

BRUNSWICK HILLS TOWNSHIP TRUSTEES

REGULAR MEETING

November 9, 2021

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, November 9, 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 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 introduced Grant Pfleiderer, from the Boy Scouts.

Grant Pfleiderer, Boy Scout troop 517 Brunswick Ohio. In February Grant was approved to continue with his Eagle Scout project proposal, which was a clean-up of Town Line Cemetery. Grant cleaned all the headstones and installed two benches. Two weeks ago, Grant completed his project and it was a great success. Thanks to the donations from Brunswick VFW, True Value, and Brunswick Hills Fire Department. The project took nine (9) work days, twenty (20) volunteers and one-hundred twenty-eight (128) volunteer hours.

Esber presented Grant with a Proclamation, thanking him for all the work he has done on behalf of the Board of Trustees.

MINUTES:

Esber moved to approve the Amended August 10, 2021 Regular Meeting Minutes. Kusnerak seconded. Witthuhn – abstain. Esber – yes. Kusnerak – yes. . Motion carried.

Witthuhn moved to approve October 26, 2021 regular meeting minutes. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn provided off camera summary.

Esber provided off camera summary for the August 10th meeting minutes.

(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 Zoning Department monthly report for October, 2021.

Kusnerak mentioned Ms. Porter is an alternate for the Zoning Commission and requested to continue as an alternate. Kusnerak moved to reappoint Ms. Porter to the 2022 calendar year Zoning Commission alternate position. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak mentioned she received an email from Dean Collura expressing interest in continuing as an alternate for the Zoning Commission. Kusnerak moved to reappoint Dean Collura to the Zoning Commission as an alternate for the 2022 calendar year. Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Kusnerak noted there will be an interview to fill an open position on the Board of Zoning Appeals. Kusnerak mentioned, starting in 2022, there will be an open seat on the Zoning Commission to fill the unexpired term of the upcoming new Trustee, Mrs. Murphy. The term will expire 2023.

Kusnerak received an email with a recommendation from the Zoning Commission. We need to set a Public Hearing regarding the recommendation for approval on several text amendments to the deck definition, institution and general regulations, sections 303-5, 303-6. Kusnerak recommended the Board have the Public Hearing before the next Trustee meeting, which is on November 23rd. Esber mentioned he will not be in town and asked if he needed to be in attendance. Kusnerak said no, according the ORC we are to advertise ten (10) days prior to the hearing. Kusnerak stated she will make sure the hearing notice is in the newspaper by November 12th. Kusnerak moved to set the public hearing on the Zoning Commission recommendations for November 23rd at 6:30PM. Witthuhn seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Czyz mentioned she is working with Kusnerak on the Zoning map revision. Czyz met with the Medina County Engineering office and they are going to change some of the colors of the districts. The county approves the colors that can be used. Czyz stated when it's complete they will have copies for each department. Czyz mentioned that it will be costly for the copies, but the ones from the County Engineering office are at no cost to the Township. Witthuhn advised we could put the updated map on the website if the County provides a pdf.

Police Department:

Sopkovich requested to repair the flooring in the garage and build up low areas for proper drainage with a sealant with Armourlike Coatings in the amount of \$7,200.00, from the facilities line item. Esber moved to approve the purchase order to Armour Lite Coatings in the amount of \$7,200.00, facilities line item. Witthuhn seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Sopkovich requested to replace one computer station in the amount of \$1,382.00, upgrade one patrol tough book in one of the police cruisers in the amount of \$2,400.00 and upgrade the Police Station Wifi in the amount of \$844.00. PO would come out of the Small Tools and Minor Equipment line item. Esber moved to approve PO to Lighthouse in the amount of \$4,626.00. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Sopkovich requested a PO to Vance Law Enforcement in the amount of \$2,000.00, from the training line item and another PO to Parma Armory in the amount of \$2,000.00, from the training line item for ammunition. Esber moved to approve the two PO's. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Sopkovich thanked all the Veterans

Esber mentioned the Emergency Alert form that Chief Sopkovich has worked on. Esber stated they have gone over the paperwork with the Prosecutor's Office and the most important thing they have advised is to remove the hospital preference and the medical insurance information. Esber mentioned that this form is considered a public record and has spoken to the Prosecutor's Office on several occasions. Esber asked if the Board is in agreement to take off the name of the doctor and the general health illness. Witthuhn stated that the Board had previously discussed removing the physician name and phone number, allergies and medication, hospital preference, insurance information, and combine the general health with the illness and special needs line. Esber added he thinks this is a great program and Witthuhn agreed. Kusnerak stated that the form the Board looked at a couple weeks ago wasn't the current form and the form that was given to the Board from Esber was the form from the Prosecutor's Office with the noted changes, confirmed with Chief Sopkovich. Witthuhn stated that the disclaimer was the only new item on the form, including a signature line. Witthuhn pointed out that there are typos on the form that the Prosecutor's Office, Sopkovich, Esber and Kusnerak are in favor of and is concerned for the privacy of the Township residents. Witthuhn does not want to move forward with this form unless all changes are made. Esber moved to approve the Emergency Alert form, with the medical insurance information and hospital preference removed and the language and typos be corrected. Kusnerak seconded. Witthuhn – no, for stated reasons. Kusnerak – yes. Esber – yes. Motion carried. Esber thanked Chief Sopkovich, Chief Strazzo and the Prosecutors Office for all the work.

Fire Department:

Strazzo read the October activity report.

In order to address a high water bill received from Cleveland Division of Water, Strazzo requested the following: Please note that Cleveland Water will not change/amend any invoices unless you have a paid certified invoice from a plumber stating there was a leak and repairs were made. We found no leak or source of water loss.

Strazzo requested to close PO #51 Cleveland Division of Water. Kusnerak moved to approve. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Strazzo requested a Budget Reallocation to increase the Water and Sewage line item \$1,500.00 and decrease Improvement of Sites line item \$1,500.00; T & N Purchase Order to Cleveland Division of Water in the amount of \$587.66 for invoice submitted from the Water and Sewage line item; a new purchase order to Cleveland Division of Water for the balance of the Water and Sewage line item. To be addressed in Fiscal Officer's reports.

Strazzo requested the Board to accept the resignation of Firefighter Patrick Barrett and thank him for his service to the Township. Esber moved to approve and thanked him for his service. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Strazzo requested approval to give a Firefighter/Paramedic Entrance Exam and hire an additional full-time firefighter. Cost of exam is \$750.00. If approved, request a PO to Ohio Public Safety Exams in the amount of \$750.00, from Contracted Services line item. Esber moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Strazzo requested a Purchase Order in the amount of \$37,725.00 from the Machinery

Equipment Furniture line item to Howell Rescue Equipment for the purchase of new E Force Genesis Extrication tools and equipment. Kusnerak moved to approve. Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo requested the approval to purchase LED lighting and associated parts, not to exceed \$1,500.00 to replace bay lighting at Fire Station #2, cost to be paid from BC #75. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Strazzo requested the following PO's be closed:

#38-Cuyahoga Community College

#39-Aladtec

#40-Backdraft Ops

#54-MES

#57-City of Brunswick

BC #100

Esber moved to approve the closing of the above PO's and BC. Kusnerak seconded. Witthuhn – abstain. Kusnerak – yes. Esber – yes. Motion carried.

Strazzo congratulated Trustee Kusnerak and Murphy on their winning the Election, on behalf of the Brunswick Hills Township Fire Department.

Strazzo announced Assistant Chief Haas recognition, was nominated Fire Fighter of the year from his fulltime job at Shaker Heights Fire Department.

Strazzo announced Administrative Assistant Carol recognition. Last week Strazzo was out due to Covid and Carol did a great job running the office while he was out.

Strazzo announced Brunswick Hills Township Fire Department Members recognition for their hard work.

Strazzo mentioned for the residents to be cautious while driving and watch for deer.

Strazzo thanked the Veterans.

Service Department:

Magovac read the October report

Kusnerak asked if Magovac has heard from the person who wanted to be a parttime seasonal plow truck operator. Magovac stated he has and is working through the application process.

Magovac received a phone call from Kenworth regarding our recent approval to purchase a 2023 Kenworth plow truck in the amount of \$175,374.00. The price has increased by \$2,500.00 from Henderson Body. Kenworth is absorbing some of the cost and we would have to pay additional 1,802.00. Magovac is requesting Board approval for the additional amount, for the total amount of \$177,176.00 and for one Trustee to sign for the purchase agreement. Esber moved to approve and authorize Witthuhn to sign the purchase agreement. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

TRUSTEES' REPORT:

Michael Esber:

Esber mentioned receiving the Medina County Society of Prevention of Cruelty to Animals donation request. Esber stated that the Township has been giving them a donation of \$2,500.00 annually and would like to make a motion to continue to donate this amount to them. Witthuhn thought the amount was \$2,000.00 that we donated to them in February of this year. Kusnerak stated the Board can make the motion to proceed with this next year, possibly at the Organizational Meeting. Esber gave the letter to Witthuhn to keep until next year.

John Witthuhn:

Witthuhn mentioned the Annual Generator Maintenance Service will be happening the week of November 15th. Magovac will be overseeing the project. The service is scheduled for November 16th and 17th (if needed).

Witthuhn mentioned the Township Zoom agreement will be up in December. Zoom sent Witthuhn an email with an incentive to sign a new agreement early with a 20% discount to sign up for another year. Witthuhn signed up for another year.

Witthuhn congratulated Trica Murphy on being elected as the new Trustee, and of course congratulations to Kusnerak for getting re-elected as Trustee. Witthuhn stated it has been a pleasure working with Esber and appreciate all of his time and service to the Township. Esber stated it's been a pleasure working for the people of the community. Esber thanked Witthuhn and Kusnerak and congratulated Mrs. Murphy and Kusnerak.

Christina Kusnerak:

Kusnerak mentioned the property on West Chase. Kusnerak stated she thinks the Board of Trustees need to decide what to do with the property. Esber stated since the Township has a new Trustee coming in January, he would like her to make the decision with the Board. Witthuhn mentioned that he was ok with waiting until the new year. The Board can make a decision what to do with the property and use of the ARPA funds, too.

FISCAL OFFICER:

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

Kusnerak offered **Resolution #40-2021**, decreasing General Fund, Trustee line item in the amount of \$2,000.00; increasing Zoning Secretary line item in the amount of \$2,000.00; decreasing Fire Department, Improvement line item in the amount of \$1,500.00; increasing Water and Sewer line item in the amount of \$1,500.00. Esber second. Witthuhn – yes. Esber – yes. Kusnerak – yes. Resolution adopted.

Esber offered **Resolution #41-2021**, Group Insurance Plans for all eligible employees and Elected Officials in the Township. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Resolution adopted.

Witthuhn moved to approve Purchase Orders, as mentioned, for Cleveland Water in the amount of \$1,303.42; Then and Now PO in the amount of \$587.66 to Cleveland Water and BC vehicle repairs for Fire Department in the amount of \$2,669.11. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to approve Then and Now Purchase Order dated November 1 for The

Gazette, General Fund for Advertising, in the amount of \$53.14; and Lexipol, Police Department for Dues and Fees, in the amount of \$1,200.00. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve payment listing dated November 1, 2021, as mentioned, in the amount of \$13,185.92. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn moved to approve payment listing dated November 8, 2021, as mentioned, in the amount of \$9,027.48. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payroll dated November 16, 2021 in the amount of \$60,039.33. Esber seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

Kusnerak stated she received an email from the Township’s legal representatives regarding the opioid settlement. They are requesting the Board of Trustees to pass a resolution. It is a settlement participation resolution and this will allow the Township to participate in any kind of opioid settlement agreement. Kusnerak offered **Resolution #42-2021**. Esber seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Resolution adopted.

Witthuhn mentioned the OTA Conference and moved to approve Elected Officials and department heads are able to attend; to include conference fees, overnight lodging and food allowance. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Esber mentioned the annual opt-out paperwork for Republic Waste and stated Administrative Assistant Amanda sent an email to Republic regarding dates and information for the opt-out notices that will be sent to residents. Opt-out forms are started, just waiting for finalized dates to put on them. Waiting to hear back from Republic Waste.

MISCELLANEOUS & CORRESPONDENCE:

Kusnerak mentioned setting the Organizational Meeting date for January. Esber invited Trica Murphy to be part of discussing the meeting date. Kusnerak asked Mrs. Murphy what her availability is. Murphy stated any day works for her, she can make it work, and Kusnerak stated the Board usually has the meeting the first week of January. Kusnerak moved to set the Organizational Meeting for Monday, January 3, 2022 at 4:30PM. Witthuhn seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn mentioned there was a special meeting, an Executive Session, before today’s meeting regarding a legal matter with legal counsel. However, legal counsel wasn’t present at the meeting, so the Board couldn’t go forward with the special meeting. Witthuhn stated the Board received correspondence from legal counsel stating they thought it was at 7PM. Once off camera, the Board can find out if legal counsel is available to meet yet tonight.

UPCOMING MEETINGS:

BZA: December 1st at 7PM

Zoning Commission: December 2nd at 7PM

Trustee: November 23rd at 7PM

Special: Zoning Commission Hearing on
November 23rd at 6:30PM

Organizational Meeting on January 3rd a
4:30PM

PUBLIC INPUT:

None

OFF CAMERA:

Esber motioned to go off camera at 8:17PM for the signing of Warrants & Purchase Orders and any other business brought before the board. There will be an Executive Session for Interview. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Esber – yes. Motion carried.

Esber motioned to go into Executive Session at 8:20PM to consider employment with the applicant. Kusnerak seconded. All voted yes. Motion carried.

Witthuhn motioned to come out of Executive Session at 9:07PM. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to offer Alternate BZA Position for 2022 to Gregory Timura, pending successful completion of all pre-employment requirements. Esber seconded. All voted yes. Motion carried.

Witthuhn will follow up with legal counsel to hold an Executive Session in December.

ADJOURN:

Witthuhn moved to adjourn at 9:19PM. Esber seconded. All voted yes. Motion carried.

Michael Esber, Chair Trustee

Katherine Esber, Fiscal Officer

John Witthuhn, Vice-Chair Trustee

Christina Kusnerak, Trustee