

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**November 14, 2023**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, November 14, 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, 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:**

Stacey Maleckar, Superintendent of Medina County Board of Developmental Disabilities spoke to the Board regarding services that the agency provides to residents of Medina County. Ms. Maleckar provided the Board with the agency's 2022 annual report and literature outlining services that they provide to residents from birth to end of life. Ms. Maleckar said that they operate off of a levy, which will be up for renewal in 2030. She concluded by thanking the Board and residents for their support of the program.

**MINUTES:**

Witthuhn moved to approve the 10/24/23 regular meeting minutes. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Murphy motioned to approve the 11/6/23 special 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](http://www.brunswickhillstwp.org))

**DEPARTMENT REPORTS:**

**Zoning Department:**

Zoning Inspector Evelyn Czyz reported that total monies collected in the Month of October, 2023 were \$1,539.08. In addition, violation letters were mailed out, some of which were turned over to the Medina County Building Department to resolve issues involving them. Czyz also reported that the Zoning car was taken into the shop for repairs, which totaled less than \$400.

Trustee Murphy indicated that there is a glitch with the iWorQ software program that the Zoning Department uses. Currently, an actual zoning certificate is provided to the applicant as a receipt before the plans are actually approved. Murphy believes that needs to be changed. Czyz will contact IT as well as iWorQ in an effort to resolve the issue.

Czyz informed the Board that there is a three-parcel lot split requiring their signatures.

Murphy reported that the Zoning Commission is looking at Site Plan Review, Section 904 of the Zoning Code. A checklist, taken directly from that section of the Zoning Resolution, has been created that can be given to the Zoning Commission so that when they are reviewing Section 904 of the Zoning Resolution, they can ensure they have everything needed for the site plan. The checklist could also be provided to the applicants for them to ensure that they have provided the Zoning Department with all necessary information and documents.

**Police Department:**

Police Chief Sopkovich requested a purchase order to Laser Tech for an LTI 20/20 laser speed detection device in the amount of \$1,492.65, to be paid from line item 2191-760-740-0000, Machinery. The cost of the handheld device is the State of Ohio bid price. Murphy moved to approve the request. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Sopkovich announced that on December 1<sup>st</sup> from 6 PM to 8 PM, the Brunswick Hills Police Department will partner with the Police Association and Southwest Baptist Church for Story Time with Santa. The event will be held at the Southwest Baptist Church, which is located at 329 North Carpenter Road. Although attendance is free to all, please contact Ellen Young at the Police Department Monday thru Friday from 7:30 AM to 3:30 PM at 330-273-3722, if you plan to attend as the maximum capacity for the hall is 200 people.

Sopkovich requested an executive session with the Board of Trustees to discuss collective bargaining agreement between the Township and the FOP.

Lastly, Sopkovich thanked the Service Department for patching the concrete pad in front of the Police Department.

**Fire Department:**

Chief Strazzo commented that he had the opportunity to tour the Medina County Board of Developmental Disabilities facility on Windfall Road, and that the people who work there are very special, and provide invaluable services to the community.

Chief Strazzo provided the October Run Review and reported that \$36,713.53 was collected through EMS billing for the month of October, which was higher than normal due to the billing issue being corrected. Strazzo also noted that \$201,859.10 has been collected year-to-date for 2023.

Strazzo requested approval to accept a donation in the amount of \$50 in the name of former Fire Chief George Hugerty. Mr. Hugerty's family sent the donation along with a nice letter thanking the Fire Department for providing a fire engine for the funeral and viewing services. Strazzo clarified that the donation was made to the Fire Department and not the Association. Witthuhn moved to approve the donation and thanked the family. Murphy seconded, and provided her thanks to the family as did Kusnerak. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried. Strazzo commented that the Fire Department will utilize the donation in the 2024 budget for fire prevention activities.

Chief requested approval for Fire Prevention Officer Payne to attend the 2024 Fire Protection and Life Safety Forum in Columbus on February 26<sup>th</sup> and 27<sup>th</sup>. The total cost, which includes registration, hotel and meals is \$599, to be paid from BC #49, Training. Strazzo stated that Payne will be using the

Township Fire Prevention vehicle. Kusnerak moved to approve the request. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Strazzo requested approval to attend the Ohio Fire Chiefs 2024 Winter Symposium in Columbus on March 5<sup>th</sup> and 6<sup>th</sup>. Costs include \$140 for registration, to be paid from BC #49-2023-Training and \$145 plus fees for the hotel, to be paid from the 2024 Training BC, when established. Kusnerak motioned to approve the request. Murphy seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Chief requested an Executive Session with the Board for two applicants for part-time employment.

Strazzo thanked the community on behalf of the Fire Department and Firefighters for their support of the levy renewal.

Also, the Open House held at the Brunswick Hills Fire Department in October was featured in Southwest General Hospital's "Gauzette" newsletter.

Chief Strazzo thanked the following individuals and businesses for their attendance, participation and donations for the Township Bon Fire:

Medina County Park District  
Kurtz Concessions  
Mapleside Farms  
Vachon Family  
Hickory Ridge Theater  
Brunswick High School VOFT Students  
Medina County Career Center Student - Cameron Belloma  
Brunswick Hills Road Crew  
Brunswick Hills Police Department – Officer Fisher and Auxiliary Officer Barnhardt  
Brunswick Hills Board of Trustees  
Brunswick Hills Firefighters

Lastly, Strazzo announced that Meet Santa will be on Sunday, December 17<sup>th</sup> from Noon to 3 PM at Fire Station 2. Santa will be driving around the Township beginning at 10 AM. The route Santa will be taking will be posted on the Fire Department's Facebook page.

**Service Department:**

Witthuhn read the Monthly Report for October, 2023.

Witthuhn stated that the Service Department Foreman Cory Schultz has prepared a potential road paving schedule for 2024. Witthuhn spent time with Schultz driving around the Township to examine the condition of our roads, and he believes that Schultz has a good plan in place to repair and maintain the roads. Schultz has the initial proposals from the County, and is looking for an approval letter from the Board to obtain bids in 2024 for select areas. The entire road paving budget of \$400,000 would be spent on roads in the subdivisions as the main roads are in good condition. Schultz is requesting that the Trustees sign a letter to Medina County Highway Engineers, approving bid requests. Witthuhn moved to

have the Trustees sign the letter to Medina County Highway Engineers. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn reported that Schultz is requesting that the Service Department entertain the idea of renting a bucket truck. Schultz has spoken with foremen at other townships and this seems to be a more common practice as obtaining parts to repair vehicles and equipment is becoming more difficult. An application will need to be completed by the Township, and all of the Trustees are in agreement that they would like for the Prosecutor’s Office to review the contract before proceeding.

Lastly, Witthuhn reported that repairs were finally completed on the one-ton Chevy dump truck that had been out of service for quite some time due to parts not being available. Witthuhn made a motion to approve payment of an invoice to General Maintenance Service Company in the amount of \$2,621.72 for the repairs. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

**TRUSTEE REPORTS:**

**Christina Kusnerak:**

None.

**Trica Murphy:**

None.

**John Witthuhn:**

The annual Zoom service automatically renewed in the amount of \$149.90 so the Township is all set for the next year.

Witthuhn expressed his heartfelt gratitude to the residents of Brunswick Hills Township for allowing him to serve on the Board of Trustees for the last nine years. His term will end on December 31, 2023 and he would like to meet with the Board once they go off camera to discuss the transition and anything that he can do to assist with that.

**FISCAL OFFICER:**

Witthuhn moved to approve warrants dated 11/14/23 in the amount of \$7,864.19. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn offered **Resolution #37-2023 Amendment Budget Approval & Reallocation of Funds** for the Fire Department in the amount of \$38,309.80. Esber explained that the State of Ohio offered grant money through their ARPA funds for first responders. Chief Strazzo applied for the grant and the Fire Department was awarded funds totaling \$38,309.80. The funds will be distributed to employees who worked during that time frame. Therefore, Esber is requesting to increase the 2023 budget for the Fire Department in the amount of the grant money received because payments must be distributed to employees within 30 days of receipt. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Resolution adopted.

Kusnerak offered **Resolution #38-2023 Providing Group Insurance Plans for All Eligible Employees and Elected Officials of Brunswick Hills Township for 2024 and 2025**. Murphy seconded. Witthuhn

– yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Esber reported that she will be attending the annual year end training offered by the State Auditor’s Office in Columbus on December 7<sup>th</sup>. Esber will drive whatever Township vehicle is available.

**OLD BUSINESS:**

At the last meeting, the Trustees approved the recommendation of the Zoning Commission and would like to formalize the motion in the form of a resolution. Therefore, Murphy offered **Resolution #39-2023 To Accept the Recommendation of the Zoning Commission with a Modification of the Recommendation to Include the Approval of a Modification to the Final Development Plan of the Planned Mixed Use Overlay District for the Addition of a Porch on the Brew Kettle, Located at 5300 Center Road, Brunswick, OH 44212, in Association with GPD Development, LLC, Permanent Parcel Number 001-02C-01-012 and it is Noted that the Applicant is Responsible for Paying All Fees Associated with the Required Permits for Construction of the Porch.** Witthuhn seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Resolution adopted.

Murphy stated that she contacted the two planners who previously provided quotes for the Comprehensive Land Use Plan, and received an updated quote from Mackin Engineering. Their increased price for 2024 is now \$55,000. Mackin also said it will take between 10 months to a year to complete the project. Murphy was not able to speak with the other planner, whose previous quote was at \$78,000, but will do so before the next meeting to give the Board an update.

Murphy motioned that the new Fiscal Officer, Linda Kuenzer, be approved to attend the Ohio Township Conference in Columbus from February 7-9, 2024. Kuenzer will be reimbursed her registration fee and hotel costs. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

**NEW BUSINESS:**

Witthuhn made a motion to close the Zoning and Township offices the day after Thanksgiving, November 24, 2023. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn moved to approve meeting with Ohio Edison and the installation of a street light at the corner of W. 130<sup>th</sup> Street and Galway Drive. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Murphy stated that she attended the Open House at the Medina County Engineer’s Office with Andy Conrad on November 14<sup>th</sup>. Murphy received several packets of information and will distribute them to anyone who would like one.

Kusnerak made a motion to have a Huntington Bank credit card provided to the Township Administrative Assistant and the Fire Department Administrative Assistant so that they may purchase needed goods on behalf of the Township. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried. Fiscal Officer Esber will contact the Bank to request the credit cards.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:** Trustees: November 28 at 7 PM  
BZA: December 6 at 7 PM  
Zoning Commission: December 7 at 7 PM

**PUBLIC INPUT:**

Raymond Pick, 2001 Substation Road, Brunswick Hills, OH 44212. Mr. Pick is a Trustee at the Mt. Pleasant United Methodist Church and was wondering if the Township is a member of NOPEC as the church is looking for better utility rates. He was advised that Medina County handles that and the Township is not a member of NOPEC.

Witthuhn motioned to go off camera at 7:55 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be a few Executive Sessions off camera to interview applicants, discuss a complaint against a public employee, and discuss collective bargaining matters. The Board will also discuss the transition of Witthuhn leaving office. Kusnerak seconded. Murphy – no – and noted that the Board should stay on camera for the remainder of the meeting so that the residents can see what occurs. Witthuhn – yes. Kusnerak – yes. Motion carried.

**OFF CAMERA:**

Witthuhn made a motion to go into Executive Session at 8:02 PM to consider employment, and invited Fire Chief Strazzo and applicants separately to join them. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Murphy moved to come out of Executive Session at 8:25 PM. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn motioned to offer Steven Koehl and Nicholas Erich each a part-time firefighter position, pending successful completion of all pre-employment requirements. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

An initial discussion took place with the Board of Trustees regarding the transition of duties for Trustee Chair Witthuhn. Witthuhn did not enter the below mentioned Executive Session and he left the open meeting at 8:40 PM.

Kusnerak moved to go into another Executive Session at 8:31 PM to discuss Collective Bargaining matters, and invited Police Chief Tim Sopkovich to join them. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak made a motion to come out of Executive Session at 9:40 PM. Murphy seconded. Kusnerak – yes. Murphy – yes. Motion carried.

No action will be taken at this time.

Murphy motioned to approve an invoice to Mr. Tire in the amount of \$1,108.61 on behalf of the Police Department. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy moved to adjourn the meeting at 9:45 PM. Kusnerak seconded. Murphy – yes. Kusnerak – 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