

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
February 27, 2024

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, February 27, 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, Police Chief Tim Sopkovich, Fire Chief Anthony Strazzo, and Service Foreman Cory Schultz present.

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

PRESENTATION:

Ally and Josh from Romeo's Pizza presented the Brunswick Hills Fire Association with a check in the amount of \$4,704. During the end of 2023, Romeo's restaurants sold a "Firefighters" pizza, and \$1.00 from the sale of each pizza was matched by the Corporate office, and then donated to local fire departments. The Fire Association uses the money to donate to charitable agencies as well as provides items needed at the Fire Stations.

Firefighter Cody Winland shared information about a project that he has been working on. Winland explained that some of the funds donated by Romeo's Pizza will be used to attach blue placards to residential street address signs for homes that are set back 750' or more from the roadway. The purpose of the blue signs is to alert Firefighters how many hose loads they will need in order to stretch hoses from the street to the residence. Fire trucks only carry 1000' of hose so if they need more than that to fight a structure fire, the blue placard will quickly indicate that more hose will be necessary.

MINUTES:

No minutes to approve.

DEPARTMENT REPORTS:

Zoning Department:

None.

Police Department:

Chief Sopkovich requested a purchase order to Hinckley Gun Shop in the amount of \$2,725 for three new weapons and optic to be paid from line item 2191-210-490-0000, Other – Supplies & Materials. The Hinckley Gun Shop will be crediting the Police Department \$1,475 for guns that they are trading in. The actual cost for the new guns is \$4,200 minus the trade-in of \$1,475 for a total amount of \$2,725. Murphy moved to approve the request. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion approved.

Sopkovich requested a purchase order to Robert Meader in the amount of \$1,000 for county-wide in-person professional training to be paid from line item 2191-210-318-0000, Training. All of the police departments in Medina County have agreed to contribute funds in order for required training to take place

for police personnel. Kusnerak motioned to approve the request. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Lastly, Sopkovich requested to add Officer Austin Barnhardt to the part-time payroll. Murphy made a motion to move Officer Barnhardt from auxiliary status to part-time status. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Chief announced that there are still a few tickets available for the Easter Brunch on March 23rd.

Fire Department:

Chief Strazzo requested approval for payment of an invoice to the Cleveland Division of Water in the amount of \$2,492.70 for the annual hydrant usage, to be paid from PO #27-2023. Kusnerak moved to approve the request. Murphy seconded. Nixon – abstained. Kusnerak – yes. Murphy – yes. Motion carried.

Strazzo requested that for the Ohio Volunteer Firefighters Dependent Fund nominations, Trustee Chair Murphy would be the Chair and Trustee Vice-Chair Nixon would be the Vice-Chair to serve in those two roles. Murphy motioned to approve the request. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes.

Strazzo announced that the Fire Department has received the 2024 State of Ohio MARCS Radio Grant in the amount of \$1,140.

Strazzo also shared that he has been named a recipient of a Dominion Scholarship in the amount of \$3,000, which will be applied toward weeks one and two of the Ohio Fire Executive Program he will be attending.

Chief announced that the Community Fire Academy begins on March 6th and there are still seven spots available for anyone interested. Strazzo thanked local restaurants who will be providing snacks for the attendees, which include the Red Onion, Wooden Nickel, Hermann's, and Barley Jacks as well as the Firefighters Association.

Strazzo announced that high winds will be rolling in later in the evening and encouraged residents to secure outside items that could blow away.

Lastly, Strazzo requested an Executive Session for a part-time personnel interview and to discuss employee discipline.

Service Department:

Service Department Foreman Cory Schultz requested a purchase order to DJL Material & Supply in the amount of \$5,400 from line item 2011-330-360-0000, Contracted Services. Kusnerak motioned to approve the request. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Schultz also requested a purchase order to Cargill Salt in the amount of \$25,000 from line item 1000-330-390-0000, Other – Purchased Services. This load of salt will take the Service Department through December, 2024. Murphy moved to approve the request. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Schultz also requested to hire Advanced Tire to install eight new rims and 10 tires on the 2010 Peterbilt 340 truck. The current tires are 14 years old and beginning to dry rot. The cost of new tires and rims will be \$5,768 and will be paid from BC #30, Repairs & Maintenance – Vehicles. Nixon made a motion to approve the request. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Lastly, Schultz stated that concrete bids were sent out and he received quotes from Set-in-Stone and 880 Construction. Schultz requested approval to hire 880 Construction to complete concrete replacement on Creekside Boulevard. The total of the bid is \$54,420, where \$43,000 is to be paid from line item 2021-330-323-000, Repairs & Maintenance and \$11,420 is to be paid from line item 2031-330-360-0000, Contracted Services. Trustee Kusnerak asked Schultz how long the project will take and he replied that 880 Construction said that it would be completed within a couple of months. Kusnerak motioned to approve the request. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Ryan Nixon:

None

Trica Murphy:

None.

FISCAL OFFICER:

Fiscal Officer Katherine Esber reported that the January, 2024 bank reconciliation has been completed.

Murphy moved to approve warrants dated 2/27/23 in the amount of \$114,044.06. Kusnerak noted that included in the total amount are a payment to Cargill in the amount of \$22,324.12, a payment to Medical Mutual in the amount of \$55,363.57, and a payment to Pro-Vision in the amount of \$16,673. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy motioned to approve payroll dated 3/5/23 in the amount of \$66,993.32. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy made a motion to approve the purchase orders and blanket certificates below, as read by the Fiscal Officer. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

- Purchase order made payable to Pro-Vision in the amount of \$3,257 on behalf of the Police Department.
- Blanket Certificate in the amount of \$1,500 from the General Fund for Travel & Meeting Expense.

- Purchase order in the amount of \$475 to Charles E. Harris for audit services of the Township financials.
- Purchase order in the amount of \$960 made payable to Gary Fuller for 2023 contracted services.
- Purchase order in the amount of \$38,000 to BWC for worker’s compensation fees, with \$8,000 from the General Fund, \$8,000 from the Service Department, and \$20,000 from the Police Department. The Fire Department already had an existing purchase order for their portion of the invoice.

OLD BUSINESS:

The Board is still working on a resolution for the structures/plantings built on Township property.

Trustee Vice-Chair Nixon reported that he is still working with Republic Waste on the contract extension, but it is currently being held up by Republic’s legal department.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

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|--------------------|-----------------------------|
| Trustees: | March 12 at 7 PM |
| BZA: | March 6 at 7 PM - CANCELLED |
| Zoning Commission: | March 7 at 7 PM |

PUBLIC INPUT:

None.

OFF CAMERA:

Murphy motioned to go off camera at 7:28 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, interview candidates for the Fire Department and Zoning Commission, discuss employee compensation, discuss employee discipline, and discuss a legal update for the Police Department. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 7:44 PM to discuss a land acquisition, interview candidates for the Fire Department and Zoning Commission, discuss employee compensation, discuss employee discipline, and discuss a legal update for the Police Department. The Board invited Fire Chief Strazzo, Police Chief Sopkovich, and Service Department Foreman Schultz to join them. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 9:42 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to offer part-time Firefighter employment to Kiante Carroll, pending successful completion of all necessary pre-employment testing. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy made a motion to offer Edward Witt an alternate position with the Brunswick Hills Township Zoning Commission, pending successful completion of all necessary pre-employment testing. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Nixon moved to authorize Chief Strazzo to move forward with the investigation within the department. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak motioned to change the Township Employee Policy Manual to include Juneteenth as a floating paid holiday for all non-union full-time employees. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy made a motion to increase the hourly wage for Daniel Rowe to \$22.90 per hour, according to the CBA, effective with the next pay period and also have back pay issued retroactive from January 1, 2024. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to adjourn the meeting at 10:00 PM. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Patrica Murphy, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Christina Kusnerak, Trustee

Katherine Esber, Fiscal Officer