to pay bills, in tonight's approvals. One is to Huntington Bank for the Police Department, \$24.10. The other one is for the Zoning Training; we needed a little more to pay under the training services in the general fund in the amount of \$172.88.

Two Resolutions, CLOUT Membership updated per the sample they sent, spoke about this two weeks ago. Second resolution for the reallocation of appropriations for the CARES Act money of \$181,338.15 to \$87,669.66 for Police wages and \$93,668.49 for Fire wages. Even though it was split 50/50, we already approved a portion of funds for Matt Payne FPO who was reassigned to Covid duties and others. Once that was allocated out, the difference was split 50/50.

Esber offered and moved to approve CLOUT **Resolution 50-2020**, with annual dues for \$200. Kusnerak seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Esber offered and moved to approve **Resolution 51-2020**, appropriation reallocation as mentioned by Fiscal Officer. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Resolution adopted.

Witthuhn moved to approve the two PO's for Huntington for \$24.10 and Zoning Training \$172.88. Esber seconded. Kusnerak - yes. Esber – yes. Witthuhn – yes. Motion carried

Witthuhn moved to approve the Warrant payment listing dated of November 23, 2020, as mentioned, \$52,565.32. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried

Witthuhn moved to approve payroll dated of December 1, 2020, as mentioned, \$57,428.56. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried

Between meetings, we had a lengthy check write for PO's and BC's. As follows, for November 14th: PO for Wow phone service for Police in the amount of \$1,000.00, BC for Dues and Fees Police Department in the amount of \$2,500.00, PO Wex Bank for Fuel for Police Department in the amount of \$10,000, PO for Staples for Office Supplies for Police Department in the amount of \$1,500.00. Two PO Closure Request, PO #64 to C Martin from the Police Department for Trash and PO #82 Lebanon Ford Motor Vehicles. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried

Witthuhn moved to approve payment listing dated November 14, 2020 in the amount of \$14,683.81. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

OLD BUSINESS:

Kusnerak provided an update for two properties that is in the hands of the Prosecutors Office, they are doing property searches on both properties, before we can move forward. Will take a couple of weeks and as soon as they are finished, they will go ahead and write the resolutions and then we will need to pass it. Kusnerak was referring to Resolution 28 and 2291 Pearl Rd.

Esber spoke to a supervisor with Republic Waste in regards to the opt outs. He was ok with allowing the residents that are on the opt-out list, to stay on the opt-out for future years. Esber asked what happens to new residents who would like to opt-out, since it is on a first come, first serve basis. He told him he would have to talk to the Board about it at the tonight's meeting. Kusnerak agrees with Esber, keep it the same for the next 5 years. Esber pointed out the residents who are on the disabled list will stay the same and Witthuhn clarified they aren't on the opt-out list. Esber agreed, they are getting service, but they put their trash out by their door and they pick it up from there. Those residents stay on the list and don't have to reapply. Witthuhn agreed with Esber and Kusnerak, but still has some concerns if a resident opts out this year and can't next year. Esber explained what Hinckley has done. Kusnerak asked if the Township is responsible to send out notifications to residents, regarding the opt-out. Esber said Republic didn't give him a direct answer, he said he was pretty sure it was in the contract. Witthuhn agreed it was an understanding that was discussed with Republic to send out the annual notices. Witthuhn wanted to make it clear, we are not accepting opt-outs at this time, we haven't opened it up. Esber said he had two people who submitted opt-out forms, saying he had taken both of them and one gentleman is here tonight. Witthuhn replied that he meant no offense to the two people who already sent them in, but if you open the door for two people to send them in, then anyone can. Esber mentioned Hinckley sent out notices on dates, you have from this date until this date to apply, you have a specified time frame. We have to look at the contract, what the contract specifies, when that starts. Esber thought January and Witthuhn agreed. Witthuhn said we should not take any opt-out forms until everything is clear. Kusnerak doesn't think the Township should accept anything yet, until we get everything in order. K. Esber made a statement, and agrees with Witthuhn about not accepting any forms until we have a clear plan together. Esber

stated that Republic can put an addendum on the contract to keep the opt-out for residents the same for this year and for future years. Witthuhn sees it both ways. Esber needs a Boards Decision, he is fine with it either way it goes. Witthuhn confirmed that the Township is not accepting any applications for opt-outs, including the two that Esber received.

NEW BUSINESS:

Witthuhn moved to approve the use of Covid funds to purchase eight 6ft and two 4ft nesting tables for Town Hall, amount of \$2900 less a modest discount using BC 108-2020, Covid line item, using the Township credit card. The tables are needed to accomplish social distancing with hard surfaces that can be easily cleaned and disinfected. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Kusnerak mentioned plexi-glass for board table, will have more information about this at next meeting.

Witthuhn would like to use a new fuel supplier for the Fire Department, Service Department and Zoning due to our current company charging a late fee inaccurately. Witthuhn requested approval to apply to Wex Bank on behalf of the township. Kusnerak moved to approve Witthuhn signing the fuel credit application. Esber seconded. Witthuhn – yes Esber – yes. Kusnerak – yes.

Witthuhn offered and moved to approve **Resolution 52-2020**, Disposal of Government Property to place various obsolete items on GovDeals. Esber seconded. Kusnerak – yes. Witthuhn – yes Esber – yes. Resolution adopted.

Witthuhn asked about the upcoming BZA Hearing scheduled on December 2nd and Kusnerak stated it will be going forward at the Diamond Event Center.

Witthuhn asked about setting dates to finalize the 2021 budget. K. Esber stated we can use the 2021 preliminary budget previously approved and an additional meeting would not be necessary. K. Esber would like all the Departments to have their budget adjustments to her and the board by December 4th, for approval at our next meeting

Witthuhn asked about setting a date for the 2021 Organizational Meeting. The Board agreed to set the Organizational Meeting for January 4, 2021 at 4:30PM.

MISCELLANEOUS & CORRESPONDENCE:

None

UPCOMING MEETINGS:

BZA: December 2, 2020 at Diamond Event Center
Zoning Commission for December 3, 2020 is canceled.
Trustees: December 8, 2020
Special Meeting, purpose of Executive Session with Legal Counsel, on November 30, 2020 at 9:55AM.

PUBLIC INPUT:

Thomas Dowd 4719 Kingsbury Road would still like to get an answer why he was never notified by mail about the Republic Waste opt-out and thinks the residents should receive a card or some kind of notification through the mail. Esber stated there were notices sent out to residents from Republic earlier this year. Esber stated he had gotten phone calls from residents, stating they just threw it away and never looked at them. He would like to post the notice several places. Mr. Dowd states he would like to just opt out and have nothing to do with Republic. Esber says we are working on how we are going to do that. Witthuhn explained the reasons why we decided to contract with Republic and the Board posted the required legal notices. Mr. Dowd asked when the next meeting would be, Esber confirmed December 8th to make a decision.

Tricia Murphy 4041 Fosket Rd, thanked the Trustees for the new chairs for the audience. Has a question about the Republic contract, is it on the Website, so everyone can see it? Esber will follow up. Mrs. Murphy asked, if it's not, can we post it for all the residents to see. Witthuhn stated he does not have a problem posting it on the Website, but the file might be too large. Esber said we will check into it. Mrs. Murphy asked about the upcoming Special Meeting, Witthuhn stated it is an Executive Session at Town Hall to meet virtually with Legal Counsel.

OFF CAMERA:

Witthuhn wishes everyone a Happy Thanksgiving, as does Kusnerak and Esber.

Witthuhn moved to go off camera for the purpose of signing warrants, purchase orders, and any other business, including an Executive Session at 08:02 pm. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried

Kusnerak moved to go into Executive Session for the purpose of collective bargaining matters at 8:04 pm. Esber seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried

Witthuhn moved to come out of executive session at 8:54 PM. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn - Yes. Motion carried.

Kusnerak will follow up with the Prosecutor's Office

Police department car repair for \$1,812.96 to Liberty Ford was noted.

ADJOURN:

Witthuhn moved to adjourn at 09:05 PM. Esber seconded. All voted yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-Chair

Trustee Michael Esber, Trustee