BRUNSWICK HILLS TOWNSHIP TRUSTEES REGULAR MEETING June 11, 2024

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, June 11, 2024 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Patrica Murphy, Trustee Vice-Chair Ryan Nixon, Trustee Christina Kusnerak, Fiscal Officer Linda Kuenzer, Zoning Inspector Evelyn Czyz, Police Sergeant Przemyslaw Piekut, Fire Chief Anthony Strazzo, and Service Department Foreman Cory Schultz present.

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

PRESENTATION: None.

MINUTES:

Minutes are still being worked on.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Czyz presented her report for May, 2024. Money collected in the month totaled \$1,162.66. Czyz also stated that various citations were issued, and that all have been resolved.

Czyz requested approval to purchase Adobe Acrobat for the Zoning computer. After much discussion, it was decided that Trustee Vice-Chair Nixon will contact the IT provider to inquire if the software could be purchased for all Township computers at a lesser rate rather than spending \$20 per month for just the Zoning computer.

In addition, Czyz shared that she fills out Zoning permit applications for senior citizens and other Township residents as requested, but that they review the information before signing. The Board of Trustees unanimously agreed that they would like to get the opinion of the Medina County Assistant Prosecutor on the legalities before continuing this practice.

Police Department:

Sergeant Przemyslaw Piekut appeared before the Board on behalf of Chief Sopkovich. Sgt. Piekut requested an executive session for an employment interview for Mr. Phillip Bungo, who would be a lateral transfer as well as conditional employment for the candidate.

Fire Department:

Chief Anthony Strazzo presented the Run Report for May, 2024 to the Board. EMS funds collected in May were \$48,179.83 and \$160,958.48 for year-to-date. For comparison purposes, EMS collections at this time last year were \$112,778.00.

On May 21st, Chief Strazzo, Fire Prevention Officer Matt Payne, and a new cadet, Cade Bonds, attended

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the Medina County Kids Safety Day in Seville. The Safety Day was held for home schooled children to receive safety education for fire, law enforcement, park services, the library, water safety, etc. Strazzo reported that Fire Department personnel completed several other forms of training during the month of May.

Fire hydrant flushing began on May 15th, and is intended to not only ensure that all of the fire hydrants are operating correctly, but also helps to familiarize personnel with the streets, businesses, set backs of houses, etc.

Strazzo requested approval to pay an invoice from Burnham and Flower Insurance Group in the amount of \$2,545 from PO #24. The invoice is an annual Provident Insurance expense for the part-time firefighters. Nixon motioned to approve payment of the invoice. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Chief also requested a purchase order to Fire Safety Services in the amount of \$4,100 from line item 2192-760-740-0000, Machinery, Equipment & Furniture for the purchase of 600' of 2.5" fire hose. Strazzo had informed the Board last year that the hose was reaching its maximum life span and would need to be replaced. He did order some new hose last year that has not yet been received as it is taking approximately one year for orders to be filled. He is currently ahead of schedule in replacing the hose and therefore, would like to get this ordered. Nixon moved to approve the purchase order as requested. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion approved. Trustee Kusnerak asked Chief what they do with the old hose, and he responded that the hose is usually not usable and they don't want to be responsible for it failing in another application so they cut the ends off and throw it away.

Chief Strazzo stated that the health, safety, and wellness of the Township is their mission. This is accomplished in three ways:

- Having highly trained personnel
- Having the proper equipment
- Through fire prevention, which includes code enforcement and education

Strazzo focused briefly on the commercial fire inspection process, which enforces provisions of the Ohio Fire Code. In addition to following the Fire Code, they have a duty to report and refer any potential violations to the proper authority having jurisdiction, which could be Zoning, the Building Department, Health Department, EPA, Soil & Water, etc. When violations are found, the first step is to issue a Notice of Violation, which notifies the property or business owner of the violation and which code applies. The property or business owner is then given a set amount of time to rectify the violation, which depending on the nature of the violation, is typically 14 to 30 days. A reinspection is then conducted to determine if the property or business owner has corrected the violation or is working to seek a solution to the violation. If no progress is noted, a civil citation is then issued. The property owner or occupant can then appeal to the State Board in Columbus. The State Board also has the authority to issue and levy fines against the property owner or occupant. Strazzo emphasized that the goal of the Fire Prevention Bureau is voluntary compliance with the fire code to ensure the safety of not only the occupant, but also people within the structure visiting as well as firefighters responding to the property. Chief Strazzo stated that in 10 years, the Fire Department has never had to issue a citation. Unfortunately, they do have one pending citation in

progress, but are hopeful for voluntary compliance in regard to the issues.

Service Department:

Service Department Foreman Cory Schultz read the Road Report for the Month of May, 2024.

TRUSTEE REPORTS:

Christina Kusnerak: None.

Ryan Nixon:

None.

Trica Murphy:

Murphy announced that the Steering Committee working on the Township's Comprehensive Land Use Plan will have their first meeting on Monday, June 17th at 6:30 PM at Town Hall. This is a public meeting and everyone is welcome to attend.

FISCAL OFFICER:

Murphy motioned to approve payroll dated 6/11/24 in the amount of \$132,962.98. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to approve warrants dated 6/11/24 in the amount of \$87,356.97, noting that \$24,433.04 is to the City of Brunswick for BAT TV franchise fees; \$2,377.41 is to Ohio Edison; and \$54,420.00 is to 880 Construction for road work. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

Murphy asked about the status of structures built/sitting on Township owned property, and Zoning Inspector Czyz stated that she had mailed reminders to all of the residents that if they have not removed their structures or other items built/sitting on Township owned property, that they must do so by Friday, June 21st. Czyz also stated that Assistant Zoning Inspector Wes Humphrey will go back out on Monday, June 24th to ensure the work was done.

Murphy announced that the Trustees have been searching for land within the Township to build a new administrative building, and a few months ago, a 45-acre parcel became available for purchase. The Board announced that they have purchased the land. Nixon stated that in addition to the administrative building, the land will eventually house new facilities for Police, Fire, Services, and Zoning. Kusnerak said that it was a pleasure working with Murphy and Nixon in obtaining the land; she felt that everyone worked very well together. Kusnerak said the new facility will provide a nice space for community events, both indoor and outdoor, as well as potential soccer fields, a pavilion, etc. Nixon shared that the land is located directly across the road on Substation from the current Services Garage. All of the Trustees stated that the new construction will be completed over a number of years. Nixon announced that by using ARPA funds, which were close to expiring, they were able to purchase the land at a cost of less than \$600,000 to the Township. Lastly, Nixon thanked Jim and his brother for allowing them to purchase the land.

NEW BUSINESS:

Chief Strazzo announced that the Trustees and other departments will be having a meeting on June 13th at 10 AM at the Service Department located at 1643 Substation Road to discuss the construction on Substation Road for the new water main line. Strazzo will also have information posted on the Township website.

Kusnerak added that a letter was received from the Medina County Sanitary Engineering's Office notifying the Board that the contract to FET, Inc. to relocate an existing sanitary sewer pump station at 3964 Boston Road. Work began the first part of June and should be completed by December 31st. Most of the work will be completed on private property. However, some of the work will be in the right of way, creating delays.

On behalf of all of the department heads, Chief Strazzo thanked the Board for making the land purchase as it is both necessary and appreciated.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS: Trustees:

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		June 25 at 7 PM
	BZA:	July 10 at 7 PM
	Zoning Commission:	July 11 at 7 PM
	Steering Committee	June 17 at 6:30 PM - Comprehensive Lane Use Plan

June 13 at 10 AM @ the Service Dept

PUBLIC INPUT:

None.

OFF CAMERA:

Murphy motioned to go off camera at 7:29 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be an Executive Session off camera for an employee interview, to discuss employee discipline, and consideration of employment. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy made a motion to go into Executive Session at 7:37 PM for an employee interview. The Board invited the applicant and Sergeant Piekut to join them. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy moved to come out of Executive Session at 7:54 PM. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak motioned to offer Phillip Bungo a conditional offer of employment for the Police Department, pending the successful completion of all pre-employment testing. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Nixon made a motion to go into Executive Session at 7:59 PM to discuss employee discipline and

employment consideration. The Board invited Fire Chief Strazzo and Zoning Inspector Czyz to join them. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy moved to come out of Executive Session at 9:44 PM. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy noted that no action will be taken at this time.

Kusnerak motioned to adjourn the meeting at 9:51 PM. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Patrica Murphy, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Christina Kusnerak, Trustee

Linda Kuenzer, Fiscal Officer