

BRUNSWICK HILLS TOWNSHIP TRUSTEES
SPECIAL MEETING
November 21, 2024

The Brunswick Hills Township Board of Trustees met in special session on Thursday, November 21, 2024 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Patrica Murphy, Trustee Vice-Chair Ryan Nixon, Trustee Christina Kusnerak, and Fiscal Officer Linda Kuenzer, and one member of the public present.

Trustee Chair Murphy called the meeting to order at 4:00 PM.

Trustee Kusnerak moved to approve payroll postdated 11/25/24 in the amount of \$92,780.94. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes.

Murphy stated the purpose of the meeting is to discuss the rebid packet for the collection of solid waste and recyclables in the Township. Murphy commented that the Board needs to review date requirements because it is going to be difficult to accomplish all of the actions with the limited amount of time remaining before the current contract with Republic expires at the end of March, 2025.

The Trustees discussed a timeline for the bid process as well as when and where the bid paperwork can be picked up and dropped off. It was agreed upon that:

- 12/10/24 - A public advertisement will be posted in the Medina Gazette as well as on social media.
- 12/18/24 – Mandatory pre-bid meeting at 4 p.m. at special public meeting.
- 12/23/24 – Deadline to submit a written request for bid interpretation.
- 12/30/24 – Release of Written Addendum to bid documents, if any.
- Bid packages may be picked up from Ellen, Police Department Administrative Assistant, at the Brunswick Hills Police Station, 505 Substation Road, Brunswick Hills, Ohio from **9 AM to 1 PM, Monday through Friday.**
- 01/28/25 – Deadline to submit Bids is 1 PM.
- Sealed bids may be delivered to Ellen, Police Department Administrative Assistant, at the Brunswick Hills Police Station, 505 Substation Road, Brunswick Hills, Ohio 44212 from **9 AM to 4 PM MONDAY THROUGH FRIDAY, BUT NO LATER THAN JANUARY 28, 2025**
- 01/28/25 – Bid Submission Opening at 7 PM at regular public meeting
- 02/25/25 – Announcement of Successful Bidder at regular public meeting

- 02/25/25 – Execution Deadline
- 03/11/25 – Plan Implementation Due
- 03/30/25 – Commencement of all Required Services – Containers Dropped Off

Additional changes made to the contract will be that garbage collection begins at 7 AM and that the collection will be done in one day.

Kusnerak stated that a resolution had been completed for the current contract on July 18, 2018, and questioned if a new resolution is needed or if the previous one can be used. The question will be posed to the Medina County Prosecutor’s Office.

It was unanimously agreed by the Board of Trustees that Chair Trica Murphy will write up the proposed dates and changes to send over to Medina County Assistant Prosecutor Brian Richter for review.

In other business, the Board received a request from Police Chief Sopkovich to carry over 80 hours of vacation time to 2025. After discussion, Trustee Kusnerak motioned to approve the Chief’s request due to special circumstances. The Board agreed to evaluate such requests in the future on a case-by-case basis. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy noted that she would like to conduct interviews for the new Zoning Inspector at the meeting on Tuesday, November 26th. The other Board members are in agreement so Murphy will schedule the interviews.

Fiscal Officer Linda Kuenzer requested that the Trustees communicate to the department heads that she needs to have current address information for all Township employees no later than December 10, 2024 so that W-2s can accurately be prepared. Kuenzer also informed the Board that she will attending UAN Training on December 5th.

Murphy motioned to adjourn the meeting at 4:49 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