

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
December 27, 2022

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

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

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

PRESENTATION:

None.

MINUTES:

None are ready for approval.

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

DEPARTMENT REPORTS:

Zoning Department:

None.

Police Department:

None.

Fire Department:

Trustee Witthuhn made a motion to approve a request for Firefighter DiSalvo to attend trauma classes at Southwest General, which includes a trauma review on January 13 and a two-day International Trauma Life Support course on March 28 and 29. There is no cost for the training. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve a request for Firefighter Mehalic to attend ToxMedic on January 28 and 29 as a member of the Hazardous Materials Response Team. There is no cost of the training. Murphy seconded. Witthuhn – yes. Murphy – yes.

Witthuhn shared that on behalf of Fire Chief Strazzo, they wished to thank everyone who assisted with the Meet Santa event, including:

Brunswick Hills Firefighters
Brunswick Hills Police Auxiliary
Meijer
Brunswick High School VOFT Students

Southwest General Hospital
Medina County Park District
Medina Career Center Public Safety Students
Dairy Queen
Graduates of the Brunswick Hills Jr. Fire Academy
Brunswick Hills Road Department
Brunswick Hills Trustees

Witthuhn stated that the Fire Department currently operates on a five-year levy, which was last renewed in 2018 and will be up for review in 2023. The current levy is 5.2 mills and brings in approximately \$1.3 million dollars annually, and is the only money that the Fire Department uses to operate. The levy that passed in 2018 allowed for three full-time firefighters, but prior to that point, everyone on staff was only part-time. Currently, there are four full-time firefighters in addition to the part-time staff, which includes the Chief and Assistant Chief. However, as the community continues to grow, Witthuhn would like to see the levy become permanent since it is the only funding source for them.

Witthuhn stated that option one would be to continue things as they are with four full-time firefighters, the rest of the staff part-time plus all of the other departmental expenses.

Option two would be to request an additional one mill for the levy, which would bring in an additional \$400,000 annually for the department. If approved, this option would cost homeowners \$35 per \$100,000 valuation. The average home valuation in Brunswick Hills is \$250,000, which would cost the homeowner \$87 per year. A benefit of option two is that the full-time staff would be increased to six people. In addition, our tanker truck (that provides water in areas with no hydrant nearby), is almost 30 years old. The Trustees have been discussing replacing it for a while, and were recently made aware that a neighboring community has a similar tanker truck and are having difficulty finding parts to make repairs. Passage of the levy in option two would also allow the Trustees to purchase a new tanker for the Fire Department. In addition, this option would also allow the Department to staff both Fire Stations during peak hours. Currently, staffing rotates so that Station One on the South end of the Township is occupied one week and then Station Two on the North end is manned the next week. The additional money would allow for two firefighters to be located at each fire station during designated hours, 9 AM to 9 PM or 10 AM to 10 PM, which will reduce response times.

Witthuhn stated that in order to get the levies on the May ballot, the Trustees would need to submit all of the paperwork by early February. As such, Witthuhn offered two levies – one to keep the same 5.2 mill levy and an additional 1 mill levy. The resolutions would be submitted to the Auditor, which is the first step in the procedure. Once returned from the Auditor, the Trustees will make another resolution to put the levies on the ballot.

Trustee Murphy shared that she is in favor of option two, and feels that it is necessary to have the four firefighters split between the two fire stations for the health, welfare, and safety of the residents (during peak hours).

Witthuhn clarified that the levies being discussed are for Fire/EMS services and that both options will be put on the ballot so the residents can decide what they prefer. Therefore, he offered **Resolution #41-2022**

for the 5.2 mil levy to go to the Auditor for consideration as a continuous levy. Murphy seconded. Witthuhn – yes. Murphy – yes. Resolution adopted.

Witthuhn also offered **Resolution #42-2022**, which will be an additional 1 mill levy that would be a five-year levy. Murphy seconded. Witthuhn – yes. Murphy – yes. Resolution adopted.

Service Department:

None.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Trica Murphy:

She provided an update for the Board of Zoning Appeals. Mr. Mark Jeffers, who is an alternate for 2022, has requested to continue to serve on the Board for 2023. Murphy motioned to reappoint Mr. Jeffers to the Board of Zoning Appeals for 2023 as an Alternate. Because there has not been a break in service, pre-employment requirements are waived. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy further stated that two current Alternates for the Zoning Commission, Mrs. Barbara Porter and Mr. Dean Collura, who have both served the community for many years, have decided to retire from the Board. Murphy and Witthuhn expressed their gratitude to Mrs. Porter and Mr. Collura for their service and insight.

John Witthuhn:

Witthuhn motioned to pay two invoices to Walter Haverfield in the amounts of \$1,160.00 and \$1,180.00. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn noted that Republic Waste did not pick up trash on Friday, December 23rd because of the extreme weather, and due to the holiday, weather conditions, and their scheduling, the service for that week did not get rescheduled, but rather was cancelled. As of now, they will do a double pick up on Friday, December 30th, but because of the holiday on Monday, it may end up being on Saturday, December 31st. However, just to be safe, residents should have their garbage out for pick up on Friday. Witthuhn received a call from a resident asking about a refund for the pick up that was missed, but the contract states that when a situation occurs that is out of their control, such as the weather conditions, there is no recourse.

Lastly, Witthuhn thanked Township Administrative Assistant, Sally, for organizing an event for Township employees, as well as the Service Department crew for their help in setting up for the meeting.

FISCAL OFFICER:

Witthuhn moved to approve the purchase order and payment of an invoice to Mr. Tire in the amount of \$1,373.21 on behalf of the Police Department. Murphy seconded. Witthuhn – yes. Murphy – yes.

Motion carried

Witthuhn motioned to approve payroll dated 12/27/22 in the amount of \$83,436.05. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to approve warrants dated 12/19/22 in the amount of \$22,219.88. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve warrants dated 12/27/22 in the amount of \$68,057.27. Witthuhn noted that a large portion of this amount, just over \$50,000, is for health insurance to Medical Mutual. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Murphy offered **Resolution #43-2022** Appropriation Reallocations to increase a Zoning line item by \$550.00 and decrease a Fiscal Officer line item by \$550.00. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Resolution adopted.

Witthuhn made a motion to approve a purchase order payable to Gary Fuller for contracted services of the annual cemetery maintenance in the amount of \$1,060.00. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn motioned to approve the following purchase orders as read by the Fiscal Officer. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Purchase order payable to Huntington Bank in the amount of \$238.89 from line item 2191-210-323-0323 – Repairs & Maintenance for Vehicles, \$600.00 from line item 2191-210-420-0000 – Operating Supplies and \$150.00 from line item 2191-210-319-0000 – Other Professional & Technical Services all on behalf of the Police Department. The total amount is \$988.89.

Purchase order payable to Capital One for Wal-Mart purchases in the amount of \$125.00 from line item 2191-210-420-2420 – Operating Supplies Community on behalf of the Police Department for the Christmas event.

Purchase order payable to Home Depot in the amount of \$63.71 from line item 2191-210-323-1323 – Repairs & Maintenance Facility on behalf of the Police Department.

Purchase order payable to UPS Store in Brunswick in the amount of \$150.00 from line item 2191-210-342-0000 – Postage on behalf of the Police Department.

Purchase order payable to Tractor Supply in the amount of \$91.92 is being deleted because the invoice was already paid.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS: Trustees: January 3 at 10 AM – Organizational Meeting
 January 10 at 7 PM
 Zoning Commission: January 12 at 7 PM
 BZA: January 4 at 7 PM – Organizational Meeting
 January 4 after Organizational Meeting – Public
 Hearing for Variance Request

PUBLIC INPUT:

None.

OFF CAMERA:

Murphy motioned to go off camera at 7:28 pm for the signing of Warrants & Purchase Orders and any other business brought before the Board. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy motioned to adjourn at 7:56 PM. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Christina Kusnerak, Chair Trustee

Trica Murphy, Vice-Chair Trustee

John Witthuhn, Trustee

Katherine Esber, Fiscal Officer