

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
January 25, 2022

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, ~~January~~25, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Vice-Chair Trica Murphy, Trustee John Witthuhn, Fiscal Officer Katherine Esber, Police Chief Sopkovich, Fire Chief Strazzo and Service Foreman Paul Magovac present.

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

PRESENTATION:

None

MINUTES:

Kusnerak moved to approve January 11, 2022 Regular Meeting Minutes. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – 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:

None

Police Department:

Sopkovich requested to send Patrolman Domiguez to Subject Control Impact Weapons Instructor course March 9th – 10th in London Ohio, with a Purchase Order to OPOTA in the amount of \$250.00 from the Training line item. One night stay at hotel, will be paid from credit card. Witthuhn moved to approve. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Sopkovich requested to send Patrolman Ray Nicolai to Core Criminal Investigation Course in Richfield, Ohio, March 14th – 18th, with a Purchase Order to OPOTA in the amount of \$600.00 from the Training line item. Kusnerak moved to approve. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Sopkovich requested to send Sgt. Salveter to Finding the Leader in You training in Cincinnati, Ohio. March 7th – 8th, with a Purchase Order to Calibre Press in the amount of \$359.00 from the Training line item, plus one night lodging put on credit card. Witthuhn moved to approve. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Sopkovich requested to send Patrolman Jeremy Milford to the Instructor Skills course April 18th –

29th at the Summit County Sheriff's Office, with a Purchase Order to OPOTA in the amount of \$1,000.00 from the Training line item. Kusnerak moved to approve. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Sopkovich requested to send Patrolman Domiguez to Subject Control Instructor course June 6 – 24 in London, Ohio, with a Purchase Order to OPOTA in the amount of \$250.00 from the Training line item. Kusnerak moved to approve. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried

Sopkovich requested the invoice to TAC that was approved on January 3rd to be paid from Purchase Order 64-2022 in the amount of \$5,302.15. Murphy moved to approve. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried

Sopkovich requested approval to purchase materials from Auto Trim to repair Police Department garage doors, to be paid from Maintenance of Facility line item, in the amount of \$950.00. Kusnerak moved to approve. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Sopkovich requested Officer Milford be granted continuing wages and reimbursement of the Officer's sick time that was used. Kusnerak moved to approve to place Officer Milford on wage continuation until February 3rd and reimburse him his sick time used, and to sign on behalf of the Board the BWC wage continuation agreement. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Fire Department:

Strazzo requested the approval to pay invoice to Gatchell Grant Resources LLC in the amount of \$950.00 for preparation and submission of the 2021 SAFER Grant. Invoice to be paid from Other Professional and Technical Services BC #61. Kusnerak moved to approve. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn - yes. Motion carried.

Strazzo requested the approval for 4 (four) personnel to attend the First Responder Technologies and Protocols Seminar on Thursday, March 3rd at 10AM at the IX Center. Witthuhn moved to approve. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Strazzo requested the Board of Trustees to accept the donation of an inflatable education house and trailer from the Brunswick Hills Firefighter's Association. Value of the donation is \$19,485.00. Kusnerak moved to accept donation. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Strazzo announced he was notified the Fire Department was given a grant from the State of Ohio Fire Marshall for MARCS radios in the amount of \$2,520.00.

Strazzo announced time is critical in an emergency:

Reminder if you have a fire hydrant in front of your home, please clear at least 3 feet around it.

Please make sure your address is visible, snow often times gets caked on your mailbox and makes house numbers difficult to locate in an emergency.

Strazzo thanked Magovac and the Road Department for a job well done with all the snow removal during the recent storm.

Strazzo reminded residents to use all space heaters, ovens, furnaces, etc. safely and how they are designed to be used.

Service Department:

Magovac read the 2021 year end report

Magovac thanked Chief Strazzo for helping the Road Department with snow removal during the storm.

Magovac reminded residents, for safety reasons, snow isn't allowed to be placed onto the road or pushed across the roadway from your driveway.

TRUSTEES' REPORT:

Christina Kusnerak:

None

Trica Murphy:

None

John Witthuhn:

None

FISCAL OFFICER:

K. Esber presented the financial reports.

K. Esber completed the December, 2021 Bank Reconciliation and closed 2021 finances.

Witthuhn offered **Resolution #14-2022**, 2022 Amendment Budget Approval, Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Resolution adopted.

Witthuhn moved to approve the Purchase Orders, BC's and Then and Now Purchase Orders as read. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve the Then and Now Purchase Order for BWC work dated January 17, 2022 in the amount of \$37.50. Murphy seconded. Kusnerak – no. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payment listing dated January 17, 2022, as mentioned, in the amount of \$8,698.65. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve payment listing dated January 25, 2022, as mentioned, in the amount of \$73,513.17. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve, as mentioned, payroll dated January 25, 2022, in the amount of

\$140,996.40. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

K. Esber reminded residents temperatures are going to be low, so please take care of your pets.

OLD BUSINESS:

None

NEW BUSINESS:

Kusnerak mentioned receiving the invoice from the City of Brunswick for the Cable Franchise Fees for the 3rd quarter of 2021. Kusnerak moved to approve the payment in the amount of \$15,772.46 from Purchase Order 11-2021. Murphy seconded. Witthuhn –abstain. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak mentioned receiving the invoice from the Northern Medina County Chamber Alliance for Annual Membership fees in the amount of \$240.00. Kusnerak will look into this further regarding payment request for 2021 and 2022.

MISCELLANEOUS & CORRESPONDENCE:

None

UPCOMING MEETINGS:

BZA: February 2nd at 7PM

Zoning Commission: February 3rd at 7PM

Trustee: February 8th at 7pm

Special:

PUBLIC INPUT:

None

OFF CAMERA:

Kusnerak motioned to go off camera at 7:37PM for the signing of Warrants & Purchase Orders and any other business brought before the board. There will be two Executive Sessions off camera for employee compensation and consider land acquisition. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to go into Executive Session at 7:39PM to consider employee compensation and purchase of land, invited Chief Strazzo and Magovac. Kusnerak seconded.

Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to come out of Executive Session at 9:13PM. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

No action taken regarding purchase of land.

Witthuhn moved to approve to set on-call part-time service department CDL driver rate at \$17.00/hr. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried

Witthuhn moved to approve increase to Assistant Zoning Inspector rate of 2.5% effective next pay period. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – no. Motion carried

Witthuhn moved to offer Adam Klein part-time on-call CDL position pending successful completion of all pre-employment requirements and waive Trustee interview, due to previous Township employment. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Kusnerak will follow up with E. Young regarding Shred-It pickup issue.

ADJOURN:

Witthuhn moved to adjourn at 9:32PM. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Christina Kusnerak, Chair Trustee

Trica Murphy, Vice-Chair Trustee

John Witthuhn, Trustee

Katherine Esber, Fiscal Officer