

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING

May 10, 2022

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, May 10, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Chris Kusnerak, Vice Chair Trica Murphy, Trustee John Witthuhn, Zoning Inspector Evelyn Czyz, Police Chief Tim Sopkovich, Fire Chief Anthony 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:

MINUTES:

Witthuhn moved to approve the April 12 regular meeting minutes with subsequent approval of the TFO. Murphy 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:

Czyz reported that \$2,472.87 was collected in April. Czyz read the April monthly report.

Czyz shared that the property at 2291 Pearl Road has been razed. On the morning of May 10th, the Prosecutor’s office, Planning Committee, Fire Department, and Czyz were onsite and discussed with the property owner items that they wanted to see razed. The property owner agreed to let a company tear it down. Czyz will go out on May 11th to view and negotiate with the property owner on further plans. Chief Strazzo said that what has been done, looks really good. Czyz stated they were not able to walk the entire 17 acres due to mud and uneven terrain so she is not sure what else is on the property. Czyz will send a letter to the property owner, giving them a specified amount of time to clean up the tanks and other machinery. Czyz will proceed as necessary after that date.

There are a couple other properties in the Township that have refuse to clean up. Czyz was able to reach one of the property owners by phone and had a nice conversation with them. Czyz gave the property owner until the weekend to clean up the debris.

Czyz reported she received a letter from Chief Strazzo on May 5, 2022, deeming the property located at 991 Marks Road, Brunswick Hills, to be a fire hazard. Czyz sent a letter to the Prosecutor’s Office asking them to do a title search. Cost to the Township for the title search will be approximately \$200.

Trustee Murphy received a resignation letter from the Zoning Secretary. Murphy moved to approve the resignation and thank the Secretary for her 16 years of service as she did a great job. Witthuhn seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy requested an Executive Session for an employee interview. The Trustees will need to get the transcript from a BZA meeting a few months ago and is working with the Prosecutor’s Office to get the name of a court reporter. Murphy stated the cost of a court reporter to prepare the transcript is not to exceed \$2,500. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Police Department:

Chief Sopkovich would also like to express his thanks to the Zoning Secretary for her help over the years.

Chief Sopkovich requested that an Agreement (FLOCK) be signed by the Board to share sensitive Law Enforcement information with the Brunswick Hills Police Department in real time. FLOCK is utilized by law enforcement throughout Medina County. There is no cost to the Township and the agreement has been approved by the Prosecutor, but needs to be signed by the Trustees. Kusnerak moved to enter into the Agreement. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief Sopkovich requested that the Board consider changing the current hiring procedure for new Police personnel to expedite the process as he believes it is too lengthy, and causes applicants to accept employment at other police departments rather than waiting for an offer from Brunswick Hills. Currently, an applicant takes the test, a background check is performed, they are interviewed by a Police Board, recommendations are sent to the Township Trustees, medical/drug testing is done and/or psychological testing if warranted, they are hired, and sworn into office. Chief Sopkovich stated the drug testing costs approximately \$300 and the psychological testing can be as much as \$600. Trustee Witthuhn stated that the hiring process at Brunswick Hills is in line with other Police Departments in the area, and he would like to see the current process remain the same. Trustee Kusnerak stated that the Board must follow proper procedure, however, changes could be made to expedite lateral transfers within the Police Department. Chief Sopkovich stated that he currently has three open positions that need to be filled. An Executive Session was requested by Chief Sopkovich to make an offer to an applicant.

Lastly, Chief Sopkovich asked the Board to approve payment for an invoice to Mr. Tire in the amount of \$1,472.53 out of the Vehicle Maintenance account. Kusnerak made a motion to approve the invoice. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Fire Department:

Chief Strazzo also extended his gratitude to the Zoning Secretary for her help over the years.

Chief Strazzo read the April activity report, and stated his department collected \$24,933.06 for the month of April, and \$84,281.95 year to date.

The Chief requested that the Board accept the resignations of Firefighter Wiklinski and Olivieri, and thank them for their service. Witthuhn motioned to approve. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief Strazzo requested that Fire Prevention Officer Matt Payne be approved to attend the Fall NEOFPA Conference at Maumee State Lodge. The conference cost is \$199 and the lodging cost is not to exceed \$280. These expenses will be paid from BC #70 Training. Kusnerak motioned to approve. Witthuhn seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief Strazzo requested the closure of BC #63 and that a new BC for the remainder of the contracted services line item 2192-220-360-0000 be created. Witthuhn suggested that an email be sent to the TFO regarding the closure and new BC. Kusnerak motioned to approve. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief Strazzo requested that six pails of new foam be purchased to replace the old Triple F foam, which has been deemed a carcinogen. Chief stated that if they are able to coordinate a shared purchase with the Strongsville Fire Department, the cost will be \$1,049.40, which will be a savings of \$149.10. He would like to make the purchase from BC #66. The shared purchase is contingent upon SFD being able to sell the other half pallet of foam. Kusnerak moved to approve the purchase. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief requested approval to apply for the First Responder Wellness, Recruitment, Retention, and Resiliency Grant through the State of Ohio. The State just made \$70 million of ARPA money available to Police and Fire Departments for wellness, recruitment, retention, and resiliency. The deadline for application is June 17th. Witthuhn moved to approve and authorize Chief Strazzo to apply for the Grant on behalf of Brunswick Hills Fire Department. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief announced that Lt. Mike Drum will be recognized on May 19th at 6:30 PM at the Brunswick Recreation Center by the Brunswick Optimist Club as their Firefighter of the Year. Chief Haas will attend the ceremony on behalf of the BHFD.

Chief Strazzo thanked the BH Zoning Department and everyone else involved for getting the 2291 property cleaned up.

Service Department:

Magovac thanked the retiring Zoning Secretary for her years of service to the Township before reading the April road report.

Work completed in the month of April by the Service Department included:

Sign Survey completed.

Cold patched roads where needed.

Checked ditches before, during, and after storms.

Completed ditching on East and West sides of Laurel Road.

Inspected concrete company.

Repaired catch basin on South Point Trail.

Looked into Town Hall air conditioning problem.

Three members attended a seminar on Ditching, Soil Stabilization, and Hydro Seeding.

Kusnerak asked if the employees received certifications for completing the training. Magovac replied that they did not, however, he created certificates and put them into their files as well as giving copies to the TFO.

Magovac requested a Resolution to close Kingsbury Road for necessary culvert replacements per recommendations by the Medina County Engineer's Office. The road will be closed at 4717 Kingsbury Road on or around June 7th thru the 9th, and at 4667 Kingsbury Road on or around June 20 thru June 24, 2022. Witthuhn offered **Resolution #22** to complete the culvert work. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

TRUSTEES' REPORTS:

John Witthuhn:

None.

Trica Murphy:

None.

Kusnerak:

Motioned to approve the 1Q2022 invoice from BAT in the amount of \$14,832.35 using PO #11. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak said she has received inquiries regarding opening up the Town Hall for rentals. Witthuhn said that he has heard Covid cases are surging, and believes opening up the Town Hall for rentals to the public should be delayed. The current rental contract for HOA meetings is a yearly contract at a cost of \$120. Murphy thinks the Town Hall should be opened up for rentals, with a fee of \$10 for HOA meeting and \$50 for public parties, etc.

Other concerns raised included:

Witthuhn – procedure to check building after rentals.

Magovac – wondered if special set-ups would be required and how keys would be handled.

Cyz – asked if the kitchen would be included in the rentals.

Chief Strazzo – asked about tech equipment in the meeting room.

Kusnerak said that HOA presidents are desirous to hold their annual meetings at the Town Hall. She believes that business meetings are fine, but not social events. Chief Sopkovich agreed that HOA meetings should be allowed. Everyone agreed that “yearly” should be removed from the contract, and it should be charged per one day rental. Kusnerak moved to allow HOA annual meetings to be held at the Brunswick Hills Town Hall at a cost of \$20 per meeting. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

FISCAL OFFICER:

None.

OLD BUSINESS:

Kusnerak stated she received comments back on the Transient Vendor Resolution and application. She

will work on it and send to the other Board Members, for discussion at the next Trustee meeting.

There is nothing new on the Fireworks.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees: May 24 at 7 PM Zoning Commission: June 2 at 7 PM BZA: June 1 CANCELLED
due to No Business

PUBLIC INPUT:

None.

OFF CAMERA:

Kusnerak motioned to go off camera at 7:55 PM for any other business brought before the Board. There will be an Executive Session off camera to consider employment, employee compensation, and the complaint against a public employee. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 7:59 PM to consider employment, discuss employee compensation, and a complaint against a public employee. The Board invited the applicant, Chief Sopkovich, and Chief Strazzo into the session. Witthuhn seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:04 PM. Witthuhn seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

No action will be taken regarding the complaint against a public employee.

Witthuhn made a motion to offer part-time Firefighter positions to Alexander Haffner and Nathan Trybus, pending successful completion of all pre-employment requirements. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to offer a full-time Police Officer position to Austin Barnhardt, pending successful completion of all pre-employment requirements. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to offer Linda Kuenzer the position of Zoning Secretary at the rate of \$750/month (current employee status). Murphy seconded. Witthuhn - yes. Murphy – yes.

Kusnerak – yes. Motion carried.

Witthuhn moved to adjourn at 9:09 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