

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**December 28, 2021**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, December 28, 2021 at Brunswick Hills Township Town Hall.

Board of Trustees Vice-Chair John Witthuhn, Trustee Christina Kusnerak, Fiscal Officer Katherine Esber, Police Chief Sopkovich, and Fire Lt. Pavell present.

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

**PRESENTATION:**

Witthuhn mentioned Michael Esber has been a Trustee for 16 years, but unfortunately he could not be present at this meeting due to illness. Witthuhn stated the Trustees planned to present Esber with a plaque, but they will present it to his wife, Katherine. Witthuhn stated Esber was very disappointed that he was not able to attend the meeting. Witthuhn presented the plaque on behalf of the Trustees, it read as follows: Presented to Michael Esber, Trustee for 16 years of service to the residents of Brunswick Hills Township and thanked Esber.

Patricia Wetterman presented Katherine Esber, on behalf of Michael Esber, with a certificate of appreciation and an application to join the "peanut gallery" zoning board. Wetterman also presented Trica Murphy with a box of coffee for her becoming new Township Trustee.

Witthuhn swore in Trica Murphy as Township Trustee.

Sopkovich presented Michael Esber with a shirt from the Police Department and thanked him for his 16 years of service to the Township.

Sopkovich presented the two new Police Officers to be sworn in, Michale Fairhurst and Jared Dressler.

Witthuhn swore in Jared Dressler and Michale Fairhurst as fulltime Brunswick Hills Township Police Officers.

Witthuhn moved to go off camera for an approximate 5 minute break for pictures at 7:09PM. Witthuhn moved to come back on camera at 7:13PM.

**MINUTES:**

Witthuhn moved to approve November 23<sup>rd</sup> Public Hearing Meeting Minutes, Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve November 23 Regular Meeting Minutes, Kusnerak seconded. Witthuhn – yes. Kusnerak – 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:**

Kusnerak stated a letter was received from Mrs. Murphy for her resignation from the Township Zoning Commission Board. Kusnerak moved to accept the resignation of Patrica Murphy and thanked her for her service to the Zoning Commission. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak offered **Resolution #48-2021**, Text amendments to the Zoning Code. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

### **Police Department:**

Sopkovich Congratulated Trica Murphy.

Sopkovich requested the Board of Trustees to accept the resignation of Patrolman Thomas Walsh effective as of January 3, 2022. Kusnerak moved to accept and thanked Officer Walsh for his Service to the Township. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

Sopkovich requested the Board of Trustees to move Reserve Patrolman Manning to paid parttime Patrolman status. Witthuhn stated he would like the Board of Trustees to interview Reserve Patrolman Manning before this approval. Kusnerak asked if Manning is available on Monday, January 3, 2022. Sopkovich stated he will check with Manning.

Sopkovich stated the quote the Police Department received of \$4,000 for work that needed to be done to the drywall and molding in the garage was more than the budget would allow, so Sopkovich stated he completed the work himself. Phone approval was received from Esber and Kusnerak.

Sopkovich wished everyone to have a safe and happy New Year.

### **Fire Department:**

Lt. Pavell requested the Board of Trustees to accept the resignation of Firefighter John Otcasek from the department. Thank you to John for his 2 years of service to the Township. Otcasek works on a fulltime department and another parttime department and could no longer meet the minimum monthly work requirements of four (4) 12 hour shifts per month. Kusnerak moved to accept and thanked him for his service. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

Lt. Pavell requested the Board of Trustees to accept medical leave of absence for employee seeking leave until February, 2022 (name and reason to be kept confidential). Witthuhn moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried

Lt. Pavell requested approval to apply for the Federal Fiscal Year 2021 SAFER Grant. Details regarding this grant were emailed to the Board. The grant would fund 2 additional fulltime salaries and healthcare for 3 years. It does not cover overtime costs. There are benchmarks in regards to staffing and response that must be met and performance reports submitted during the grant funding period. This request is to apply for the grant only. If funded, the Board can at that time decline the grant. Kusnerak moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

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Lt. Pavell requested approval for Chief Strazzo to attend the 2022 Legislative Update sponsored by the Ohio Fire Chiefs Association in Columbus, March 1<sup>st</sup> and 2<sup>nd</sup>. The conference also includes a Human Resource Law update by Zaschin and Rich. If approved, a 2022 Training BC would be used to cover 1 night hotel and parking at \$142.00 and conference fee of \$120.00. Witthuhn moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Lt. Pavell requested approval for Firefighter Disalvo to attend Car Seat Technician Training to be held January 11th, 12th, 21st and 22nd at Brunswick Kia. Class is free. Kusnerak moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

Lt. Pavell requested the closure of the following PO's- 35, 36, 37, 41, 42, 58, 64, and 147. Kusnerak moved to approve. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

Lt. Pavell thanked Michael Esber for his 16 years of service and he will be greatly missed by the Fire Department.

Lt. Pavell thanked the following people and organizations that helped make the 2021 Meet Santa a success: Brunswick Hills Firefighters, Trustees, Brunswick Home Depot, Medina County Park District, Southwest General Hospital, Meijer, Rubber City Ukes, Brunswick High School VOFT Students, Skyview Lodge, Small Hands Big Dreams Daycare, Medina County Career Center Public Safety Students, Brunswick Hills Police Auxiliary Officers and Santa and Mrs. Claus.

Lt. Pavell wished everyone a safe and happy New Year.

**Service Department:**

Witthuhn noted a vehicle repair that was done on the Kenworth truck at Kenworth of Richfield in the amount of \$1,667.33. Witthuhn moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

**TRUSTEES' REPORT:**

**Christina Kusnerak:**

Kusnerak mentioned the invoice that was received from the City of Brunswick, second quarter 2021 cable office expenses, in the amount of \$12,471.08, PO #11. Witthuhn advised this will have to wait for Trustee approval at another time.

**John Witthuhn:**

None

**FISCAL OFFICER:**

K. Esber presented the financial reports.

Witthuhn moved to approve PO's as listed on the spread sheet as read by K. Esber. Kusnerak second. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve payment listing dated November 30, 2021 in the amount of \$17,174.75. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve payment listing dated December 20, 2021 in the amount of \$11,778.45. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve payroll dated December 28, 2021 in the amount of \$88,851.85. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve, but abstained from the City of Brunswick payment of \$12,471.08, Payment Listing for December 28, 2021, as mentioned, in the amount of \$59,668.89, less the City of Brunswick payment. Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn offered **Resolution #49-2021**, Reallocation of Funds for Police Department, Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Resolution adopted.

Kusnerak offered **Resolution #50-2021**, Temporary Appropriations for 2022, Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Resolution adopted.

Witthuhn offered **Resolution #51-2021** and authorized Kusnerak to sign on behalf of the Board of Trustees, Huntington Bank- removal of Trustee Esber and add Trustee Murphy. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**MISCELLANEOUS & CORRESPONDENCE:**

Witthuhn mentioned the increase to the Republic Waste bills. The Township received notification of this increase due to the increase of fees at the Central Processing Facility of Medina County permitted by the contract. Increase will be \$ .60 per quarter.

**UPCOMING MEETINGS:**

Special meeting may be called before the end of the year

BZA: January 5<sup>th</sup> at 7PM

Zoning Commission: January 6<sup>th</sup> at 7PM

Trustee: To be determined after organizational meeting, possibly January 11<sup>th</sup>.

Special: Organizational Meeting on Jan 3<sup>rd</sup>, 2022 at 4:30PM

**PUBLIC INPUT:**

Patty Wetterman, 1080 Substation Road, thanked the Township Service Department, Police Department, Fire Department, Zoning Department and the Trustees for guiding our Township for the year and wished everyone a Happy New Year.

**OFF CAMERA:**

Witthuhn moved to go off camera at 7:44PM to sign purchase orders, warrants, and any business brought before the board. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn provided an update regarding the Website issues.

**ADJOURN:**

Kusnerak moved to adjourn at 8:13PM. Witthuhn seconded. Witthuhn – yes. Kusnerak – 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