

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
March 12, 2024

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, March 12, 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, Zoning Secretary Linda Kuenzer, Zoning Inspector Evelyn Czyz, Fire Chief Anthony Strazzo, and Service Foreman Cory Schultz present.

Murphy called the meeting to order, noting that the meeting was properly advertised.

PRESENTATION:

Fire Chief Anthony Strazzo introduced Brayden Crider as the fifth full-time member of the Brunswick Hills Township Fire Department. Trustee Vice-Chair Ryan Nixon swore in Mr. Crider.

Chief Strazzo also introduced Cade Bonds, who is a new part-time firefighter joining the Brunswick Hills Township Fire Department. Trustee Nixon also swore in Mr. Bonds.

Angie Sullivan and Jen Martin from the Medina County Engineer's Office addressed the Board. Ms. Sullivan spoke about issues that arose with paving of Bringham and Molland Drives by Perrin Asphalt in 2023, as well as improvements that are recommended for road surfaces in 2024. Ms. Sullivan also provided the Board with options for repairing cracks in Bringham and Molland Drives.

Trustee Kusnerak questioned Ms. Sullivan about the cement stabilization and if it was a new process. Ms. Sullivan clarified that it has been used for quite a while. Kusnerak also asked if the contractor was supposed to return and seal the edges, but Ms. Sullivan stated that since the invoice was already paid, it is too late to ask Perrin to return and seal the edges.

Ms. Sullivan concluded by stating that when the Township puts a job out for bid in 2024, she suggested that the Service Department Foreman request that different processes be bid on and then make a comparison before proceeding.

MINUTES:

Trustee Chair Murphy reported that the minutes for January 9, February 27 and February 29 are still being finished.

Kusnerak moved to approve the February 13, 2024 regular meeting minutes. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy motioned to approve the February 13, 2024 special meeting minutes for the Records Commission. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Evelyn Czyz reported that \$1,218.74 was collected for permits in February, 2024. Murphy asked Czyz about the discrepancy in the reported numbers regarding permits issued, as the iWorQ report has 13 permits listed but the monthly report from Czyz only lists 9 permits. Czyz responded that she believed the other 3 were ag exempt permits, and no money is collected for those. Murphy noted that those should also be listed on the report and Czyz agreed that she will add those to the report. Murphy noted that the missing permits were for ag exemptions and change in owner. Murphy then asked Czyz if she physically goes out and looks at the property for ag exempt permits. Czyz reported that she does not go out but that Assistant Zoning Inspector Humphrey did inspect a couple of the properties to ensure that they met the ag exempt requirements. Czyz further stated that ag exempt is exempt from zoning pretty much and at least 51% of a building needs to be used for agriculture in order to be ag exempt. Murphy asked Czyz if only some of the ag exempt buildings are physically inspected, and Czyz replied that Humphrey is given information for all of them to do a site visit.

Zoning violation letters were sent out on November 29, 2023 by the Township Administrative Assistant to residents with structures and/or landscaping areas built on Township property. The residents were granted a four-month extension by the Board of Trustees at their regular meeting on December 26, 2023, to remedy the violations, which gives them until April 15, 2024. Czyz stated that she will send out letters to remind them that the corrections need to be made and that some of the structures have been there for 20 years or more. Trustee Chair Murphy reported that the situation is still in the process of being discussed, and no decisions have been made on moving forward. Murphy requested that Czyz contact the Auditor's Office to acquire aerial photos of the property prior to 2020 as Czyz stated that the photos on the Auditor's website only go back as far as 2020.

Murphy asked Czyz about the property located at 2231 Pearl Road and the status of the property. Czyz replied that all of the violations have been remedied except for the high grass so Murphy asked if she had been out to inspect the property, and Czyz replied that she is not the field person. Murphy stated that she had contacted the Prosecutor's Office earlier that day in regard to this property, and they were under the belief that it was still in process. Murphy asked Czyz about the case because the property had been removed from her report.

Czyz requested approval for herself, Assistant Zoning Inspector Wes Humphrey, and members of the Board of Zoning Appeals to attend the BZA & Zoning Workshop sponsored by the Montville Zoning Department on April 1, 2024. The workshop is only open to board of zoning appeals members and zoning inspectors, due to space constraints. Murphy asked Czyz if she was asking for herself, Humphrey, and the BZA members to attend as well as be paid their hourly wage and Czyz stated yes. Murphy stated that she read information about the training and understood it to be basic BZA training for new BZA Board Members. She did not understand why it is necessary for Czyz to attend the training since she has been an inspector for more than 20 years. Czyz responded that the Zoning rules change all the time, and she didn't believe it was just the basics, but rather basics for the Board Members. Czyz continued that if she and Humphrey are there, they can see how it has changed. Murphy continued that the Board has already approved two other training classes through the Medina Planning Commission for the BZA members to attend, and there are three other training classes later in the year. In her opinion, Murphy believes that those classes would be more beneficial than this Basics class. Kusnerak stated that she believes that any and all training, especially for the Zoning Board Members, is beneficial to the Township. Therefore, Kusnerak moved to approve the request for Czyz, Humphrey, and the BZA Board members to attend the

April 1st training. Nixon stated that he agrees with Kusnerak in that all training is good. However, in light of Murphy's comments, he would only approve for one person to attend the training and report back to the others. Murphy stated that because this is at taxpayers' expense, perhaps only the new board members should attend. A discussion took place as to who those individuals were. Czyz then stated that she will check with Mr. Jeffers (the Montville Zoning Inspector) the next day to inquire if he would like to attend the training. Kusnerak's motion was not seconded, and nothing was approved by the Board.

Czyz reported that she has been in contact with DEX Imaging and obtained costs to purchase a new printer/copy machine for the Zoning Department versus leasing the equipment. In her opinion, purchasing the printer/copier for \$5,200 would be the most cost-effective way to proceed. Kusnerak motioned to approve the purchase and Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Zoning Inspector Czyz announced that she received an invoice for iWorQ in the amount of \$2,125, which was paid for according to the Fiscal Officer.

Police Department:

None.

Fire Department:

Fire Chief Anthony Strazzo provided the Run Report for February, 2024. During the month of February, EMS collections totaled \$7,175.24 for a year-to-date amount of \$39,625.70.

Strazzo reported that there was an Ohio Board of Pharmacy inspection on February 8th and the Department passed with flying colors. A status of good standing with the Ohio Board of Pharmacy is necessary in order for EMS personnel to dispense pharmaceuticals to patients that they treat.

Also, during the months of February and March, Assistant Chief Haas and Administrative Assistant Carol Bianchi have been spending a great deal of time conducting an in-depth Medicare Ground Ambulance Data Collection, which is a government mandate.

Strazzo updated the Board on training courses that he and fire personnel attended during the month of February. That training included:

Firefighter Crider provided EAP to the Service Department Crew.

Fire Prevention Officer Payne attended Underground Maintenance for Sprinkler and Fire Protection Systems.

All Staff completed training on Airbags and Kodiak Jacks

All Personnel completed an on-line ambulance EVOC Training, which will coincide with the training that they are having on-site at the end of March.

Completed a map test.

Southwest conducted pediatric skills and geriatric training in pic lines.

Strazzo attended the Ohio Township Association Conference in Columbus.

Firefighter DiSalvo attended the Ice Rescue Training Class and received a certificate.

Chief Strazzo requested a purchase order to Koorsen Fire & Security in the amount of \$1,114.20 from line item 2192-760-740-0000, Machinery, Equipment & Furniture, for SCBA bottle hydrostatic testing. Nixon

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

Strazzo also requested approval to proceed with the annual maintenance of the SCBA fill station by Breathing Air Systems in the amount of \$1,417.87 to be paid from PO #30. Nixon moved to approve the request. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Chief requested approval for Firefighters Eberl and Winland to attend the 2024 BGSU May Fire School. Firefighter Eberl will be taking the Basic Fire Investigation course at a cost of \$595 and Firefighter Winland will be completing the Fire Officer I course at a cost of \$625. Hotel expenses are not to exceed \$378. Strazzo also made a request to the Medina County All Hazards Team to pay for Firefighter Eberl’s training, but he will not receive a decision until after the course begins. If the request is approved, they will pay for the training rather than the Township. Murphy inquired about the cost of text books required for the training, and Strazzo replied that the Fire Department would cover that cost. Kusnerak motioned to approve the request. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Lastly, Strazzo requested to meet with the Board in Executive Session for the purpose of an employee interview and discipline.

Service Department:

Service Department Cory Schultz presented his monthly report for February, 2023.

Murphy moved to approve an earlier written request by Schultz for the entire Service Department crew to attend ladder safety training at the Medina County Safety Council meeting on March 19, 2024. Cost of the training is \$18 per person. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

TRUSTEE REPORTS:

Christina Kusnerak:

Kusnerak motioned to approve the cable TV invoice to the City of Brunswick for the third quarter of 2023 in the amount of \$16,624.62. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak reported that she had received an application for a grant opportunity available from the Ohio Senate. Kusnerak completed the application with input from the Township Administrative Assistant and Chief Strazzo. Although she is not optimistic that the grant will be awarded to the Township, Kusnerak requested approval from the Board to submit the Ohio Senate Capital Grant Application for 2024 to Senator Mark Romanchuk. Murphy made a motion to approve submission of the 2024 Ohio Senate Capital Grant Application request to the Ohio Senate and for Trustee Kusnerak to sign on behalf of the Board. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Ryan Nixon:

Nixon mentioned that he had attended the first night of the Citizens Fire Academy that is being hosted by Chief Strazzo and the Brunswick Hills Fire Department. Nixon stated that the Academy was well attended and helpful information was presented to the attendees.

Trica Murphy:

Murphy shared that the Zoning Commission met for the March meeting and they are reviewing the Zoning Resolution.

FISCAL OFFICER:

The February, 2024 bank reconciliation has been completed. Fiscal Officer Esber has both the January and February reconciliations for the Board to sign.

Murphy motioned to approve payroll dated 3/19/24 in the amount of \$83,469.63. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to approve warrants dated 3/12/24 in the amount of \$30,871.76. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy moved to approve a then & now purchase order to iWorQ in the amount of \$2,125 on behalf of the Zoning Department. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

OLD BUSINESS:

There are no updates on the liability agreement regarding structures built on Township-owned property.

Murphy reported that last year, the Board had approved hiring Mackin Engineers & Consultants to update the Comprehensive Land Use Plan for the Township. Murphy received a revised agreement from Mackin, and requested input from the other Board members. Because the document had just been received earlier that day, Nixon requested additional time to thoroughly review the agreement.

NEW BUSINESS:

Murphy suggested that the Zoning Secretary’s contact information be removed from the website as it is confusing for those seeking to conduct business with the Zoning Office. Murphy also requested to add verbiage to the website as follows: The submission deadline for the Board of Zoning Appeals and the Zoning Commission is the first Wednesday of the month by 12:00 PM to the Zoning Office, in order to be placed on the agenda for the following month. Kusnerak motioned to approve the requests. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes.

Murphy stated that an Administrative Appeal will be presented at the April 3rd Board of Zoning Appeals meeting. Murphy spoke with the Medina County Prosecutor’s Office regarding the appeal, and was told that Assistant County Prosecutor Brian Richter plans to attend the meeting. It was recommended by the Prosecutor’s Office that the Board of Trustees enlist the services of a court reporter to document the meeting. After further discussion, Kusnerak moved to approve hiring a court reporter to document proceedings of the Administrative Appeal at the April 3, 2024 Board of Zoning Appeals meeting. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes.

Trustee Chair Murphy made a motion to hire a court reporter from the firm of Morse, Gantverg & Hodge at a cost not to exceed \$1,000 to document the Administrative Appeal proceedings at the Board of Zoning Appeals meeting on April 3, 2024. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy motioned to hire Katherine Esber as a consultant on an as-needed basis for the new Fiscal Officer at the rate of \$25 per hour through March 31, 2025. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy announced that the Board of Zoning Appeals is still in need of alternate members so if anyone is interested, please contact her.

Kusnerak announced that the Service Department has an opening for a Laborer position, and the Board will need to schedule a special meeting at some point to conduct interviews.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	March 26 at 7 PM
BZA:	April 3 at 7 PM
Zoning Commission:	April 4 at 7 PM

PUBLIC INPUT:

None.

OFF CAMERA:

Murphy motioned to go off camera at 8:33 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 evaluations for 2023, and discuss employee discipline. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Commented [TM1]: Tim was not at this meeting and we did not discuss any legal update

Kusnerak made a motion to go into Executive Session at 8:47 PM to discuss a land acquisition, interview candidates for the Fire Department and Zoning Commission, discuss employee evaluations for 2023, and discuss employee discipline. The Board invited Fire Chief Strazzo and the applicants to join them. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 10:58 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy made a motion to hire David Smerek as an alternate for the Zoning Commission, pending the successful completion of all pre-employment testing. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak moved to adjourn the meeting at 11:03 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Patrica Murphy, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Christina Kusnerak, Trustee

Linda Kuenzer, Fiscal Officer