

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
December 13, 2022

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

Board of Trustees Chair Chris Kusnerak, Vice Chair Trica Murphy, Trustee John Witthuhn, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, 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:

Brunswick Hills Township resident Tom Jenkins, Foskett Road, co-owner of Doggone Crazy Funhouse, addressed the Board on behalf of Medina County SPCA Board of Directors, asking for financial support for the organization. Mr. Jenkins stated that the Board of Trustees has donated in the past and he is asking that they continue to do so. Trustee Witthuhn thanked Mr. Jenkins for all that the SPCA does for the community.

MINUTES:

Murphy moved to approve the November 22 regular meeting minutes. Kusnerak seconded. Witthuhn - yes. Murphy - yes. Kusnerak - yes. Motion carried.

Witthuhn moved to approve the December 5 special meeting minutes. Murphy seconded. Murphy - yes. Kusnerak - yes. Witthuhn - yes. Motion carried.

Murphy motioned to approve the December 7 special meeting minutes. Kusnerak seconded. Witthuhn - yes. Murphy - yes. Kusnerak - yes. Motion carried.

Witthuhn provided off camera summary.

Witthuhn advised of the Special Meeting held earlier this date regarding the golf course property on SR 303 (Center Rd.) near Substation Rd. Witthuhn provided a brief summary of the meeting and Trustee approval to accept court-ordered mediation agreement.

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

DEPARTMENT REPORTS:

FISCAL OFFICER:

TFO Esber completed the financial reconciliation for the month of November, 2022.

Witthuhn offered **Resolution #39-2022** for temporary appropriations for 2023 not to exceed \$7,000,000.00. Murphy seconded. Witthuhn - yes. Kusnerak - yes. Murphy - yes. Resolution

adopted.

Witthuhn offered **Resolution #40-2022** for the advance collection of real estate taxes for 2023, as required by the Auditor's office. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Resolution adopted.

Witthuhn moved to approve payroll from 11/29/22 in the amount of \$58,847.78. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to approve payroll for 12/13/22 in the amount of \$70,973.29. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to approve warrants for 12/12/22 in the amount of \$7,740.10. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Murphy moved to approve warrants from 11/30/22 in the amount of \$8,881.01. Kusnerak seconded. Witthuhn – abstained. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to approve warrants from 12/5/22 in the amount of \$13,159.26. Murphy seconded. Witthuhn – abstained. Murphy – yes. Kusnerak -yes. Motion carried.

Witthuhn moved to approve the following purchase orders, with the understanding that the one for Verizon on behalf of the Service Department may change. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes.

Purchase order to Home Depot in the amount of \$750.00 on behalf of the Service Department.

Purchase order to Ohio Edison in the amount of \$2,000.00 on behalf of the Fire Department.

Purchase order to Lighthouse Solutions in the amount of \$4,519.82 on behalf of the Police Department.

Purchase order to Hall Public Safety in the amount of \$6,171.07 on behalf of the Police Department.

Purchase order to Mr. Tire in the amount of \$1,080.61 on behalf of the Police Department.

Purchase order to Verizon Wireless on behalf of the Service Department in the amount of \$250.26.

Purchase order to Verizon Wireless in the amount of \$207.61 on behalf of the Police Department.

Zoning Department:

Czyz reported that \$1,682.61 was collected in November, 2022. Czyz provided the November monthly report to the Trustees.

Trustee Murphy reported that at the last Trustee meeting, they had accepted the resignation of Cliff Kersten, who was a member of the Board of Zoning Appeals. Since then, Mr. Kersten's circumstances have changed, and he is requesting to rescind his resignation. Murphy made a motion to appoint Cliff

Kersten to the Board of Zoning Appeals to fill the unexpired term ending December, 2023, and to waive all pre-employment requirements. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Police Department:

Chief Sopkovich would like to thank the Brunswick Hills Police Association for sponsoring the Story Time with Santa Clause event. Several hundred children attended the festivities, drinking hot cocoa, having their photo taken with Santa, meeting some of the Brunswick Hills Police Officers and listening to a story read by Santa. Sopkovich thanked Trustee Murphy and Zoning Inspector Czyz for attending and helping. Sopkovich apologized for the event being organized last minute and promised to give the community more notice next year. Czyz commented that it was a wonderful time and thanked Sopkovich as well as the Police Department for organizing the event.

Sopkovich thanked FOP #15 for sponsoring Shop with a Cop the previous weekend. BHT Police Officers and staff took children from the community to shop at Meijer. Sopkovich thanked Meijer and appreciates their partnership with the Police Department.

Chief reminded everyone that Christmas is only a couple of weeks away and the Police Department has been very busy with the Giving Tree. So far, they have been able to help a dozen or so families, but still have a couple more that they are trying to help with food and items for the children. Sopkovich thanked the Brunswick Eagles as well as all of the community members that have made donations to help purchase food and Christmas gifts for needy families in our area. Donations are always welcome and accepted at the Police Department.

Sopkovich noted that the purchase order request in the amount of \$4,519.82 to Lighthouse Solutions is for network recording cameras at the Police Station and will be paid from line item 2191-210-323-1323, Repairs & Maintenance – Facility. Witthuhn made a motion to approve the purchase order and Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Chief also requested a purchase order in the amount of \$6,171.07 to Hall Public Safety, which will be used to outfit Police Unit #1 with emergency lights, siren, etc. The funds will be used from line item 2191-210-323-0323, Repairs & Maintenance – Vehicles. Sopkovich noted that all usable emergency equipment from the previous vehicle was removed and will be reused, which is why the amount is far less than it normally costs to outfit a new vehicle with equipment. Murphy made a motion to approve the purchase order. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Lastly, Sopkovich requested approval for tires from Mr. Tire to outfit Unit #11 in the amount of \$1,080.61, to be paid from line item 2191-210-323-0323, Repairs & Maintenance – Vehicles. Witthuhn moved to approve. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Fire Department:

Chief Strazzo read the November activity report.

EMS billing collections for November were \$11,074.40 and \$197,103.98 year to date.

Strazzo requested approval for Firefighter Crider to attend the Medina County Firefighter’s Workshop

on January 7, 2023. There is no cost to attend the workshop, which focuses on trauma. Witthuhn made a motion to approve the request. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Strazzo requested approval to pay the ESO annual software invoice in the amount of \$1,633.00 from purchase order #58. Kusnerak moved to approve. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Chief requested approval for himself and Fire Prevention Officer Payne to attend the 2023 Fire Protection and Life Safety Forum on February 27th and 28th in Columbus. Strazzo requested a purchase order to Huntington Bank in the amount of \$1,178.00 from line item 2192-220-318-0000 – Training Services. This amount includes cost of the training, hotel and meals. Murphy motioned to approve the request. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo requested to close purchase order #54 and that a new purchase order for Ohio Edison be issued in the amount of \$2,000.00 from line item 2192-220-351-0000 – Electric. The request was already discussed and approved under the Fiscal Officer's agenda.

Strazzo announced that Santa will be in the Township on Sunday, December 18th. He will be riding through neighborhoods beginning at 9:00 AM; the route will be posted on the Fire Department's Facebook page. Santa should return to Fire Station 2 around noon and will remain until 3:00 PM. Parking for the event will be at 766 Substation Road, which is the church just South of the Fire Station. A free shuttle, courtesy of Small Hands Big Dreams Learning Center, will be provided to take visitors to and from the Fire Station. Strazzo announced that Meijers generously donated \$100 to the event, and he is appreciative of that.

In addition, Strazzo extended a special thank you to Jackie Hamschild, who is the Southwest EMS coordinator, and is retiring at the end of the year. Jackie has provided many years of service in regard to the Township's EMS program and will be missed. Strazzo and the Board wish her all of the best in her retirement.

Strazzo informed Chief Sopkovich that the Fire Department picked up donations of food and gifts from the Arbors and will drop everything off at the Police Department on Wednesday.

Strazzo wished everyone a safe and Merry Christmas!

Service Department:

Magovac read the November, 2022 road report.

Magovac requested to close purchase order #96 to Melway Paving. Kusnerak made a motion to close the purchase order. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

In addition, Magovac requested a purchase order to Home Depot in the amount of \$750 from line item 2031-330-420-0000 – Operating Supplies. (See Fiscal Officer's report)

Magovac reported that he submitted his 2023 purchase order and blanket certificate list to the Fiscal Officer.

The Peterbilt truck was sent to General Maintenance for repairs and the cost was \$1,230.00, to be paid from blanket certificate #30. Kusnerak moved to approve the repairs. Murphy seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to approve Magovac’s request to be paid for 40 hours of vacation time. Witthuhn – seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

A resident recently asked the Trustees if the Township can begin providing leaf pickup. Magovac looked into the possibility, but reported that the manpower and resources needed to provide this service are far greater than the Service Department currently has.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Trica Murphy:

None.

John Witthuhn:

Requested approval to sign the Client File Release Authorization Form with Walter Haverfeld on behalf of the Township. Kusnerak moved to approve for Trustee Witthuhn to sign on behalf of the Township. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

Kusnerak explained that at the beginning of every year, the Township holds an organizational meeting. After discussion, Kusnerak made a motion to hold the organizational meeting on Tuesday, January 3, 2023 at 10 AM. The meeting will be held at 1918 Pearl Road, Brunswick, OH 44212. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn mentioned that the opt-out time period for Republic Waste garbage collection is soon approaching. Murphy reported that the opt-out forms must be approved by the Township 60 days prior to the anniversary date, which would be the end of March, 2023. Kusnerak made a motion to set January 9th through the 20th as the opt-out period for Republic Waste garbage collection. Witthuhn seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried. Witthuhn stated that information about the garbage collection and opt-out forms will be on the Township website as well as at the Police Department, Town Hall, and in the Zoning Office on Thursdays since Town Hall is closed that day.

MISCELLANEOUS & CORRESPONDENCE:

Witthuhn announced that Republic Waste will be closed on December 26th and January 2nd in observance of Christmas and New Year's Day. Pick up will be delayed by one day both of those weeks.

UPCOMING MEETINGS:

Trustees:	December 27 at 7 PM
Zoning Commission:	January 12 at 7 PM
BZA:	December 14 at 7 PM
	January 4 at 7 PM

PUBLIC INPUT:

Linda Kuenzer, Zoning Secretary, posed a couple of questions to the Board. Since Cliff Kersten was reinstated to the BZA and was present during the original hearing, is it appropriate for him to attend and vote at the December 14th meeting, and does he need to be sworn into office again? Trustee Murphy responded that she will swear Mr. Kersten into office prior to the start of the meeting on December 14th.

Mrs. Kuenzer also asked if she can advertise in the newspaper to fill openings on the Zoning Commission since they are down a few members. Witthuhn and Kusnerak both stated that ads are currently posted on the Township website as well as the Police and Fire Department Facebook pages, but they will also add the openings to signs in front of both Fire Stations as well.

OFF CAMERA:

Kusnerak motioned to go off camera at 7:51 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 the purpose of an interview to consider employment. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 7:57 PM for the purpose of an interview to consider employment. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:28 PM. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to offer Cody Winland a full-time Firefighter position, pending successful completion of all pre-employment requirements. Murphy seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to adjourn at 8:35 PM. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Christina Kusnerak, Chair Trustee

Trica Murphy, Vice-Chair Trustee

John Witthuhn, Trustee

Katherine Esber, Fiscal Officer