

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
March 26, 2024

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, March 26, 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, Police Chief Tim Sopkovich, Fire Chief Anthony Strazzo, and Service Foreman Cory Schultz present.

Murphy called the meeting to order at 7:00 PM.

PRESENTATION:

Trustee Kusnerak presented Fiscal Officer Katherine Esber with a plaque recognizing her eight years of service to the Township of Brunswick Hills. Katherine's last day of service will be March 31, 2024, at which time, Linda Kuenzer will become the new Fiscal Officer.

MINUTES:

Murphy moved to approve the January 9, 2024 regular meeting minutes. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy motioned to approve the February 27, 2024 regular meeting minutes. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy made a motion to approve the February 29, 2024 special meeting minutes. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak moved to approve the March 19, 2024 special meeting minutes. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried. Kusnerak reported to the Board that although employment offers were extended to two candidates, only one accepted the position with the Service Department.

Murphy motioned to approve the March 19, 2024 emergency meeting minutes. Nixon seconded. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy provided off camera summary.

(For detailed information on special or off camera items, review the posted minutes on the website: www.brunswickhillstwp.org)

DEPARTMENT REPORTS:

Zoning Department:

None.

Police Department:

Police Chief Tim Sopkovich thanked Fiscal Officer Katherine Esber for her eight years of service to the Township.

Sopkovich reported that the Easter Bunny Brunch was a success. He thanked Southwest Baptist Church for donating their hall for the event. In addition, Sopkovich thanked the following:

Police Administrative Assistant for all of her help in organizing the event
Brunswick Hills Police Association
Members of the Brunswick Hills Police Department
The Pickled Pineapple Lady for face painting on all of the children
Trustees Kusnerak and Murphy
The Nichols Family
Trustee Ryan Nixon & Family
The Bauer Family
The Fisher Family
The Buczak Family
Ben & Evelyn Czyz
The Cookie Chameleon
Brunswick Prep Academy
NEO Extreme Activities for the slide
Brunswick Home Depot
Kimberlee Bublik
Ron & Patty Wetterman
Nicole Dusina

Chief Sopkovich requested a purchase order to Lighthouse Solutions in the amount of \$2,206.32 to purchase a new Dell computer, LED monitor, and office set-up on three computers for the Police Department, as some of their equipment is old and needs to be updated. The purchase will be from line item 2191-760-740-0000, Machinery, Equipment & Furniture. Kusnerak moved to approve the purchase as requested. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Sopkovich announced that he recently applied for a couple of grants, and said that he received approval from the Ohio Attorney General for the body armor grant in the amount of \$11,955.38. He will begin to shop around for prices on body armor. Sopkovich stated that the Police Department did not receive the other grant that he applied for; however, it was awarded to the Brunswick Hills Fire Department. Sopkovich suggested that the new Fiscal Officer use her experience with grants to coordinate with the Brunswick Hills Fire and Service Departments to apply for other grant money that is available.

Trustee Vice-Chair Nixon asked Sopkovich if the grant money was available for tasers, and Sopkovich replied that it was not.

Fire Department:

Fire Chief Anthony Strazzo thanked Fiscal Officer Esber for her eight years of service to the Township, but also mentioned that her husband, Mike Esber, was a Township Trustee for 16 years. In total, the Esber family spent 24 years in service to Brunswick Hills Township, and Chief Strazzo told Esber that he

appreciated all of her support for the Fire Department.

Strazzo stated that the records management system they have previously used is no longer available, and he has been actively searching for a new company to take over. Strazzo reported to the Board that there are two companies, which are First Due and ESO. Chief worked with Chagrin Valley Dispatch, and is able to receive group pricing for a new system from First Due, which would begin in January, 2025 at a cost of \$7,000 per year with a one-time set-up fee of \$1,450. Comparatively, First Due is significantly less expensive than ESO; therefore, Chief Strazzo requested approval from the Board to move forward on the transition. Trustee Kusnerak asked Strazzo if First Due requires an annual contract, to which Strazzo replied that they have requested a Letter of Agreement, but he has not yet received it. Kusnerak made a motion to approve the request, and included approval for Chief Strazzo to sign the Letter of Agreement on behalf of the Board. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Chief also requested approval for preventative maintenance on the Fire Department's two sets of extrication equipment to be completed by Howell Rescue Systems in the amount of \$1,110, to be paid from BC #49. Nixon moved to approve the request. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Strazzo reminded residents that there are two tornado sirens located in the Township, one located near Fire Station 2 and the other is located near Sleepy Hollow and South Carpenter. Strazzo explained that the sirens are sounded when there is a Tornado Warning in the area, and are meant to alert people who are outdoors and not inside of their houses. The sirens are tested at noon on the first Saturday of each month, and the Police and Fire Departments ensure that they are working properly. The sirens are activated by the Brunswick Communications Center when there is a tornado warning in Medina or Lorain Counties, because the weather moves from West to East. Strazzo encouraged everyone to sign up for the Code Red messaging alerts, which can be found on the home page of the Brunswick Hills Township website.

April 8th will be the eclipse and as a precaution, the Fire Department will be staffing one extra person for the day. Additional information can be found on the Brunswick Hills Fire Department Facebook page.

Strazzo also informed the Board that Firefighter Eberl's Basic Fire Investigation training was approved by the Medina County All Hazards Team, and they will be paying the cost for him to attend the training.

Lastly, Strazzo requested to meet with the Board in Executive Session for the purpose of employee discipline and the consideration of employment and compensation.

Service Department:

Service Department Foreman Cory Schultz reported to the Board that he will be applying to Medina County for 2025 OPWC funding to repair Autumnwood Lane, and will require their signatures on the letter. Kusnerak motioned to approve the request. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Schultz stated he had received email approval from the Board on March 21, 2024 to purchase a new oil cooler for the 2009 backhoe in an amount not to exceed \$1,000 from BC #30, Repair & Maintenance – Vehicles. Schultz received the invoice in the amount of \$984 and requested approval to pay it. Kusnerak moved to approve the request. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy –

yes. Motion carried. Schultz reported that the oil cooler is available for pick up in the morning and that the crew will also have the backhoe repaired that same day.

Nixon asked Schultz if he was actively pursuing advertising for another Service Department Laborer, and Schultz replied that he would like to keep the listing open for the present time.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Ryan Nixon:

None.

Trica Murphy:

None.

FISCAL OFFICER:

Kusnerak motioned to approve payroll dated 4/2/24 in the amount of \$64,925.31. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy made a motion to approve warrants dated 3/26/24 in the amount of \$105,288.98, highlighting that \$16,624.62 is to the City of Brunswick for a BAT TV invoice; \$50,276.88 is to Medical Mutual; and \$7,254.66 is to Cargill. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Nixon moved to approve a blanket certificate from the General Fund for Zoning Board shirts in the amount of \$1,000. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Murphy motioned to approve the following two purchase orders:

- Purchase order to Ohio Edison for South Pointe lighting in the amount of \$4,200.
- City of Brunswick for the third quarter of BAT cable TV in the amount of \$16,624.62.

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

Kusnerak offered **Resolution #13 Final Annual Appropriation for 2024**, which is due by March 31, 2024. Esber brought to the Board's attention that on page two, she increased the General Fund Payroll amount by \$10,000 for the Fiscal Officer's Assistant. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

OLD BUSINESS:

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

Murphy made a motion to approve the consulting services agreement with Mackin Engineers & Consultants to update the Comprehensive Land Use Plan for the Township. Kusnerak seconded. Nixon

– yes. Murphy – yes. Kusnerak – yes. Motion carried. Kusnerak thanked Murphy for all of her work in gathering all of the information as the Comprehensive Land Use Plan was in need of being updated.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	April 9 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 7:32 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, discuss employee evaluations for 2023, discuss employee discipline, and employment consideration and compensation. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 7:49 PM to discuss a land acquisition, discuss employee evaluations for 2023, discuss employee discipline, and employment consideration and compensation. The Board invited Fire Chief Strazzo and the Township Fiscal Officers to join them. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 9:26 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Nixon made a motion to promote Firefighter Curtis to full-time status with a two-year employment contingency. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to authorize Chief Strazzo to open an investigation limited to inter-departmental communication between Fire Department employees. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy moved to adjourn the meeting at 9:38 PM. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Patrica Murphy, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Christina Kusnerak, Trustee

Linda Kuenzer, Fiscal Officer