

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
November 23, 2021

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, November 23, 2021 at Brunswick Hills Township Town Hall.

Board of Trustees Vice-Chair John Witthuhn, Trustee Christina Kusnerak, Zoning Inspector Czyn, Police Chief Sopkovich, and Fire Chief Strazzo present.

Witthuhn called the meeting to order at 7:01 PM and noted the meeting was properly advertised.

PRESENTATION:

Kusnerak announced she received a call from Sgt. Sanford asking if a guest could do a presentation at the meeting. Kusnerak asked Sgt. Sanford to come up to the podium.

Sgt. Sanford introduced Captain Taylor from the US Army Reserves.

Captain Taylor presented Chief Sopkovich with the Employer Appreciation Award. Chief Sopkovich was nominated on for his service and allowing the Sergeant and other Officers to attend service throughout the Military. Captain Taylor stated it is appreciated and it's not overlooked. There are a lot of sacrifices. On behalf of the 412 Civil Affairs Battalion he presented Tim Sopkovich the Patriotic Employer award.

Sopkovich thanked Captain Taylor and the Veterans that are part of the Brunswick Hills Township Police Department.

MINUTES:

Witthuhn moved to approve November 9, 2021 special meeting minutes. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried

Kusnerak moved to approve November 9, 2021 regular meeting minutes. Witthuhn seconded. Kusnerak – yes. Witthuhn – 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)

DEPARTMENT REPORTS:

Zoning Department:

Kusnerak received a letter of intent from Linda Kuenzer, who is a member of the Board of Zoning Appeals, and would like to continue as a full board member. Kusnerak moved to approve the reappointment of Linda Kuenzer as the full board member of the Board of Zoning Appeals for another five (5) year term, ending 2026. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Fire Department:

Strazzo requested a Purchase Order to Huntington Bank in the amount of \$1,000.00 from Operating Supplies Community; close Purchase Order #47 to Spectrum and a new Purchase Order to Spectrum in the amount of \$200.00 from the other communication line item; a Purchase Order to Verizon in the amount of \$250.00 from the Cell Phone line item; close BC #73 Training line item.

Witthuhn noted the Purchase Order requests would be covered in the Fiscal Officer's Report. Kusnerak moved to close Purchase Order #47 and BC #73. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo requested the approval for Chief Strazzo and Fire Prevention Officer to attend the 2022 Fire Protection and Life Safety Forum in Columbus on February 28th and March 1st. If approved, Purchase Order covers hotel for 2 nights, conference fees, and meals. Department vehicle will be used for travel.

Strazzo requested the approval for five (5) members (3 Fulltime Members and 2 Officers) to enroll in Bluecard Hazard Zone Training at the cost of \$385.00 per person.

Strazzo requested a Purchase Order to Huntington Bank in the amount of \$3,085.00 from the 2021 Training line item for the above training requests. Witthuhn moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Strazzo requested the Board of Trustees to adopt the Asset Disposal Resolution. Kusnerak offered **Resolution 43-2021**. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

Strazzo requested the approval of the Board of Trustees to sign a purchase agreement with Pfund, which is the sales representative for Life Line Ambulances, for the purchase of a 2023 Life Line Ambulance. Strazzo stated the reason they are asking for it now is because there will be a price increase at the end of the year and the replacement squad is about a year to year and a half out from production. This purchase would be replacing the 2007 squad that is serving as a backup. Strazzo asked Chuck Cali, who is the EMS Coordinator, to come up to the podium. Strazzo stated the purchase price for the new ambulance is \$244,960.00 and includes a lift system. Cali talked about the new ambulance, the way it is set up and suitable for the needs of EMS and the citizens. Witthuhn moved to approve and authorized Kusnerak to sign on behalf of the Board for the sales agreement and Ford chassis agreement. Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Motion carried. The funding line item and Purchase Order will be discussed at a later date.

Strazzo wished everyone a Happy Thanksgiving.

Czyz asked when Meet Santa is and Strazzo stated it is December 19 from Noon until 3pm. Santa will be out driving around the Township from 10am until Noon.

Police Department:

Sopkovich thanked the 412 Civil Affairs Battalion again for the surprise award.

Sopkovich requested to allow Patrolman Walsh a thirty (30) day leave of absence without pay for personal reasons. Sopkovich spoke with Esber and he is ok with this time off. Witthuhn stated he wishes Patrolman Walsh the best and he is in agreement with the time off. But, in

the Township policy manual it states the Chairman sends a letter and Witthuhn would like to sign and send this letter on behalf of the Board. Kusnerak moved to approve leave of absence without pay to Officer Walsh from November 29th through December 28th, Witthuhn can send letter on behalf of the Board. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Sopkovich requested to purchase a Pulsar Thermal Imaging scope for the department. Currently the department doesn't have any night vision or thermal scopes. This includes a request for a purchase order to SellMark in the amount of \$3,741.00 from the Machinery, Equipment and Furniture line item. Kusnerak moved to approve. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Kusnerak mentioned the confidential wage continuance request for an employee regarding a BWC matter. Witthuhn confirmed that the Board would need to approve the employee receiving wage continuation. Witthuhn moved to approve wage continuation for the employee from November 6th through November 22, 2021. There will be a future date approval needed for an anticipated procedure. Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

Service Department:

Witthuhn that the Board of Trustees enter into an agreement with the Medina County Engineers to purchase goods. The Board of Trustees sign two copies, which they will be sent back to Medina County for their signatures and they will then return our copy back to us. Witthuhn moved to approve the letter on behalf of the Township, as mentioned. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn requested to close BC #27, Repair and Maintenance (vehicle) line item. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn requested a Purchase Order for a new mower purchase, as discussed earlier this year, in the amount of \$6,325.00 to Wellington Implements from the 2021 Operating Supplies line item. Per Fire Department, request a Purchase Order in the amount of \$1,750.00 to Wellington Implements from the 2021 Machinery, Equipment and Furniture line item; and Per Police Department, requested a Purchase Order in the amount of \$1,373.00 to Wellington Implements from the 2022 budget Repairs and Maintenance (facility) line item. Witthuhn stated trade in value is \$1,000.00.

Witthuhn also requested a BC in the amount of \$13,000.00 from the Repair and Maintenance (vehicle) line item; Purchase Order in the amount of \$500.00, to Home Depot from the Operating Supplies line item; and a Purchase Order in the amount of \$400.0, to Unifirst, from the Contracted Services line item. These requests will be handled in the Fiscal Officer's Report. The 2022 Police Department request will be added to the Organizational Meeting agenda.

TRUSTEES' REPORT:

Michael Esber:

None

John Witthuhn:

Witthuhn mentioned he had IT set up an email for Trica Murphy, it is tmurphy@brunswickhillstwp.org.

Witthuhn mentioned the website calendar is not working. Witthuhn has been in contact with the Township IT department, it has been down for approximately a week or so. Witthuhn tried to add some events to this month's calendar and it will not add correctly. IT is aware of the problem and is working to get it resolved.

Christina Kusnerak:

None

FISCAL OFFICER:

Witthuhn presented the financial reports.

Witthuhn moved to approve payment listing dated November 15, 2021 in the amount of \$23,041.79. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve payment listing dated November 22, 2021 in the amount of \$12,490.95. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve payroll dated November 30, 2021 in the amount of \$60,511.54. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve Purchase Orders, as mentioned, for Service Department in the amount of \$13,000.00 for Vehicle repair; Service Department for Mower in the amount of \$6,325.00 and mower from the Fire Department in the amount of \$1,750.00; Service Department for Home Depot in the amount of \$500.00; Service Department for Unifirst in the amount of \$400.00; Fire Department for Huntington Bank in the amount of \$1,000.00; Fire Department for Verizon in the amount of \$250.00; Fire Department for Spectrum in the amount of \$200.00. Kusnerak seconded. Kusnerak – yes. Witthuhn – yes. Motion carried.

OLD BUSINESS:

Kusnerak mentioned the approval of the dates for the Republic Opt Out forms. Kusnerak moved to approve January 24, 2022 through February 11, 2022. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn mentioned there is an issue where the Township has been working with the Auditors Office. Witthuhn stated every two years the Auditors Office does an Audit of the Township records. The Auditors Office found an error in the Township Personnel Policy and Procedures Handbook. We had a cashing of vacation leave, policy 6.8, which was in effect 2014 and was changed by the Board in August, 2020. Witthuhn stated he doesn't know how the error occurred, but policy 6.8 wasn't updated correctly. Witthuhn offered **Resolution 44-2021**, for clarification and update correction to the Brunswick Hills Township Personnel Policies and Procedures Handbook. It clarifies wording from January 1, 2014 to August 1, 2020, the error that was put in August 1, 2020 and clarifies what it should have been. The revised policy was written by the Medina County Prosecutor's Office at the Board's request and went into effect August 1st, as approved at a June or July meeting. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

NEW BUSINESS:

None

MISCELLANEOUS & CORRESPONDENCE:

None

UPCOMING MEETINGS:

BZA: December 1st at 7PM (Cancelled)

Zoning Commission: December 2nd at 7PM

Trustee: December 14th at 7PM

Special: Executive Session December 14 at 6:15PM

Organizational Meeting on January 3, 2022 at 4:30PM

PUBLIC INPUT:

Ron Wetterman, 1085 Substation Rd. It was brought to his attention the resurfacing project for Pearl Road and would like to know if Township has been notified and if the Township will have any project expenses. Kusnerak stated she hasn't heard anything about it. Witthuhn stated he heard about it, but not through the Township. Witthuhn believes since it's an ODOT project, there is no expense for the Township. Kusnerak agreed.

Raymond Pick, 2001 Substation Road. Mr Pick has a Zoning question, maybe Mrs. Czyz can answer. Mr. Pick has a neighbor at 2013 Substation Rd that has a big Peterbuilt tractor in his front yard and asked if the Zoning codes been changed to allow that. Czyz stated the resident isn't allowed to have it in their front yard, it has to be to the side or back of yard, or in an enclosed structure. Czyz will follow up with the resident. Mr. Pick also asked if there are any Zoning ordinances preventing people from posting lewd signs. Czyz stated there is not, they are protected under the freedom of speech act. Mr. Pick stated it's a shame, because it is awful and kids can see it. Czyz stated there is nothing the Township can do, unfortunately.

OFF CAMERA:

Witthuhn moved to go off camera at 7:49PM to sign purchase orders, warrants, and any business brought before the board. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Sopkovich advised the Board of Trustees about the Collective Bargaining Agreement section 26.1, which covers unpaid leave of absence and requested the Board place Walsh on leave under the Collective Bargaining Agreement, rather than Township policy.

Kusnerak moved to rescind the motion to place Officer Walsh on unpaid leave accordance to Township policy 6.8. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Officer Walsh is expected to be formally approved for his leave of absence by Trustees Esber and Kusnerak at a subsequent meeting.

ADJOURN:

Kusnerak moved to adjourn at 8:14PM. Witthuhn seconded. All voted yes. Motion carried.

Michael Esber, Chair Trustee

Katherine Esber, Fiscal Officer

John Witthuhn, Vice-Chair Trustee

Christina Kusnerak, Trustee