

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING

August 24, 2021

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, August 24, 2021 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Michael Esber, Vice-Chair John Witthuhn, Trustee Christina Kusnerak, Fiscal Officer Katherine Esber, Police Chief Sopkovich, Assistant Fire Chief Haas and Service Forman Paul Magovac present.

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

PRESENTATION:

None

MINUTES:

Esber moved to approve August 10, 2021 Public Hearing minutes. Kusnerak seconded. Witthuhn – abstain. Esber – yes. Kusnerak – yes. Motion carried

Esber moved to approve August 10, 2021 regular meeting minutes. Kusnerak seconded. Witthuhn – abstain. Esber – yes. Kusnerak – yes. Motion carried

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

DEPARTMENT REPORTS:

Zoning Department:

Esber moved to approve Kusnerak to apply for grants for comprehensive land use revision. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Police Department:

Sopkovich announced a save a date, on October 9, 2021 from 10AM until 1PM, at the Skyview Lodge the Brunswick Hills Police Association will be sponsoring a Barktober Fest, different vendors will be present. The Barktober Fest benefits the K9 Ajgo Program and other Police Departments K9's will be in attendance, as well as Excel Dog Training.

Sopkovich reminded everyone that school buses are out, Brunswick Hills PD has been making patrols along the bus routes during day and afternoon shift.

Sopkovich mentioned the Emergency Elderly and Child Alert is a voluntary service. This allows the emergency responders to properly respond to the emergency, making them aware of the type of person they are responding to. It also allows the emergency responders have a personal connection with that person, to help them in an emergency situation more on a personal level. The Emergency Elderly and Child Alert puts a notification on the police department dispatch records so they are informed and able to treat your loved one accordingly. Some of our families have requested ID cards and the police department has

made them for those families. Sopkovich stated all of the officers are crisis intervention trained, meaning they are capable of handling these types of situations.

Sopkovich announced the resignation of Nicholas Kashi, as he will be taking another position with a neighboring community effective September 2, 2021. Esber moved to accept the resignation of Nicholas Kashi from the Brunswick Hills Police Department. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Sopkovich requested approval to send Patrolman Balli and Nicolai to Basic SWAT School, September 20th through September 24th hosted by Tactical Defense Training, in the amount of \$500.00 from the Training Service line item. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Sopkovich requested approval to send Patrolman Getto to the Tri-C Western Campus Drone Operators course, in the amount of \$699.00 from the Training Service line item. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Sopkovich requested approval to upgrade four Harris XL-185 radios to an encrypted multi key upgrade and a purchase order to Cleveland Communications for \$2,352.80 from Payment to Another Political Subdivision. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Sopkovich requested approval and purchase order to Keifers Construction to remodel the outside wall in the basement office in the amount of \$2,516.74, from the Repairs Maintenance to Facility line item. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Fire Department:

Haas requested approval to purchase 1 King Vision Laryngoscope Kit from Boundtree Medical in the amount of \$1,419.99. This will be for the 3rd vehicle it will be paid from the EMS Grant. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Haas announced a correction from the last meeting with an increase in EMS collection by \$36.00. This was a VA deposit in which we had not received a receipt. Total for month of July amended to \$13,689.93.

Haas announced the Medina County Health Department will be conducting COVID Testing Thursday, August 26, 2021 from 2PM until 4PM at Fire Station Two, located at 4875 Grafton Road. Please enter from the driveway located on Substation. Also, please do not get out of your vehicles and please have a mask on as you enter the testing area.

Service Department:

Magovac requested a letter from the Township to be sent to Andy Conrad, Medina County Engineer's Office, regarding McKinley Ave being put in non-maintained status. Magovac and Czyz will have the letter completed by Friday, August 27, 2021 to be signed by Board of Trustees and sent out. Witthuhn noted this is regarding McKinley Ave that is in the City of Brunswick and continues into Brunswick Hills Township. We have had two public hearings, in which one was today. The purpose of the letter to the Medina County Engineer's Office is to

get their opinion on moving forward placing the road into non-maintained status. Witthuhn motioned to approve the letter and have all Trustees sign it. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Magovac requested Spray It to be paid from BC #25, Contracted Services line item, in an amount not to exceed \$1,500.00 for the purpose of having all Service Department vehicles undercarriage to be oil sprayed. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Magovac requested an Executive Session for the purpose of employment interview for the Service Department.

TRUSTEES' REPORT:

Michael Esber:

Esber announced we got a bill from the All Hazards Team, moved to approve the amount of \$4,397.86 from the General Fund line item. Witthuhn stated the information was just received today and he would like to take some time to look over it before taking it all out from the General Fund. In the past this has been paid by the Fire Department, but perhaps cost could be shared by the Police Department and/or General Fund. Esber and Kusnerak stated the Police Department has nothing to do with this. Esber moved to approve. Kusnerak seconded. Witthuhn – no. Esber – yes. Kusnerak – yes. Motion carried.

Esber announced a letter will be sent to the Medina County Park District regarding two parcels that were offered to us to purchase. The letter states that the Board of Trustees and Township isn't interested in purchasing these two parcels at this time. Parcel number 001-02A-23-005, located in Brunswick Hills Township and parcel number 003-18A-06-308, located in the City of Brunswick. Esber moved approve sending the letter to Medina County Park District. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

John Witthuhn:

Witthuhn announced the ARP Funds (COVID) from the State have been approved and we will be receiving \$548,005.17 fairly soon. There are tighter guidelines how these funds can be spent. Esber mentioned the approval of using the attorney's. K. Esber stated she has created the line item this week and once we receive the money, we will need to create a Resolution to appropriate the money and do an amendment to the budget like we did last year.

Christina Kusnerak:

None

FISCAL OFFICER:

K. Esber presented the financial reports BC's, payroll, resolutions and warrants.

K. Esber printed out the investment policy, with no changes, to each of the institutions and advised the Trustees have to sign each of them. They will send the policy to the banks for them to sign, as well.

Witthuhn offered **Resolution 32-2021**, as mentioned, approving contract bond and securities and awarding the deposit of moneys for a 5 year period. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

Kusnerak moved to approve PO, BC and Then and Now, as mentioned, Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve a Then and Now PO in the amount of \$1,143.14 to Lighthouse Solutions for the Police Department. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payment listing dated August 16, 2021 in the amount of 6,493.93. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payroll dated August 24, 2021 in the amount of \$122,294.99 (noting the increased amount is due to pension and hospitalization payments). Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to approve payment listing dated August 23, 2021 in the amount of \$57,960.97. Esber seconded. Witthuhn abstain from the amount of \$14,689.94 to City of Brunswick, otherwise – yes. Esber – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

Esber mentioned property on 303 and West Chase, would like to see something done with property before the end of year, since he will not running again for office. Would hate to see nothing done with the property.

NEW BUSINESS:

Kusnerak moved to approve the payment to the City of Brunswick in the amount of \$14,689.94, as included in the payment listing mentioned above in the Fiscal Officer reports. Esber seconded. Witthuhn – abstain. Kusnerak – yes. Esber – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None

UPCOMING MEETINGS:

BZA: September 1st at 7PM

Zoning Commission: September 2nd at 7PM

Trustee: September 14 at 7PM

Special: BZA Special Hearing August 26th at 7PM

PUBLIC INPUT:

None

OFF CAMERA:

Esber motioned to go off camera at 7:41PM for the signing of Warrants & Purchase Orders and any other business brought before the board. There will be Executive Sessions off camera for employee interview. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn motioned to go into Executive Session at 7:56PM to consider employment with applicant and Magovac. Esber seconded. All voted yes. Motion carried

Kusnerak motioned to come out of Executive Session at 8:33PM. Witthuhn seconded. All voted yes. Motion carried.

Witthuhn moved to offer full-time Service position to Brian Huston, pending successful completion of all pre-employment requirements. Esber seconded. All voted yes. Motion carried.

Esber motioned to go into Executive Session at 8:34PM to consider employee compensation. Witthuhn seconded. All voted yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:42PM. Witthuhn seconded. All voted yes. Motion carried.

Kusnerak motioned no additional compensation consideration for any employee at this time. Esber seconded. All voted yes. Motion carried.

ADJOURN:

Witthuhn moved to adjourn at 8:53PM. Esber seconded. All voted yes. Motion carried.

Michael Esber, Chair Trustee

Katherine Esber, Fiscal Officer

John Witthuhn, Vice-Chair Trustee

Christina Kusnerak, Trustee