

**BRUNSWICK HILLS TOWNSHIP TRUSTEE**  
**REGULAR MEETING**  
October 11, 2022

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, October 11, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Vice Chair Trica Murphy, Trustee John Witthuhn, 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:**

**MINUTES:**

Murphy moved to approve the September 13 regular meeting minutes. Witthuhn seconded. Murphy - yes. Kusnerak – abstained. Witthuhn – yes. Motion carried.

Murphy made a motion to approve the September 27 regular meeting minutes. Kusnerak – seconded. Witthuhn – yes. Kusnerak – 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:**

Zoning Inspector Czyz reported that \$8,936.89 was collected for the month of September. She also sent out some violation letters, and the Assistant Zoning Inspector, Wes Humphrey, will follow up on those. In addition, Czyz worked on permits for 22 single family dwellings and nine porches.

**Police Department:**

None.

**Fire Department:**

Fire Chief Strazzo presented the September report, including that \$17,366.12 was collected for EMS billing for the month of September and \$169,154.77 year-to-date.

Strazzo requested approval for Firefighter Eberl to attend an Emergency Vehicle Operator’s Course on October 22 and 23 at the Medina County Career Center. The cost is \$175 and would be paid from BC #70 – Training. Kusnerak moved to approve the request. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Strazzo requested that the Board accept the resignation of Firefighter Matthew Rolsten, effective October

24, 2022. Witthuhn made a motion to accept the resignation. Murphy seconded and thanked him for his service. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Strazzo requested an Executive Session to discuss the report on employee discipline.

Lastly, Strazzo announced that Meet Santa will be back on December 18<sup>th</sup> at Fire Station 2 from noon until 3:00 PM. Santa requested that the fire truck be ready for his arrival, and they will begin driving around the Township at 9:00 AM.

**Service Department:**

Service Department Foreman Magovac presented the monthly report for September.

Magovac requested to enter into a 36-month agreement with Cintas to supply uniforms for his crew and mats for Town Hall, which will be a substantial savings to the Township. Magovac reviewed the contract with the County Prosecutor’s Office, and since the pricing is through a state bid, they have nothing to add. Magovac was also able to have the Police Department’s current contract with Cintas replaced with the state pricing, which will provide additional savings. Witthuhn noted that Magovac needed to confirm we are able to terminate our agreement with UniFirst. Witthuhn made a motion to approve and authorize Trustee Murphy to sign the contact on behalf of the Board. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Kusnerak asked why a Purchase Order to UniFirst in the amount of \$600.00 was created by the Fiscal Officer. Fiscal Officer Esber explained that the line item which pays for the mats had a zero balance so she created another line item to carry through to the end of the year, not knowing that UniFirst will be phased out. Once all of the invoices for UniFirst are paid, those line items will be closed and new ones created for Cintas.

Magovac requested that the Trustees send a letter to Andy Conrad, who is the Medina County Highway Engineer, to have the Town Line Cemetery surveyed. Magovac explained that a large drop off exists on the north and west sides of the cemetery, and although he is not requesting a fence at this time, he feels that it is important to know where the property lines are located. Kusnerak motioned to approve the request. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Lastly, Magovac requested to hire Tree Maintenance to cut down two trees on Blackberry Circle at a cost of \$300.00 total, which would be paid from the General Fund – Contracted Services. Witthuhn moved to approve Magovac’s request. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

In addition, Magovac informed the Trustees that residents have been cutting down trees, mowing, and building structures on property owned by the Township. Letters are sent to residents mowing Township property located in the Western Reserve because it is intended to remain natural. Witthuhn directed Magovac to work with the Zoning Department regarding any structures built on Township owned property, and send violation letters as appropriate.

**TRUSTEES’ REPORTS:**

**John Witthuhn:**

He offered **Resolution #33-2022** Reallocation to decrease line item 1000-120-360-0000 by \$15,000.00 and increase line item 1000-310-360-0000 by \$15,000.00. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Resolution adopted.

Witthuhn motioned to approve payment of the invoice for HR On-Call for \$12,030.80. Purchase Order #134 is already in place \$3,000.00 and we will need a Then and Now Purchase Order in the amount of \$9,030.80. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

**Trica Murphy:**

None.

**Kusnerak:**

She reported that the 2022 second quarter franchise fees invoice was received from the City of Brunswick. Kusnerak made a motion to pay the invoice in the amount of \$18,288.95 from Purchase Order #45. Murphy seconded. Witthuhn – abstained. Kusnerak – yes. Murphy – yes. Motion carried.

**FISCAL OFFICER:**

Esber reported that the reconciliation for the month of September, 2022 is complete.

Witthuhn moved to approve payroll dated 10/18/22 in the amount of \$56,228.92. Kusnerak – seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to approve warrants dated 10/3/22 in the amount of \$9,475.11. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to approve warrants dated 10/11/22 in the amount of \$11,838.25. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve a purchase order to the Cleveland Clinic in the amount of \$201.98 on behalf of the Police Department, paid from Other - Dues & Fees and \$600.00 from the General Fund to UniFirst. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Kusnerak offered **Resolution #34-2022** for accepting the amounts and rates as determined by the Budget Commission for 2023. Witthuhn seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Resolution adopted.

**OLD BUSINESS:**

Murphy reminded the Board that they had previously discussed moving the November Trustee meeting to another day due to the Town Hall being used for voting. Kusnerak made a motion to cancel the Tuesday, November 8, 2022 Regular Trustee Meeting, and reschedule it for Wednesday, November 9, 2022. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

**NEW BUSINESS:**

None.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

Trustees: October 25 at 7 PM

Zoning Commission: November 3 at 7 PM

BZA: October 12 at 7 PM for a Public Hearing

**PUBLIC INPUT:**

Debbie Kubena-Yatsko, 6464 Fitch Road, Olmsted Township, who is Director of the Medina County Health Center, attended the meeting to make everyone aware that the Health Department will have a levy on the ballot in November, as it did not pass in May. They made some changes and the new levy will be a renewal at .7 mil and is a fixed cost levy, which means homeowners will not pay any additional money, only what is being currently charged, even if their home appraises for a higher amount.

**OFF CAMERA:**

Kusnerak motioned to go off camera at 7:36 PM for any other business brought before the Board. There will be an Executive Session off camera to discuss employee discipline and property acquisition. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to go into Executive Session at 7:49 PM to discuss employee discipline and property acquisition. The Board invited Chief Strazzo into the session. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy motioned to come out of Executive Session at 8:03 PM. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to authorize Fire Chief Strazzo to serve disciplinary charges on Firefighter Eberl for violations of the Brunswick Hills Fire Department Standard Operating Procedure, Policy #119.0, and set the pre-disciplinary conference for October 25, 2022 at 8:00 PM. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy moved to approve the Lexipol invoice in the amount of \$5,126.88. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Beginning in 2023, the Board of Trustees will request that each Department Head provide a list for approval at the Organizational Meeting of all recurring annual expenses.

Kusnerak moved to adjourn at 8:11 PM. Witthuhn seconded. Murphy – yes. Kusnerak – 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