

BRUNSWICK HILLS TOWNSHIP TRUSTEES
Regular Meeting
September 13, 2022

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, September 13, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Vice Chair Trica Murphy, Trustee John Witthuhn, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, Fire Chief Anthony Strazzo, and Service Foreman Paul Magovac present.

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

PRESENTATION:

None.

MINUTES:

None.

(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 Evelyn Czyz reported that the Zoning Office collected \$3,351.73 in August, 2022.

Czyz reported that many of the property owners who were sent violations are complying with the Township's requests.

Trustee Murphy made a motion to approve for Czyz to attend the American Planning Association annual conference in Cleveland, OH on October 11, 2022 at a cost of \$165.00. Czyz will wait to register until she knows the scheduled topics to determine if they are relevant to Township zoning and will be beneficial to Brunswick Hills. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Czyz received an email from Medina Soils Company advising that they are currently in negotiations with Redwood for the acquisition of a large accumulation of topsoil at the Redwood Development on the corner of Sleepy Hollow and Pearl Roads. However, prior to finalizing the soil acquisition, Medina Soils Company is seeking the approval of Brunswick Hills Township Trustees to screen and truck out the topsoil from that development. Czyz has never encountered this situation before, and shared that the only place she is aware of the situation occurring is W130th off of I-71, and that was over 25 years ago. Czyz believes that this would be at least a two-year project. Czyz advised the representative from Medina Soils Company that they will need to obtain approval and permits from the EPA and supply copies of those to her. Trustee Witthuhn asked Service Foreman Magovac if he ever encountered this situation in the township where he worked previously, and he replied that he had not. Czyz indicated that the representative from Medina Soils Company told her that their company had completed a similar project in Medina City, so she will be asking for information as to what all that entailed. Both Murphy and Witthuhn

agreed that additional information is needed in order to make any type of decision in this matter.

Police Department:

Murphy made a motion to approve a phone request to Trustee Kusnerak and herself from the Police Department to purchase Local Mutual Aid Use programming on their portable radios in the amount of \$1,125.00, charged to BC #98, Machinery, Equipment and Furniture. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Fire Department:

Chief Strazzo read the Fire Department’s report for August, sharing that the department has collected \$151,788.65 year-to-date.

Chief Strazzo requested the approval for the Fire Department’s unusable fire gear to be donated to the Lorain County JVS. Strazzo had first emailed the Medina County JVS regarding the donation, but did not receive a response, and Lorain County is desirous of the equipment donation. Witthuhn offered **Resolution 29-2022** to donate obsolete turnout gear from the Brunswick Hills Fire Department to the Lorain County Joint Vocational School. Murphy seconded. Witthuhn – yes. Murphy – yes. Resolution adopted.

Strazzo requested an Executive Session with the Board for the purpose of an interview.

Chief Strazzo requested approval for repairs/maintenance that has been done to car #29, which included new struts, alignment, and an oil change in the amount of \$902.99. The work was completed by Boston Road Auto. Murphy made a motion to approve the work. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Strazzo reminded everyone that applications are due by Friday, September 16, 2022 for the full-time Firefighter position.

Chief Strazzo also informed everyone that the intersection of Laurel Road and West 130th Street is closed due to an accident.

Service Department:

Magovac read the August, 2022 report for the Service Department.

Witthuhn made a motion to approve the expenditure of \$1,380.00 to have all of the Township Service Department’s vehicles and trailer undercoated by Spray It. BC #30, Vehicle Repair and Maintenance will be used to pay for the expense. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Magovac reported Medina County Highway Engineer’s Department advised that the letter from the Township requesting OPWC funding for next year has been approved for 50% of the cost of paving Kingsbury and the approximate cost to the Township is \$173,000.

Murphy offered **Resolution #30-2022** authorizing Brunswick Hills Township to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program and to execute contracts as required. Witthuhn seconded. Murphy

– yes. Witthuhn – yes. Resolution adopted.

Magovac presented a letter for OPWC that requires the Fiscal Officer’s signature.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Trica Murphy:

None.

John Witthuhn:

Trustee Witthuhn reported that the Township had previously considered a land purchase that did not come to fruition. Currently, the Township has three different needs regarding land and/or buildings. Witthuhn emphasized that the Trustees are only in the discussion stage, and no decisions have been made. The number one concern is Fire Station #1, located at 1918 Pearl Road. The current structure was built in 1960 and no longer meets the Township’s needs. The second concern is the Town Hall/Administration building, which has water and structural issues. The Township still owns land on 303 across from the golf course so it is a possibility to build a new Administration facility there. Lastly, it is a priority for the Service Department to update their facility as there are no restrooms and the employees must use a port-a-potty. The current building also does not have a designated lunchroom or office. Witthuhn stated that at least two acres are needed, and asked that if anyone knows of land for sale or has any questions about these projects to please contact him. Murphy added that the Police Department may have some concerns about updating their facility as well.

FISCAL OFFICER:

Witthuhn moved to approve warrants from August 29, 2022 in the amount of \$19,978.05. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve warrants from September 6, 2022 in the amount of \$7,494.07. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to approve warrants for September 13, 2022 in the amount of \$13,725.88. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn motioned to approve payroll for September 6, 2022 in the amount of \$59,753.09. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to approve a purchase order for Ohio Edison in the amount of \$4,000.00 on behalf of the Police Department; blanket certificate in the amount of \$3,000.00 to purchase gear for the Swat Team; purchase order to Verizon in the amount of \$2,000.00 for the Police Department; purchase order to the City of Cleveland Division of Water in the amount of \$500.00 from the General Fund; and a Then & Now purchase order for the Bureau of Workers Compensation in the amount of \$389.48 dated September 2, 2022 on behalf of the Police Department. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Esber reported that financials for the Month of August were balanced.

OLD BUSINESS:

None.

NEW BUSINESS:

Murphy made a motion that a key for the display case outside of Town Hall be given to the Zoning Secretary, Linda Kuenzer, so that she can update the Zoning Board listing. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

UPCOMING MEETINGS:

Trustees: September 27 at 7 PM Zoning Commission: October 6 at 7 PM

BZA: October 12 at 7 PM

PUBLIC INPUT:

Bob Norton, 1593 Marks Road, Brunswick, OH 44212 addressed the Board. Mr. Norton is a member of the Brunswick Hills Township Zoning Commission and attended training in Lafayette Township. While there, Mr. Norton noticed the Brunswick Hills Township vehicle parked at the training. Since the Township vehicle was there, Mr. Norton felt that everyone attending the training should be reimbursed for their fuel. Fiscal Officer Esber commented that now, as in the past, Board members are paid to attend the training, however, no one has ever received reimbursement for their fuel or mileage. Trustee Witthuhn told Mr. Norton that the Board will look into his request. Witthuhn added that in the future, members attending training should utilize the Township vehicle to ride share, and Zoning Inspector, Czyz, reported that other Zoning personnel had travelled to the training with her in the Township vehicle.

OFF CAMERA:

Murphy motioned to go off camera at 7:31 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 an interview and to discuss employee discipline. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to go into Executive Session at 7:41 PM to consider employment and discuss employee discipline. Fire Chief Strazzo and the applicant were invited to join the session. Murphy seconded. Witthuhn - yes. Murphy – yes. Motion carried.

Murphy motioned to come out of Executive Session at 8:40 PM. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to offer Garrett Rivett a part-time Firefighter position, pending successful completion of all pre-employment requirements. Murphy seconded. Witthuhn - yes. Murphy – yes. Motion carried.

Witthuhn motioned to authorize Chief Strazzo to work with the Medina County Prosecutor’s Office to determine the appropriate course of action regarding employee discipline. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Murphy motioned to authorize Chief Strazzo to conduct an investigation regarding a new employee discipline issue. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to adjourn at 8:54 PM. Murphy seconded. Witthuhn - yes. Murphy – yes. Motion carried.

Christina Kusnerak, Chair Trustee

Trica Murphy, Vice-Chair Trustee

John Witthuhn, Trustee

Katherine Esber, Fiscal Officer