

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
November 12, 2024

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, November 12, 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, Assistant Fire Chief Tim Haas, Police Chief Tim Sopkovich, and Service Department Foreman Cory Schultz present.

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

None.

MINUTES:

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

Murphy motioned to approve the October 8, 2024 regular meeting minutes. Nixon seconded. Kusnerak – abstained. Murphy – yes. Nixon – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Murphy read the Zoning report for October, 2024. A total of 11 permits were issued for a total of \$575.04.

Police Department:

Police Chief Sopkovich requested a purchase order to Cleveland Communications in the amount of \$3,660 for mandatory MARCS link layer authentication programming on 13 portable radios and 8 mobile radios. The purchase order will be paid from line item 2191-760-740-0000, Machinery, Equipment & Furniture. Murphy made a motion to approve the purchase order request. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Sopkovich requested approval for repairs to Unit #5, which included four new tires and brakes. The repairs totaled \$1,645.40 and were completed by Mr. Tire on October 31st. Kusnerak moved to approve the repairs. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Sopkovich announced that unfortunately the Police Association will not be having Storytime with Santa this year due to their current workload. In its place, they are initiating a program called Share the Warmth. School Resource Officer, Wayne Fisher, will be collecting new hats, socks, gloves, boots, hoodies, and other

attire for kids from size 4 to adult. The school has provided Officer Fisher with a list of items needed by students. Donations can be dropped off to the lobby at the Police Department. Sopkovich provided the Board with a flyer for the collection campaign.

Chief stated that Trick or Treat went smoothly and there were no incidents to report.

According to Sopkovich, the Police Department has recently dealt with two very serious auto accidents involving alcohol. The Chief stressed to residents the need to drink responsibly and if needed, please call for an alternate method of transportation to get home.

In addition, Sopkovich announced that scam incidents have been occurring within the Township, resulting in residents losing substantial amounts of money. Sopkovich stated that information regarding scams is listed on the Township website, and if ever in doubt, please call the Police Department at 330-273-3722.

Fire Department:

Assistant Chief Haas provided the October, 2024 Run Review for the department.

Haas requested approval for Trustee Nixon to sign an Affiliation Agreement with the Medina County Career Center for fire and EMS training. Kusnerak motioned to approve the request. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Haas requested that BC #47 be closed and a new BC in the amount of \$2,500 be created from line item 2192-220-323-0323, Repairs & Maintenance, Vehicles. Nixon made a motion to approve the request. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes.

Haas also requested an executive session to conduct interviews for a part-time firefighter and for a new Fire Safety Inspector.

Haas announced that Tanker #22 sold on GovDeals for \$57,000 to a fire department in Arkansas. The tanker was originally purchased in 1994 for a cost of \$131,000. The new tanker is currently under construction and will hopefully, be picked up in early December.

The Fire Department thanked the following for their contributions in helping to make the annual Township Bon Fire at Plum Creek Park a success:

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| Brew Kettle | Kurtz Concessions |
| Brunswick Hills Township Trustees | Mapleside Farms |
| Brunswick Hills Township Firefighters Association | Medina County Park District |
| Brunswick Hills Township Police Department | Ohio Pie |
| Brunswick Hills Township Road Department | Sam the Man Tree Service |
| The Dog House | The Sigmund Family |
| The Gill Family | The Vachon Family |
| Hickory Ridge Cinemas | Wendy's |
| Jersey Mikes | |

Lastly, Haas announced that Meet Santa will be on December 22nd from noon until 3 PM at Fire Station 2.

Service Department:

Service Department Foreman Schultz read the October, 2024 Monthly Report.

Schultz requested approval for the 2025 Road Paving schedule. Schultz commented that the normal \$400,000 road paving schedule will be increased to \$640,000 for 2025, which includes OPWC funding. Schultz reported that roads on the schedule for 2025 paving include Bringham, Terrington, Wakerly, Walden, Yorton, Stonehurst, Caxton, Ingleton, Kenton, Willow, Elm, Chestnut, Jeanette, Limerick, and Roscommon, at a cost of \$537,807.50. Schultz requested that the Board of Trustees sign the agreement for the Medina County Engineers regarding the Township’s intentions of completing the paving. Kusnerak moved to approve the request. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Schultz requested that the Trustees sign the agreement with Medina County allowing the Township to purchase materials. Kusnerak offered **Resolution 34-2024 – 2025 Procedure for Purchasing Materials from Medina County Engineer**. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Lastly, Schultz requested to close PO #76, PO #90, PO #92, PO #138, PO #140, and PO #152. Kusnerak motioned to approve the request. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Ryan Nixon:

Nixon moved to request a T&N Purchase Order in the amount of \$3,575 to Environmental Consulting & Technology. This is the group that completed testing on the Substation property purchased by the Township. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Trica Murphy:

Murphy announced that the Township is still seeking a part-time Zoning Inspector and members are also needed for the Board of Zoning Appeals. All of the information for both positions can be found on the Township’s website under Current Information.

FISCAL OFFICER:

Murphy motioned to approve warrants dated 11/12/24 in the amount of \$21,411.96. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

Trustee Nixon stated that the response he received from the Prosecutor’s office regarding a public comment policy is very generic so he is recommending that the Board discuss it further, then bring it to the public at a meeting for feedback, and finally, adopt the policy for the new year. Murphy added that other communities have policies and a sign-up sheet so that there is a record of anyone addressing the Board.

Murphy stated that the rubbish contract still needs to be addressed and she is hoping to send it out for bids in December. The current contract with Republic expires at the end of March, 2025. Two changes that Murphy mentioned are that the start time for collection will be 7 AM and the opt-outs will not need to be notarized. The Board discussed possible dates to complete the bid, and decided to schedule a special meeting to discuss the entire process and necessary dates. Murphy moved to schedule a special meeting for Thursday, November 21st at 4 PM for the purpose of discussing the invitation to bid for the Township's rubbish contract. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

NEW BUSINESS:

Murphy motioned to schedule the Township organizational meeting for Monday, January 6, 2025 at 11 AM at Town Hall. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

The Board discussed life insurance amounts for full-time department heads, employees, and elected officials. Kusnerak then offered **Resolution 35-2024 To Provide Life Insurance for All Non-Union, Full-Time Employees and Elected Officials**. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS: Trustees: November 26 at 7 PM
BZA: December 4 at 7 PM – CANCELLED NO BUSINESS
ZC: December 5 at 7 PM

PUBLIC INPUT:

None.

OFF CAMERA:

Murphy motioned to go off camera at 7:46 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be an Executive Session for the purpose of conducting employment interviews. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

The Board signed warrants and purchase orders.

Murphy moved to go into Executive Session at 8:06 PM for the purpose of conducting employment interviews and invited Assistant Fire Chief Haas and the applicants to join them. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak made a motion to come out of Executive Session at 8:50 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Nixon moved to offer employment to Thomas Spape to fill the open position of part-time Fire Inspection Officer and offered employment as a part-time firefighter to Daniel Peacock, pending successful completion of all pre-employment testing. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion

carried.

Kusnerak motioned to adjourn the meeting at 8:53 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