

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
June 14, 2022

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, June 14, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Chris Kusnerak, Vice Chair Trica Murphy, Trustee John Witthuhn (via Zoom), Fiscal Officer Katherine Esber, Police Chief Tim Sopkovich, Assistant Fire Chief Tim Haas, and Zoning Inspector Evelyn Czyz present.

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

PRESENTATION:

Patrolman – Brian Charney – was sworn in by Trustee Kusnerak.

MINUTES:

Murphy moved to approve the April 26, 2022 regular meeting minutes. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to approve the May 10, 2022 regular meeting minutes. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

(For detailed information on special or off camera items, review the posted minutes on the website: www.brunswickhillstwp.org)

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Czyz presented the May activity report, including that the zoning department collected \$4,281.53 for the month of May. She mailed out violation notices, and believes the work will be completed by the due dates given. Czyz reached out to Medina County Planning Services about training for the Zoning Commission and Zoning Board of Appeals members three and a half weeks ago. She has not received a response and sent out a reminder email on June 14th to Mr. Henwood. Kusnerak thanked Czyz for arranging the training.

Trustee Murphy stated that alternate BZA member Gregg Timura requested to fill the open position on the BZA Board. Murphy made a motion to accept Timura to the Board, with the term ending in 2026. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Fire Department:

Assistant Fire Chief Tim Haas read the May activity report, including monies collected for the month of May totaled \$20,525.86, and \$104,807.81 year to date.

Haas requested a Purchase Order to Sable Asphalt & Concrete in the amount of \$2,450.00 from line item 2192-220-323-1323 Repairs and Maintenance - Facility for the parking lot at Fire Station 2 to be

sealed. Kusnerak moved to approve the Purchase Order. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Haas requested to meet with the Board in Executive Session later to discuss possible employee discipline.

Assistant Chief Haas stated that there are still a few openings for the one day Junior Fire Academy course for 14-17 year olds on Tuesday, June 21, 2022 from 8 am to 4 pm at Station 2. If anyone is interested, please contact Lt. Pavell at apavell@bhtwp.org or call the Fire Department at 330-273-9131.

Service Department:

Murphy read the May activity report.

Trustee Murphy reported that Service Foreman Paul Magovac received email approval to hire Tree Maintenance Company to cut down two trees located on two separate Township owned properties at a cost of \$400 for each tree. One tree was located off of Glencairn Lane and the other was located off of Aldersyde Circle. The \$800 was charged to BC #10, Contracted Services. Kusnerak made a motion to approve the expense. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy further stated that Magovac had received phone approval to hire ASAP Door Company to repair the springs on garage door #2 at the Service Department garage. The amount of \$1,026.00 was charged to BC #28, Contracted Services. Murphy moved to approve the expense. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Police Department:

Chief Sopkovich requested approval to dispose of the 2011 Ford Expedition that is non-operating and in poor condition. The vehicle will be towed to the Police Department's shooting range and utilized as a training aid for the officers. After the vehicle is no longer needed for training, it will be sold for scrap with the funds going to the Police Department's account. Kusnerak moved to approve the request. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Sopkovich stated that the Service Department filled in pot holes in the parking lot. He then requested a Purchase Order to Sable Asphalt & Concrete in the amount of \$2,850.00 from line item 2191-210-323-1323, Facility to have the Police Department's parking lot resurfaced. Kusnerak approved. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

A Purchase Order from line item 2191-760-740-0000, Machinery, Equipment & Furniture was requested by Sopkovich to Cleveland Communications in the amount of \$7,467.60 for the purchase of two portable radios. Cleveland Communications will be giving the Department \$1,100.00 for the trade-in value of two older radios. Kusnerak made a motion to approve the Purchase Order. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Sopkovich shared that officers in the Police Department are handing out Citations to kids within the Township that they notice doing good deeds. The kids can bring their Citation into the Police Department and choose a prize from the Treasure Chest. Local businesses have donated items and gift

cards for the prizes.

TRUSTEES' REPORT:

Christina Kusnerak:

None.

Trica Murphy:

None

Trustee Witthuhn:

None.

FISCAL OFFICER:

TFO Esber reported that the financial reconciliation for May was completed.

Esber shared that she received an invoice from the City of Brunswick in the amount of \$77,460.05 for Code Red, Dispatch, and 911 services. The amount increased some and she is using the same account breakdown as last year. Kusnerak made a motion to approve the invoice. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – abstained. Motion carried.

Kusnerak made a motion to approve warrants from May 31, 2022 totaling \$56,834.94. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy motioned to approve warrants from June 6, 2022 in the amount of \$20,777.19. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to approve warrants from June 14, 2022 totaling \$12,251.12. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Kusnerak made a motion to approve payroll from June 14, 2022 in the amount of \$53,880.21. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Esber commented to the Board that people are including additional hours outside of their regularly scheduled times on their timesheets. The Board requested that she provide them with a list of names and they will address it with the individuals.

Esber informed the Board that the Township budget is due to the Auditor's Office by the third week of July. Esber and the Trustees all agreed to schedule a meeting on June 30th at 10 AM at the Township Town Hall to work on the budget. A special notice will be created and posted by the Township Administrative Assistant.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Murphy reported that the Township received a notice that road work will be done on Route 42 between Fenn and Sleepy Hollow Roads for 160 days in 2024/2025. Murphy stated she is concerned that only one-way traffic will be permitted Northbound during the work, and Southbound traffic will be detoured. The Trustees received a Resolution to sign, but Murphy has concerns and wants to hold off. She stated that the Fire Department has concerns because it would be impossible to reach the end of the Township without going through Medina Township. Murphy spoke with Service Foreman Magovac and he does not have any concerns regarding the detour. Both Murphy and Police Chief Sopkovich are concerned about using Sleepy Hollow as a detour, especially the intersection of Sleepy Hollow and W. 130th Street due to the frequency of accidents. Kusnerak suggested that all of the departments discuss their concerns as a whole before responding, and made a motion that Trustee Murphy coordinate with all of the department heads to formulate a response. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn asked about previous Purchase Orders and Blanket Certificates. Kusnerak informed him that they were already approved at the May 24th meeting.

MISCELLANEOUS & CORRESPONDENCE:

None

UPCOMING MEETINGS:

Trustees: June 28 at 7 PM Zoning: July 7 CANCELLED BZA: July 6 CANCELLED
Budget Mtg.: June 30 at 10 AM due to no business. due to no business.

PUBLIC INPUT:

None.

OFF CAMERA:

Kusnerak motioned to go off camera at 7:36 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 possible employee discipline. Murphy seconded. Kusnerak – yes. Murphy - yes. Witthuhn – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 7:40 PM to discuss possible employee discipline. Assistant Fire Chief Tim Haas was invited to join the Board in Executive Session. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy motioned to come out of Executive Session at 7:52 PM. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to authorize Chief Strazzo to conduct an investigation into potential employee disciplinary action. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy shared that the Zoning Commission inquired about the manufacturing of fireworks in the

Township and asked for opinions from the Board on how the Township should proceed. Kusnerak noted that the zoning code does not address anything related to fireworks. Witthuhn asked to get a legal opinion. Murphy will contact the Prosecutor's Office.

Witthuhn left the virtual meeting at approximately 7:58 PM.

Kusnerak moved to adjourn at 8:03 PM. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Christina Kusnerak, Chair Trustee

Trica Murphy, Vice-Chair Trustee

John Witthuhn, Trustee

Katherine Esber, Fiscal Officer