

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
March 14, 2023

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, March 14, 2023 at Brunswick Hills Township Town Hall.

Board of Trustees Chair John Witthuhn, Vice Chair Christina Kusnerak, Trustee Trica Murphy, 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:

None.

MINUTES:

Witthuhn moved to approve the February 14 regular meeting minutes. Murphy seconded. Kusnerak - yes. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy moved to approve the February 28 regular meeting minutes. Witthuhn seconded. Witthuhn - yes. Murphy – yes. Kusnerak – abstained. 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:

Czyz reported that \$2,866.90 was collected in February. Czyz reported that some violation letters were mailed out. In addition, she is working on the packet for the Prosecutor’s Office and will notify Trustee Murphy when it is complete so that she can sign on behalf of the Township.

Czyz stated that there is not enough money in her budgeted account to pay for the annual Iworq invoice. She had requested \$2,500.00, but only \$250.00 was put into the account. Therefore, she is requesting an additional amount of \$1,875.00 to pay the invoice. Witthuhn stated that Fiscal Officer Esber had identified line item 1000-130-310-0130 to use for the expense and did prepare a purchase order.

Czyz notified the Board that the Zoning Office will not open until 10:30 AM on Wednesday, March 15th as she will be attending a Planning Commission meeting earlier in the morning.

Police Department:

Chief Sopkovich announced that beginning in April, an update to the current Distracted Driving Law will become effective. The current law states that drivers can only be cited for distracted driving as a secondary

offense, meaning that if they are stopped for speeding, running a stop sign, etc., then they may also be given a ticket for being distracted while driving. The new law will allow officers to pull over drivers that they observe as being distracted and not focused on their driving. Sopkovich stated that for the first six months after the new law becomes effective, Brunswick Hills Officers will be stopping distracted drivers, but only giving them a warning rather than a ticket. After the six months, tickets will be given out for the offense.

Sopkovich announced that he and the Brunswick Hills Police Department received a thank you letter from the Wadsworth Police Chief for their role in keeping everyone safe at the demonstration over the past weekend. Chief Sopkovich, Canine Officer Makrinos and Ajgo, Patrolmen Getto, Dominguez, Nicolai and Sergeant Milford all participated. Trustee Murphy commented that the letter received from Chief Chafin was very complimentary.

Chief Sopkovich requested approval to accept a donation in the amount of \$315.00 from Brady's Fund, which is non-profit organization throughout the State of Ohio that provides vests and pays training expenses for K-9 officers. The donation will be used to send Patrolman Makrinos to attend K-9 Investigations Training in Pittsburgh, PA from May 2-4, 2023. The only cost incurred will be for a two-night hotel stay. Murphy made a motion to approve the donation and hotel expense. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion approved.

Sopkovich reported that the Police Department responded to 521 dispatched calls from February 1 to March 14, 2023.

Fire Department:

Assistant Chief Haas read the February activity report. EMS billing collections for the month of February was \$19,680.96 and the 2023 year-to-date total is \$29,164.69.

Haas requested a purchase order for Pfund in the amount of \$9,253.00 to pay the cost increase for the new squad. The expense will be paid from line item 2281-760-740-0000, EMS Machinery, Equipment & Furniture. Documentation for the price increase was emailed to the Board on March 3rd. Witthuhn moved to approve the request. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Additionally, Haas requested payment to Pfund for the new squad in the amount of \$254,213.00 from purchase order #127-2022 as well as the purchase order requested above. Haas also requested that a Board member be designated to sign purchase documents for the new squad, as needed. Witthuhn motioned to approve the request as read and authorized Trustee Vice-Chair Kusnerak, to sign purchase documents on behalf of the Township. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Haas requested approval for a Leave of Absence submitted by Firefighter Sigmund from April 1 through October 1, 2023. Kusnerak motioned to approve. Witthuhn seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion approved.

A request was made by Haas for approval to have Firefighters Eberl, Winland, Marelli and Trybus to attend an American Heart Association CPR Instructor Class on April 22, 2023 from 9:00 AM to 12:00

PM. The class is free of charge and will be held at the Brunswick Fire Station One. Kusnerak made a motion to approve. Murphy – seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Haas also requested for up to four members of the BHFD to attend First Due Operations Training on May 20 and 21, 2023 at the Medina County Career Center. The cost is \$150.00 per person to be paid from BC #49, Training. Murphy moved to approve the request. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Lastly, Haas requested approval to purchase turnout gear and related items from Fire Safety Services, which will include one set of turnout gear, one pair of fire boots and five fire hoods. Cost of the gear is \$4,060.00. Kusnerak motioned to approve. Witthuhn seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn reported that the old EMS squad sold on GovDeals for \$15,500.00, and they are waiting for the buyer to arrive and pick up the vehicle. Witthuhn requested approval for him to sign the title on behalf of the Township to complete the sale. Kusnerak moved to approve. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Service Department:

Magovac read the February 2023 road report.

Magovac requested a Resolution to enter into an agreement with Perrin Asphalt in the amount of \$213,625.50 for paving Bringham and Molland Roads. Trustee Kusnerak offered **Resolution #15-2023** to hire Perrin Asphalt to complete the paving project. Witthuhn seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Resolution adopted.

The 2016 Western Star was sent to General Maintenance again as reported by Magovac. An error code appeared that the Service Department was unable to clear so it was necessary to send the vehicle for repair. The issue was determined to be a faulty sensor and the replacement work totaled \$1,547.05. Magovac requested that the invoice from General Maintenance be paid from BC #34. Witthuhn made a motion to approve. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Lastly, Magovac requested that Set in Stone be hired to complete concrete replacement work on Glencairn in the amount of \$48,667.50. Magovac received two quotes for the job with one being from Set in Stone and the other from 880 Construction. He has previously worked with both companies; however, Set in Stone's bid was lower, which is why he chose them to complete the project. Kusnerak motioned to approve the request. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Magovac asked that the Trustees sign the paperwork for Perrin Asphalt at the conclusion of the meeting.

TRUSTEE REPORTS:

Christina Kusnerak:

Kusnerak presented the Ohio Township Association Risk Management Authority renewal, which is the Township's insurance with an effective date of April 1, 2023 through March 31, 2024. Kusnerak made a motion that payment be made in the amount of \$50,183.00 and that a purchase order be created as needed. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Trica Murphy:

None.

John Witthuhn:

Witthuhn moved to pay the Weston Hurd invoice in the amount of \$1,440.00. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

FISCAL OFFICER:

Although Fiscal Officer Esber was unable to attend the meeting, Trustee Witthuhn presented her reports.

The financial reconciliation for February 2023 is complete.

Witthuhn motioned to approve a purchase order to Iworq Systems in the amount of \$2,125.00 on behalf of the Zoning Department. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve payroll dated 3/21/23 in the amount of \$65,318.47. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to approve warrants dated 3/6/23 in the amount of \$5,087.63. Kusnerak seconded. Witthuhn – yes. Murphy – abstained. Kusnerak – yes. Motion carried.

Witthuhn motioned to approve warrants dated 3/14/23 in the amount of \$10,485.10. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes.

OLD BUSINESS:

Murphy met with the Prosecutor's Office regarding the Township Policy & Procedures Manual related to the interview of candidates. She reported that there is a distinction between interviewing and approving candidates. If the Board agrees that the Board of Trustees is to interview and/or approve all candidates, that would be something that will need to be included in the Township Policy & Procedures Manual.

Murphy continued to address the issue with the Lexipol Policy, which was approved by the Board of Trustees in 2015. The Prosecutor's Office recommends that a Resolution be adopted confirming the Lexipol Policy and that the resolution be back dated to when the Lexipol Policy was enacted. The Prosecutor's Office will assist in the proper wording necessary for the Resolution. If there should there be a conflict, which policy should be followed – the Lexipol Policy or the Employee Manual?

A lengthy discussion continued between the Board members and Police Chief Sopkovich. Witthuhn stated that he believes there needs to be a hierarchy in place whereby Township policy overrides departmental policy. Murphy will continue to work on language for the Resolution with the guidance of the Prosecutor's Office. Witthuhn stated that the interview, hiring and promotion process should be added to the Policy and Procedure Manual. Kusnerak stated that she thought a procedure was already in place for the interview process and being followed.

Witthuhn moved to approve the revised New Employee Hire Sheet with the Employee Questionnaire form removed from the checklist. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried. Witthuhn will inform the Township Administrative Assistant of the needed change and then she will distribute it to all department heads within the Township so they may begin using the new form for all new hires.

Witthuhn reported that another Republic Waste Opt-Out request dated February 15, 2023 had been received from a Boston Road resident. The delayed processing of the form was not on the Township side, but rather the resident. Witthuhn checked with Republic and they will allow the acceptance of the form. Witthuhn motioned to approve the 87 Republic Waste Opt-Out requests along with one that is pending and two others that are residents of apartments. Witthuhn has reached out to Republic for clarification as to whether or not the contract includes commercial service (apartments) and is awaiting their reply. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

NEW BUSINESS:

Kusnerak offered **Resolution #16-2023**, which is to Accept the Material Terms of the Subdivision Settlement Participation Forms Consistent with the Terms of the Allergen, CVS, TEVA, Walmart and Walgreens Settlement Agreement. The agreement pertains to the opioid settlement that has been ongoing for the past couple of years. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	March 28 at 7 PM
Zoning Commission:	April 6 at 7 PM
BZA:	April 5 at 7 PM - CANCELLED

PUBLIC INPUT:

Dave Goodyear, 691 Pearl Road, Brunswick Hills, from the Brunswick Area Historical Society addressed the Board of Trustees and attendees. Mr. Goodyear announced that the Historical Society is erecting a bell tower. They will be using bricks for the base of the tower, and are requesting that the Trustees, as well as members of the community, purchase a brick engraved with their name for a donation of \$145.00. Mr. Goodyear passed out forms to purchase the bricks. Completed forms and payment to the Brunswick Area Historical Society Bell Tower Brick Fundraiser are due by May 31, 2023. Proceeds from the fundraiser will be used for improvements to the old school museum, the bell tower and Heritage Farm & Museum. The bricks will have a maximum inscription of three lines and 26 letters and spaces per line. Anyone interested in purchasing a brick may send their check for \$145.00 to

the Brunswick Area Historical Society ATTN: Carl Bilski, President, 4274 Marks Road, Medina, OH 44256. Mr. Goodyear said that they have a box at the museum that contains a wreath made of human hair, which was made in 1850 by a 12 year old girl. If anyone has questions or would like additional information, please email Carl at thesandman@zoominternet.net or you may reach him by phone at 216-780-1309.

OFF CAMERA:

Witthuhn motioned to go off camera at 8:00 pm for the signing of Warrants & Purchase Orders and any other business brought before the Board. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to adjourn at 8:14 PM. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

John Witthuhn, Chair Trustee

Christina Kusnerak, Vice-Chair Trustee

Patrica Murphy, Trustee

Katherine Esber, Fiscal Officer