

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**

July 12, 2022

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, July 12, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Vice Chair Trica Murphy, Trustee John Witthuhn, and Zoning Inspector Evelyn Czyz present.

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

**Public Presentation:**

Melanie Miller, who is a candidate for the Ohio House of Representatives for the 67<sup>th</sup> District, which represents Ashland County and the Western side of Medina County, attended the meeting to introduce herself to residents of Brunswick Hills Township. Ms. Miller wanted to remind folks about the upcoming special election primary on August 2<sup>nd</sup>, and encourage everyone to get out and vote.

**MINUTES:**

Kusnerak reported that they do not have any minutes to approve.

(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 stated that she has a mylar for the Trustees to sign. The parcel is a lot split/combination and is located on Cessna and Substation Roads.

Cyz stated she received a letter from an attorney requesting an extension pertaining to a violation letter that was sent on May 31, 2022. Czyz had a discussion with the attorney around June 27<sup>th</sup> or 28<sup>th</sup>. As of July 12<sup>th</sup>, nothing has been done to the property located on Pearl Road. The attorney is requesting a six-month extension for his client. Trustee Murphy suggested perhaps granting the homeowner a three-month extension and then re-evaluating the situation at that time. Trustee Witthuhn was concerned that no action had been taken by the homeowner in the time period between when they received Czyz's letter in early June and June 28<sup>th</sup>, which was when they cited a family situation. Czyz reported that along with the violation letter, she had included photos taken by the Assistant Zoning Inspector on May 23<sup>rd</sup> as well as sections of the zoning resolution that were in violation. Czyz's recommendation is that the homeowner be granted a 45-day extension beginning on July 12, 2022. Witthuhn made a motion to grant the homeowner a 45-day extension, commencing on July 12, 2022, for the property located on Pearl Road. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried. Czyz will send the homeowner and attorney a letter.

Cyz extended congratulations to Ellen Young, Police Department Administrative Assistant, on her 25<sup>th</sup>

anniversary of service to the Township. Trustees Witthuhn, Kusnerak, and Murphy all extended their congratulations as well.

**Police Department:**

Kusnerak read a statement from Chief Sopkovich, thanking all of the residents over the last few days that have dropped off toys and gift certificates for kids getting caught doing something good. The department is extremely grateful for all the support from the Township residents on assisting the Police Department as one team. Also, thank you to all of the officers out in the field making positive interactions with the children. It has been noticed across the country by other police departments on ways that they could initiate the same program within their own communities. Sopkovich also wanted to congratulate Administrative Assistant Ellen Young on 25 years of dedicated professional service with the Police Department. Sopkovich remarked that Ellen always goes above and beyond, and the Township is very fortunate to have such a hard worker.

**Fire Department:**

Trustee Witthuhn read the Fire Department's report for the month of June.

Witthuhn reported that the Board was presented with a resignation letter from Firefighter Connor Mares, effective 7/31/22. Witthuhn made a motion to accept the resignation, and thank Connor for his service to the Township. Murphy seconded and also thanked him for his time at the Fire Department. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve a Leave of Absence request from Firefighter Jake Koneval. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief Strazzo is requesting approval to send up to three members to active shooter training in the City of Strongsville on August 10<sup>th</sup>. Witthuhn said there is no cost for the training, however, the attendees would need to be compensated for their time. Kusnerak believes that the funds can be taken from the EMA Grant. Kusnerak made a motion to approve the request. Murphy – seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to close Purchase Order #78 to WOW Communications. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn read excerpts from a thank you note that was received, regarding Lieutenant Drum, and Firefighters Eberl and Morelli. The sender thanked them for taking care of their family member during a very frightening time involving an auto accident.

Another thank you note was for Assistant Fire Chief Haas and Firefighter Eberl for taking care of their mother, who passed away, and looking out for their father until family members could arrive.

**Service Department:**

Trustee Murphy read the June monthly report for the Service Department.

Service Foreman Magovac prepared a letter for the Trustees to sign and send to Dan Willhoite at the Medina County Highway Engineers Office regarding an issue with a sidewalk on Galway Drive.

Zoning Inspector Czyz said that she will need a copy of the documentation for her file. Kusnerak made a motion to sign the letter approving the placement location of a portion of sidewalk at the entrance. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

## **TRUSTEES' REPORTS:**

### **John Witthuhn:**

He received notification that the second round of ARPA funds will be coming out by July 15<sup>th</sup>. The first half was received several months ago, so the remaining funds will be in the Township's bank account shortly.

He has a bill from Baker, Dublikar, which will be utilizing ARPA funds for payment. Witthuhn offered **Resolution #26-2022**, authorizing payment to Baker, Dublikar in the amount of \$630.00. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Resolution adopted.

### **Trica Murphy:**

None.

### **Kusnerak:**

None.

### **Fiscal Officer:**

Witthuhn made a motion to approve a Then & Now Purchase Order to Tractor Supply in the amount of \$21.83 and a Purchase Order to Tree Maintenance in the amount of \$524.77. Both were for the Service Department. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn offered **Resolution #27-2022** for the appropriation reallocation for the Fire Department to decrease the Improvement of Sites by \$5,000.00 and increase Accounting and Legal Fees by \$5,000.00. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Resolution adopted.

Trustee Witthuhn motioned to approve a Purchase Order to Walter Haverfield & Associates in the amount of \$5,000.00 for the Fire Department from their Accounting and Legal Fees account. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to approve warrants from July 5, 2022 in the amount of \$3,635.03. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to approve warrants for July 12, 2022 in the amount of \$5,143.52. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy made a motion to approve payroll for July 12, 2022 in the amount of \$73,554.41. Witthuhn – seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn offered **Resolution #28-2022** to submit the 2023 preliminary budget for the Township. Kusnerak – seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Resolution adopted.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

Trustees: July 25 Regular Meeting

BZA: August 3 at 7 PM

Zoning Commission: August 4 at 7 PM

**PUBLIC INPUT:**

None.

**OFF CAMERA:**

Kusnerak motioned to go off camera at 7:27 PM for the purpose of signing warrants and Purchase Orders, and any other business brought before the Board. There will be an Executive Session off camera to discuss employee discipline. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 7:31 PM to discuss employee discipline. The Board invited Evelyn Czyz into the session. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:38 PM. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Trustee Witthuhn will continue to follow up with Legal Counsel.

Witthuhn moved to adjourn at 8:49 PM. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – 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