

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
August 9, 2023

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

Board of Trustees Chair John Witthuhn, Trustee Vice-Chair Christina Kusnerak, Trustee Patrica Murphy, Fiscal Officer Katherine Esber, Fire Chief Anthony Strazzo and Service Department Foreman Cory Schultz present.

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

PRESENTATION:

None.

MINUTES:

No minutes were ready for approval.

DEPARTMENT REPORTS:

Zoning Department:

Trustee Murphy reported that since a Zoning Commission board member resigned last month, it created a full-time opening. Murphy stated that she spoke with both of the alternate members, and although one would like to remain an alternate, Cristine Brunn agreed to fill the board member position. Therefore, Murphy made a motion to appoint Cristine Brunn as a full board member of the Brunswick Hills Zoning Commission for the term ending December 31, 2023. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried. Two alternate positions remain open, one for the Zoning Commission and one for the Board of Zoning Appeals.

Witthuhn moved to approve the purchase and installation of a Dell desktop computer for the Zoning Department from Lighthouse Solutions for an amount not to exceed \$1,498.00, to be paid from BC #27 – Small Tools & Minor Equipment. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Police Department:

Murphy motioned to approve a purchase order to Cleveland Communications in the amount of \$3,320.58 for a Tait mobile radio for Unit 1, to be paid from line item 2191-210-430-0000 - Small Tools & Minor Equipment. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy announced that the Sunoco Gas Station at the corner of Marks Road and Route 303 will be transitioning to a Shell True North Gas Station, effective August 24th. Currently, the Police Station uses the Sunoco Station to fuel their 12 vehicles, and the only other Sunoco Station is located in Brunswick on Route 303 by I-71. Because Chief Sopkovich would like to continue to patronize a business in Brunswick Hills, he is requesting approval to apply for a Shell True North fleet card for gas. Witthuhn

noted that the current fuel company, WEX, seems to include Shell stations as part of the approved vendors. Witthuhn then made a motion to approve the request and authorize for Trustee Murphy to sign on behalf of the Township for the credit application. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Fire Department:

Chief Strazzo provided the July Run Review and reported that \$21,823.35 was collected through EMS billing for the month of July and \$129,532.89 year-to-date.

Strazzo noted that the Fire Department has received several calls from residents regarding fireworks in the Township, asking if they are safe. Chief Strazzo requested that the Board hold a special meeting for residents to come in and voice their concerns regarding the use of fireworks. The Trustees unanimously agreed to schedule a Special Meeting for Tuesday, August 29th at 5:30 PM to discuss the current Fire Works Law and use of fireworks within the Township as well as approve warrants and payroll.

Strazzo announced that the Fire Department produced a video called “After the Fire”. The video is about a family who lives in Autumnwood and suffered a house fire on June 30th. It highlights the process that occurs after a house fire, including the homeowners’ interaction with the Fire Department. Strazzo expressed his appreciation to the homeowners for their participation as well as Tom, Chris, and their staff at BAT TV, who did an excellent job producing the approximately 25-minute video. If anyone is interested in viewing the video, it can be found on the Brunswick Hills Fire Department’s Facebook page, a link is on the Township website under the Fire Department tab and under the Current Information tab.

Lastly, Strazzo announced that an AARPA Grant he applied for a year and a half ago was just received in the amount of \$39,298.70. This grant was money to reward current employees for their commitment to the Department. The previous grant received was to reward employees that worked through Covid. Trustee Chair Witthuhn complimented Strazzo on constantly applying for grants to benefit the Fire Department and its staff.

Trustee Vice-Chair Kusnerak read a letter received from a 92-year-old Brunswick Hills resident complimenting Chief Strazzo and a Firefighter for installing new smoke detectors in his home.

Service Department:

Service Department Foreman Schultz read the monthly road report for July.

Schultz requested approval for all members of the Service Department to attend the Safety Council meeting on Tuesday, August 15th to be held in Medina. The topic is Job Site Analysis for All Safety Training, which pertains to everyone at the Service Department. The cost is \$18/per person and would be paid from BC #43 – Training Services. Kusnerak motioned to approve the request. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Schultz requested to cancel BC #43 and reissue a new BC in the amount of \$364.00 from line item 2231-330-318-0000 – Training Services. Kusnerak made a motion to approve the request. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Lastly, Schultz thanked the Service Department crew for their hard work in painting the building, gate and sign for the Service Department. Witthuhn commented that it looks very nice and thanked the crew for completing the work.

TRUSTEE REPORTS:

Christina Kusnerak:

Kusnerak moved to approve the 2023 first quarter cable invoice from the City of Brunswick in the amount of \$17,387.82, to be paid from PO #57. Murphy seconded. Witthuhn – abstained. Murphy – yes. Kusnerak – yes. Motion carried.

Trica Murphy:

None.

John Witthuhn:

None.

FISCAL OFFICER:

Esber reported that the financial reconciliation for July, 2023 is complete.

Witthuhn motioned to approve payroll dated 8/8/23 in the amount of \$72,104.28, which includes the AARPA bonus money for the Fire Department employees. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve warrants dated 7/31/23 in the amount of \$30,194.59. Kusnerak seconded. Murphy – no. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to approve warrants dated 8/8/23 and 8/9/23 in the amount of \$14,582.54. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to approve the following purchase orders:

Purchase order on behalf of the Police Department for LEADS in the amount of \$3,000.00.

Purchase order in the amount of \$93.89 that is a reimbursement for an ambulance service overpayment.

Purchase order in the amount of \$593.36 that is also a reimbursement for ambulance services overpayment.

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

Witthuhn offered **Resolution #27-2023 Amended Budget Approval** to increase the 2023 Budget by \$20,000 to account for the additional funds that the Fire Department received from the grant. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

Kusnerak offered **Resolution #28-2023 Final Amended Annual Appropriation** to increase the 2023 Allocation by \$20,000. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

OLD BUSINESS:

None.

NEW BUSINESS:

Witthuhn moved to approve the Lighthouse Solutions annual cloud back-up invoice in the amount of \$2,737.41. The charges are broken down by department after Lighthouse does an analysis based on usage, which are Police 50% (charged to PO #8), Fire 35% (charged to PO #3), Township 9% (charged to BC #14), and the Service Department 6% (charged to BC #38). The cost increased due to the amount of data being stored in the cloud. Kusnerak seconded. Murphy – no, because she wants more information. Kusnerak – yes. Witthuhn – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees: August 22 at 7 PM
August 29 at 5:30 PM – Special Meeting
BZA: September 6 at 7 PM – CANCELLED
Zoning: September 7 at 7 PM

PUBLIC INPUT:

None.

OFF CAMERA:

Witthuhn motioned to go off camera at 7:35 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 Collective Bargaining matters. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to go into Executive Session at 7:41 PM to discuss Collective Bargaining matters to prepare for, conduct or review collective bargaining strategy and invited Service Department Foreman Cory Schultz to join them. Kusnerak seconded. Murphy – yes. Kusnerak - yes. Witthuhn – yes. Motion carried.

Witthuhn and Schultz left the Executive Session and meeting at 8:10 PM.

Kusnerak moved to come out of Executive Session at 8:37 PM. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

No action will be taken at this time.

Kusnerak motioned to adjourn the meeting at 8:47 PM. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

John Witthuhn, Chair Trustee

Christina Kusnerak, Vice-Chair Trustee

Patrica Murphy, Trustee

Katherine Esber, Fiscal Officer