

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
January 23, 2024

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, January 23, 2024 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Patrica Murphy, Trustee Vice-Chair Ryan Nixon, Trustee Christina Kusnerak, Fiscal Officer Katherine Esber, Assistant Fire Chief Tim Haas, and Service Foreman Cory Schultz present.

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

PRESENTATION:

Rubin Garcia from Congressman Max Miller’s office addressed the Board. Mr. Garcia wanted to ensure residents are aware of the services that Congressman Miller’s office provides and left some pamphlets in the Meeting Room. He also mentioned that with tax season in full swing, their office can assist with IRS issues, both past and present.

MINUTES:

No minutes to approve.

DEPARTMENT REPORTS:

Zoning Department:

None.

Police Department:

None.

Fire Department:

Assistant Chief Haas requested approval for repairs to Tanker #22 in the amount of \$864.41. The repairs would be completed by Fallsway. Kusnerak moved to approve the request. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Haas also requested approval to use Fallsway for 2024 preventative maintenance on the fire apparatus, tanker pump testing, rescue squad and ambulance. Kusnerak motioned to approve. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Service Department:

Service Department Foreman Schultz provided the Board with his 2023 Annual Report.

Schultz requested approval to pay the OHIO 811 invoice for the 2024 governmental assessment in the amount of \$881.08 from line item 1000-110-360-000, Contracted Services. Murphy made a motion to approve. Nixon seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Schultz requested approval to pay an invoice to JT Vesco Enterprises, LLC, dba Next Day Access in the amount of \$1,067.36 for the installation of a handicap ramp at Town Hall in the Meeting Room. Schultz requested that the invoice be paid from line item 1000-110-360-0000, Contracted Services. Nixon moved to approve the invoice. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Schultz reported that he applied for two grants. One was the OTARMA MORE Grant in the amount of \$991.51, which if approved, will provide the Service Department vehicles with additional lighting, including LED strobe lights. The second grant was to the Ohio EPA for \$50,000. If approved, this money will assist with salt and run off water remediation. Trustee Kusnerak’s signature is required on the Ohio EPA Grant.

In addition, Schultz requested approval to purchase a 60-inch dirt bucket for the front of the wheel loader to more efficiently load the hot box with cold patch materials. Schultz obtained three quotes, but the least expensive was through Murphy Tractor & Equipment in the amount of \$2,114.62, which would be paid from line item 100-330-390-0000, Other-Purchased Services. Kusnerak motioned to approve. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Schultz also requested to purchase a new 2024 Liberty 18’ landscape trailer from Majestic Trailer in the amount of \$5,250 from line item 1000-330-390-0000, Other-Purchased Services. Kusnerak moved to approve the request. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Lastly, Schultz requested approval for a purchase order in the amount of \$10,000 from line item 2021-330-360-0000, Contracted Services for road striping completed in 2023. Schultz said that he has been trying to contact Matt Martin in the Medina County Highway Engineer’s Office for over a week. Schultz stated that he does not know the name of the company who did the work. Kusnerak made a motion to approve the request and Murphy seconded. Nixon – abstained. Kusnerak – yes. Murphy – yes. Once Schultz obtains the name of the company to be paid, he will contact Fiscal Officer Esber to request a purchase order. Trustee Nixon asked Schultz if the new trailer would still serve their needs in the future, to which Schultz replied that it would.

TRUSTEE REPORTS:

Ryan Nixon:

None.

Christina Kusnerak:

Kusnerak stated that they had briefly discussed the road mileage certification at the last Trustees meeting. She reported that it has been confirmed through the County Engineer’s Office that the Township now has 35.317 miles of road that Brunswick Hills Township maintains. Kusnerak handed the certification to Murphy and Nixon for their signatures. Once fully signed, Schultz will hand deliver the certification to the Medina County Engineer’s Office.

Trica Murphy:

Murphy reported that the Zoning Commission held their annual organizational meeting on January 3, 2024 and the Board of Zoning Appeals held their annual organizational meeting and regular meeting on

January 10, 2024. On January 17, 2024, Murphy and Zoning Secretary, Linda Kuenzer, attended the Montville Planning Meeting, which is working on the Montville Township's Comprehensive Land Use Plan. Murphy and Kuenzer attended to learn more about the process. Then on January 18, 2024, Murphy, Zoning Secretary, Linda Kuenzer, and members of the Zoning Commission and Board of Zoning Appeals attended training provided by the Medina County Board of Planning Services. Murphy reported that the training was very informative and provided the basics of zoning for the newer Board members as well as a refresher for the seasoned members. She stated that she was very appreciative of all of the members who were able to attend.

FISCAL OFFICER:

Kusnerak motioned to approve payroll dated 1/23/24 in the amount of \$81,736.54. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy moved to approve warrants dated 1/23/24 in the amount of \$67,984.62. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy made a motion to approve the purchase orders, invoices and then & now purchase order as read by Fiscal Officer Esber. Kusnerak seconded. Nixon – yes to the 2024 purchase orders, but abstained from the 2023 purchase orders. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy moved to pay the OTARMA invoice in the amount of \$3,581.26, which is the balance owed in attorney fees for the lawsuit settled in 2023. Kusnerak seconded. Nixon – abstained. Murphy – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

Trustee Nixon reported that the Medina County Assistant Prosecutor had reviewed the Republic Waste contract and advised the Board that it was not amendable. However, Nixon reviewed the contract and believes that it is amendable. He has also been working with Daniel at Republic Waste and submitted his revisions to them, but has not heard back from their legal department. Nixon's revisions were to eliminate the opt-out clause as well as mitigate the substantial rate increases that Republic has asked for. Kusnerak has suggested a back-up plan and Nixon is in agreement with that. After much discussion, the Board agreed to require residents to still complete the opt-out form and have it notarized for 2024. The Trustees agreed to approve the opt-out requests at the Special Meeting on Friday, February 2, 2024 at 1:00 PM. Kusnerak made a motion to approve for the Fiscal Officer to be available on Monday, January 29th from 10 AM to Noon and the Township Administrative Assistant to be available on Tuesday, January 30th and Wednesday, January 31st from 6:00 PM to 7:30 PM at Town Hall to notarize and accept opt-out forms. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy brought up the issue of structures on Township property. Kusnerak reported that she investigated as to whether or not the properties were part of the Western Reserve Conservation District, and discovered that although they are close, they are not actually part of the Conservation District, but rather on Township-owned property. As a possible solution, the Board discussed allowing those residents to maintain the structures that they have built or placed on Township property. However, they will be required to sign a liability waiver. Trustee Kusnerak believes she may have a form that could be used, but if not, she will reach out to the Medina County Prosecutor's Office for assistance.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

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|--------------------|--------------------------------------|
| Trustees: | February 2 at 1 PM – SPECIAL MEETING |
| | February 13 at 7 PM |
| Zoning Commission: | February 1 at 7 PM |
| BZA: | February 7 at 7 PM - CANCELLED |

PUBLIC INPUT:

None.

OFF CAMERA:

Murphy motioned to go off camera at 7:35 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy made a motion to adjourn the meeting at 7:51 PM. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Patrica Murphy, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Christina Kusnerak, Trustee

Katherine Esber, Fiscal Officer