

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**November 28, 2023**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, November 28, 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, Police Chief Tim Sopkovich, Fire Chief Anthony Strazzo, and Service Foreman Cory Schultz present.

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

**PRESENTATION:**

Tom Jenkins, 4070 Foskett Road, Brunswick, Ohio 44212 addressed the Board on behalf of the Medina County SPCA requesting an annual donation from the Township. Mr. Jenkins stated that the organization helped over 1,500 dogs so far in 2023.

**MINUTES:**

No minutes to approve.

**DEPARTMENT REPORTS:**

**Zoning Department:**

None.

**Police Department:**

Police Chief Tim Sopkovich reported that unfortunately, a second fatality in two years occurred in the 900 block of Substation Road. Sopkovich stated that the northbound lane is Brunswick City and has a speed limit of 35 mph. The southbound lane is Brunswick Hills and has a speed limit of 45 mph. Sopkovich would like to see the speed limit in that area reduced to 35 mph, and asked that residents slow down to 35 mph when driving through there.

Sopkovich also suggested that residents talk to their elders about people stopping by their homes and calling to get personal information. There are scammers all around and everyone must be vigilant with protecting themselves and their personal information. If in doubt, please contact the Police Department at 330-225-9111 and an officer will be sent out to address the matter.

Chief Sopkovich announced to residents that a company called Appalachian Field Service (AFS) is currently in the area contacting residents on Substation Road on behalf of Ohio Edison. Their work has been verified with Ohio Edison so residents can feel comfortable providing AFS with personal information, such as a social security number. Ohio Edison is compensating residents affected by the work and that is why personal information is required.

Sopkovich reminded residents that the Giving Tree is located in the Police Department lobby. If anyone would like to donate canned goods, gift cards or toys, please drop them off at the Police Station. The lobby

is open 24 hours a day.

Sopkovich announced that Story Time with Santa will be on Friday, December 1<sup>st</sup> at the Southwest Baptist Church, which is located at 329 North Carpenter Road, Brunswick, Ohio 44212.

Chief requested an Executive Session with the Trustees regarding the contract between the FOP and Township.

Lastly, Sopkovich asked the Board the status of the ARPA funds received by the Township. Murphy responded that a meeting needs to be scheduled with all of the department heads to discuss their needs as well.

**Fire Department:**

Fire Chief Anthony Strazzo stated that he had previously received verbal approval from the Trustees for fascia repairs from wind damage at Fire Station 2 in the amount of \$825, to be paid from BC #96, Repairs & Maintenance-Facility. Kusnerak moved to approve the request. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn made a motion to approve the following purchase orders, as requested:

- Strazzo requested a purchase order to the Medina County Sheriff’s Office in the amount of \$140 from line item 2192-220-370-0000, Payment to Other Political Subdivision for new hire background checks.
- Strazzo also requested a purchase order to UH Occupational Health Services in the amount of \$1,500 from line item 2192-220-319-0000, Other Professional & Technical Services for new hire physicals.
- A purchase order to the State of Ohio in the amount of \$1,410 from line item 2192-220-370-0000, Payment to Other Political Subdivision for MARCS radio fees.

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

Chief Strazzo announced that he was accepted into the Ohio Fire Chief’s Association Executive Fire Officer Program.

Strazzo also announced that Meet Santa will be held on Sunday, December 17<sup>th</sup> from Noon until 3 PM at Fire Station 2. The fire truck will be driving Santa around the Township from 10 AM until Noon.

Lastly, Strazzo requested an Executive Session with the Board to discuss employee wages for Fire Department personnel.

**Service Department:**

Service Department Foreman Cory Schultz requested to purchase a new 8-1/2’ stainless steel V-plow for the Chevy 2500. Schultz stated that the new plow would be more effective in clearing snow from cul-de-sacs and other tight areas. Schultz obtained three quotes, which included \$8,699 from Wellington

Implement; \$10,963.31 from Chuck's Custom; and \$10,500 from Judco. Schultz is requesting to purchase the plow from Wellington Implement as the price also includes all of the wiring, bracketry and labor. The plow is in stock and could be available for installation as soon as December 4<sup>th</sup>. Kusnerak made a motion to approve the purchase, which would be from line item 1000-330-390-000, Other-Purchased Services, which currently has a balance of \$10,237.79. Witthuhn seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Schultz thanked the Service Department Crew for doing a great job plowing snow earlier on November 28<sup>th</sup>.

Schultz stated that he had sent the agreement from TRL Rents to Brian Richter at the Medina County Prosecutor's Office for review, and Mr. Richter replied that as long as the Trustees are in agreement with the contract, he does not see any issues with signing it. Schultz requested that the Township move forward with the TRL Rents Program. Witthuhn moved to approve for Schultz to complete the application for the TRL Rents Program, in cooperation with the Fiscal Officer, and that Schultz be authorized to sign the contract on behalf of the Board of Trustees. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Lastly, Schultz requested signatures from Fiscal Officer Esber and Trustee Vice-Chair Kusnerak for the OPWC disbursement to pay the vendor for paving Kingsbury. The State of Ohio paid 49.9% of the total cost and the Township was responsible for the other 50.1%, which totaled \$159,276.41. This amount was less than the projected cost. Kusnerak and Esber both signed the agreement.

Kusnerak offered **Resolution 40-2023**, 2024 Procedure for Purchasing Material from Medina County Engineer for the purpose of the Service Department to purchase needed material from the Engineer's Office. Murphy seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Resolution adopted.

## **TRUSTEE REPORTS:**

### **Christina Kusnerak:**

None.

### **Trica Murphy:**

Murphy reported that the Zoning Department has been aware for several months of a property located on Pearl Road with zoning violations. They had not moved forward to take any action because the Medina County Prosecutor's Office was seeking an administrative search warrant. Murphy contacted the Prosecutor's Office for an update, and was told they need a title search completed to verify ownership of the property. Therefore, Murphy made a motion to approve the Medina County Prosecutor's Office to seek a title search for the property located at 2231 Pearl Road, Brunswick, Ohio, with the cost not to exceed \$500. Witthuhn seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

### **John Witthuhn:**

None.

## **FISCAL OFFICER:**

Fiscal Officer Esber reported that the reconciliation for the month of October has been completed.

Witthuhn moved to approve payroll dated 11/28/23 in the amount of \$133,822.05, which includes disbursements for the Fire Department personnel from the grant money received plus payroll taxes. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve warrants dated 11/20/23 in the amount of \$35,327.13, and noted the amount included \$6,310.75 for a payment to the Bureau of Worker’s Compensation. Murphy seconded. Kusnerak – yes. Witthuhn – yes. Murphy – yes. Motion carried.

Witthuhn made a motion to approve warrants dated 11/28/23 in the amount of \$55,111.49. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve the following blanket certificates and purchase order on behalf of the Police Department:

- BC for Operating Supplies in the amount of \$1,500
- BC for Training in the amount of \$500
- Then & Now Purchase order to Navigate 360 in the amount of \$749.00 for ALICE Training

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

**OLD BUSINESS:**

Murphy motioned to hire Mackin Engineers & Consultants to assist the Township in updating the Comprehensive Lane Use Plan with the cost not to exceed \$55,000. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Murphy – yes. Motion carried.

**NEW BUSINESS:**

Kusnerak stated that the renewal for the Delta Dental contract was received. Since not everyone had reviewed the contract, the Board agreed to vote on the renewal at the December 12<sup>th</sup> meeting.

Kusnerak stated that the 2024 Organizational Meeting needs to be scheduled. She spoke with the newly elected trustee and he would be available to meet on January 2<sup>nd</sup> or 3<sup>rd</sup> at 5:30 PM. Due to everyone’s availability, Kusnerak made a motion to hold the Township’s 2024 Organizational Meeting on January 3, 2024 at 5:30 PM. Murphy seconded. Witthuhn – abstained. Murphy – yes. Kusnerak – yes. Motion carried.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

Trustees:	December 12 at 7 PM
BZA:	December 6 at 7 PM
Zoning Commission:	December 7 at 7 PM

**PUBLIC INPUT:**

None.

## **OFF CAMERA:**

Witthuhn motioned to go off camera at 7:36 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. The Trustees will continue the Trustee transitional discussion that began last meeting. In addition, there will be Executive Sessions off-camera to discuss a complaint against a public employee, to discuss employee compensation, and Kusnerak and Murphy will meet to discuss Collective Bargaining Approval. Kusnerak seconded. Witthuhn – yes. Murphy – no. Kusnerak – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 7:40 PM to discuss Collective Bargaining Matters and invited Police Chief Tim Sopkovich to join them. Murphy seconded. Kusnerak - yes. Murphy – yes. Witthuhn – abstained and did not enter the Executive Session. Motion carried.

Kusnerak moved to come out of Executive Session at 7:51 PM. Murphy seconded. Kusnerak – yes. Murphy – yes. Witthuhn – abstained. Motion carried.

Murphy motioned to approve the 2024-2026 Collective Bargaining Agreement for the Police Department's Officers and Sergeants. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Witthuhn abstained. Motion carried.

Witthuhn made a motion to approve payment to Boston Road Automotive for Fire Department vehicle repairs in the amount of \$1,176.50 and also payment to Mr. Tire in the amount of \$1,201.72 for vehicle repairs on behalf of the Police Department. Kusnerak seconded. Murphy – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to go into Executive Session at 8:01 PM to discuss Employee Compensation and a Complaint Against a Public Employee, and invited Fire Chief Anthony Strazzo to join them. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:28 PM. Witthuhn seconded. Murphy – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

No action will be taken at this time.

The Board of Trustees continued discussing transition details.

Murphy made a motion that she will work with the Township Administrative Assistant to complete zoning violation letters and when completed, the Trustees will sign. Kusnerak seconded. Witthuhn – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to adjourn the meeting at 9:16 PM. Kusnerak seconded. Murphy – yes. Witthuhn – 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