

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
May 9, 2023

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, May 9, 2023 at Brunswick Hills Township Town Hall.

Board of Trustees Chair John Witthuhn, Vice Chair Christina Kusnerak, Trustee Patrica Murphy, Zoning Inspector Evelyn Czyz, Police Chief Tim Sopkovich, and Fire Chief Anthony Strazzo 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 April 11, 2023 regular meeting minutes. Murphy seconded. Kusnerak - yes. Witthuhn – yes. Murphy – yes. Motion carried.

Murphy moved to approve the April 25, 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)

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Czyz reported that April was a very busy month and \$8,685.00 was collected.

Police Department:

Chief Sopkovich requested approval of a purchase order to Axon in the amount of \$1,456.50 for taser batteries and cartridges, to be paid from line item 2191-210-430-0000, Small Tools & Equipment. Witthuhn moved to approve. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Sopkovich noted that some maintenance is needed at the Police Department and requested approval of a purchase order to Color Renovation in the amount of \$1,640.00, to be paid from line item 2191-210-323-1323, Repairs & Maintenance – Facility. The cost is to paint the exterior garage doors, man doors, shutters/trim and lobby entrance doors at the Police Department. Murphy moved to approve. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to approve 40-hour vacation cash-out requests from Chief Sopkovich and the Police Department Administrative Assistant, Ellen Young, per Township policy. Murphy seconded.

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

Witthuhn motioned to approve an invoice to Mr. Tire in the amount of \$788.63 on behalf of the Police Department. The expense was to replace tires on Unit #10. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Fire Department:

Chief Strazzo presented the April, 2023 Run Review. EMS billing collections for April was \$16,595,66 and \$64,220.40 year-to-date.

Strazzo requested to pay Vasu Communications \$770.00 from BC #50 for link layer upgrades to radios on behalf of the Fire Department. These were additional radios not covered by the MARCS grant money received. Kusnerak motioned to approve the request. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Strazzo requested a blanket certificate from the line item for Repairs & Maintenance, Vehicles in the amount of \$15,000.00 and close BC# 52. Kusnerak moved to approve the request. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief Strazzo expressed his gratitude to the Township residents and Board members in passing the Fire Levy on May 2nd. Strazzo reported that their first priority is to shop for a new tanker truck. Chief stated that the new full-time and part-time staff members will not be hired until Q1-2024, due to the delay in receiving funds from the Levy.

In addition, the Fire Department just took delivery of the new ambulance squad, #27-2, which will be available in the rear parking lot at 7:30 for anyone who would like to view it. The firefighters/EMS staff are currently working on getting the new squad outfitted with all of the proper equipment, and it should be ready for service in the next week or two.

Strazzo reported that new tires were installed on Engine 21-2 on May 4, 2023.

Chief Strazzo was selected to serve on the Medina County LEPC, which is the Local Emergency Planning Commission. The Commission meets every other month to discuss training and planning for County emergencies.

Strazzo announced that as long as the Pearl Road construction allows for two lanes to be together, the Fire Department will continue to alternate staffing between Station 1 and Station 2. However, when construction begins on the middle lane, the Fire Department staff will only be working from Station 2. The reason for this is that by not having two lanes side-by-side, there will be no place for other vehicles to move out of the way and give access to the emergency vehicles.

Service Department:

Trustee Witthuhn read the April, 2023 Road Report for the Service Department.

Witthuhn made a motion to approve for the three full-time Service Department employees to attend training through Ohio LTAP. The training will cover excavation, trenching safety and roadway

construction. The cost is \$40 per person and will be paid from BC #43, Training Services. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn motioned for the three full-time Service Department employees to attend the Medina County Safety Council meeting on May 16th as the topic will be high visibility clothing. Cost for the training will be \$16 per person for a total of \$48.00, to be paid from BC #43, Training Services. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy moved to approve a request from the Service Department to hire Tree Masters to remove a leaning tree in the Baywood area. The cost will be \$750.00 and it will be paid from BC #36, Contracted Services. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

All three Trustees reported that they had been out to view the ditch area of the property on Roxanne. Several residents in the area have cattails in the ditches, and as long as water continues to flow, the Trustees collectively decided to leave things as they are. If the situation should change in the future, they will revisit the issue.

Witthuhn announced that a new septic system tie-in on Kingsbury Road has been requested. Murphy noted that the Medina County Health Department and Ohio EPA have already approved the request. Witthuhn indicated that similar requests have been approved in the past and that the Brunswick Hills Service Department has no issues with this. A letter to the homeowner will need to be signed by all three Trustees. Witthuhn motioned to approved. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

TRUSTEE REPORTS:

Christina Kusnerak:

No report. However, she requested an Executive Session to discuss a confidential Worker's Compensation issue.

Trica Murphy:

None.

John Witthuhn:

None.

FISCAL OFFICER:

Witthuhn made a motion to approve warrants dated 5/1/23 in the amount of \$2,913.94. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn motioned to approve warrants dated 5/9/23 in the amount of \$9,577.83. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve payroll dated 5/16/23 in the amount of \$76,239.38. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	May 23 at 7 PM
Zoning Commission:	June 1 at 7 PM
BZA:	June 7 at 7 PM – CURRENTLY NO BUSINESS

PUBLIC INPUT:

None.

OFF CAMERA:

Witthuhn motioned to go off camera at 7:19 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 consider employment, discuss a complaint against a public employee, and to discuss a confidential Worker’s Compensation matter. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 7:31 PM to discuss a complaint against a public employee, to consider employment, and to discuss a confidential Worker’s Compensation matter. Police Chief Sopkovich and Fire Chief Strazzo were each invited to join the Executive Session. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 8:53 PM. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to authorize Kusnerak to follow up with the BWC Coordinator and Attorney Coleman, as needed, regarding the BWC matter. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to promote Cory Schultz to the Service Department Foreman position, effective with the next payroll period, at an annual salary rate of \$58,000.00, per the employment agreement. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak moved to authorize Witthuhn to follow up with the Service Department Union Representative regarding the pay scale for the Service Department positions. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to advertise for a full-time Service Department open position. Witthuhn seconded.

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

Witthuhn moved to adjourn at 8:57 PM. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

John Witthuhn, Chair Trustee

Christina Kusnerak, Vice-Chair Trustee

Patrica Murphy, Trustee

Katherine Esber, Fiscal Officer