

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**February 22, 2022**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, February 22, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Vice Chair Trica Murphy, Trustee John Witthuhn, Fiscal Officer Katherine Esber and Service Foreman Paul Magovac present.

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

**PRESENTATION:**

None

**MINUTES:**

Witthuhn moved to approve the February 8, 2022 Regular Meeting Minutes. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Murphy moved to approve the February 16, 2022 Special Meeting Minutes. Witthuhn seconded. Witthuhn – 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](http://www.brunswickhillstwp.org))

**DEPARTMENT REPORTS:**

**Zoning Department:**

Nothing

**Police Department:**

Nothing

**Fire Department:**

Witthuhn requested the adoption of Asset Disposal Resolution for extrication equipment to be sold on GovDeals. Witthuhn offered **Resolution 15-2022**, Murphy seconded. Witthuhn – yes, Murphy – yes. Motion carried.

Witthuhn requested and moved approval for Chief Strazzo to sign the 2022 MARCS Grant Agreement on behalf of the Township. Murphy Seconded. Witthuhn – yes, Murphy – yes. Motion carried.

Witthuhn read announcements of repair to tanker 22 in the amount of \$710.43 on 2/16/22 for replacement of water pump, water pump pulley, gasket, serpentine belt and coolant.

Witthuhn mentioned BH Fire Dept made an application for the 2022-2023 Ohio EMS Grant. Distribution is determined by Ohio Division of EMA.  
Thank you to the mutual aid partners for responding to a house fire on Orchard Drive.

**Service Department:**

Magovac read the cost associated with the snowstorm beginning Wednesday night on February 2<sup>nd</sup> and lasting through Friday February 4<sup>th</sup>. This is a cost breakdown not including cul-de-sac cleanup or widening of the roads which adds two regular days of work from the entire crew and breakage of plow equipment. Coverage was 24 hours a day with 3 trucks running daytime hours and 1 truck running the evening hours with hours overlapping each other causing 4 trucks running simultaneously during one time.

Snowed Approximately 10-14 inches

During the event maintained 70.634 lane miles, Town Hall, Police and Fire Departments driveways and parking lots.

70 hours of regular time,	\$1,747.00
35.5 hours of overtime.	\$1,108.02
Approximately 125 tons of salt at \$40.31 a ton.	\$5,038.75
Fuel consumption, 416.77 gallons at \$3.79.	<u>\$1,579.55</u>
<b>TOTAL COST FOR ONE STORM</b>	<b>\$9,473.32</b>

Magovac brought up the OUPS program for the 811 System. This is the Ohio Utility Public Service for immediate notification to the Township of various items such as driveways or decks being constructed. The cost is approximately \$1,000 annually and is based on a per call determination. Magovac would like to streamline the map into quadrants providing a better understand of township boundaries. Witthuhn moved to approve for one year with Magovac having signing authority on behalf of the township. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried

Witthuhn thanked the Road Department for their service and hard work during the storms.

**TRUSTEES’ REPORT:**

**Christina Kusnerak:**

None

**Trica Murphy:**

None

**John Witthuhn:**

**None**

**FISCAL OFFICER:**

K. Esber presented the financial reports.

Witthuhn moved to approve the Then and Now Purchase Order to Charles Harris for the notes preparation in the amount of \$425.00. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payment listing dated February 14, 2022, as mentioned, in the amount of \$16,675.25. Murphy seconded. Witthuhn – yes, Murphy – yes. Motion carried.

Witthuhn moved to approve payment listing dated February 22, 2022, as mentioned, in the amount of \$54,615.44. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve, as mentioned, payroll dated February 22, 2022 in the amount of \$79,471.99. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

FO Esber informed the board she was going to utilize the assistant hired in 2021 for her FO assistant and add her as a part time employee working at the pleasure of the FO. The salary will start at \$15/hour and hours will be approximately 10 hours per week.

**OLD BUSINESS:**

Murphy mentioned the Board is working on the resolution for the Transient Vendor.

**NEW BUSINESS:**

Murphy mentioned the Shred-it contract and the cost was determined to be \$72.76/month and per pickup cost of \$14.70 per container. Murphy motioned for Ellen at the police department be able to sign on behalf of the township. Witthuhn seconded. Murphy, yes. Witthuhn, yes. Motioned carried.

All forms have now been received for the Republic Opt-Out.

It was mentioned the Township is posting an open position for an Administrative Assistant for the Township. Murphy will be the contact for anyone having interest in this position.

**MISCELLANEOUS & CORRESPONDENCE:**

Witthuhn advised of the rate increase from Republic Waste in the amount of \$ .90 per quarter due to increased fees from the Medina County Solid Waste District. Fees increased from \$ 50.00 per ton to \$ 53.00 per ton. Per contract, Republic Waste can increase costs to residents at the rate of \$ .10 for every \$ 1.00 fee increase per month.

**UPCOMING MEETINGS:**

Trustee: Match 8 at 7PM

BZA: March 2nd at 7PM

Zoning Commission: March 3rd at 7PM

Special:

**PUBLIC INPUT:**

Patricia Wetterman 1085 Substation stated she received a congrats from the Autumnwood residents on the great job the road crew did.

**OFF CAMERA:**

Murphy motioned to go off camera at 7:24PM 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 discipline and compensation. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to go into Executive Session at 7:32PM to consider employee discipline. Esber and Patricia Wetterman were invited. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy motioned to come out of Executive Session at 8:08PM. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

No action taken.

Witthuhn motioned to approve 63 submitted Opt-Out forms and due to the alleged lack of notice received by residents, allow Administrative Assistant and Police Dept to receive properly completed Opt-Outs until 2/25/2022 at 3 PM and send updated Opt-Out forms to Republic Waste on behalf of the Trustees. Murphy - yes. Witthuhn - yes. Motioned carried.

Murphy moved to adjourn at 8:37PM. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

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Christina Kusnerak, Chair Trustee

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Trica Murphy, Vice-Chair Trustee

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John Witthuhn, Trustee

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Katherine Esber, Fiscal Officer