

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**October 26, 2021**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, ~~October 26,~~ 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, Service Foreman Magovac and Assistant Fire Chief Haas 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 October 12, 2021 regular meeting minutes. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Witthuhn provided off camera summery.

Witthuhn asked about the status of the amended August 10<sup>th</sup> minutes. Esber stated that he will work with Kusnerak to provide the revised minutes for approval.

(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:**

Kusnerak read a request made by a Zoning Board Member to be reappointed to the five (5) year term. Mr. Kelly filled the unexpired term of one of the board members who had previously resigned. Kusnerak moved to appoint Mr. Ed Kelly to the five (5) year Zoning Commission term that will end in December, 2026. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

**Police Department:**

Sopkovich announced the Police Department is still conducting interviews and accepting applications for the position of Patrolman. Last week Sopkovich held three (3) interviews, still looking for that perfect candidate. If you know anyone who works for another department and would like to transfer over to Brunswick Hills Police Department, have them submit an application.

Sopkovich mentioned issues with deer again this year, advising the community to watch their speed on dark roads, due to a couple of big accidents recently. Sopkovich advised the community to watch their speed and don't drink and drive.

Sopkovich mentioned the email that was sent to the Board of Trustees on October 13<sup>th</sup>

regarding the request to purchase a 2021 Ford Police Utility Vehicle. Sopkovich requested reallocation of funds from the Other Salary line item to the New Vehicle line item. Sopkovich requested to order the new vehicle from Morrow Brothers Ford in the amount of \$36,900.00. The vehicle will then go to Dana Safety Supply, in the amount of \$12,799.00, for the outfitting of the vehicle. Total cost is \$49,699.00.

Witthuhn noted there was a request for reallocation of funds to decrease the Other Salaries line item by \$50,000.00 and increase the New Motor Vehicle line item by \$50,000.00.

Witthuhn offered **RESOLUTION #39-2021** for the reallocation of funds. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Resolution adopted.

Witthuhn moved to approve the purchase with purchase orders, as mentioned, and for Esber to sign on behalf of the Board of Trustees. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Sopkovich requested to send two (2) officers to drive to Tennessee to pick up vehicle when it is completed, including hotel accommodations for one night. Esber asked if Sopkovich will make accommodations to have enough officers to work to send two down to pick up vehicle. Sopkovich stated he will schedule accordingly to do so. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

#### **Fire Department:**

Haas requested additional twenty-four (24) hours of work time for the year 2021 for Firefighter Mares. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Haas announced the Medina County Health Department will be conducting COVID testing at Fire Station Two on November 3<sup>rd</sup> from noon until 2pm. It will be a drive through testing site. Please enter off of Substation Road and stay in your vehicle.

Haas announced the department has applied for \$4,320.00 in grant funds through the State Fire Marshal MARCS Grant program.

Haas thanked all who assisted in making the Township Bon Fire a success; Medina County Park District, Medina County CERT (Community Emergency Response Team) Members, Kurtz Brothers Concessions, Mapleside Farms, Cuyahoga Valley Church, Vachon Family, Skyview Lodge, Hoffman Tree Service, Donutland, Ohio Pie Company, Dairy Queen, Brunswick Hills Fire Department Personnel, Brunswick Hills Road Department, Brunswick Hills Police Department Auxiliaries and Brunswick Hills Township Trustees.

Haas requested Executive Session to discuss personnel issue.

#### **Service Department:**

Magovac mentioned the phone call request to have two (2) transmission lines replaced on the International at General Maintenance in the amount of \$918.15, paid from BC# 29. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Magovac requested to purchase a new carbide blade from Kalida Truck Equipment in the amount not to exceed \$1000.00, paid from BC# 29. Esber moved to approve. Witthuhn

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

Magovac talked about the I71/Boston Road partial interchange concept that was presented at a meeting he attended. Strongsville is in favor and Brunswick City is against it. If approved, it would be at least five (5) years before this project would be started.

Magovac announced the one-time stimulus ODOT grant for road repairs was submitted this week.

Magovac reminded all the residents November 2<sup>nd</sup> is the Election Day, to go out and vote to support the Road Department Levy.

## **TRUSTEES' REPORT:**

### **Michael Esber:**

Esber mentioned Madden Brothers is starting to be a dumping area for green material again and this is something that needs addressed with the BZA. We have addressed this in the past, as it is a violation of their permitted use. Esber stated Czyz has talked to Brian Madden, but it's getting worse and worse. Esber stated there are restrictions and they need to be enforced. Kusnerak stated Madden Brothers no longer owns the property and she will talk to Czyz regarding this issue.

### **John Witthuhn:**

None

### **Christina Kusnerak:**

None

## **FISCAL OFFICER:**

K. Esber presented the financial reports, PO's/BC's, payroll and warrants. K. Esber provided a summary of the Huntington credit card purchases for the month.

There was a brief discussion regarding the need for prior Trustee approval for any expense over \$750, or any vehicle repair over \$2,000, per policy. There are annual expenses that are expected for each department that are mentioned at the beginning of the year, but not formally approved. Kusnerak mentioned we approve PO's regarding the purchases and K. Esber stated they are presented to the Board for approval. Witthuhn stated that although the PO's/BC's are approved, policy states approval is need for any expense over allotted amounts. Witthuhn suggested a formal approval should be considered at the first of the year for anticipated expenses that exceed personal approval limits. Esber mentioned some invoices, such as utilities, are able to be paid by the Fiscal Officer without prior Trustee approval.

Witthuhn moved to approve payment with Then and Now Purchase Order to Lexipol, as mentioned and discussed, in the amount of \$4,818.50 for the Police Department. Also, the Then and Now Purchase Order to Huntington, as mentioned, in the amount of \$275.50 for the Zoning member shirts. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payment listing dated October 18, 2021, as mentioned, in the amount of \$3,024.27. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payment listing dated October 26, 2021, as mentioned, in the amount of \$58,070.77. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payroll dated November 2, 2021 in the amount of \$54,369.95. Kusnerak seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

Esber stated he received a notice from the Township’s health care company regarding renewal, which seems inaccurate due to the previous 18-month agreement approved this time last year. Sopkovich agreed that the Township isn’t up for a renewal, will have Ellen call tomorrow to find out. K. Esber forward the emails to Ellen. Sopkovich stated this is the usual time for the renewal, but they probably didn’t realize the Township signed an 18-month renewal. Esber just want to make sure that it is addressed.

Esber reminded everyone to get out and vote.

**MISCELLANEOUS & CORRESPONDENCE:**

Witthuhn received an email from FirstEnergy Corporation regarding winter bills. Some residents may need help financially with winter heating bills. FirstEnergy Ohio Utilities encourages customers to apply where it might be appropriate: PIPP (Percentage of Income Payment Plan) for anyone with an income below 150% of the federal poverty guidelines, including debt forgiveness; HEAP (Home Energy Assistance Program) for anyone with an income below 175% of the federal poverty guidelines; 211, a national helpline number. For a complete list of assistance programs, go to [www.firstenergycorp.com/billassist](http://www.firstenergycorp.com/billassist) or call customer service at 1-800-633-4766.

**UPCOMING MEETINGS:**

BZA: November 3rd at 7PM

Zoning Commission: November 4th at 7PM

Trustee: November 9th at 7PM

Special:

**PUBLIC INPUT:**

None

**OFF CAMERA:**

Esber motioned to go off camera at 7:32PM for the signing of Warrants & Purchase Orders and any other business brought before the board. There will be two (2) Executive Sessions.

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

Esber motioned to go into Executive Session at 7:33PM to consider Employee Discipline and matters required to be kept confidential, invited Assistant Chief Haas. Witthuhn seconded. All voted yes. Motion carried.

Witthuhn motioned to come out of Executive Session at 8:15PM. Esber seconded. All voted yes. Motion carried.

Kusnerak will follow-up with Chief Strazzo regarding employee issue.

Esber will follow-up with Chief Sopkovich regarding Emergency Alert Identification revision and release signature, per Prosecutor’s recommendations discussed in Executive Session. Existing form will be modified for use or additional release will be obtained.

Kusnerak moved to approve Mr. Tire invoice in the amount of \$803.16 for the Police Department. Esber seconded. All voted yes. Motion carried.

**ADJOURN:**

Esber moved to adjourn at 8:28PM. Witthuhn 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