

BRUNSWICK HILLS TOWNSHIP
TOWNSHIP ORGANIZATIONAL
SPECIAL MEETING
January 3, 2023

The Brunswick Hills Township Board of Trustees met in Special Session on January 3, 2023 at 10 AM for the purpose of the Annual Organizational Meeting.

Board of Trustees Chair Christina Kusnerak, Vice Chair Trica Murphy, Trustee John Witthuhn, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyn, Police Chief Tim Sopkovich, Fire Chief Anthony Strazzo, Fire Department Administrative Assistant Carol Bianchi, Service Department Foreman Paul Magovac, Township Administrative Assistant Sally Galanek and six (6) members of the public present.

Trustee Kusnerak called the meeting to order at 10 AM, noting it was properly advertised.

Kusnerak moved to nominate Witthuhn as the Chair of the Board for 2023. Murphy seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Murphy moved to nominate Kusnerak as the Vice Chair of the Board for 2023. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak offered **Resolution # 1-2023** establishing the meeting day and time for 2023. Murphy seconded. Witthuhn – yes. Kusnerak- yes. Murphy - yes. Motion carried.

Witthuhn offered **Resolution # 2-2023** accepting the Elected Officials Policy Manual. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Murphy offered **Resolution # 3-2023** transferring the Police fines from the General fund to the Police fund. Kusnerak seconded. Voting Witthuhn – yes. Murphy - yes. Kusnerak – yes. Motion carried.

Kusnerak offered **Resolution # 4-2023** transferring the Star Ohio interest from the General Fund to the Fire fund. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn - yes. Motion carried.

Witthuhn offered **Resolution # 5-2023** to proceed by Force Account when necessary. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Kusnerak offered **Resolution # 6-2023** setting the Longevity pay at \$75.00. Witthuhn seconded. Voting yes Murphy, Witthuhn and Kusnerak. Motion carried.

Witthuhn offered **Resolution # 7-2023** accepting the Trustee and Fiscal Officer Compensation set by the State Legislature. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Department Liaisons: Zoning Murphy

Service Dept. Witthuhn
Fire Dept. Kusnerak
Storm water Witthuhn
Police Dept. Murphy
Cable Murphy
Republic Witthuhn
Buildings, Grants, Cemetery and Open Space to be shared.

Witthuhn moved to continue with Gary Fuller as the Cemetery Sexton. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak - yes. Motion carried.

2023 budget review by department:

Zoning

Czyz increased the Fuel budget by \$500 from the previous year, from \$1,000 to \$1,500.

Police

Sopkovich increased the Medical Insurance budget by \$25,000, Uniform, Tool and Equipment Reimbursements by \$500, and the Vehicle budget by \$10,000.

Fire

Strazzo requested additions to the EMS budget for a possible fifth full-time person. Those additions include \$65,000 to Other Salaries, \$5,000 to Medicare, \$16,000 to Ohio Police & Fire Pension Fund, \$25,000 to Medical Insurance and \$5,000 to Dental. It is unknown if the tanker truck will need to be replaced, but currently \$300,000 is budgeted for improvement to sites and that money could be reallocated to purchase a new vehicle, if needed.

Service

Magovac increased the water & sewer budget by \$300 and contracted services by \$200,000 for paving purposes.

General Fund

No changes.

Murphy moved to approve all of the requested 2023 POs and BCs. Kusnerak seconded. Witthuhn – yes, but abstained from all City of Brunswick PO/BCs. Murphy – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to approve all of the departmental 2023 annual expenses. Murphy seconded. Witthuhn – yes, but abstained from all City of Brunswick invoices. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn moved to adopt **Resolution # 8-2023** Annual Appropriations. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to adopt **Resolution # 9-2023** Annual GovDeals requirement. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Strazzo and Magovac both requested an Executive Session to discuss raises for their staff. Kusnerak asked both to put their requests in writing and email them to the Trustees. Strazzo stated that he will not be able to attend the next Trustee meeting on January 10th.

Kusnerak motioned to pay the BAT TV third quarter invoice in the amount of \$20,806.91. Murphy seconded. Witthuhn – abstained. Murphy – yes. Kusnerak – yes. Motion approved.

Fiscal Officer Esber requested approval to pay the following invoices for services rendered in 2022:

Then & Now Purchase Order to Katherine Esber for mileage reimbursement in the amount of \$152.50 to attend UAN training.

Then & Now Purchase Order to Burnham & Flower Insurance in the amount of \$2,644.14.

Then & Now Purchase Order to Balboa in the amount of \$804.26.

Then & Now Purchase Order to Minnehaha in the amount of \$23.25.

Then & Now Purchase Order to Fire Safety Services in the amount of \$167.35 on behalf of the Fire Department.

Then & Now Purchase Order to Ohio Edison in the amount of \$1,132.11 on behalf of all departments.

Then & Now Purchase Order to AT&T in the amount of \$154.44 on behalf of the Fire Department.

Then & Now Purchase Order to Medina County Sanitary in the amount of \$331.60 on behalf of the Police, Fire and Service Departments.

Witthuhn moved to approve all of the Purchase Orders as read by Esber. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Murphy shared that Chris Schigel’s term on the Board of Zoning Appeals ended on 12/31/22, and he would like to serve another five-year term on the Board. Murphy made a motion to approve that Chris Schigel be appointed to serve a term of five (5) years on the Board of Zoning Appeals. His term will end on 12/31/27. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn asked about the Board of Trustees completing employee evaluations and Kusnerak responded that they will work on them Tuesday, January 10, 2023.

Witthuhn stated that service maintenance is scheduled for January 19, 2023 on the generators located at Town Hall, Fire Department and Police Department.

Magovac stated that the truck ordered for the Service Department was delivered to Kenworth and then picked up by Henderson. Fiscal Officer Esber spoke with the Auditor and the purchase order still open from 2021 is fine.

Esber finished the financial reconciliation for December. She reminded everyone that all 2022 invoices must be paid by the end of January, 2023.

Magovac reported that the Peterbilt truck had to go back into the shop and repairs will be approximately \$2,000.00.

Witthuhn provided an update regarding the Fire Department levies discussed at the last regular meeting. Due to restrictions and changes in the Ohio Revised Code, the previous Resolutions may need to be changed at our next meeting.

Kusnerak motioned to adjourn at 11:28 AM. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Christina Kusnerak, Chair Trustee

Trica Murphy, Vice-Chair Trustee

John Witthuhn, Trustee

Katherine Esber, Fiscal Officer