

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING

April 26, 2022

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 26, 2022, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Chris Kusnerak, Vice Chair Trica Murphy, Trustee John Witthuhn, Fiscal Officer Katherine Esber, Police Chief Tim Sopkovich, and Fire Chief Anthony Strazzo present.

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

PRESENTATION:

Full-time firefighter – Mike Eberl - was sworn in by Trustee Witthuhn.

MINUTES:

Murphy moved to approve the April 12 special meeting minutes. Kusnerak seconded. Witthuhn - yes. Murphy – 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)

DEPARTMENT REPORTS:

Zoning Department:

Trustee Murphy reported that a settlement agreement has been reached in a legal proceeding related to a request denied by the Board of Zoning Appeals. Murphy provided a summary of the settlement agreement and noted the agreement was reviewed and approved by the Prosecutor’s Office. Murphy made a motion to approve and sign the Settlement Agreement. Witthuhn seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Police Department:

Chief Sopkovich requested a Purchase Order to the Ohio School Resource Officers Association (OSROA) in the amount of \$615.00 for training and hotel cost for Ptl. Fisher to attend School Dare Officer Conference training from June 15 through June 17 in Sandusky. Kusnerak moved to approve the Purchase Order. Murphy seconded. Witthuhn - abstained. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve the Lighthouse annual maintenance agreement for the Police Department in the amount of \$8,052.49. There was discussion regarding the account to charge for the payment. Witthuhn amended the motion to include the appropriate line item, as needed, and pay the invoice. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Fire Department:

Chief Strazzo requested the Trustees accept the resignation of Firefighter Duriel Harris, effective May 1, 2022. Witthuhn made a motion to accept the resignation and to thank him for his service to the Township. Kusnerak seconded and also thanked Firefighter Harris for his service. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief Strazzo noted the difficulty finding Firefighters because of the time commitment. Department requirements are that Firefighters with less than 10 years of service must work two weekend shifts per month, and firefighters with more than 10 years of service must work one weekend shift per month.

Emergency repairs to Squad 27’s heater hose assembly in the amount of \$987.14 was reported by Chief Strazzo. Kusnerak motioned to approve the repairs. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief Strazzo reported that his department had participated in live fire training with the Ohio Fire Academy’s trailer. 59 firefighters from Brunswick Hills, Brunswick, Hinckley, and Valley City participated in the training. Lt. Posa created a video that was shown to the Board.

Chief Strazzo reminded residents to review the reference sheet on the Township’s website regarding open burning and fire pits/chimineas. There is an application on the website that needs to be completed and submitted to the EPA and Brunswick Hills Township Fire Department if residents are planning to have open fires.

Service Department:

Murphy stated the Service Department contract for paving Forest Grove, Marley Court, and Zachary Trail has been reviewed and approved by the Prosecutor’s office. Murphy motioned to approve and for the Trustees and TFO to sign the contract totaling \$291,878.50. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy noted a speed study for Substation Road between Route 303 and Grafton was completed by the Medina County Engineer. The study had been delayed due to Covid, and the desire to capture normal traffic patterns rather than numbers from a reduced amount of traffic. The study revealed the actual warranted speed is 47 mph, so the Engineer’s Office determined the 45 mph speed limit is safe and appropriate.

Witthuhn reported that bids were received from an architect and survey companies for a possible addition to the Service building. The bids were for information purposes only at this point.

TRUSTEES’ REPORT:

John Witthuhn:

None.

Trica Murphy:

None.

Christina Kusnerak:

Motioned to approve to pay the Township’s insurance with OTARMA in the amount of \$47,220.00 and for her to sign on behalf of the Board. Witthuhn seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

FISCAL OFFICER:

Witthuhn moved to approve payroll from April 19, 2022 in the amount of \$59,768.02. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve payroll warrants for May 3, 2022 in the amount of \$51,020.92. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to approve warrants from April 18, 2022 totaling \$20,859.78. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn motioned to approve a BC for the Police Department for Vehicle Repair and Maintenance in the amount of \$5,000.00. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn motioned to approve warrants from April 26, 2022 in the amount of \$96,488.78. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn motioned to approve two Then & Now Purchase Orders and a regular Purchase Order. One Then & Now Purchase Order was for the Police Department for payment to the Medina County EMA in the amount of \$1,291.34 and the other was an invoice to Columbia Gas for \$123.01. The regular Purchase Order was to Ohio Edison in the amount of \$3,100.00, which was contracted services for a subdivision. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak offered **Resolution #19-2022** to designate American Rescue Plan Act monies in the amount of \$1,096,010.33 to fund government services. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Resolution adopted.

Witthuhn offered **Resolution #20-2022** to pay the Baker Law Firm \$2,058.00 with a disbursement from the American Rescue Plan Act funds. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Resolution adopted.

OLD BUSINESS:

Witthuhn discussed the Medina County EMA invoice in the amount of \$3,228.34 and how it will be paid. Witthuhn proposed dividing the payments with 40% (\$1,291.34) being charged to the Fire Department, 40% (\$1,291.34) charged to the Police Department, and 20% (\$645.66) charged to the Township General Fund. The Fire Department’s portion will be charged to PO #41, the Township’s share will be charged to BC #3, and the account for the Police Department is needed. Witthuhn made a motion to approve payment of the invoice with the 40/40/20 split, as per previously agreed. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Trustee Witthuhn discussed payment of the All Hazards Team invoice in the amount of \$5,038.20.

Witthuhn stated that historically, this invoice is paid by the Fire Department, however, last year, it was paid from the Township General Fund. Witthuhn would like for the Police and Fire Departments to pay for the invoice split 80/20 or 90/10, with the Fire Department paying the greater amount. Police Chief Sopkovich stated he does not have any officers assigned to the All Hazards Team, and believes the Township should pay for the entire EMA invoice and that his department does not have the funds to pay. Witthuhn interjected that he believes each department should be self-sufficient. Chief Strazzo stated that he does have three full-time firefighters on the All Hazards Team. Strazzo made a proposal that the Township pay the entire EMA invoice out of the General Fund, and that the Fire Department pay the entire All Hazards invoice, with the understanding that if the makeup of the All Hazards Team changes in the future to include members of the Brunswick Hills Police Department, the payment distribution would be reviewed.

After further discussion, both Kusnerak and Murphy favored Chief Strazzo's proposal. Murphy made a motion to rescind the previous motion to approve payment of the EMA invoice with a 40/40/20 split. Kusnerak seconded. Witthuhn – no. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy then made a motion to pay the EMA invoice in the amount of \$3,228.34 from the Township's General Fund, and for the Fire Department to pay the All Hazards invoice in the amount of \$5,038.20. Kusnerak seconded. Witthuhn – no. Murphy – yes. Kusnerak – yes. Motion carried.

Chief Strazzo asked to cancel POs 41 and 55 from Then and Now to cover the All Hazards invoice, and to use account 2192-220-370-0000 for the payment. Kusnerak made a motion to approve Chief Strazzo's request. Murphy seconded. Witthuhn – no. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak stated that a rough draft was created to address the Transient Vendor Resolution. Kusnerak made changes along with feedback from the Police Department's Administrative Assistant, Fire Department and Board. Kusnerak will send a new draft to Murphy and Witthuhn, and asked for approval from the Board to send the Transient Vendor Resolution draft to the Prosecutor's Office for review. Murphy asked that this issue be addressed by the Board and not by Zoning. Murphy will inform Zoning that the Board will be handling. Murphy motioned to approve. Witthuhn seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn mentioned the previous meeting where Trustees discussed Township employees working their scheduled hours. The Board agreed, if an employee deviates from their work schedule, they must get prior authorization from the Department Head or Trustee Liaison.

NEW BUSINESS:

An opt-out letter was received in the mail by the Trustees from the electric company. Everyone agreed to leave things as they are currently.

Kusnerak stated she would like the new Township Administrative Assistant to receive Bureau of Workers Compensation and Public Records training, which is conducted on-line. Witthuhn mentioned the training could take place during regular work hours. Once in-person BWC training is being held, Kusnerak would like for the Administrative Assistant to attend. TFO Esber stated she would also like to attend the in-person training. The Board was in agreement.

Kusnerak informed the Board that she received information on renewing the current healthcare plan, which had an increase of 25%. Kusnerak contacted the health insurance representative, told them that a 25% increase is unacceptable, and offered to accept a 5% increase. The insurance rep declined the 5% increase and countered that a 9.9% increase in the premium is the lowest that the insurance company will accept. Fire Chief Strazzo asked if there is a wellness or non-tobacco use program that we could participate in to reduce costs. Police Chief Sopkovich said that Township employees had participated in a wellness program in the past, and are grandfathered into the current healthcare plan rates. Kusnerak made a motion that the Board accept the 9.9% healthcare increase for the current medical plan with Medical Mutual for 15 months, and Kusnerak will sign on behalf of the Board. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None

UPCOMING MEETINGS:

Trustees: May 10 at 7 PM Zoning Commission: May 5 at 7 PM BZA: May 4 at 7 PM

PUBLIC INPUT:

None.

OFF CAMERA:

Kusnerak motioned to go off camera at 8:03 pm for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be an Executive Session off camera to discuss employee discipline. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak made a motion to go into Executive Session and invite Chief Sopkovich at 8:19 PM to discuss employee discipline. Witthuhn seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:45 PM. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak offered **Resolution 21-2022** to place an employee on paid administrative leave. Murphy seconded. Witthuhn – abstained. Kusnerak – yes. Murphy – yes. Resolution adopted.

Witthuhn made a motion to pay a Mr. Tire invoice in the amount of \$943.20 that was for repairs to a Brunswick Hills Police Department cruiser. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy asked about the Shred-It invoice, which is still under review by Esber and the Police Department Administrative Assistant.

Kusnerak moved to adjourn at 8:56 PM. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Christina Kusnerak, Chair Trustee

Trica Murphy, Vice-Chair Trustee

John Witthuhn, Trustee

Katherine Esber, Fiscal Officer