

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
April 11, 2023

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 11, 2023 at Brunswick Hills Township Town Hall.

Board of Trustees Chair John Witthuhn, Vice Chair Christina Kusnerak, Trustee Patrica Murphy, Zoning Inspector Evelyn Czyz, 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 March 14, 2023 regular meeting minutes. Murphy seconded. Witthuhn – yes. Kusnerak - yes. Murphy – yes. Motion carried.

Kusnerak moved to approve the March 22, 2023 special meeting minutes. Murphy seconded. Murphy – yes. Witthuhn - 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)

DEPARTMENT REPORTS:

Zoning Department:

Czyz reported that \$3,022.02 was collected in March. Czyz reported that four violations previously listed in the February report have been corrected and addressed.

Police Department:

Murphy reported that Chief Sopkovich noticed a discrepancy in the call volume report numbers given to the Board since January so he is sorting through and correcting the reports. Sopkovich will provide the updated numbers for the call volume as soon as it is complete.

Fire Department:

Chief Anthony Strazzo reminded residents that the Fire Levy will be on the May 2nd ballot and is Issue #1. One of the items on the Levy is a proposed new tanker for the Fire Department, and Strazzo shared that the tanker had been utilized twice earlier that day. Strazzo continued with a presentation explaining the purpose of the Levy and why it is needed.

Strazzo provided the Fire Department’s March Run Review. In addition, EMS billing collected \$18,460.05 for the month of March and \$47,624.74 year-to-date.

Strazzo requested approval to purchase extrication gloves for all members of the Fire Department from Witmer Public Safety Group in the amount of \$894.00 to be paid from BC #48 – Uniforms, Tools & Equipment. Chief stated that the purchase will be submitted to OTARMA for MORE Grant Safety Equipment reimbursement. Witthuhn moved to approve the purchase. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Chief Strazzo requested approval for Trustee Kusnerak to sign agreements on behalf of the Township with Stryker for maintenance and inspection services of medical equipment, auto cot loading and cots. Strazzo explained that there are two separate contracts with one being for \$2,750.40 and the other in the amount of \$68,849.00 over a five-year period. He requested that PO #23 be closed and requested a new purchase order to Stryker in the amount of \$16,520.20 for full payment of contract #230328085951 (\$2,750.40) and annual payment for contract #230324104916 (\$13,769.80). Kusnerak made a motion to approve the request. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Chief announced that the Brunswick Hills Junior Fire Academy details have been finalized. It will be held on June 19th from 8 AM to 4 PM, and information can be found on the Fire Department’s Facebook page for registration directions. The Academy is open to ages 14-18, and participants will get to experience being a firefighter for a day.

Service Department:

Magovac read the March, 2023 monthly road report.

A ditch was dug for a resident on Roxanne Lane to eliminate water backup from his property. However, the next-door neighbor did not want their ditch dug out because it has cattails. Magovac reported that currently, the ditch with cattails is slowly draining water and it is not causing a backup of water on the neighbor’s property nor on the road. Therefore, until the Trustees have an opportunity to view the properties and ditches in person, no further ditching will be done.

Service Foreman Paul Magovac read his resignation, effective April 21, 2023. Kusnerak moved to accept Magovac’s resignation. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. All three Trustees expressed their gratitude to Magovac for his years of service to the Township.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Trica Murphy:

Reminded residents that there are openings on the Zoning Commission, as well as on the Board of Zoning Appeals.

The Township Administrative Assistant had requested to take a first aid/safety training class, but in speaking with Fire Chief Strazzo, he offered for the Fire Department to hold a class for all Township employees. Chief Strazzo will coordinate the First Aid/Safety Training class, which is available for all Township employees to participate.

John Witthuhn:

After much discussion, Witthuhn moved to approve the Lighthouse annual maintenance agreement invoice for the period of 4/1/23 through 3/31/24 in the amount of \$13,635.54, which is an increase of approximately \$300.00. Based on last year’s breakdown, Service will pay a flat rate of \$1,650.00 from BC #38; Township will pay 1/3 of the balance, which is \$3,995.98 to be paid from PO #54 and PO #110; and the Fire Department will pay the remaining 2/3, which is \$7,989.56, to be paid from PO #3. The Police Department has a separate contract. Strazzo commented that he has been very satisfied with the services provided by Lighthouse. Witthuhn is to request Lighthouse to provide the Board with a list of what all is included in the annual maintenance agreement. Murphy stated she would like to obtain quotes from other companies to provide the IT services prior to next year’s renewal. Kusnerak seconded the motion to approve payment of the invoice. Witthuhn – yes. Kusnerak – yes. Murphy – no, as she would like to see a list of services included in the contract. Motion carried.

FISCAL OFFICER:

Fiscal Officer Esber was unable to attend the meeting, therefore, Trustee Witthuhn presented her report.

The financial reconciliation for March, 2023 is complete and available for the Board’s review.

Witthuhn motioned to pay a purchase order to Columbia Gas in the amount of \$2,000.00 on behalf of the Township as well as a purchase order for the Lighthouse Solutions invoice \$1,620.97 for the Township. Kusnerak seconded. Murphy – no, because of the Lighthouse Solutions invoice. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to approve warrants dated 4/4/23 in the amount of \$27,520.23. Kusnerak seconded. Witthuhn – yes, except he will abstain for the payment to Zashin & Rich in the amount of \$63.00. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to approve warrants dated 4/11/23 in the amount of \$19,135.79. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve payroll dated 4/18/23 in the amount of \$65,580.43. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	April 25 at 7 PM
Zoning Commission:	May 4 at 7 PM
BZA:	May 3 at 7 PM – CANCELLED - NO BUSINESS

PUBLIC INPUT:

Matt Hiscock, Director of Public Safety for the City of Wadsworth, 120 Maple Street, Wadsworth, Ohio was present at the meeting. Mr. Hiscock explained that the City of Wadsworth had a large free speech event that took place on March 11, 2023 in one of their parks, and through investigative work by the Wadsworth Police Department, realized that their safety forces alone would not be able to adequately manage the event in a safe manner. Mr. Hiscock then reached out to their mutual aid partners within Medina County for assistance, and Chief Sopkovich, along with six officers from the Brunswick Hills PD, responded without hesitation. On behalf of himself, Mayor Robin Laubaugh, all City Council Members, Police Chief Dan Chafin, Fire Chief Bob Linder, and the citizens of Wadsworth, Mr. Hiscock extended sincere gratitude to the Brunswick Hills Board of Trustees and the Police Department for their assistance. Trustees Witthuhn, Kusnerak and Murphy all thanked Mr. Hiscock for taking time out of his day to stop by the meeting.

OFF CAMERA:

Witthuhn motioned to go off camera at 7:57 pm for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be an Executive Session off camera to discuss a complaint against a public employee, to consider employment and discuss matters required to be kept confidential (BWC). Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn made a motion to go into Executive Session at 8:08 PM to discuss a complaint against a public employee, to consider employment and discuss matters required to be kept confidential (BWC). The Board invited the associated Fire Department personnel, including Chief Strazzo to join the Executive Session. Murphy seconded. Kusnerak - yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to come out of Executive Session at 9:45 PM. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

No action taken regarding the employee complaint.

Witthuhn will coordinate the applicant interviews.

Witthuhn authorized Trustee Kusnerak to follow up with Attorney Coleman regarding the confidential BWC matter. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Kusnerak moved to adjourn at 9:53 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