

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
January 10, 2023

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, January 10, 2023 at Brunswick Hills Township Town Hall.

Board of Trustees Chair John Witthuhn, Vice Chair Christina Kusnerak, Trustee Trica Murphy, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, Police Chief Tim Sopkovich, Assistant Fire Chief Tim Haas, and Service Foreman Paul Magovac present.

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

PRESENTATION:

MINUTES:

Witthuhn moved to approve the December 13, 2022 regular meeting minutes. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Murphy moved to approve the December 27, 2022 regular meeting minutes. Witthuhn seconded. Kusnerak – abstained. Murphy - yes. Witthuhn – yes. Motion carried.

Murphy moved to approve the January 3, 2023 special organization meeting minutes. Kusnerak 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)

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Evelyn Czyz reported that \$3,540.76 was collected in the month of December, 2022. Czyz presented an overview of permits given out by the Zoning Department as follows:

- 4 Accessory Buildings
- 1 Deck
- 1 Lot Combination (2 Parcels)
- 1 Open Frame Porch
- 1 Porch
- 1 Sign
- 10 Single Family Dwellings

Czyz also discussed violation letters that were sent to residents.

Police Department:

Police Chief Tim Sopkovich presented the annual report for 2022. A copy of the 2022 Report can be found on the Township Website.

Sopkovich requested to send Patrolman Dominguez to Subject Control Impact Weapons Instructor Training on March 8 and 9, 2023 in London, Ohio. Purchase Order request to OPOTA for \$250.00 to be paid from line item 2191-210-318-0000 – Training. Witthuhn made a motion to approve. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Sopkovich also requested to send Patrolmen Fairhurst and Dressler to Advanced Search & Seizure/Traffic Stops Training on March 13 and 14, 2023 in Strongsville, Ohio. Purchase Order request to Blue to Gold in the amount of \$498.00 to be paid from line item 2191-210-318-0000 – Training. Murphy motioned to approve the requests. Witthuhn – seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Sopkovich requested to send Patrolman Dressler to Subject Control Instructor Training from August 7 – 25, 2023 in London, Ohio. Purchase Order request to OPOTA for \$1,000.00 to be paid from line item 2191-210-318-0000 – Training. Murphy moved to approve. Kusnerak – seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Another request was made by Sopkovich to send Sergeant Milford and Patrolman Dominguez to Red Dot Instructor Training from October 16 – 18, 2023 in Amherst, Ohio. Purchase Order request to OPOTA for \$400.00 to be paid from line item 2191-210-318-0000 – Training. Kusnerak made a motion to approve. Murphy – seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Sopkovich requested to send Patrolman Dominguez to Semi-Auto Pistol Instruction from October 9 – 13, 2023 in Stow, Ohio. Purchase Order request to OPOTA for \$250.00 to be paid from line item 2191-210-318-0000 – Training. Witthuhn motioned to approve. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Chief Sopkovich asked about pay increases for the Police Department's part-time patrol officers. Witthuhn responded that all pay increases would be discussed in Executive Session after going off-camera.

Witthuhn made a motion to approve an invoice to Mr. Tire in the amount of \$1,158.57 on behalf of the Police Department. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Fire Department:

Assistant Fire Chief Haas read the Department's December, 2022 Run Review, and reported that \$213,532.26 was collected in 2022, including \$16,428.28 collected in December.

Assistant Chief Haas requested for Firefighter Eberl to attend Fire Officer I Training, beginning on January 15, 2023. The course is online through Cuyahoga County Community College and the cost is \$550.00, which will be paid from purchase order #43-2023. Kusnerak moved to approve the request. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Haas also requested a resolution for the sale of the 2007 Road Rescue ambulance via GovDeals.com.

Kusnerak offered **Resolution #10-2023** for the sale of the ambulance. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Haas announced that the Fire Department received the State of Ohio 2023 MARCS Radio Grant in the amount of \$2,280.00. The money is to be directed toward user fees.

Haas thanked the Fraternal Order of Eagles for their generous donation to the Brunswick Hills Firefighters Association. The funds will be used by the Association to support the lockbox program and public education/relations events.

Witthuhn had discussed two levies for the Fire Department at the December 27, 2022 Trustee meeting. After that meeting, he took the paperwork to the Prosecutor’s Office, and unfortunately, things have changed. The wording in the Ohio Revised Code (ORC) has changed and the requirements have also changed, limiting what the Board of Trustees are able to do right now. Currently, the Fire Department receives monies from a levy that is 5.2 mills, but will be expiring at the end of 2023. Per the Prosecutor’s Office, ORC rules dictate that a renewal for the current levy cannot be put on the ballot until November 2023. As discussed previously, the new 1 mill levy would allow for two extra full-time firefighter/EMS employees to be added to the Fire Department, assist with the replacement of the tanker truck, and also increase staffing so that both Fire Stations would be manned during peak daytime hours. Due to these regulations, Witthuhn offered **Resolution #11-2023** to rescind **Resolution #41-2022 and Resolution #42-2022**. Murphy seconded. Kusnerak – abstained. Witthuhn – yes. Murphy – yes. Resolution adopted.

Witthuhn then offered **Resolution #12-2023** to place the 1 mill levy, which will be for a period of five (5) years on the May ballot. Witthuhn stated that the 5.2 mill levy would then be placed on the ballot in November. Murphy voiced her concern that if residents approve the 1 mill levy, they may not want to then approve another levy so quickly. Zoning Inspector asked if the 1 mill levy fails in May, can it then be put on the November ballot and Witthuhn responded that it can. Witthuhn stated that the Resolution will be sent to the Auditor’s Office and then the Board of Trustees will pass another Resolution to put the levy on the ballot for voters. Kusnerak – seconded. Murphy – no. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

Witthuhn acknowledged and thanked Brian Richter from the Medina County Prosecutor’s Office for his efforts, as well as those of other staff members in his office, for their diligence in preparing paperwork for the Fire Department levies so that it could be presented at the Trustees’ meeting.

Service Department:

Service Department Foreman read the December, 2022 report.

Magovac requested a Then & Now purchase order in the amount of \$298.76 to Goodyear Commercial Tire to be paid from line item 2011-330-360-0000 – Contracted Services. Witthuhn made a motion approve the request. Murphy - seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Magovac requested a purchase order in the amount of \$600.00 to Cintas to be paid from line item 1000-410-360-0000 – Contracted Services. Murphy motioned to approve the request. Kusnerak – seconded.

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

Magovac also requested to close the following purchase orders: PO #182-2022 – Verizon, PO #47-2022 – Medina County Sanitary Engineer, and PO #48-2022 – Miller & Company. Kusnerak moved to approve. Witthuhn – seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

A request was made by Magovac to have repairs not to exceed an amount of \$6,500.00 completed by General Maintenance on the Peterbilt truck, to be paid from line item 2021-330-323-0323 – Repairs & Maintenance, Vehicles. Witthuhn motioned to approve. Murphy – seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Lastly, Magovac received a letter from Andy Conrad at the Medina County Engineer’s Office stating that the Ohio Department of Transportation road mileage for 2022 is 35.317 miles of public roads that Brunswick Hills Township Service Department maintains. Magovac requested that the Trustees sign the Annual Road Mileage Certification so that it can be mailed on January 11, 2023. Witthuhn moved to approve the request. Kusnerak – seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion approved.

TRUSTEE REPORTS:

John Witthuhn:

Witthuhn read a letter from a resident thanking Paul Magovac and the Service Department for their assistance with removing a deceased animal. The resident further stated that he appreciates all of their efforts on behalf of the Township.

Christina Kusnerak:

None

Trica Murphy:

Murphy stated that quite some time ago, a grant request was submitted to the Medina County Commissioners for updates to our Comprehensive Land Use Plan. In December, 2022, the Board of County Commissioners of Medina County, Ohio awarded Brunswick Hills Township \$5,000.00 to work on the Comprehensive Land Use Plan and/or the Township’s Zoning Resolution. Murphy stated that the updates must be completed within a two-year period.

FISCAL OFFICER:

Fiscal Officer Katherine Esber stated that a Records Commission meeting needs to be scheduled. After discussion, Trustee Chair Witthuhn made a motion to schedule the meeting for Tuesday, January 24, 2023 at 6:50 PM. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy moved to approve payroll dated 1/10/23 in the amount of \$72,031.29. Kusnerak – seconded. Witthuhn – abstained from the payment to FOP, but for all other payments – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy motioned to approve warrants dated 1/7/23 in the amount of \$42,950.10. Kusnerak – seconded. Witthuhn – abstained from payment to City of Brunswick, but for all other payments included in the

listing – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve the following purchase orders as read by Esber.

- Then & Now purchase order to Columbia Gas in the amount \$364.87 for December 2022 usage at the Town Hall, to be paid from the General Fund.
- Then & Now purchase order to the Gazette in the amount of \$83.48 on behalf of Zoning.
- Purchase order to United Site Services Midwest (former supplier Miller & Company), in the amount of \$2,000.00 on behalf of the Service Department.
- DEX Imaging for the printer contract in the amount of \$1,000.00, to be paid from the General Fund – Contracted Services.
- Vasu Communications for the tornado sirens in the amount of \$2,520.00, to be paid from the General Fund – Contracted Services.

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

Esber reminded the department heads to please close any purchase orders that they are able to as she needs to close out fiscal year 2022 by the end of January, 2023.

OLD BUSINESS:

Witthuhn reported that the opt-out period for Republic Waste began on Monday, January 9th. The Trustees have been informed that Republic Waste has not yet sent out the postcards to residents regarding the annual opt-out process and time period due to a change in personnel handling the Township account. Republic is working on sending out the notices now. Accordingly, Witthuhn made a motion to extend the deadline to February 1, 2023 at 3:00 PM for residents to submit their opt-out form, realizing that the date may need to be extended, based on when the post cards are actually mailed. Kusnerak – seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn noted that Republic Waste audited their records and although they have been lax in the past with their billing, they intend to get back on track with the beginning of the new contract this year and will be billing residents that do not have an approved opt-out designation. Residents must complete the opt-out form, have it notarized, and turn in the completed form to the Township. This must be done each year for anyone not wanting rubbish service from Republic Waste.

NEW BUSINESS:

Witthuhn read the 2022 report from Medina County SPCA, which indicates that they assisted with 27 animals from Brunswick Hills residents at an average cost of care per animal of \$280.20, for a total of \$7,565.40. In the past, the Township has made an annual donation of \$2,000.00. Therefore, Witthuhn made a motion that Brunswick Hills Township donate \$2,000.00 to the Medina County Society for Prevention of Cruelty to Animals, to be paid from purchase order #58-2023. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS: Trustees: Records Commission - January 24 at 6:50 PM
Regular Meeting – January 24 at 7:00 PM
Zoning Commission: January 12 at 7 PM
BZA: February 4 at 7 PM – CANCELLED
March 1 at 7 PM

PUBLIC INPUT:

Zoning Secretary, Linda Kuenzer, complimented Police Chief Sopkovich on the annual report that he compiled and presented at the meeting. She appreciated his thoroughness in keeping the public informed of happenings within the Township.

Trustee Murphy wanted to remind residents that there are still openings on both the Zoning Commission and Board of Zoning Appeals. Murphy encouraged residents to get involved, and Witthuhn noted that applications are available on the Township website.

OFF CAMERA:

Witthuhn motioned to go off camera at 8:31 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 employee compensation and to discuss a complaint against a public employee. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to go into Executive Session at 8:41 PM to discuss employee compensation and a complaint against a public employee. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 10:01 PM. Witthuhn - seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to increase the pay by 3% for the Cleaning staff, Police Administrative Assistant, all part-time Fire Department employees, senior part-time Service employee, Assistant Zoning Inspector, Police Chief and Service Foreman, effective with the next payroll period. Murphy seconded. Kusnerak - yes. Witthuhn – yes. Murphy – yes. Motion carried.

Murphy made a motion to increase the Zoning Secretary’s pay by \$100 per month; increase the Zoning Inspector’s pay by \$.50/hour; increase the Township Administrative Assistant’s pay by \$1.00/hour; and increase the junior part-time Service employees pay by \$1.00/hr., effective with the next payroll period. Kusnerak – seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to increase the pay for part-time Police Officers to \$24.00/hr., effective with the next payroll period. Witthuhn – seconded. Murphy – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to adjourn at 10:16 PM. Witthuhn – seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

John Witthuhn, Chair Trustee

Christina Kusnerak, Vice-Chair Trustee

Trica Murphy, Trustee

Katherine Esber, Fiscal Officer