

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
October 8, 2024

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, October 8, 2024 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Patrica Murphy, Trustee Vice-Chair Ryan Nixon, Fiscal Officer Linda Kuenzer, Fire Chief Anthony Strazzo, Service Department Foreman Cory Schultz, and Assistant Zoning Inspector Wes Humphrey present.

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

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

PRESENTATION:

Mary Weinbauer, Board President, from the Brunswick City Schools addressed the Trustees and residents regarding the renewal levy that the Brunswick City School District will have on the November 5th ballot. Mrs. Weinbauer stated that this is an emergency levy and will represent 4% of the overall school budget. This levy will provide the school system with \$3.2 million dollars over a 10-year period. By passing this renewal levy, homeowners will receive a 12.5% tax credit, whereas if the levy fails, they will attempt to pass a new levy that will not contain the tax credit to homeowners. If the renewal levy passes, it will not increase property taxes.

MINUTES:

Murphy moved to approve the August 21, 2024 Special Meeting Minutes. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Nixon motioned to approve the August 27, 2024 Regular Meeting Minutes. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Murphy made a motion to approve the September 5, 2024 Special Meeting Minutes. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Nixon moved to approve the September 10, 2024 Regular Meeting Minutes. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Murphy motioned to approve the September 24, 2024 Regular Meeting Minutes. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Nixon noted that the August 13, 2024 Regular Meeting Minutes are still being worked on due to the amount of input received at the meeting. They should be completed and ready for approval soon.

DEPARTMENT REPORTS:

Zoning Department:

Assistant Zoning Inspector Wes Humphrey provided the Trustees with the Zoning report for the Month of September, 2024. Murphy read the monthly report, which showed that \$1,800.13 was collected in fees for September and 13 permits were issued during the month. Humphrey also reported that he sent out some violation letters and is waiting for responses.

Humphrey requested approval to have Dex Imaging install a fax module to the new copy machine for the Zoning Department in the amount of \$447. Murphy made a motion to approve the requested purchase as well as for her to sign the purchase contract, as the Zoning liaison. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Nixon and Murphy thanked Humphrey for the additional time and work that he has put in.

Police Department:

None.

Fire Department:

Fire Chief Strazzo provided the Department's Run Report for the month of September, 2024. He stated that \$29,245.53 in EMS fees was collected, for a year-to-date total of \$261,050.21.

Strazzo requested a purchase order to Ohio Edison for the balance of line item 2192-220-351-0000, Electric, in the amount of \$2,824.40. Nixon moved to approve the request. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Chief requested a purchase order to TAC Computers for First Due, which is the new records management software, to CAD Interface in the amount of \$1,875 from line item 2281-230-360-0000, Contracted Services. Nixon made a motion to approve the request. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Strazzo requested the closure of PO #3 for Life Force and requested a new purchase order to Life Force in the amount of \$9,000 from line item 2281-230-360-0000, EMS Contracted Services. Murphy motioned to approve the request. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Strazzo requested a \$300 reduction from line item 2192-760-740-0000, Machinery, Equipment & Furniture and an increase of \$300 in line item 2192-220-341-0000, Telephone. Nixon moved to approve the request. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Strazzo requested to close PO #19 to Breezeline and create a new purchase order to Breezeline for the remainder of 2024 costs in the amount of \$709.50. Nixon motioned to approve the request. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Also requested by Strazzo was the closure of PO #18 for AT&T and the creation of a new purchase order to AT&T for the balance of line item 2192-220-341-1341, Cell Phone, which is in the amount of \$1,146.80. Nixon made a motion to approve the request. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Chief Strazzo reminded everyone that the Township Bon Fire will be held on October 26th from 5 PM to 8 PM at Plum Creek Park South. There will be hay rides, a bon fire, popcorn, hot apple cider, a food trailer, and lots of fun is planned for everyone.

Strazzo thanked everyone who attended the Open House, as well as all of the Fire Department members who worked the event, the Trustees who helped, the Service Department, the Police Department, Dairy Queen, Southwest General Hospital, and Home Depot. The contributions by everyone were all very much appreciated.

Chief announced that the company responsible for the over odorization of natural gas fumes over the summer will be reimbursing the Fire Department in the amount of \$1,704.49 for the extra manpower needed to respond to calls.

Strazzo shared that the Brunswick Hills Fire Department is featured in a book titled Lessons from the Sky.

Lastly, Strazzo mentioned those in the South who have survived the recent hurricane and are preparing for the next one to hit. He stated that many folks from Medina County have travelled South to take supplies and assist with the clean-up. Architectural Justice is collecting food and supplies to fill a trailer and drive down to help the hurricane victims, if anyone should want to drop off items.

Service Department:

Service Department Foreman Schultz presented his Monthly Report for September, 2024.

Schultz announced that a retirement reception will be held for former Brunswick Hills Township Zoning Inspector Evelyn Czyz on Sunday, October 20th at Goodyear's Big Barn from 2 PM to 5 PM.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Ryan Nixon:

Nixon complemented Schultz on having the Service Department's bucket truck at the Fire Department Open House. He said the kids attending thoroughly enjoyed it. Nixon also thanked Strazzo for putting on the event. He said it was very nice to see all of the Township departments participate in making the event so enjoyable for the residents.

Nixon stated that the Trustees' desktop computer needs to be replaced. The cost of the desktop computer, monitor, set-up, and migration of files will be \$1,800.65. In addition, the Zoning Secretary's laptop computer also needs to be replaced as it is failing. Nixon was quoted a cost of \$1,481.70 to replace it. Nixon made a motion to approve the purchase of both computers at the costs stated. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Trica Murphy:

None.

FISCAL OFFICER:

Fiscal Officer Kuenzer stated that the bank reconciliation for September, 2024 is complete.

Murphy moved to approve warrants dated 10/8/24 in the amount of \$31,477.60. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Nixon motioned to approve payroll dated 10/15/24 in the amount of \$71,930.44. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Nixon made a motion to approve a super blanket 107-2024 to Stericycle in the amount of \$1,000 on behalf of the Police Department. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Murphy moved to approve the following blanket certificates on behalf of the Police Department:

- BC 108-2024 in the amount of \$1,000 for office supplies.
- BC 109-2024 in the amount of \$1,000 for Other Dues & Fees.
- BC 110-2024 in the amount of \$1,000 for Other Communications.

Nixon seconded the blanket certificates totaling \$3,000. Murphy – yes. Nixon – yes. Motion carried.

Kuenzer requested the Board’s approval to contract with an outside company, Charles Harris, to complete the year-end notes to financial statements. The total cost for a five-year agreement is not to exceed \$3,625. Murphy motioned to approve the five-year agreement and for Fiscal Officer Linda Kuenzer to sign the agreement. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Lastly, Kuenzer reminded all of the department heads to communicate with their staff that the Fiscal Officer must have their current address so that they can be correct on the W-2 statements.

OLD BUSINESS:

None.

NEW BUSINESS:

Murphy made a motion to set Halloween Trick or Treat hours on October 31st from 6 PM to 8 PM. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Murphy moved to reschedule the regular Trustees meeting on December 24th to December 30th at 7 PM. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

In addition, Murphy motioned to schedule a special meeting on December 18th at 4 PM. Nixon seconded. Murphy yes. Nixon – yes. Motion carried.

Murphy stated that the Ohio Township Association Conference will be held on January 29, 30 & 31 in Columbus. Murphy moved to approve for the three Trustees, Fiscal Officer, Department Heads, and Assistant Zoning Inspector Humphrey to attend the conference. This will include registration, lodging, and meals, and mileage if they drive their personal vehicles. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS: Comprehensive Land Use Plan:	October 21 at 6 PM
Trustees:	October 22 at 7 PM
BZA:	November 6 at 7 PM
Zoning Commission:	November 7 at 7 PM

PUBLIC INPUT:

Tony Destro, 301 Marks Road, Brunswick, OH 44212 addressed the Trustees. Mr. Destro asked Chief Strazzo if he had any open violations with the Fire Department. Chief Strazzo stated that Mr. Destro received a copy of the violation piece. Strazzo responded that the violation notice is closed. Mr. Destro asked Chief Strazzo if his response meant that he does not have any open violations, and Strazzo again stated that the violation notice is closed. Mr. Destro then asked the Board if guidelines for public presentations were ever established. Trustee Nixon responded that the topic was on the October 8th agenda; however, they have decided to wait until Trustee Kusnerak returns to allow the entire Board to establish the guidelines. Nixon said that it should be completed in the next month or so. Mr. Destro then asked the Board if they were aware that the Brunswick School Board President was going to do a presentation at the October 8th meeting. Both Murphy and Nixon responded that they were not aware of the presentation until right before the meeting began.

OFF CAMERA:

Murphy motioned to go off camera at 7:45 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. Murphy stated that an executive session will be held to conduct interviews for two part-time firefighters. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

The Board signed warrants, purchase orders, and blanket certificates.

Murphy moved to go into executive session at 8:00 p.m. for the purpose of employee interviews and invited Chief Strazzo and the applicants. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Murphy moved to come out of executive session at 8:52 p.m. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Nixon moved to offer a conditional offer of employment to Sayf Shetawi and Lincoln Walker, part-time fire department, pending successful completion of all pre-employment testing and requirements. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Murphy motioned to adjourn the meeting at 9:00 p.m. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Patrica Murphy, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Christina Kusnerak, Trustee

Linda Kuenzer, Fiscal Officer