

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**Regular Meeting**  
**August 9, 2022**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, August 9, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Chris Kusnerak, Vice Chair Trica Murphy, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, 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:**

Barbara Blumenthal, 2483 Substation Road, Medina, OH 44256, addressed the Board and asked for their help with a few issues. Her neighbor planted bamboo and it is now invading her property. Ms. Blumenthal indicated that she has contacted Medina County for assistance as well, and they sent her literature about the various species of bamboo. Although Trustee Kusnerak explained to Ms. Blumenthal that there is no action that the Township can take against her neighbor, Zoning Inspector Czyz informed her of several government agencies that could possibly provide assistance.

In addition to the bamboo, Ms. Blumenthal shared that her other neighbor has several trees that have fallen on her property as well as others that are dead, and she is worried that they may fall on her house. She further stated that if the dead trees are not removed, her current insurance carrier will cancel the insurance she has on her home. Service Foreman Paul Magovac suggested that Ms. Blumenthal send a certified letter to her neighbor, asking them to cut down the dead trees that are hanging over her property. Magovac further advised Ms. Blumenthal that she has the right to cut down and remove any trees that are hanging over her property.

**MINUTES:**

Murphy moved to approve the July 12 regular meeting minutes. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to approve the July 26 regular meeting minutes. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak 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:**

Zoning Inspector Evelyn Czyz reported that the Zoning Office collected \$2,041.44 in June and \$6,149.33 in July, 2022.

Kusnerak reported that at the July 26<sup>th</sup> Trustee meeting, there was a request from a developer building a house in The Estates of Sleepy Hollow. He requested to enclose 280' of an area with a 36" diameter pipe and fill and grade it. There was an area variance granted on August 4<sup>th</sup> of 2021 of a 100' setback reduced to 75' due to the wetlands to build the new home. Trustee Trica Murphy and Service Foreman Paul Magovac visited the site the previous week, and Murphy did not see an issue with the request. Magovac, however, recommends that a catch basin be installed at the end of the pipe owned by the Township so that if there would ever be a blockage somewhere in the pipe, the Service Department could easily determine if the blockage is before or after the catch basin. This would assist with a determination of who assumes responsibility for needed repairs.

Kusnerak was not able to visit the site, but does not see a problem with the request as there appears to be plenty of land in the area and it would not encroach upon any of the neighboring properties. Kusnerak made a motion to approve the request and said that a letter needs to be sent to the developer indicating the decision of the Board of Trustees as well as outlining stipulations for the approval. Zoning Inspector Czyz asked that a copy of the letter also be sent to the property owner, a copy mailed to Daniel Willhoite at Medina County Storm Management, and she would like a copy for her records. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

**Police Department:**

None.

**Fire Department:**

Chief Strazzo read the Fire Department's report for July, 2022.

Chief Strazzo then presented three resignation requests from the Fire Department for the Board to approve.

Rick Santana, who served 21 years on the Brunswick Hills Fire Department, tendered his resignation. Kusnerak made a motion to accept the resignation. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried. Strazzo, Kusnerak, and Murphy all extended their gratitude to Rick for his years of service to the Township.

Greg Savel also turned in his resignation to Chief Strazzo. Kusnerak moved to accept the resignation. Murphy – seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Lastly, Chuck Cali resigned from the Fire Department, effective August 14<sup>th</sup>. Murphy made a motion to accept the resignation and thanked Firefighter Cali for his years of service. Kusnerak – seconded. Murphy – yes. Kusnerak – yes. Motion carried.

Strazzo requested to attend the Northeast Ohio Fire Prevention Association/Northeast Ohio Safety Educator's Network Conference from October 17-19, 2022 at the Maumee Bay Lodge & Conference Center. Due to the first class beginning early morning of the 17<sup>th</sup>, he requested to arrive at the Lodge on the evening of the 16<sup>th</sup>. The cost would be paid from BC #70 – Training. Kusnerak made a motion to approve the request. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

In June, House Bill 377 was passed and signed by Governor DeWine. One of the items in the Bill was an increase in the allowable number of hours that part-time township employees for the Fire Department can

work. The number was increased to 1976 from the previous 1500, and was changed to assist departments that rely on part-time personnel.

Strazzo announced that the Fire Department is currently accepting applications for part-time personnel, specifically Firefighter Level 2 EMTs.

Chief Strazzo also requested to meet with the Trustees in Executive Session to discuss employee discipline.

**Service Department:**

Service Foreman Paul Magovac presented the Department's monthly report for July, 2022.

**TRUSTEE REPORTS:**

**Christina Kusnerak:**

None.

**Trica Murphy:**

None.

**John Witthuhn:**

None.

**FISCAL OFFICER:**

The Township received money from the Opioid Settlement in the amount of \$1,733.95. The funds are to be used for emergency services, therefore, Fiscal Officer Esber recommended that the money be split 50/50 between the Police and Fire Departments. Kusnerak made a motion to approve the recommendation. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Esber reported that the Reconciliation for July, 2022 has been completed.

Esber then presented the following purchase orders and blanket certificates to the Board for their approval:

Purchase Orders on 8/1/22 for the Police Department to Mr. Tire in the amount of \$485.75 and to Leeds for dues in the amount of \$3,000.00.

Blanket Certificates on behalf of the Police Department for the following:

Office Supplies \$2,000.00

Machinery, Equipment, and Furniture \$5,000.00

Operating Supplies \$3,000.00

Small Tools & Minor Equipment \$5,000.00

Operating for the Community \$750.00

Uniform line item \$4,000.00

R & M for \$2,500.00

A purchase order was requested to Columbia Gas for the General Fund in the amount of \$1,100.00.

Esber had two purchase orders originally for Sievers Security that need to be reissued as the company was bought out by Guardian Alarm. The one for the Fire Department was in the amount of \$211.35 and the one for the General Fund was in the amount of \$180.30.

There were two Purchase Orders for Sable Services for asphalt work. One was for the Police Department in the amount of \$2,850.00 and the other was for the Fire Department in the amount of \$2,450.00. Both purchases were previously approved, however, because of a merger, the payments need to be reissued and made payable to Sable Concrete.

Kusnerak made a motion to approve the Blanket Certificates and Purchase Orders presented by the Fiscal Officer. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to approve warrants from 7/26/22 in the amount of \$5,160.30. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak made a motion to approve warrants from 8/1/22 in the amount of \$23,385.77. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to approve payroll from 8/9/22 in the amount of \$65,843.14. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

Trustees: August 23 at 7 PM  
BZA: September 7 at 7 PM

Zoning Commission: September 1 - CANCELLED

**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 for employee discipline. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 7:41 PM to discuss employee discipline. Chief Strazzo was invited to join the Executive Session. Murphy seconded. Kusnerak - yes. Murphy – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:18 PM. Murphy seconded. Kusnerak - yes. Murphy – yes. Motion carried.

Kusnerak reported that Chief Strazzo is approved to investigate possible employee discipline. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to adjourn at 8:36 PM. Murphy seconded. Kusnerak - yes. Murphy – 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