

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**February 14, 2023**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, February 14, 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, Fire Chief Anthony Strazzo, and Service Foreman Paul Magovac present.

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

**PRESENTATION:**

None.

**MINUTES:**

Witthuhn moved to approve the January 10, 2023 Regular Meeting Minutes as amended. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to approve the January 24, 2023 Records Commission Meeting Minutes. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Murphy motioned to approve the January 24, 2023 Regular Meeting Minutes. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – 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:**

Czyz reported that \$179.02 was collected in January, and although not a lot of money was collected in permits, the Zoning Office was very busy dealing with violations as well as residents and contractors stopping in to discuss planning for projects to their property.

Czyz requested approval to attend the Pipeline Training class that is scheduled for this Thursday, February 16, 2023 at Todaro's Party Center in Akron. Czyz reported that she has attending the training for more than 10 years and there is no cost for the training. However, she is requesting to be reimbursed for mileage as the Zoning car is still in the repair shop. Murphy questioned how this pipeline emergency response training relates to Township Zoning. Strazzo and Sopkovich noted that personnel from the Fire and Police Departments have attended this training in the past. Murphy noted that the pipeline training is for emergency response and is not related to Township Zoning. Witthuhn made a motion to approve for Czyz and Assistant Zoning Inspector, Wes Humphrey, if he is available, to attend the training and to

provide reimbursement for mileage, if the Zoning car is still in the repair shop. Kusnerak seconded. Murphy – no. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn asked Czyz about the status of the Pearl Road property with violations. After discussion between the Trustees and Czyz, it was concluded that the property owner was given a 45-day extension at the July 12, 2022 Trustee meeting, but no action has been taken to correct the violations. Therefore, Witthuhn motioned for Czyz to forward the file for 2231 Pearl Road to the Prosecutor's Office for further action. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn asked Czyz about the status of property violations on Substation Road and McCracken Trail. Czyz responded that legal action is being taken regarding the Substation Road property. Czyz reported that a letter had already been sent to the homeowner on McCracken and will be sending another one on February 15<sup>th</sup>.

**Police Department:**

Chief Sopkovich stated that he has two radios that require updating and requested a purchase order to Cleveland Communications in the amount of \$1,110.00 to be paid from line item 2191-210-430-0000, Small Tools & Minor Equipment. Murphy made a motion to approve the request. Witthuhn seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn asked Sopkovich if he had anything to mention regarding the departmental January report for the Police Department and Sopkovich said that they responded to 420 dispatched calls in the month of January.

**Fire Department:**

Chief Strazzo began with a brief presentation for the upcoming Fire Levy that will be on the May ballot. The Fire Department is requesting an additional 1 MILL Levy, which will be utilized for additional staff members and to replace the current tanker truck. Per the Medina County Auditor's Office, the Levy will generate approximately an additional \$408,000, which is broken down as \$35 per \$100,000 of property valuation. The average home value in Brunswick Hills is \$250,000, which would cost the homeowner an additional \$87.50 in property taxes.

Strazzo also highlighted the specifics as to why a new tanker truck is needed to replace the current one, which is a 1994 model. Since 2016, \$37,322.77 has been spent on repairs to keep the tanker in service. The company used for making repairs and doing maintenance on the tanker sent Chief Strazzo a letter to advise him of the difficulty they are experiencing in locating replacement parts for that age and model of tanker. Essentially, future repairs will cost more than the value of the tanker. Strazzo further stated that a tanker is needed in the community due to several areas that do not have hydrants as well as calls that they respond to on I-71, where no water is available.

Strazzo read the Department's January, 2023 Run Review, and reported that \$9,483.73 was collected for the month.

Although he previously obtained verbal approval from Trustees Kusnerak and Murphy due to deadlines, Strazzo requested for Firefighters Mike Drum, Rob Drum, Mike Eberl and Jake Koneval to attend the First Responder Technologies & Protocols Seminar at the 2023 Cleveland Auto Show on March 2, 2023. There is no cost for the training. Kusnerak moved to approve the request. Murphy seconded. Witthuhn – yes.

Murphy – yes. Kusnerak – yes. Motion carried.

Chief Strazzo announced that the Fire Department submitted their application for the 2023 State of Ohio EMS Priority #1 Grant. Notification should be received in April or May indicating the amount that they will receive.

Governor DeWine announced the inclusion of MARCS user fees in his biennial budget. Chief Strazzo is appreciative that the Governor recognizes the need and for his support of interoperable communications throughout the State of Ohio. The Legislature still needs to approve the expenditure.

Strazzo also announced that VASU will be out in the next 30 days to perform preventive maintenance on the tornado sirens.

Strazzo was notified by Firefighter Rivett that he is being hired full-time by the City of Elyria and will need to drastically reduce his hours working at BHFD, especially over the next two months, as he begins the on-boarding process there. Strazzo approved for FF Rivett to work less than the minimum hours required during that time period.

Chief announced that the new squad is currently in the paint booth and should be delivered sometime in March. Trustee Witthuhn asked if someone has been approved to sign for delivery of the new squad. Strazzo said that he will request that at the next meeting and hopefully, both delivery of the new squad and sale of the old one can be completed at the same time.

**Service Department:**

Magovac read the January Road Report.

Magovac reported that he received a quote from DJ&L, which is to purchase the material and rent the machine for crack sealing. Magovac requested a purchase order to DJ&L in the amount of \$5,400.00 from Contracted Services so that he and his crew can crack seal select roads in need of the repair. Witthuhn moved to approve the request. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

**TRUSTEE REPORTS:**

**Christina Kusnerak:**

None.

**Patrica Murphy:**

None.

**John Witthuhn:**

None.

**FISCAL OFFICER:**

Witthuhn moved to approve two purchase orders in the amount of \$585.00 and \$99.04 that are reimbursements to people who paid for ambulance transport prior to their insurance paying. Murphy

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

Witthuhn motioned to approve payroll from 2/7/23 in the amount of \$70,749.04. Kusnerak – seconded. Murphy – abstained. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to approve payroll for 2/21/23 in the amount of \$64,267.47. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve warrants dated 2/6/23 in the amount of \$24,550.03. Kusnerak seconded. Murphy – abstained. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak motioned to approve warrants dated 2/14/23 in the amount of \$22,117.16. Murphy seconded. Witthuhn – abstained from the invoice for the City of Brunswick, yes for all others. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak made a motion to approve warrants dated 1/30/23 in the amount of \$27,211.25. Murphy – seconded. Witthuhn – abstained. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to approve payment to the City of Brunswick for fourth quarter 2021 cable expenses in the amount of \$16,923.34. Murphy seconded. Witthuhn – abstained. Kusnerak – yes. Murphy – yes. Motion carried.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

The Republic Waste Opt-Out requests are to be reviewed by the Trustees for approval, and Trustee Witthuhn asked to do so off-camera as he did not have a chance to review them prior to the meeting.

Witthuhn began a discussion regarding the Township’s Policies and Procedures Manual as it pertains to hiring, open positions and promotions because he would like to see all departments doing things the same way, e.g., promotions, hiring new personnel, raises, etc. Witthuhn said paragraph 2.6 states that “the Board of Trustees approves all promotions.” After extensive conversation between the Board of Trustees and Police Chief Sopkovich, the Board appointed Trustee Murphy to contact the Medina County Prosecutor’s Office for further guidance on this topic.

Kusnerak discussed revisions being made to the New Hire Sheet that is used by all departments within the Township as currently, each department is using something different. Kusnerak asked that all department email feedback on the form to the Township Administrative Assistant. Murphy stated that she had feedback as well.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:** Trustees: February 28 at 7 PM  
BZA: March 1 at 7 PM

**PUBLIC INPUT:**

None.

**OFF CAMERA:**

Witthuhn motioned to go off camera at 8:03 pm for the signing of Warrants & Purchase Orders and any other business brought before the Board. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve 85 of the 86 Republic Waste Opt-Out requests, with resident McMahan’s form pending. Witthuhn will follow up with Republic Waste regarding private street residents. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to adjourn at 8:24 PM. Kusnerak seconded. Witthuhn - yes. Murphy – yes. Kusnerak – yes. Motion carried.

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John Witthuhn, Chair Trustee

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Christina Kusnerak, Vice-Chair Trustee

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Patrica Murphy, Trustee

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Katherine Esber, Fiscal Officer