

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**June 13, 2023**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, June 13, 2023 at Brunswick Hills Township Town Hall.

Board of Trustees Chair John Witthuhn, Trustee Patrica Murphy, Fiscal Officer Katherine Esber, Fire Chief Anthony Strazzo and Zoning Inspector Evelyn Czyz present.

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

**PRESENTATION:**

Part-time firefighter – Tyler Mayo - was sworn in by Trustee Witthuhn.

Part-time firefighter – Ethan Stross - was sworn in by Trustee Witthuhn.

**MINUTES:**

Witthuhn moved to approve the May 9, 2023 regular meeting minutes. Murphy seconded. Witthuhn - yes. Murphy – yes. Motion carried.

Murphy motioned to approve the June 5, 2023 special meeting minutes. Witthuhn seconded. Murphy – yes. Witthuhn – 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:**

**Fire Department:**

Chief Strazzo provided the May Run Review and reported that \$19,045.55 was collected through EMS billing for the month of May and \$83,265.95 has been collected year-to-date. Strazzo noted that several of their recent calls have been more serious in nature, and he asked that residents be safe and use common sense in whatever they are doing.

Strazzo requested approval for Fire Prevention Officer Matt Payne to attend the Northeast Ohio Fire Prevention Association Fall Conference on October 16 through 18, 2023 at Salt Fork Lodge. The registration fee is \$599 and includes the conference, lodging and meals. The cost would be paid from the Department’s Training BC. Murphy moved to approve the request. Witthuhn seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Chief Strazzo requested approval to serve as the authorized representative for the Township to sign the grant paperwork for House Bill #45. Strazzo stated that he will be the person contacted in the event there are issues and also to ensure that the follow-up paperwork is submitted in a timely fashion. Trustee

Chair Witthuhn asked Strazzo to clarify this is the grant that will give extra benefits to existing Fire Department employees. Chief Strazzo stated that House Bill #45 authorized the Ohio Ambulance and Transportation Program to use ARPA funds to provide incentives to the EMS personnel that worked during the pandemic. Strazzo formulated a graduated scale based on a per hour stipend so that full-time personnel will receive \$2.00 per hour; part-time personnel will receive \$1.00 per hour; and the Chief, Assistant Chief and Administrative Assistant will receive \$1.50 per hour. The maximum grant amount of \$20,000.00 per department has already been allocated in the House Bill and is of no cost to the Township. Witthuhn made a motion to approve the Chief's request. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

A few spots remain open for the Jr. Fire Academy on June 29<sup>th</sup> from 8 AM to 4 PM at Fire Station #2. If interested, please call the Fire Department at 330-273-9131.

Strazzo received a thank you letter from the City of Strongsville for their assistance on several calls in the last two weeks.

Chief Strazzo also wanted to remind all food truck owners/operators that they must obtain a Transient Vendor Permit through the Brunswick Hills Police Department and the application can be found on the Township website under the Police tab. In addition, they must also have a fire inspection of the truck completed by the Brunswick Hills Fire Department five (5) days before the event.

With the upcoming 4<sup>th</sup> of July holiday, Strazzo wanted to remind everyone to use caution if setting off fireworks. Strazzo also stated that he has been made aware of a couple of fireworks displays that are being advertised in the Township, and people are collecting money for those displays. Strazzo reported such activity is against the Ohio Revised Code as well as carries a lot of liability, and the organizer could potentially be cited by the State Fire Marshall.

**Zoning Department:**

Zoning Inspector Czyz provided the May, 2023 zoning report. Total money collected in May was \$1,680.04. Czyz reported that most violations have been corrected. However, the Pearl Road property is being handled by the Medina County Prosecutor's Office, who contacted Czyz about conducting an administrative search warrant, but because the court docket has been so backed up, this has not yet happened.

Czyz requested approval to attend an all-day training class being presented by the American Planning Association on June 30<sup>th</sup> at Kent State University. The cost for the training will be \$60.00 and would be paid from BC #19. Witthuhn motioned to approve the training request. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

**Police Department:**

None.

**Service Department:**

Witthuhn read the May, 2023 Road Report.

Witthuhn made a motion to approve Service Department Foreman Cory Schultz's request to donate a

large screen TV to the Service Department for webinar training. Witthuhn thanked him for his donation, valued at \$200.00. Murphy seconded, and also thanked Schultz for his donation. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved for Schultz to receive a set of Township keys, since he is now the Foreman. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn also motioned for Schultz to receive a Township Mastercard as well as a Home Depot credit card for the Township account. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to approve a BC for Motor Vehicle Repairs in the amount of \$15,000.00, on behalf of the Service Department. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Lastly, Witthuhn moved to approve an invoice to Goodyear in the amount of \$1,881.61 for repairs on the 2012 Ford Pickup Truck, to be paid from BC #34. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

### **TRUSTEE REPORTS:**

#### **Christina Kusnerak:**

None.

#### **Trica Murphy:**

None.

#### **John Witthuhn:**

None.

### **FISCAL OFFICER:**

Esber noted that reconciliation for the month of May has been completed.

Witthuhn made a motion to approve a Then & Now Purchase Order in the amount of \$238.20 payable to Printing Partners for the Zoning Resolution books. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Esber noted that for payroll dated June 13, 2023, in the amount of \$70,648.49, almost \$12,000.00 is for payroll taxes. Murphy motioned to approve. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Esber noted that for warrants dated June 13, 2023, the Home Depot invoice in the amount of \$537.29 has been removed for further research. This brings the total down to \$10,158.65. Murphy moved to approve. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

### **OLD BUSINESS:**

Witthuhn motioned to hold the 2024 Budget Meeting on July 10, 2023 at 10:00 AM. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

**NEW BUSINESS:**

Witthuhn made a motion to cancel the regularly scheduled Trustees Meeting on Tuesday, August 8, 2023 and reschedule it for Wednesday, August 9, 2023 at 7:00 PM at Town Hall. This change is due to the Town Hall being utilized as a voting precinct for the Special Election on August 8<sup>th</sup>. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

Trustees:	June 27 at 7 PM
Zoning Commission:	July 6 at 7 PM
BZA:	July 5 at 7 PM
Trustees Budget Meeting:	July 10 at 10 AM

**PUBLIC INPUT:**

None.

**OFF CAMERA:**

Witthuhn motioned to go off camera at 7:30 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to approve a purchase order in the amount of \$1,295.59 to Akron Uniforms on behalf of the Police Department. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn motioned to send a letter to the Medina County Prosecutor’s Office requesting their legal opinion referencing Ohio Administrative Code 4731-14-01. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Murphy moved to adjourn the meeting at 7:46 PM. Witthuhn seconded. Murphy – yes. Witthuhn – 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