

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
September 24, 2024

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, September 24, 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, Fire Chief Anthony Strazzo, Police Chief Tim Sopkovich, and Service Department Foreman Cory Schultz present.

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

The Pledge of Allegiance was recited and a moment of silence was observed for our first responders.

PRESENTATION:

Patrolman Michael Pische was sworn in by Trustee Murphy, and is the newest addition to the Brunswick Hills Police Department.

MINUTES:

No minutes to approve.

DEPARTMENT REPORTS:

Zoning Department:

None.

Police Department:

None.

Fire Department:

Fire Chief Strazzo requested a purchase order to Stryker in the amount of \$10,657.98 from line item 2281-760-740-0000, EMS Machinery, Equipment & Furniture, for the purchase of two new stair chairs. The Township will be reimbursed \$7,993.49 of the total purchase through a BWC Safety Intervention Grant that was applied for in May. The Township's portion of the purchase is \$2,664.49. Nixon moved to approve the purchase order as requested. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Strazzo also requested a purchase order in the amount of \$7,000 to Sensible Products for the mounting of tools and equipment in the new Tanker 22, when it is delivered. The purchase will be from line item 2192-760-740-000, Machinery, Equipment & Furniture. Nixon motioned to approve the request. Murphy – seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Chief Strazzo requested that the Trustees adopt a resolution to allow for the old 1994 Tanker 22 to be listed for sale on GovDeals. Nixon and Strazzo will be discussing a reserve price for the listing, and Strazzo shared that he has already received some interest from social media in the sale of the tanker. Nixon moved

to adopt **Resolution 31-2024 Disposal of Township Property**. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Resolution adopted.

Chief announced that some of the Brunswick Hills Fire Department staff members received the Medina County Safe Communities Fire Safety/EMS Award on September 12th for their response at an accident that took place on July 10, 2024. Through the combined efforts of the Brunswick Hills EMS, Valley City EMS, and a passerby, they were able to save the life of the motorcyclist involved in the accident as well as prevent the loss of a limb.

Strazzo reported that the Department tested over 5,000 feet of fire hose during the last month-and-a-half. Fortunately, none of the fire hose had failures. However, they will still need to replace some of the fire hose due to age. Chief stated that fire hose was ordered in August of 2023, and they were told they might receive it by December, 2024. Additional fire hose was ordered in April of 2024, but that won't be received until the Summer of 2025.

Strazzo shared with the Board that all of the Department's ground ladders were tested by an outside company, and all passed.

Lastly, Chief announced that the Open House will be on Sunday, October 6th at Station 2 on Grafton Road from Noon to 3 PM. Food will be served, Fire and Police vehicles will be available for viewing, and Home Depot will provide a children's craft project.

Trustee Kusnerak asked Chief Strazzo if there is any equipment on the old tanker that can be transferred to the new tanker. Strazzo responded that all of the loose equipment will be transferred. However, any of the tools and equipment that is mounted to the tanker will be sold with it.

Service Department:

Service Department Foreman Schultz requested formal approval for emergency repairs to the Department's Ford F250. While Schultz was on vacation, he received a call that several items needed repaired on the truck. Schultz received phone approval from two of the Trustees for the repairs to be completed by Ron's Garage at an estimated cost not to exceed \$3,300. The truck was repaired within two days at an actual cost of \$2,900. Kusnerak moved to approve the repairs. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Schultz reported that the ODOT Salt Contract was awarded to Cargill for a cost of \$47.76 per ton, which is \$3.21 per ton less than last year's cost of \$50.97 per ton. Schultz said that 850 ton was ordered for the upcoming winter season.

Schultz requested approval to send nine trucks and one trailer from the Service Department to Spray IT for oil coating at a cost of \$1,700, to be paid from BC #30 – Maintenance & Repairs on Vehicles. Nixon motioned to approve the purchase as requested. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Lastly, Schultz announced that the Service Department will receive OPWC Funding for 2025 to pave Autumnwood Lane. Schultz requested that the Board of Trustees pass a resolution to apply for OPWC Funding to cover roughly 40% or \$100,000 of the total cost. Trustee Kusnerak made a motion to adopt

Resolution 32-2024 OPWC PARTICIPATION FOR 2025. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

TRUSTEE REPORTS:

Christina Kusnerak:

Kusnerak discussed with the Board about including departmental reports on the website. The Township Administrative Assistant had suggested creating a separate tab on the website for the reports, but Nixon and Murphy stated that they would prefer for the reports to be included as part of the minutes rather than on a separate tab on the website so that there is context for the reports. Fiscal Officer Kuenzer stated that she would also like to see the reports included in the minute book as that was the practice in the township where she previously worked.

Kusnerak also brought up adding additional hours to the Administrative Assistant’s work schedule. Kusnerak had a discussion with the Fiscal Officer, who stated that the administrative assistant and zoning inspector all work full-time in other Medina County townships. Trustee Kusnerak had a discussion with the Administrative Assistant to ask if she would be willing to work additional hours, and had received a new schedule, which she presented to the Board. Kusnerak reported that she thought full-time would be 40 hours per week, but Kuenzer stated that it is 30 hours per week. Nixon and Murphy questioned why additional hours were needed and if there is truly enough work to justify the extra hours. Kusnerak shared that she believes there is ample work to fill the extra hours. Nixon stated he would like to have a conversation with the Administrative Assistant to understand the workload.

Lastly, Kusnerak proposed that the Board sign a three-year agreement with Goodyear’s Big Barn to lease the 30 acres at the rear of the recently acquired property on Substation Road to farm hay for their animals. Mr. Goodyear would lease the 30 acres for \$1,000 per year. It was agreed that Kusnerak would contact the Medina County Prosecutor’s Office to review the agreement that she had drafted.

Ryan Nixon:

Trustee Nixon reported that the Township computer systems will need to be upgraded to Microsoft 365, which includes 57 users that will require the upgrade by the end of 2024. The cost of the upgrade for the Township will be \$1,325.47, which includes the Trustees, Administrative Assistant, and Zoning Secretary. The upgrade cost for the Fire Department will be \$4,742.28; the Zoning Department will be \$2,442.60; and the Service Department cost will be \$649.65, for a total of \$9,160. Nixon noted that the migration cost to Microsoft 365 for this year will cost \$4,742.28. The cost will drop considerably for next year. Kusnerak stated that the desktop computer utilized by the Trustees is running very slow. Nixon stated that he will check with the IT support company to identify which computers will not be able to support the Microsoft 365 due to age, and those computers may need to be replaced. Nixon made a motion for the expenditure of \$9,160 for the computer systems upgrade. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Nixon mentioned that Frontier is very active in the community installing cables, etc. Nixon suggested that residents take pictures of sidewalks, driveways, etc. at their homes prior to Frontier arriving in the event that there is an issue with concrete being cracked or damaged. According to Nixon, Frontier has been very responsive in making repairs to damages caused by their installations in the Township.

Trica Murphy:

Murphy reported that she is still working with the Prosecutor's Office on the rubbish contract. She will provide an update to the Board as soon as she hears something.

FISCAL OFFICER:

Murphy motioned to approve warrants dated 9/24/24 in the amount of \$396,710.81. Fiscal Office Kuenzer reported that the majority of the amount is for Crossroads Asphalt in the amount of \$263,310.04.

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

Nixon moved to approve payroll dated 9/24/24 in the amount of \$82,452.30. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Murphy made a motion to approve the two Then & Now Purchase Orders, as read by the Fiscal Officer.

- A T&N purchase order in the amount of \$1,156.00 made payable to Auto Trim Design of Northern Ohio on behalf of the Police Department for graphics on the new cruiser, to be paid from line item 2191-760-750-0000, Motor Vehicles.
- A T&N purchase order in the amount of \$12,950 made payable to Roderick, Linton, Belfance, LLP for accounting and legal fees in the annexation matters, to be paid from line item 1000-110-311-0000, Accounting and Legal Fees.

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

OLD BUSINESS:

Trustee Nixon is still working on the public comment policy with the Prosecutor's office.

NEW BUSINESS:

The Board agreed that they need to make decisions on posting the Zoning Inspector position. Murphy stated that she has a copy of the current job description. Trustee Kusnerak reported that the previous Zoning Inspector was working 15 hours and the Assistant Zoning Inspector works 10 hours. Trustee Murphy stated that she would like for both inspectors to do inspections, but Trustee Nixon stated that he does not want to see the office closed more than it needs to be. Kusnerak shared that when she staffed the office for a couple of days, the phone activity was very slow and no one stopped into the office. Kusnerak continued that there are times of the year that are very busy and the office needs to be staffed accordingly. However, during slow times of the year, the office hours would be reduced. The Assistant Zoning Inspector would like to continue working only two days a week, but has requested that those days be changed. The Board agreed that the new Zoning Inspector will work a maximum of 28 hours per week, which would be reduced during the slower times of the year. Fire Chief Strazzo shared that the new Hinckley Zoning Inspector is being paid \$25 per hour. The Board all agreed to post the job listing for the Zoning Inspector as soon as possible. Kusnerak moved to approve the advertisement for a new Zoning Inspector with a work schedule of 20 - 28 hours per week at an hourly rate of \$20 - \$25 per hour, based on experience. Nixon seconded the motion. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried. Kusnerak added that deference is always given to Brunswick Hills applicants.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS: Trustees: October 8 at 7 PM
BZA: October 2 at 7 PM
Zoning Commission: October 3 at 7 PM

PUBLIC INPUT:

Linda Hudson, 314 Pearl Road, Brunswick Hills, OH 44212 addressed the Board. Mrs. Hudson wanted to remind residents about the Comprehensive Land Use Plan Public Survey, which can be accessed through the Township website or a hard copy may be picked up at any of the Township offices. Mrs. Hudson commented that she is pleased to hear that the Board is moving forward to hire a Zoning Inspector, as that is very important to the future of the Township. Mrs. Hudson added that she does not believe the salary range suggested is high enough to attract qualified applicants. Mrs. Hudson also clarified with the Board of Trustees that Sally is the Administrative Assistant, who provides administrative support for the Trustees and Fiscal Officer, and Dalith is the Zoning Secretary who provides support for the Zoning Commission and Board of Zoning Appeals.

OFF CAMERA:

Kusnerak motioned to go off camera at 7:49 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak motioned to adjourn the meeting at 8:02 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