

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

**April 13, 2021**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 13 2021 at Brunswick Hills Township Town Hall.

Board of Trustees, Chair Michael Esber, Vice-Chair John Witthuhn, Trustee Christina Kusnerak, Fiscal Office Katherine Esber, Zoning Inspector Czyn, Police Chief Sopkovich, Fire Chief Strazzo and Service Foreman Paul Magovac present.

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

**PRESENTATION:**

Swearing in of full-time Firefighter Nick DiSalvo (for public presentation), part-time Firefighter Jake Koneval and Mike Eberl.

**MINUTES:**

March 9<sup>th</sup> Records Commission Meeting Minutes, Esber moved to approve, Kusnerak seconded. Witthuhn - yes. Esber – yes. Kusnerak – yes. Motion carried.

March 23<sup>rd</sup> Regular Meeting Minutes, Witthuhn moved to approve, Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – 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](http://www.brunswickhillstwp.org))

**DEPARTMENT REPORTS:**

**Zoning Department:**

Czyn read the report for March 2021.

Set public hearing April 27<sup>th</sup> at 6:30PM, for rezoning of 4575 Laurel Rd., as recommended by the Zoning Commission. Kusnerak moved to approve, Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

**Police Department:**

Sopkovich thanked the Service Department for the landscape work that was done to improve the police department property.

Sopkovich received verbal approval by Esber and Kusnerak to purchase a 2020 Ford Explorer Police Package from Bob Gillingham Ford, in the amount of \$33,715.00. The following vehicles will be traded in, Brunswick Hills Police Department 2014 Ford Explorer, confiscated vehicles 1997 Grand Marquis, 2007 Chevy Equinox and 2010 Ford Fusion all in poor shape. Esber moved to approve the purchase with the PO from Bob Gillingham Ford, Kusnerak

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

Esber offered **Resolution 20-2021** Appropriation Reallocation, Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Resolution adopted.

Sopkovich requested to send SWAT Officers Milford and Dominquez to Ohio Tactical Officers Association Conference in Sandusky, Ohio from June 7<sup>th</sup> to June 10<sup>th</sup>. PO requested to Ohio Tactical Officers Association, in the amount of \$600.00 for Training. Cost of lodging is \$903.26, which will be put on the credit card. Esber moved to approve, Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

### **Fire Department:**

Strazzo read the activity report for March 2021

Strazzo received verbal approval on 3/31/2021 from Trustee Kusnerak and Esber for the purchase of 3 Reeves Stretchers for the rescue squads in the amount of \$1,208.97 from BC, EMS Small tools and minor equipment. Kusnerak moved to approve, Esber seconded. Witthuhn – yes. Esber - yes. Kusnerak – yes. Motion carried.

Strazzo requested a PO to Boundtree Medical in the amount of \$1,500.00 EMS Small Tools and Minor Equipment. For the purchase of two Laerdal Compact Suction Units for the squads. Witthuhn moved to approve, Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Strazzo requested Board to approve and sign the Medina County Agreement for Intra-Agency Assistance. Witthuhn moved to approve, Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo announces Medication and disposal-April 24<sup>th</sup> National Drug Take Back Day. Starting April 12<sup>th</sup>, medications can be dropped off in the lobby of the Police Department or a disposal kit can be obtained from either fire station or Town Hall at no cost. Please contact the Fire Department at 330-273-9131 in you are interested.

Strazzo thanked the Service Department for the landscape improvements to the fire department property.

Kusnerak requested Executive Session for Employee Discipline and Sale of Land.

### **Service Department:**

Magovac read the report for March 2021

Magovac requested a BC for concrete pad replacement throughout the township, in the amount of \$12,000.00. Esber moved to approve, Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Magovac requested the Board of Trustees to accept the new part-time and/or seasonal laborer job description. Esber moved to approve, Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Magovac requested an Executive Session to interview for a part-time position.

Magovac requested the approval from the Board to move forward with one of two estimates for new concrete project at Town Hall near the Zoning Office. Esber moved to approve the estimate with the verification from 880 Construction that their bid will include installation of a stone base, in the amount of \$19,850.00. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Magovac requested the Board to allow Witthuhn to sign the notice of commencement for the Karvo Paving contract. Esber moved to approve, Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak - yes. Motion carried.

## **TRUSTEES' REPORT:**

### **Michael Esber:**

None

### **John Witthuhn:**

Witthuhn moved to approve Lighthouse Solution invoices in the amount of \$7,817.95 for police department and \$12,852.80 for the remainder of Township departments, for annual IT maintenance. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

### **Christina Kusnerak:**

None

## **FISCAL OFFICER:**

K. Esber presented the financial reports and stated the March, 2021 bank reconciliation was complete.

Witthuhn moved to approve payroll, dated April 20, 2021, in the amount of \$61,205.86. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payment listing dated April 12, 2021 in the amount of \$29,307.66. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve PO, Halls in the amount of \$2,345.30 for the police department. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve PO's, as follows: Ohio Edison, contracted services, in the amount of \$3,100.88, OTARMA Annual Invoice, PO for Police Department in the amount of \$399.00, General Fund in the amount of \$6,500.00, Service Department in the amount of \$10,500.00 and Police Department in the amount of \$247.00. Kusnerak seconded. Esber – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to approve payment listing dated March 29, 2021 in the amount of \$23,151.70. Esber seconded. Witthuhn – abstain from Zachin and Rich portion, otherwise yes. Esber – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to approve the payroll, dated April 6, 2021, in the amount of \$52,993.90. Esber seconded. Witthuhn – abstain payment to FOP, otherwise yes. Esber – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to approve payment listing dated April 5, 2021, in the amount of \$73,791.93. Esber seconded. Witthuhn – abstain payment to the City of Brunswick, otherwise yes. Esber – yes. Kusnerak – yes. Motion carried.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Witthuhn mentioned the resident request regarding a “No Outlet” sign that was presented last year. The resident asked the Board to reconsider and place the sign for safety reason. Witthuhn advised that he drove through several neighborhoods because the resident said there were many signs in the development. Although there weren’t many “No Outlet” signs, Witthuhn thought that an exception should be made to erect a sign due to the curve the road and several streets that connect to it. Witthuhn moved to approve a “No Outlet” sign to be placed near Slate and Sun Meadow. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried. Esber added that this is a unique request and not intended to set precedent.

Esber asked about the Board’s intention regarding the Township owned property in the West Chase Development. All Board members thought the property should be used for a new Administration Building. Witthuhn mentioned the previous discussion of adding an Administration Building to the potential replacement of Fire Station One. The Board will discuss further in Executive Session. All agreed.

**MISCELLANEOUS & CORRESPONDENCE:**

None

**UPCOMING MEETINGS:**

BZA: May 5<sup>th</sup> at 7PM (Virtual)

Zoning Commission: May 6<sup>th</sup> at 7PM (Virtual)

Trustee: April 27<sup>th</sup> at 7PM

Special: April 27<sup>th</sup> at 6:30PM Public Hearing

**PUBLIC INPUT:**

Robert Murphy 4041 Foskett, requested the Zoom BZA meeting for April on flash drive or email. Witthuhn stated the file would be too large to email and Murphy said he would provide a flash drive.

**OFF CAMERA:**

Esber motioned to go off camera at 8:08PM, for the signing of Warrants & Purchase Orders and any other business brought before the board. There will be three Executive Sessions off camera to consider employee discipline, the sale of land and Service Department employment consideration. Witthuhn seconded. All voted yes. Motion carried.

Esber motioned to go into Executive Session at 8:21PM to consider employment, employee disciplining and sale of land. Invited Magovac, Strazzo and applicant. Kusnerak seconded. All voted yes. Motion carried.

Witthuhn motioned to come out of Executive Session at 9:18PM. Esber seconded. All voted yes. Motion carried

Fire Department personnel will follow up regarding sale of land.

Kusnerak will follow up with employee.

Witthuhn moved to offer David Schultz part-time Service Department employment at \$12.00/hour, pending successful completion of all pre-employment requirements. Esber seconded. All voted yes. Motion carried.

Kusnerak motioned to pay City of Brunswick, Cable Office Expense, in the amount of \$15,840.44 for fourth quarter 2020, Esber seconded. Esber – yes. Kusnerak – yes. Witthuhn – abstain. Motion carried.

**ADJOURN:**

Witthuhn moved to adjourn at 9:28PM. Esber seconded. All voted yes. Motion carried.

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Michael Esber, Chair Trustee

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Katherine Esber, Fiscal Officer

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John Witthuhn, Vice-Chair Trustee

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Christina Kusnerak, Trustee