

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
October 10, 2023

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, October 10, 2023 at Brunswick Hills Township Town Hall.

Board of Trustees Chair John Witthuhn, Trustee Patrica Murphy, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, Fire Chief Anthony Strazzo, Fire Lieutenant Mike Drum and Service Foreman Cory Schultz present.

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

PRESENTATION:

Joe Destro, 4566 Baywood Drive, Brunswick, OH 44212 addressed the Board. Mr. Destro is Treasurer for the Medina County Veteran's Memorial Fund, which is a charitable group formed in 2015 to help veterans that do not qualify for benefits through the County. Mr. Destro stated that their group puts up banners for Veterans Day, and currently, they have more banners for veterans than poles and brackets. He is requesting that for 2024, the Township designate poles for displaying the banners and that the Service Department assist in putting them up.

MINUTES:

No minutes to approve.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Evelyn Czyz reported that total monies collected in the Month of September were \$1,216.28. In addition, three or four violation letters were mailed out. Czyz said that some of the violations have been resolved and one homeowner will be having a meeting with her and representatives from the Fire Department to discuss a resolution.

Czyz requested approval to attend a zoning inspector's workshop with the Township Association on October 20th in Blacklick, Ohio. Cost for this training is \$35. The Assistant Zoning Inspector was invited to attend the workshop, but declined. Murphy moved to approve Czyz's request to attend the workshop and to utilize the Zoning car for transportation. Witthuhn seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Czyz also requested approval to attend the Rotary Club breakfast on October 19 at St. Ambrose for Government Day. The cost for the breakfast is \$12. Czyz requested that Service Department Foreman Cory Schultz also be permitted to attend the Rotary Club breakfast. Witthuhn made a motion to approve for the Zoning Inspector and Service Department Foreman to attend the breakfast. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy announced that at the previous meeting, she had made a motion that passed to change the Zoning office hours on Monday from 1 PM to 4 PM. In retrospect, Murphy realized that the office

would only be open for three hours instead of four, so she motioned to change the hours from 12 PM to 4 PM, effective immediately. Witthuhn seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Police Department:

Murphy stated that the only business for the Police Department is the payment of two invoices for Mr. Tire. One is in the amount of \$1,403.29 and the second one is for \$2,295.45. Murphy moved to approve both invoices. Witthuhn seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Fire Department:

Lieutenant Mike Drum from the Brunswick Hills Township Fire Department recognized several firefighters from the department for their years of service and accomplishments.

Strazzo read the September Run Review and reported that \$13,944.83 was collected from EMS for September and \$151,200.74 year to date.

Strazzo requested for up to six members of the Fire Department to attend the Ohio Edison Electric Safety Training to be held at the Hinckley Fire Department on October 18, 2023. There is no cost for the training. Witthuhn moved to approve the request. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to approve Strazzo’s request to close BC 64 and open a new BC in the amount of \$3,000 from line item 2281-230-430-0000, Small Tools & Minor Equipment (EMS). Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

A purchase order to Fire Safety Services in the amount of \$5,212 was requested by Strazzo. The funds would be from line item 2192-760-740-0000, Machinery, Equipment & Furniture, which would be used to purchase fire hose as some of the current hose failed testing. Strazzo reported that hose ordered last October still has not been received, and he is being told it should arrive in November. The new hose is projected to also take a year to be received. Murphy moved to approve the purchase order for the hose in the amount of \$5,212. Witthuhn seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Chief Strazzo thanked everyone who attended the Open House at Fire Station 2 as well as the participants, which included Veterans from the Local American Legion Post 234 and the VFW Post 9260; Small Hands Big Dreams Daycare for providing the shuttle bus; Home Depot for providing kits for the kids; Romeo’s Pizza for providing pizza; Dairy Queen for providing prizes for the kids and coupons; Chidsey’s Towing for providing the car used for the extrication demonstration; Brunswick High School Voft students for serving food; Brunswick Hills Assembly Church on Substation Road for the use of their parking lot; and Cleveland Metro Life Flight for bringing a helicopter.

Strazzo reminded everyone that the Township Bon Fire & Hayride will be held on Saturday, October 28th from 5 PM to 8 PM at Plum Creek Park. There will be two food trucks at the event, one serving dinner and the other serving desserts.

Lastly, Strazzo congratulated part-time Firefighter Alex Hafner, who has been offered full-time employment by the City of Brecksville. Witthuhn extended well wishes to Hafner and is hopeful that he will continue to also work part-time for the Brunswick Hills Fire Department.

Service Department:

Service Department Foreman Cory Schultz requested to purchase a 55-gallon drum of Schaeffer’s oil in the amount of \$1,493.27 from BC 36. The actual cost of the oil is \$1,539.45, but there is a 3% discount for payment by check. Witthuhn moved to approve the requested purchase. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Schultz requested Board approval to move forward with a speed study survey on South Carpenter between Twain and Sleepy Hollow. The current speed limit is 55 mph and Schultz believes that with all of the hills and narrow roadway, that the speed limit needs to be reduced. Schultz spoke with Matt Martin at the County Engineer’s Office and he advised that the first step in the process is to complete the paperwork so that they can conduct the speed study. Witthuhn made a motion to approve a letter being sent to the Medina County Engineer’s Office requesting a speed study on South Carpenter between Twain and Sleepy Hollow Roads. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Foreman Schultz requested a purchase order to Melway Paving in the amount of \$170,000 for the paving of Kingsbury Road. The funds will be from line item 2231-330-360-0000 in the amount of \$140,000 and from line item 2231-330-420-0000 in the amount of \$30,000. The project was approved on 6/27/23, but a purchase order was not created. Murphy made a motion to approve the purchase order to Melway Paving in the amount of \$170,000. Witthuhn seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Lastly, Schultz read his monthly report for September.

TRUSTEE REPORTS:

Trica Murphy:

None.

John Witthuhn:

None.

FISCAL OFFICER:

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

Witthuhn moved to approve warrants dated 10/10/23 in the amount of \$17,747.67, less the invoice to the City of Brunswick in the amount of \$41.00, bringing the total amount approved to \$17,706.67. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn motioned to approve payroll dated 10/17/23 in the amount of \$66,566.42. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn offered **Resolution #34-2023** Appropriations Reallocation, increasing Salaries – Other line item and decreasing the Social Security line item by \$3,000. Murphy seconded. Witthuhn – yes. Murphy – yes. Resolution adopted.

Murphy offered **Resolution #35-2023** Accepting the Amounts and Rates as Determined by the Medina

County Budget Commission and Authorizing the Necessary Tax Levy and Certifying them to the County Auditor. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Resolution adopted.

OLD BUSINESS:

Witthuhn again announced that the Township’s Trick or Treating will be held on Tuesday, October 31st from 6 PM to 8 PM.

NEW BUSINESS:

Witthuhn motioned to approve an invoice to the law firm of Hannah, Campbell & Powell in the amount of \$718.80. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	October 24 at 7 PM
BZA:	November 1 at 7 PM - CANCELLED
Zoning Commission:	November 2 at 7 PM

PUBLIC INPUT:

None.

OFF CAMERA:

Witthuhn motioned to go off camera at 7:39 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 land acquisition. Murphy seconded. Murphy – yes. Witthuhn – yes. Motion carried.

There was a short discussion of the upcoming Township Bonfire.

Witthuhn made a motion to go into Executive Session at 7:53 PM to discuss land acquisition and invited Service Department Foreman Schultz and Fire Department Chief Strazzo to join them. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to come out of Executive Session at 8:05 PM. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

No action will be taken at this time regarding the land purchase.

Witthuhn motioned to approve a Then & Now Purchase Order to the Medina County Prosecutor’s Office in the amount of \$200.80 on behalf of the Police Department. Murphy seconded. Witthuhn – yes. Murphy – yes. Motion carried.

Murphy moved to approve an invoice to LED Electric Solutions in the amount of \$1,200 on behalf of the Police Department (previous phone approval). Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy made a motion to adjourn the meeting at 8:18 PM. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Motion carried.

John Witthuhn, Chair Trustee

Christina Kusnerak, Vice-Chair Trustee

Patrica Murphy, Trustee

Katherine Esber, Fiscal Officer