

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
August 22, 2023

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, August 22, 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, Service Department Manager Cory Schultz and Zoning Inspector Evelyn Czyz present.

Witthuhn called the meeting to order at 7:01 PM and noted the meeting was properly advertised.

PRESENTATION:

None.

MINUTES:

Murphy moved to approve the July 25, 2023 regular meeting minutes. Kusnerak seconded. Witthuhn - yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to approve the August 9 regular meeting minutes. Witthuhn seconded. Murphy – yes. Kusnerak – 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)

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Evelyn Czyz read the August Zoning Activity Report. She thanked the Board for approving a new computer for the Zoning Office. In addition, Czyz did an analysis of purchasing a new color copy machine for the Zoning Office vs. leasing one, and determined that it would be more cost effective to purchase one. Since the cost of a new copy machine is included in the 2024 budget, Witthuhn said that they will table the discussion for now.

Police Department:

None.

Fire Department:

Chief Strazzo informed the Board that Firefighter Rivett has requested to take a leave of absence from the Brunswick Hills Township Fire Department, effective immediately, due to completing paramedic school along with his full-time employer obligations. Witthuhn motioned to approve the requested leave of absence through the end of 2023 for Firefighter Rivett. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Chief Strazzo requested Board approval to sign a “change order request” for Midwest Fire pertaining to the Tanker 22 build. An indicator light needs to be installed for the deck gun so that the driver will not begin driving with it engaged in the upright position. The cost of the parts is \$944 and Midwest Fire is not charging for the installation. Witthuhn moved to approve the request. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Strazzo also requested approval to have the annual undercoating on the Fire Department’s eight vehicles completed at Spray-On. Although Strazzo did not have an estimate to present to the Board, he stated that the amount should not exceed \$1,700. Kusnerak motioned to approve the request for the Fire Department vehicles to be undercoated at a cost not to exceed \$1,700. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief read a thank you letter from a resident that he received regarding assistance that Lieutenant Benigni and Firefighter Crider provided to the resident.

In addition, Strazzo received an email from the owners of Brunswick Estates regarding the helpfulness of Fire Prevention Officer Payne and Sergeant Sanford from the Police Department in getting the trailer park cleaned up. Chief Strazzo also recognized Fire Prevention Officer Payne for the work that he has done on several other projects.

Strazzo announced that the Firefighters’ Association will be holding a drive-thru ice cream social at Station 2 on Sunday, September 17th beginning at 1:00 PM to thank residents for all of their support throughout the year. Celeste’s Tasty Treats will be there handing out the free ice cream goodies.

Lastly, Strazzo reminded residents that Wednesday, August 23rd will be the first day of the new school year and buses will be driving throughout the community. He asked residents to please observe the speed limits when driving, and keep a watchful eye for children taking the bus as well as those walking in the neighborhoods.

Service Department:

Service Department Foreman Schultz reported that he had received email approval from the Trustees on 8/16/23 to take the seven Township vehicles as well as the heavy equipment trailer to Spray It for oil coating. The total cost of the service was \$1,450.00, to be paid from BC #90 – Repairs & Maintenance, Vehicles. Kusnerak moved to approval the payment. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Schultz stated that in speaking with both Perrin Asphalt and Buckeye Asphalt regarding paving the Town Hall driveways and parking lot, a few things changed, but the price did not. Rito’s Bakery has agreed to pay approximately \$2,000 for the cost of a concrete pad in front of the shared dumpster on Township property as long as the Brunswick Hills Service Department’s crew provided the labor to install and finish the concrete pad. Perrin also suggested removing the flower bed on the south side of the building to improve drainage away from the building. Trustee Chair Witthuhn suggested using ARPA funds to pay for the driveway/parking lot replacement. Both Trustee Vice-Chair Kusnerak and Trustee Murphy agreed to use the ARPA funds as payment. Murphy asked if three bids had been received on the project and Schultz replied that they had received bids from Sable, Perrin and Buckeye. After discussion and recommendations between the Board members and Schultz, it was decided to

accept the bid from Perrin Asphalt to complete the driveways and parking lot at Town Hall. Schultz stated that the work will be completed by the end of September or early October. Witthuhn offered **Resolution #29-2023** authorizing the use of ARPA funds for payment to Perrin Asphalt in an amount not to exceed \$64,000. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

Witthuhn also offered **Resolution #30-2023** Amended Appropriation for the \$64,000 expense. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Resolution adopted.

Lastly, Witthuhn motioned to appoint Schultz to work with the Prosecutor’s Office to draw up paperwork for an agreement between Rito’s Bakery and the Township in regard to installation and payment of the concrete pad in front of the shared dumpster. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

TRUSTEE REPORTS:

Christina Kusnerak:

Kusnerak asked Schultz about a letter from Matt Martin at the Medina County Engineer’s Office regarding a speed study for South Carpenter Road. The Trustees are looking at possibly lowering the speed limit on that portion of the road. Witthuhn said that he had spoken with the former Service Department Foreman, Paul Magovac, about the speed study and Magovac was fairly sure that a speed study had been completed not so long ago. Witthuhn suggested that Schultz get in contact with Magovac to discuss the study.

Trica Murphy:

Murphy initiated discussion as to what may be some other needs within the Township to use the ARPA funds. Witthuhn suggested that each department head submit their list to the Board for review.

John Witthuhn:

None.

FISCAL OFFICER:

Witthuhn motioned to approve payroll dated 8/22/23 in the amount of \$76,842.64. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Kusnerak moved to approve warrants dated 8/14/23 in the amount of \$228,694.27, which includes a check to Perrin Asphalt in the amount of \$205,338.50. Murphy seconded. Witthuhn abstained from the \$17,387.82 payment to the City of Brunswick, but voted yes to all of the other invoices. Kusnerak – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to approve warrants dated 8/22/23 in the amount of \$55,677.76. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn stated that while reviewing minutes for the 7/25/23 meeting, he realized that there was conversation and requests from the Fiscal Officer to approve some BCs, but the Board did not approve them. So, from the 7/25/23 meeting, there was \$61,000 for medical insurance from the General Fund, Service Department \$34,843.98, Fire Department \$87,000, Police Department \$240,000. There was also

a small BC for printing and advertising from the General Fund for \$250. Witthuhn made a motion to approve all of the above BCs. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

OLD BUSINESS:

Witthuhn announced that the Medina County Commissioners passed a resolution setting up a review board for the EMA. Several discussions took place with the Commissioners, and the Trustees were advised that 14 municipalities within Medina County would need to agree to the new review board format in order for it to pass. As of 8/22/23, the Trustees have documentation that 19 municipalities and Townships have signed up, so it is definite that the new format is going to pass. The biggest concern for the Trustees is having representation. Medina County Commissioner Steve Hambley is in agreement with the Trustees, but stated that the concern is something that would need to be addressed with the EMA Board. The Commissioners are asking for the Brunswick Hills Board of Trustees to pass their Resolution #23-0354, and then pass a resolution for the Township, stating that they are in agreement with the new format. Kusnerak asked if Witthuhn knew who the new EMA Board members would be, but they have yet to be designated. Murphy stated that the new board would be comprised of seven members, to include one chief executive from each of the three largest cities; two township trustees (from 17 townships) across the entire county; one Medina County Commissioner; and one nonelected representative. After discussing their options, the Trustees all agreed that they really don't have an option other than agreeing to join the new Emergency Management Agency group. Kusnerak offered **Resolution #31-2023** for Brunswick Hills Township to join the new EMA group. Murphy seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

NEW BUSINESS:

Witthuhn stated that the Board has been discussing the Teamsters contract in several executive sessions and have reached a resolution. Murphy motioned for the Board to accept the Collective Bargaining Agreement (2024 – 2026) with the Teamsters and authorize Trustee Chair Witthuhn to sign all of the agreements on behalf of the Brunswick Hills Township Board of Trustees. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried. Witthuhn notified Fiscal Officer Esber that per the new agreement, some pay rates will need to be adjusted effective immediately.

In addition, Witthuhn motioned to update the Laborer I and Laborer II positions within the Service Department so that they will match the language in the Teamsters contract. Going forward, the Laborer I position will be known as the Laborer position and the Laborer II position will be known as the Laborer I position. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve the Medina County Soil & Water Conservation District's annual invoice for the conservation appropriation for public education and outreach program. Kusnerak stated that the invoice amount of \$3,888.00 could be paid from line item 1000-110-370-0000, Payment to Another Political Subdivision. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

Witthuhn announced that although the Board had previously scheduled a special meeting for August 29, 2023 to discuss the Fireworks Law, Chief Strazzo will not be available to attend that day. Witthuhn

motioned to amend the announcement for the special meeting scheduled for Tuesday, August 29th at 5:30 p.m. (subsequently changed to 4:30 p.m. via meeting announcement on August 28, 2023). The Trustees will be meeting to conduct Township business approving warrants and payroll, but they will not be discussing the Fireworks Law at that time. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

UPCOMING MEETINGS:

Trustees:	September 12 at 7 PM
BZA:	September 6 at 7 PM - CANCELLED
ZC:	September 7 at 7 PM

PUBLIC INPUT:
None.

OFF CAMERA:

Witthuhn motioned to go off camera at 7:51 PM for the signing of warrants and 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.

Kusnerak made a motion to go into Executive Session at 8:23 PM for the purpose of discussing Collective Bargaining matters. Murphy seconded. Kusnerak - yes. Murphy – yes. Witthuhn – abstained and did not enter the Executive Session. Motion carried.

Witthuhn left the (open) meeting at 8:32 PM.

Kusnerak moved to come out of Executive Session at 8:47 PM. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to approve using Jonathan Downes as the township’s legal representative for the purposes of police department union negotiations and authorize Trustee Murphy to contact Attorney Downes. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy moved to adjourn the meeting at 8:49 PM. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Motion carried.

John Witthuhn, Chair Trustee

Christina Kusnerak, Vice-Chair Trustee

Patrica Murphy, Trustee

Katherine Esber, Fiscal Officer