

BRUNSWICK HILLS TOWNSHIP TRUSTEES

Regular Meeting

October 25, 2022

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, October 25, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina 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:

Police Chief Tim Sopkovich presented Patrolman Jared Dressler with the American Police Hall of Fame Life Saving Award for his unselfish actions during an emergency situation that resulted in saving a human life.

The Trustees took a break at 7:07 PM to allow for Patrolman Dressler and his family to take photos.

The meeting reconvened at 7:09 PM.

MINUTES:

Murphy moved to approve the October 11 regular meeting minutes. Witthuhn seconded. Kusnerak - yes. Murphy – yes. Witthuhn – 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)

DEPARTMENT REPORTS:

Zoning Department:

Trustee Murphy reported that the Board received a letter of resignation from Bob Norton, who served on the Zoning Commission. Murphy made a motion to accept the resignation, and thank him for his service. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Police Department:

Police Chief Sopkovich reported that the 2nd Annual Barktoberfest event held on October 8th was a success, and they have already booked next year's date for the second weekend in October, 2023. Sopkovich thanked the Brunswick Hills and Brunswick City K-9 Teams for conducting demonstrations; the Brunswick Hills Police Association and Patrolmen SRO Fisher and Makrinos as well as Kim Bublik, and Stephanie Roksandich for organizing the event.

Sopkovich requested approval for the purchase of a 2022 Chevy Silverado, that would serve as the Police

Department's undercover car/utility vehicle. Two current vehicles, a 2018 Ford Fusion and a 2014 Ford Explorer will be traded in. The trade-in amount received for both vehicles is \$12,700.00. The new vehicle will be purchased from Serpentine Chevrolet at a cost of \$40,575.00 from line item 2191-760-750-0000, Motor Vehicle. Kusnerak made a motion to approve. Murphy seconded. Witthuhn – no, as he disagreed with trading-in the 2018 Ford Fusion. Murphy – yes. Kusnerak yes. Motion carried. Sopkovich requested the auto titles from the Fiscal Officer for the two vehicles that will be used for trade-ins.

Kusnerak made a motion that the Trustee-Chair will sign the sale documents on behalf of the Board. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Sopkovich stated that the Sergeant's exam is scheduled for November 11, 2022 by Clancy & Associates. The exam administered will be for Patrol Sergeant, and Sopkovich had several officers complete the requirements in order to take the test. Sopkovich is requesting a Purchase Order to Clancy & Associates in the amount of \$1,105.80. Kusnerak moved to approve the expenditure from the line item for Dues & Fees. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Sopkovich reminded residents to be mindful of their speeds when out driving as the deer are very active.

In addition, Sopkovich announced that a few days remain before the Pumpkin Judging Contest, which will be on Halloween, October 31st. Residents just need to stop in with their child's carved pumpkin and fill out an entry form. Prizes will be awarded for age groups 4-8, 9-15, and 16 & over.

Fire Department:

Fire Chief Anthony Strazzo requested a purchase order to Fallsway Equipment in the amount of \$6,112.23 from line item 2192-220-323-0323, Repairs & Maintenance for vehicle repairs to engine 21-1. Kusnerak moved to approve the request. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Strazzo requested a purchase order to Fire Safety Services in the amount of \$1,616.00 to be paid from line item 2192-760-740-0000, Machinery, Equipment & Furniture for the purchase of fire hose. They are replacing eight sections of fire hose that failed testing and/or was out of date. Witthuhn moved to approve. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo received an invoice from Bers Plumbing in the amount of \$860.00 for emergency plumbing repairs at Fire Station One and at the Town Hall. The cost was not broken down between the two departments, but Strazzo discussed the invoice with Service Foreman Magovac, who had arranged for the repairs, and they determined that \$660.00 will be paid by the Fire Department and \$200 will be charged to the Township. Kusnerak made a motion to approve payment of the invoice, and stated that BC #11, Repairs & Maintenance-Facility, should be charged. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Lastly, Strazzo requested to send Firefighter Eberl to attend Tactical Emergency Casualty Care on November 21 and 22 at University Hospital in Warrensville Heights. There is no cost for the training that focuses on responding to an active shooter incident, providing an assessment, and the management of patients. Witthuhn motioned to approve. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Strazzo commended Fire Prevention Officer Payne and the duty crews for their hard work as over the past month, they have installed 29 lockboxes, replaced 89 batteries in smoke detectors, and hung 24 new smoke detectors in residents' homes.

The Chief announced that the Fire Department will be hiring three new part-time firefighters, and they will be sworn in on October 26, 2022, with a public ceremony in the future.

Strazzo also announced that the Fire Department's vehicles will be driving around the Township on Monday, October 31st for Halloween, making sure everyone stays safe. Chief reminded parents that trick or treaters should have flashlights and/or some type of reflective clothing or accessory so that they are visible to motorists.

Service Department:

Service Foreman Magovac announced that he would like to move forward with paving Kingsbury in 2023; however, he will not know until December whether or not the Township will receive the OPWC funding of approximately \$175,000.00.

In addition, Magovac has been carrying a positive balance of over \$200,000.00 in his budget since 2015, and would like to use those funds to pave Bringham Drive and Molland Drive. The cost for Bringham will be \$146,975.00 and Molland will be \$69,815.00. Also included for next year will be to stripe all of the roads with the exception of Kingsbury and Sleepy Hollow. Striping will be done on Kingsbury with the work scheduled and Sleepy Hollow was just completed two years ago. Kusnerak asked if the road striping would mimic what is currently there without adding anything extra, and Magovac confirmed that is correct. Magovac requested that an additional \$200,000.00 be added to his road budget for 2023 in order to complete all of the mentioned work. The budget reallocation request will be addressed at the next meeting. Witthuhn made a motion giving permission for Magovac to enter into an agreement with the Medina County Highway Engineer's Office for striping of the Township roads, as requested. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

TRUSTEE REPORTS:

Christina Kusnerak:

Kusnerak received correspondence from the Medina County Highway Engineer's Office requesting a resolution from the Township to enter into an agreement with them for the sale of materials to townships and villages. The Commissioners passed Resolution 22-0853 that allows the Medina County Engineer to sell materials to townships and municipal corporations within the County. Kusnerak stated that this is a standard agreement that the Trustees sign every year so that the Brunswick Hills Township Service Department can purchase materials from the County. Kusnerak offered **Resolution #35-2022**. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Resolution adopted. The Trustees will all need to sign the agreement for the County.

Trica Murphy:

None.

John Witthuhn:

Witthuhn presented an invoice from Walter Haverfield in the amount of \$1,500.00 to be paid from BC #1, Accounting & Legal Fees, and motioned for approval. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

FISCAL OFFICER:

Murphy made a motion to approve warrants dated 10/17/22 in the amount of \$32,890.16. Kusnerak seconded. Witthuhn – abstained from approving the City of Brunswick invoice, otherwise, yes. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve warrants dated 10/25/22 in the amount of \$70,358.75. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to approve payroll for 11/1/22 in the amount of \$51,645.93. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn motioned to approve the following:

- Purchase Order to Government Forms & Supplies in the amount of \$49.37 paid from the General Fund.
- Purchase Order to WEX Bank in the amount of \$15,000.00 from line item 2191-210-420-0420, Operating Supplies-Fuel on behalf of the Police Department.
- Then & Now Purchase Order to WEX Bank in the amount of \$2,655.49 from line item 2191-210-420-0420, Operating Supplies-Fuel on behalf of the Police Department.
- Then & Now Purchase Order to Pro-Vision in the amount of \$3,300.00 from line item 2191-210-319-0000, Other-Professional & Technical Services on behalf of the Police Department.

Murphy seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak made a motion to close Purchase Orders #63, #64, and #66. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn motioned to approve a Then & Now Purchase Order dated October 15, 2022 to Shred-It in the amount of \$94.04. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

OLD BUSINESS:

Kusnerak reminded everyone that Election Day is Tuesday, November 8th, which falls on the Trustees' regularly scheduled meeting date. That meeting has been rescheduled to Wednesday, November 9th.

NEW BUSINESS:

Kusnerak made a motion that the Trustees designate October 31, 2022 for Trick or Treating in the Township from 6 PM to 8 PM. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

After a brief discussion, Witthuhn motioned to close the Township Town Hall on Friday, November 25, 2022. This will include the Administrative and Zoning Offices. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees: Wednesday, November 9 at 7 PM

Zoning Commission: November 3 at 7 PM

BZA: November 2 at 7 PM

PUBLIC INPUT:

None.

OFF CAMERA:

Kusnerak motioned to go off camera at 7:42 pm for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be an Executive Session off camera to discuss a complaint against a public employee, employee compensation, and employee discipline. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to approve payment of an invoice in the amount of \$1,831.00 to Aladtec, Inc. on behalf of the Fire Department. Murphy approved. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve payment of an invoice for Pro-Vision, Inc. in the amount of \$16,716.00 on behalf of the Police Department. Murphy approved. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to go into Executive Session at 7:59 PM to discuss employee discipline, employee compensation, and a complaint against a public employee. The Board invited Fire Chief Strazzo and Firefighter Eberl into the meeting. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:36 PM. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn noted that Firefighter Eberl completed EVOC Training and moved for him to be able to waive holiday pay of 24 hours, and authorize Witthuhn to sign an agreement on behalf of the Township. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to have Witthuhn and Chief Strazzo follow-up with legal counsel regarding an employee complaint. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy mentioned that she received a resident complaint regarding a fence that was recently installed at a Center Road property. Murphy will do additional research.

Kusnerak moved to adjourn at 8:58 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