

BRUNSWICK HILLS TOWNSHIP TRUSTEES

REGULAR MEETING

October 12, 2021

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, ~~October~~ 12, 2021 at Brunswick Hills Township Town Hall.

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

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

PRESENTATION:

Esber invited Colleen to speak. Colleen Rice is a volunteer for the Medina County Home. \$ 0.2 mil with an increase of 0.075 mil property tax, on the November ballot. Medina County Home was established over 150 years ago as the result of the Ohio revised code, and by law the Medina County Home is owned and operated by the Medina County Commissioners. The County Home is a safety net, is a residential facility for men and woman over the age of eighteen (18), whom may need minimal assistances with daily activities, and may not be able to care for themselves, they do not require nursing home care and may not meet the criteria of other residential facilities. Originally all eighty-eight (88) counties in Ohio had a County Home, as of January 2021, there are only eight (8) non-certified County Homes, the Medina County Home is non-certified, which means they don't accept any kind of Medicare. Fourteen (14) are certified County Homes and two (2) are managed County Homes. The Medina County Home has been meeting resident's needs since 1894 and is the only facility in Medina County offering these services. They also provide adult daycare, and short-term residential care. Residents of the Medina County Home enjoy many services including assistance with activities of daily living, medication management, nutritious meals, full laundry and cleaning services, and many other activities. They work to their best abilities to keep the home in shape and perform daily tasks, to keep the expenses low for the Medina County Home. Rice invited everyone to visit the Medina County Home, following the COVID protocols of wearing a mask, call Greg Brown (Director) to schedule a tour. Medina County Voters are asked to renew the \$.2 mil, increase of \$.075 mil, to continue supporting the Medina County Home, the cost is \$7.77 per year for the owner of a single family owner occupied home, of an appraise value of \$100,000.00. Which is \$2.63 more than a straight renewal, it will provide \$1,433,000.00 per year to keep operations going, to continue the unique place the Medina County Home has in the lives of many people. Thanked everyone and asked if there is any questions. Esber asked, is this the only levy we have to fund this? Rice said yes, it is going to be replacing and increasing that small amount (\$2.63) per \$100,000.00. The current one in place right now, will be expiring. Witthuhn asked how many people they serve, it's a fifty (50) bed facility? Rice stated it is a fifty (50) bed facility. Witthuhn asked if it is full to capacity, Rice stated it is not full as to her understanding, but you can call and find out exactly. Typically seventy percent (70%) are unable to pay, thirty percent (30%) are private pay, so that's why these funds a desperately needed to help those

individuals, who can't afford to live there on their own. They don't qualify for medical services, and skilled nursing, but they can't live independently. Witthuhn asked where the home is located, Rice stated it is in Lafayette Township, on 162, very close to intersection of Lake Road and 162. Rice thanked everyone.

Strazzo announced and introduced Jackie Haumschild, our EMS Coordinator. Handshell is here on behalf of Southwest Hospital to present the American Heart Association Mission Lifeline Award to the Brunswick Hills Township Fire Department. Haumschild stated she has the privilege of working with Brunswick Hills Township crews on an ongoing basis. Haumschild stated our crews are wonderful, they provide awesome care, they provide consistent protocol-driven evidence-based medicine. This is evident in this award that Haumschild would like to present, The American Association Mission Lifeline Award. This award stands for the fact that they assess every patient, assess for any potential cardiac issues, send twelve (12) lead EKG's to hospital, talking to the hospital if they need, administer medications. They really do deliver very good care. These cardiac patients are seen right away by the ER Doctors and if they need to go upstairs right away to the Cath lab, they do. All the data Haumschild submits is tied in with the Cath lab, it's all validated and submitted to the American Heart Association. They are the ones who generate the award, based on the wonderful patient outcomes. Haumschild can't thank everyone enough for the outstanding care the Brunswick Hills Township Fire Department provides. Haumschild thanked the Board of Trustees for their leadership and support for the EMS Crews. Strazzo mentioned Brunswick Hills Township Fire Department received the Gold Plus Award from the American Heart Association, in which this is the second (2nd) year in a row receiving this award. Previously we had the silver and the bronze. Strazzo stated this is a great representation of the hard work our EMS Crews do every day. Strazzo invited the Brunswick Hills Township Fire Department EMS Crew to come up to the podium. Strazzo stated it's great with the support of the Trustees and the citizens, to make sure we have the latest and greatest equipment that we are up to date on what we need to do, as far as training, the award wouldn't be possible. Strazzo thanked the Board of Trustees, citizens and most importantly to the Crews out there doing the work.

Strazzo asked Jackie Haumschild to stay, as he asked Ken Varda to join. Strazzo announced that while the Brunswick Hills Township Fire Department was out in the community doing some education, thought it would be great to take something other than just the fire truck out to these events. Strazzo sat down with a company located in Brunswick, called Inflatable Images that specialize in inflatable products. Strazzo stated they came up with this idea of a Police and Fire Safety House, it's an inflatable house, half looks like a police station and half looks like a fire station. Inside and outside there are safety messages that are appropriate for all ages. Strazzo mentioned needing funding to make this happen, so he reached out to Southwest General Hospital. They right away donated \$5,000.00 to fund the inflatable. Strazzo stated that the Fire Department Association is going to be accepting this funding. Strazzo stated the inflatable and trailer is just shy of \$20,000.00. Strazzo asked for the help of a resident, Lori Zoss, who has a company called the Growth Owl, that assist non-profits of obtaining grants and funding. Zoss reached out to Meijer and they donated the remaining balance. Strazzo thanked Southwest and Meijer for their dedication and support to our community. Strazzo thanked Jackie Haumschild of Southwest General, Ken Varda of Meijer and Lori Zoss for her assistance. Haumschild stated it

is their privilege to support Brunswick Hills Township, they have been partners with the Township for many years taking care of the community. It is a privilege to contribute to a worthwhile fun effort and can't wait until it is rolled out for the community. Zoss stated she reached out to Meijer knowing she worked with them with many different other projects for communities. She is impressed with Meijer's commitment to community. Thanked Coleen for bringing everyone together and for coming up with the thirty (30) acts of kindness. Zoss stated this is one of her thirty (30) acts of kindness to help Brunswick Hills Township, First Responders and the community. Zoss is tickled pink that everyone worked together and thanked the Board of Trustees. Varda spoke on behalf of the Meijer Company and Family, including the Meijer mother at the age of 104 years old who is still involved with their company. Varda introduced himself, he is the Meijer Store Director in Brunswick, looking forward to meeting all of the Brunswick Hills Township staff and residents. Varda mentioned that the Meijer community involvement doesn't stop after a year or two, they continue the involvement all year long for years to come. Varda is looking forward working with all the non-profit in the community, every year they have funding for the non-profits in the community to give back. Varda thanked everyone. Strazzo mentioned that the inflatable is in production, we are hoping to have it by our Meet Santa event. Strazzo stated it also comes with a trailer that will have the Police and Fire logos on it, as well as Southwest General and Meijer. This will be a good addition to our safety forces for the education and community risk reduction. Strazzo thanked everyone who helped make this possible.

MINUTES:

Esber moved to approve September 28, 2021 regular meeting minutes. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn provided off camera summery.

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

DEPARTMENT REPORTS:

Zoning Department:

Czyz read the monthly report for September, 2021

Kusnerak mentioned setting up a Community Advisory Group, would like permission to do so. We do need residents in our community to sit on this Board and help direct the Comprehensive Plan revision process. Esber mentioned that Chief Sopkovich and Witthuhn could put information on social media and website. Czyz mentioned that they are working with the County Zoning Commission to see about funding available. Witthuhn stated the Township Board authorized Kusnerak to apply for a grant. Czyz stated that we can apply for it, but if there is no funding available we won't get the grant. Kusnerak stated there is a lot of information she needs to gather for the grant application. Kusnerak stated she hasn't heard anything back about it yet.

Kusnerak mentioned that her and Czyz are going to start working on the map process, we need to revise our zoning map. Kusnerak stated we have had some annexations happen over the last several years and new roads added. Esber asked if the Planning Commission is helping, Kusnerak stated no and Czyz added it will not be a simple easy task.

Police Department:

Sopkovich mentioned that they had a great weekend at the first Barktober Fest event held at Skyview Lodge and had a lot business throughout the community who helped out. Thanked Jessica at Skyview Lodge for helping out with the use of the property. Sopkovich thanked all the business and volunteers who donated their time and raffle baskets.

Sopkovich mentioned the phone approval from Esber and Kusnerak for unit six (6), Chevy Impala repair. The front rack pinon replaced and alignment in the amount of \$1,350.00.

Sopkovich mentioned unit three (3) is grounded, 2011 Expedition, the computer is not functional and is out of service until we see if it can be fixed for a reasonable price.

Sopkovich mentioned they do have a new vehicle, unit seven (7), it is marked and request approval for emergency vehicle equipment with a purchase order to Hall Public Safety in the amount of \$15,853.62 from the new car line item. Witthuhn asked if vehicle will be used for patrol. Sopkovich stated it will be used for patrol and special operations. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Sopkovich requested to upgrade one (1) XL-185 Harris radio to the LTE system. This will allow the radio to communicate via the cell towers if need be, has some need outside the Brunswick area that this radio will be utilized for. PO request to Cleveland Communications in the amount of \$1,548.00 from Payment to Another. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Sopkovich requested the Board to consider utilizing some of the ARP Funds for the purchase of a 2021 Ford Explorer utility vehicle in the amount of \$49,699.00 to replace unit three (3). It does have a lot of the emergency equipment in it, only need to add our camera system. K. Esber stated the ARP Funds cannot be used for police vehicles. Witthuhn agreed, and added that the stipulations are much different than last year. Last years' CARES act would not even allow for the replacement of a vehicle, but did allow the Township to purchase additional vehicles for the Police, Fire and Service Department. He did not think this would be an allowable ARP fund use, but he did forward the request to the attorney for a legal opinion. Esber asked if the Police Department has enough funding to order the vehicle without the ARP Funding. Sopkovich stated not this year, come January they will, budgeted 2022 for \$50,000.00 to purchase a new vehicle. Witthuhn asked Sopkovich if he would like the Board to approve the purchase if he could find existing funds in this years' budget due to the vehicle shortage situation. Sopkovich declined.

Kusnerak mentioned phone approval for vehicle repair, in the amount of \$1,350.00, and moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Fire Department:

Strazzo read the activity report for September, 2021

Strazzo requested for the three (3) fulltime members to attend three (3) training classes at the Wayne County Regional Training Facility. Each fulltime person would attend one (1) of the classes. The classes are free through a PUCO Grant. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Strazzo requested approval of extrication tool maintenance in the amount of \$1,035.00 from the Repairs and Maintenance Scheduled line item. Witthuhn moved to approve. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Strazzo thanked all who attended the Annual Open House, especially the following: Home Depot, Medina County Health Department, Chidsey Towing, Brunswick VFW and American Legion, Southwest General Hospital, Cuyahoga Valley Church, Hinckley/Granger/Sharon Fire Departments for the use of the Smoke House Education Trailer and all the members of the Brunswick Hills Fire Department that attended.

Strazzo announced the Township will be hosting the Annual Community Bon Fire on Saturday, October 23rd, from 5pm until 8pm at Plum Creek Park. A mildly haunted hayride, pumpkin carving contest, food trucks and bon fire will be there.

Service Department:

Magovac recapped the Road Levy that was presented a couple meetings ago. The levy will be coming up in November for the residents to vote on.

Due to BAT technical difficulties, the meeting stopped at 7:50PM and resumed at 7:54PM.

Magovac read the monthly report for September 2021

Magovac mentioned the phone call request to have rear tires put on the 2013 Chevy 1 ton from N. Gateway Tire in the amount of \$804.40, paid from the Operating Supplies line item. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn mentioned several items were placed on Gov Deals and the Township received \$1,527.00 from the sales.

TRUSTEES' REPORT:

Michael Esber:

Esber mentioned he will ask Amanda, the Administrative Assistant, to print off the evaluations to have them ready for next meeting.

Esber mentioned the Township credit card policy, have some questions regarding some purchases that were made. Esber stated he wasn't against the purchases, but didn't think it was the way to use the credit card to make those purchases. Esber stated that if the Township gives each department head a certain yearly amount for those purchases, instead of using the credit card. This will make the public more aware how the money is being used. Witthuhn stated so that the public is aware, the law changed about two (2) years ago where there is a lot of accountability with credit cards. K. Esber suggested to document the Huntington Bank

spreadsheet, to itemize the purchases better to clarify the tracking of the purchases that are being charged on the credit cards. Witthuhn suggested that Esber come up with a policy of what the credit cards can be used for. Esber agreed to come up with something so that the public is more aware of what the credit cards are being used to purchase. Witthuhn asked Esber if he is asking that the Board approves the purchase before the credit card is being used for it. Esber stated maybe that's the better way to do it, he doesn't have a problem how everyone is using the credit cards, because no one is abusing the use of them. K. Esber suggested that when she reads her reports, she goes line by line with the purchases on the credit card statement and spreadsheet. Esber stated he is just looking for ideas to make it more public of all purchases using the credit cards, right now Esber doesn't think the way they are being used is the way it was set up to be used. Esber will look into changing the credit card policy. Esber stated he thinks the Townships credit card use is a little too loose and needs to be updated.

John Witthuhn:

Witthuhn mentioned that he and K. Esber met with the Township Attorney regarding the potential use of Township ARP funds. For the ones who sent Witthuhn information request, he appreciates it. Witthuhn stated he addressed everything that was given to him with the attorney and waiting to hear back from them. At that time he will come back to the Board with any information he receives. Esber asked if they gave him a time table when they will get back to him, Witthuhn stated she did not, but thinks it will be pretty quick.

Christina Kusnerak:

None

FISCAL OFFICER:

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

Witthuhn moved to offer **Resolution 37-2021**, Reallocation of Funds for the Police Department. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Esber moved to offer **Resolution 38-2021**, accepting amounts and rates as determined by the budget commission. Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Resolution adopted.

Witthuhn moved to approve BC's, as mentioned, for \$1,500.00 Office Supplies and \$1,000.00 Repairs and Maintenance Supplies, for the Police Department. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payment listing dated October 11, 2021, as mentioned, in the amount of \$13,136.05. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve the Then and Now Purchase Order to Medina County Sanitary, General Fund, in the amount of \$60.50 from October 4, 2021. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes.

Witthuhn moved to approve payment listing dated October 4, 2021, as mentioned, in the amount of \$11,456.77. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes.

Motion carried.

Witthuhn moved to approve payroll dated October 19, 2021 in the amount of \$58,785.25. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

None

MISCELLANEOUS & CORRESPONDENCE:

None

UPCOMING MEETINGS:

BZA: November 3rd at 7PM

Zoning Commission: November 4th at 7PM

Trustee: October 26th at 7PM

Special:

PUBLIC INPUT:

None

OFF CAMERA:

Esber motioned to go off camera at 8:20PM for the signing of Warrants & Purchase Orders and any other business brought before the board. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

The Board had a discussion of invoices over \$750 that have not been submitted to the Board of Trustees prior to making the purchase with input from FO Esber. Trustee Liaisons will address this issue with department heads.

Witthuhn moved to approve \$875.00 to All Seasons Door for Police Department, and \$2,889.00 for Police Department and \$1,635.00 for the Fire Department to Aladtec for Employee Scheduling software. Esber seconded. All voted yes. Motion carried.

ADJOURN:

Witthuhn moved to adjourn at 8:55PM. Kusnerak seconded. All voted yes. Motion carried.

Michael Esber, Chair Trustee

Katherine Esber, Fiscal Officer

John Witthuhn, Vice-Chair Trustee

Christina Kusnerak, Trustee