

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**November 9, 2022**

The Brunswick Hills Township Board of Trustees met in regular session on Wednesday, November 9, 2022 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Chris Kusnerak, Vice Chair Trica Murphy, Trustee John Witthuhn, and Fiscal Officer Katherine Esber present.

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

**PRESENTATION:**

None

**MINUTES:**

Kusnerak moved to approve the October 25 regular meeting minutes. Murphy 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:**

Murphy presented the October Zoning report, including Zoning monies collected for the month of October totaled \$5,023.23.

**Police Department:**

None.

**Fire Department:**

Witthuhn presented the October run report, including EMS billing for the month of October was \$16,874.81 and year-to-date collections total \$186,029.58. October was the busiest month ever recorded for the Township.

Witthuhn motioned to approve a purchase order request to WEX Bank in the amount of \$5,000.00 for Fuel and to Huntington Bank in the amount of \$500.00 for community events. Both requests were on behalf of the Fire Department. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to accept the resignation of Firefighter Kristina Schneider, effective November 9, 2022. Murphy seconded and thanked Schneider for her service to the Township. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn announced that the Fire Department received a grant from the Ohio First Responder Recruitment, Retention and Resilience Program in the amount of \$3,264.80. That money will be used to offset the cost of the Employee Assistance Program for firefighters.

Chief Strazzo will be submitting an application for the MARCS Radio System Grant.

Lastly, the Fire Department received a nice letter from the Lorain County JVS thanking the Department for the donation of turnout gear to the school's EMS program.

**Service Department:**

Murphy read the Service Department's road report for October, 2022.

Trustee Witthuhn made a motion to formally approve the letter sent to the Medina County Highway Engineer's Office regarding the Baintree Court catch basin. Due to timing issues, the letter had previously been approved via phone by the Trustees. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

**TRUSTEE REPORTS:**

**Christina Kusnerak:**

None.

**Trica Murphy:**

None.

**John Witthuhn:**

Reported that the annual Zoom invoice was received and will be paid shortly. In addition, the annual maintenance on generators will be completed in December.

**FISCAL OFFICER:**

Esber completed the financial reconciliation for October, 2022.

Witthuhn moved to approve payroll for 11/15/22 in the amount of \$59,476.43. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to approve warrants from 10/31/22 in the amount of \$273,736.24. Esber stated that included in the total is an invoice from Melway Paving for \$268,100.29 for the paving of Zachary, Forest Grove and Marley. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn motioned to approve warrants dated 11/8/22 in the amount of \$44,988.10. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy moved to approve the purchase order for the City of Brunswick's quarterly franchise payment in the amount of \$14,000.00. Kusnerak seconded. Witthuhn – abstained. Murphy – yes. Kusnerak – yes. Motion carried.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Witthuhn stated that the OTA Conference registration is open, and made a motion for the four elected officials to attend the annual January conference. Witthuhn amended his motion to include conference registration, lodging and meals, as allowed in the Township policy handbook, and also included the Zoning Inspector and Township Administrative Assistant to attend. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Fiscal Officer Esber noted that she has already registered for the year-end workshop conducted by the State Auditor’s office on December 8<sup>th</sup> in Columbus. There is no fee to attend the workshop, but Esber will need to obtain lodging for the night of December 7<sup>th</sup> since the workshop begins at 8:00 AM on the morning of December 8<sup>th</sup>.

**MISCELLANEOUS & CORRESPONDENCE:**

Witthuhn announced that Faith Walk Church, located at 1480 Pearl Road, Suite #5, Brunswick is opening up a personal care pantry for community members receiving government assistance. It is open the second Wednesday of the Month from 6 PM to 7:30 PM.

**UPCOMING MEETINGS:** Trustees: November 22 at 7 PM  
Zoning Commission: December 1 – CANCELLED, NO BUSINESS  
BZA: December 7 – CANCELLED, NO BUSINESS

Trustees: Special Meeting on Wednesday, November 16 at 9 AM for an Executive Session to continue discussing pending litigation with counsel.

**PUBLIC INPUT:**

None.

**OFF CAMERA:**

Kusnerak motioned to go off camera at 7:18 pm for the signing of Warrants & Purchase Orders and any other business brought before the Board. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Debbie Amata of Memory Lane arrived late to the meeting to address the Board and express her opinion that the Township should have leaf pickup. She also mentioned snow plow concerns.

After a discussion regarding the complaint about the fence installed at a Center Road property, Murphy made a motion that Permit #2022192 for the 4724 Center Road fence is to go before the Board of Zoning Appeals, and that the BZA filing fees be waived due to the permit for a chain link fence in the front yard being issued against Zoning Resolution Sec. 303-6 H. 4. c. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to adjourn the meeting at 7:54 PM. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

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Christina Kusnerak, Chair Trustee

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Patrica Murphy, Vice-Chair Trustee

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John Witthuhn, Trustee

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Katherine Esber, Fiscal Officer