

BRUNSWICK HILLS TOWNSHIP
Township Organizational
Special Meeting
January 3, 2022

The Brunswick Hills Township Board of Trustees met in Special Session on January 3, 2022 at 4:30PM, for the purpose of the Annual Organizational Meeting.

Present: Trustees John Witthuhn, Christina Kusnerak, Trica Murphy, Fiscal Officer Katherine Esber via Virtual, Zoning Inspector Evelyn Czyz, Police Chief Tim Sopkovich, Service Department Foreman Paul Magovac, Fire Chief Anthony Strazzo and three (3) members of the public.

Trustee Witthuhn called the meeting to order at 430pm noting it was properly advertised

Witthuhn moved to nominate Kusnerak as the Chair of the Board for 2022, Murphy seconded. Voting yes; Murphy, Kusnerak and Witthuhn: motion carried

Witthuhn moved to nominate Murphy as the Vice Chair of the Board for 2022 , Kusnerak seconded. Voting yes; Witthuhn, Murphy and Kusnerak: motion carried

Kusnerak offered **Resolution # 1-2022** establishing the meeting day and time for 2022; Murphy seconded. Voting yes; Witthuhn, Kusnerak and Murphy: motion carried

Murphy offered **Resolution # 2-2022** accepting the Elected Officials Policy Manual. Kusnerak seconded. Voting yes; Kusnerak, Murphy and Witthuhn: motion carried

Murphy offered **Resolution # 3-2022** requesting the 1st half tax advance for 2022. Kusnerak seconded. Voting yes; Witthuhn, Kusnerak and Murphy: motion carried

Kusnerak offered **Resolution # 4-2022** transferring the Police fines from the General fund to the Police fund. Murphy seconded. Voting yes; Witthuhn, Kusnerak and Murphy: motion carried

Witthuhn offered **Resolution # 5-2022** transferring the Star Ohio interest from the General Fund to the Fire fund. Murphy seconded. Voting yes; Kusnerak, Murphy and Witthuhn: motion carried

Murphy offered **Resolution # 6-2022** to proceed by Force Account when necessary. Kusnerak seconded. Voting yes; Kusnerak, Murphy and Witthuhn: motion carried

Witthuhn offered **Resolution # 7-2022** setting the Longevity pay at \$75.00. Murphy seconded. Voting yes; Murphy, Witthuhn and Kusnerak: motion carried

Kusnerak offered **Resolution # 8-2022** accepting the Trustee and fiscal Officer Compensation set by the State Legislature. Murphy seconded. Voting yes; Witthuhn, Murphy and Kusnerak: motion carried

Department Liaisons:

Zoning	Murphy
Service Dept.	Murphy
Fire Dept.	Witthuhn
Storm water	All
Police Dept.	Kusnerak
Cable	All
Rubbish	Kusnerak

Buildings, Grants, Cemetery and Open Space to be shared by All.

Kusnerak moved to continue with Gary Fuller as the Cemetery Sexton. Murphy seconded. Voting yes; Witthuhn, Murphy and Kusnerak: motion carried.

Witthuhn motioned to go into Executive Session at 4:48PM for the purpose of interview to consider employment and invited applicant and Sopkovich. Murphy seconded. Voting yes; Kusnerak, Murphy and Witthuhn. Motion carried.

Kusnerak motioned to come out of Executive Session at 4:59PM. Witthuhn seconded. Voting yes; Kusnerak, Murphy and Witthuhn. Motion carried.

2022 budget review by department

Department Budgets

Zoning

Czyz stated there is a minor increase from 2021 as follows; Postage increase of \$100.00, Office Supplies increase of \$200.00 and Dues & Fees increase of \$50.00.

Service

Magovac mentioned culvert replacement this year and no major changes.

Fire

Strazzo mentioned life pack monitor replacement, two (2) in the amount of \$40, 0000.00 total. Thermal Imagers, Battery Powered Sawzall.

Police

Sopkovich stated there will be an increase in Medicare and Uniforms. New vest with some cost being paid from grant, drone replacement from grant and telecom upgrades.

Kusnerak moved to approve all of the requested 2022 PO's and BC's. Witthuhn seconded. Voting yes; Kusnerak, Murphy and Witthuhn: motion carried.

Kusnerak moved to adopt **Resolution # 9-2022** Annual Appropriations. Murphy seconded. Voting yes; Kusnerak, Murphy and Witthuhn: motion carried.

Kusnerak moved to adopt **Resolution # 10-2022** Annual GovDeals requirement. Witthuhn seconded. Voting yes; Kusnerak, Murphy and Witthuhn: motion carried

Witthuhn offered **Resolution #11-2022**, Medina County Purchase Agreement. Murphy seconded. Voting yes; Witthuhn, Murphy and Kusnerak: Resolution adopted.

Kusnerak moved to approve the payment to City of Brunswick for 2nd quarter of cable expenses from PO #11 in the amount of \$12,471.08. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – abstain. Motion carried.

There was a brief discussion of Police Department employees going to 12-hour shifts (Witthuhn abstained).

Strazzo asked if the Department Head spending authority could be increased to \$1,000.00 without prior approval. Consideration will be given to raising the limit, which will require a resolution and Policy Procedure manual update. Witthuhn mentioned concern for the wording on PO's and BC's, and believes specific wording should be added to the resolution stating a PO or BC does not circumvent the need for Trustee approval over the specified spending limit.

Witthuhn moved to approve the payment listing dated December 31, 2021 in the amount of \$1,257.09. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – abstain. Motion carried.

Witthuhn moved to hire Joseph Manning as a part-time Patrol Officer. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Sopkovich asked about authorization to move Reserve Officers to Parttime Officers. Consideration will be given to interviewing the Reserve Officers for paid parttime positions in the future. Witthuhn noted the December 31, 2021 meeting decision requiring the Board of Trustee interview process.

Kusnerak motioned to go into Executive Session at 5:55PM for the purpose of Employee Evaluations and Compensation and invite Magovac. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 7:22PM. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy motioned to set the parttime Police Officer rate at \$23.09 per hour. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

After the Board of Trustees discussion in Executive Session, Witthuhn moved to approve all parttime Fire Department (including Chief and Assistant Chief), Zoning Secretary, Service Department Foreman, Police Chief, Police Administrative Assistant, and Seasonal Worker receive a 3% wage increase. Newly hired Seasonal Worker is moved to \$14.00/hr, Cleaning Personnel a 2.5% wage increase, and Township Administrative Assistant a 2% wage increase effective the following payroll period. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – no and noting that the no vote is to reflect the decision to leave one employee out of the wage increase.

Kusnerak motioned to adjourn at 7:56PM. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried

Christina Kusnerak, Chair Trustee

Katherine Esber, Fiscal Officer

Trica Murphy, Vice-Chair Trustee

John Witthuhn, Trustee