

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
September 27, 2022

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, September 27, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Chris Kusnerak, Vice Chair Trica Murphy, Trustee John Witthuhn, Fiscal Officer Katherine Esber, Police Chief Tim Sopkovich, 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:

Patrolman – Adrian Neagu – was sworn in by Trustee Christina Kusnerak.

MINUTES:

Witthuhn moved to approve the August 23 regular meeting minutes. Murphy seconded. Kusnerak – yes. Witthuhn - yes. Murphy – yes. Motion carried.

Murphy motioned to approve the August 30 emergency special meeting minutes. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve the September 6 special meeting minutes. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Murphy made a motion to approve the September 7 special meeting minutes. Kusnerak seconded. Witthuhn – abstained. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to approve the minutes of the continuation of the September 7 special meeting to September 9. Murphy seconded. Witthuhn – abstained. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak reported that the Trustees had just received the completed minutes from September 13 and have not had an opportunity to review them.

Witthuhn provided off camera summary for the August 23 regular meeting, August 30 emergency special meeting, and the September 6 special meeting.

Kusnerak provided off camera summary for the September 7 special meeting as well as the September 9 continuation of the special meeting.

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

DEPARTMENT REPORTS:

Zoning Department:

Trustee Murphy presented a purchase order payable to Northeast Court Reporting to have a court reporter present at the October Board of Zoning Appeals meeting. The cost of the court reporter is not to exceed \$1,500.00. Witthuhn made a motion to approve the purchase order to be paid from line item 1000-110-319-0000, Other - Professional and Technical Services. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Police Department:

Chief Sopkovich reported that the Police Department’s annual radar calibration was conducted by Western Reserve Communications. Sopkovich requested that the invoice for this work in the amount of \$1,050.00 be paid from BC #92. Kusnerak motioned to approve payment of the invoice. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to pay an invoice to Faust Psychological Services in the amount of \$1,125.00 for a former employee. Murphy seconded. Witthuhn – abstained. Kusnerak – yes. Murphy – yes. Motion carried.

Sopkovich shared that the Police Department and the Brunswick Hills Police Association are co-hosting Barktoberfest, which will be held on October 8th from 10 AM to 1 PM at the FOP Lodge, located at 716 West 130th Street. Last year’s event was successful, and all proceeds go to the K-9 for food and supplies as well as providing extra gifts for the needy during the holidays.

Fire Department:

Chief Strazzo requested to close Purchase Order #35 and issue a new Purchase Order for Columbia Gas in the amount of \$4,000.00. Kusnerak made a motion to approve the request. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo requested to close Purchase Order #43 and issue a new Purchase Order to Life Force in the amount of \$8,500.00 from the EMS line item. Witthuhn moved to approve. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Strazzo requested approval for tire replacement and alignment on Squad 27-1 in the amount of \$901.56, to be paid from BC #68 – Repairs & Maintenance Vehicles (EMS Fund). Murphy motioned to approve the request. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Chief Strazzo reported that he has received an estimate for ladder inspections by Command Fire Apparatus Testing in the amount of \$725.00, however, once they do the actual inspection, it is possible that repairs may be necessary, which would then exceed his approval limit. The invoice will be charged to Annual Maintenance and Testing.

Strazzo announced that 11 applications were received for the fulltime Firefighter position. After review, four were disqualified for various reasons, one withdrew because he could not make the interview date, and six interviews are scheduled for October 5th. The panel will be interviewing all six candidates and then make a recommendation to the Board of Trustees.

Service Department:

Magovac stated that approximately five or six years ago, he had approached the Board to change the road specs through Medina County. As a result, one was changed, R1, R2, R3, which at one time was concrete curb and asphalt center, changed to all concrete. The rural roads were kept as asphalt pavement. Magovac spoke with one of the Medina County Highway engineers as we are encountering an issue with current funding. Currently, Brunswick Hills Township is on a 35-year turnaround rate for a road to be paved. Magovac believes that constructing new roads out of concrete versus asphalt, will be more cost effective. Based on all of this information, Magovac requested that the Trustees adopt a resolution that future roads be constructed of concrete instead of asphalt in the RR district. Trustee Witthuhn offered **Resolution #32-2022** to change the current resolution to concrete for RR streets. Murphy seconded. Kusnerak – no. Murphy – yes. Witthuhn – yes. Resolution adopted.

Magovac requested approval to utilize line item 1000-330-390-000 – Other Purchases & Services, as additional funds to pay for paving township roads. Trustee Witthuhn made a motion to approve the use of line item 1000-330-390-000 to pay for road pavement. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried. Kusnerak clarified that Magovac will still need to obtain the Board's approval for each expenditure from the line item. Witthuhn further explained that the Township's General Fund provides \$200,000.00 annually to the Service Department for salt and equipment purchases only (and now can also be used for paving). In addition, Witthuhn suggested increasing the 2023 Road budget by approximately \$200,000 to allow for subdivision asphalt work annually. The increase would be funded by the recently increased gasoline tax, license plate tax and the upcoming 2023 property reappraisals, which will increase the inside millage for the Road and Bridge fund.

Magovac shared that the contract he currently has with the company who provides uniforms for his crew and mats for the Town Hall, UniFirst, is up for renewal. Their costs have skyrocketed in the last few months so he obtained a bid from another company, Cintas, which was far less than he is currently paying with UniFirst. Prior to moving forward, Magovac was informed by Chief Sopkovich that the Police Department has experienced some billing issues with Cintas so he will be meeting with Sopkovich before choosing a uniform supplier.

Magovac reported that he was misinformed about receiving the OPWC Grant money. The Resolution adopted by the Trustees for the County was just the next step in the Grant process. The Township received approval from Medina County as part of the approval process at the County level, and then the paperwork was sent down to the OPWC in Columbus. Magovac received a call from Andy Conrad, Medina County Engineer, advising that he must wait to receive approval from OPWC, which should be around November or December.

TRUSTEES' REPORTS:

Trica Murphy:

Provided an update on the Zoning Resolution Book and Comprehensive Land Use Plan. Murphy has been working with the Zoning Secretary, Linda Kuenzer, on preparing the updated Zoning Resolution Book with the amendments through December 21st(2021), cross referencing the amendments with the Trustee Resolutions to ensure that everything is properly addressed. Unfortunately, it is taking longer than expected, but progress is being made. Once completed, the Zoning Resolution Book will be filed and copies made for the reference books given to the Zoning Commission and Board of Zoning Appeals

members.

Updating the Comprehensive Land Use Plan will be the next project. Other townships in the County are in the process of updating their comprehensive land use plans, and both Murphy and Kuenzer have attended some of those meetings to see what they are doing. Murphy has also begun to reach out to people who took part in creating the original plan as well as others who have expressed an interest in being involved with the new plan. The current plan is still applicable; however, they are having discussions on how to move forward.

Kusnerak:

None.

John Witthuhn:

Witthuhn made a motion to pay the Lighthouse invoice for annual cloud back-up services in the amount of \$2,344.90, which is broken down for services provided to the Police, Fire, and Service Departments, as well as the General Fund. Kusnerak seconded. Murphy – no. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to pay the Walter Haverfield invoice in the amount of \$1,780.00 from BC #1. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn announced that the Rotary Club will hold a breakfast meeting on October 13th and the cost will be \$12.00. Witthuhn requested to attend on behalf of the Township. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

FISCAL OFFICER:

Kusnerak offered **Resolution 31-2022** the Reallocation of funds for the Fire Department, which includes increasing the electricity line item by \$2,000.00 and decreasing the natural gas line item by \$2,000.00. Also included in the resolution was to increase the Repairs & Maintenance for Vehicles line item by \$15,000.00 and decrease the Machinery, Equipment & Furniture line item by \$15,000.00. Murphy seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

Witthuhn made a motion to approve payroll from September 20, 2022 in the amount of \$68,613.37. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payroll for October 4, 2022 in the amount of \$48,642.71. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to approve warrants for September 27, 2022 in the amount of \$48,969.98. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve warrants from September 19, 2022 in the amount of \$6,397.35. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

OLD BUSINESS:

Murphy stated that the Ohio Department of Transportation is doing a full depth pavement replacement

on Route 42 from North of Fenn Road to North of Sleepy Hollow Road. The construction is expected to begin in 2025. Murphy received input from all of the Township departments and has spoken with ODOT a few times regarding the suggested detours during construction. As a result of those conversations, the updated proposal switches the detour for traffic on Route 42 to be Southbound only. Some Township roads and intersections will be used for a 21-day detour, and those include Foskett Road, Plum Creek Parkway, Sleepy Hollow Road, Kingsbury Road, Substation Road, Laurel Road, and South Carpenter Road. Murphy has an agreement that the Trustees need to sign and submit to ODOT, which covers the use of Township roads for detour purposes. The Agreement states that ODOT can use the roads, but must return them to the Township in the same condition prior to their use. Service Foreman Magovac will videotape each road, berm, ditch, etc. that will be utilized for the detour prior to construction. Magovac shared that ODOT will do the same, all in an effort to return the Township roads to the same condition they were in prior to use for the detour. Murphy made a motion that they approve and sign the Agreement with ODOT covering the use of Township roads for detour purposes. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

NEW BUSINESS:

Witthuhn made a motion to approve the annual invoice for 2022 from the Medina County Soil & Water Conservation District, which is the conservation appropriation for public education and outreach in the amount of \$3,888.00. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

At the September 13th Trustee meeting, a request was made by a Zoning Board member that they receive mileage reimbursement for attending a previous training class. After discussion amongst the Trustees and Fiscal Officer, the decision was made not to offer mileage reimbursement to members of the Zoning Commission Board members. It was noted that per policy, prior Trustee approval for mileage reimbursement is required.

Providing healthcare for part-time employees was discussed by the Board of Trustees and due to cost, it was decided that it would not be provided.

Murphy posed the question about the Board of Trustees meeting on Tuesday, November 8, 2022, which is also election day. After discussion, everyone agreed that they would be available to meet on Wednesday, November 9, 2022, however, will inquire as to whether or not BAT would be available on that date before officially rescheduling the meeting.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	October 11 at 7 PM
Zoning Commission:	October 6 at 7 PM
BZA:	October 5 HAS BEEN CANCELLED
	October 12 Public Hearing at 7 PM

PUBLIC INPUT:

None.

OFF CAMERA:

Kusnerak motioned to go off camera at 7:58 PM for any other business brought before the Board. There will be an Executive Session off camera to discuss employee discipline, a complaint against a public official, and property acquisition. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to go into Executive Session at 8:09 PM for employee discipline, complaint against a public official, and land acquisition. The Board invited Chief Strazzo into the session. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:32 PM. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to authorize Chief Strazzo to investigate potential employee discipline. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

The investigation into the on-going complaint has been completed. There is no evidence of Township policy violations. To finalize the process, Murphy moved that Chair Kusnerak will notify the appropriate individuals. Witthuhn seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to adjourn at 8:44 PM. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Christina Kusnerak, Chair Trustee

Trica Murphy, Vice-Chair Trustee

John Witthuhn, Trustee

Katherine Esber, Fiscal Officer