

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
December 10, 2024

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, December 10, 2024 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Patrica Murphy, Trustee Vice-Chair Ryan Nixon, Fiscal Officer Linda Kuenzer, Assistant Fire Chief Tim Haas, Police Sergeant Przemyslaw Piekut, Service Department Foreman Cory Schultz, and Assistant Zoning Inspector Wes Humphrey 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 and military personnel.

PRESENTATION:

None.

MINUTES:

Murphy moved to approve the 10/22/24 regular meeting minutes. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Murphy motioned to approve the 11/21/24 special meeting minutes. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Murphy made a motion to approve the 11/26/24 regular meeting minutes. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Assistant Zoning Inspector Wes Humphrey reported that the Zoning Department issued four permits during the month of November, which were for two accessory buildings and two minor subdivisions. Humphrey also reported that violation letters had been mailed. Murphy added that the total fees collected for the month of November, 2024 were \$588.64.

Police Department:

None.

Fire Department:

Assistant Fire Chief Haas provided the monthly report for November, 2024. EMS collections for the month were \$18,836.24 and year-to-date collections total \$305,783.72.

Haas requested approval and a purchase order to utilize Gatchell Grant Writers to assist in writing and submitting the 2025 AFG Fire Equipment Grant, at a cost of \$850. There would be an additional charge

based on the amount of the grant, but it is still a significant savings versus having to purchase the equipment without the benefit of the grant. Items purchased with the grant money will include new thermal imaging cameras, multi gas meters, and new nozzles, which would total over \$30,000. The Fire Department has utilized assistance from Gatchell Grant Writers in the past, and received money totaling over \$180,000. Nixon moved to approve the request and purchase order. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Haas reported that the Fire Department received the 2025 MARCS Radio Grant from the Ohio Department of Commerce Division of State Fire Marshall's Office in the amount of \$2,460, which is to be used for monthly subscription fees.

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

Trustee Nixon announced that the Meet Santa event at the Fire Department is not soliciting for vendors nor is there a charge for parking. The event is totally free to everyone. The Board of Trustees was notified by the Brunswick Hills Police Department that a scam is circulating within the community and the victim lost \$90 by engaging with the scammer. Nixon asked that if anyone is contacted or knows of someone who is, to please contact Chief Sopkovich at the Brunswick Hills Police Department. If you need additional information, please contact Chief Strazzo or Lieutenant Pavell at the Brunswick Hills Fire Department. Their phone number is 330-273-9131.

Service Department:

Service Department Foreman Schultz provided the monthly report for November, 2024.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Ryan Nixon:

None.

Trica Murphy:

None.

FISCAL OFFICER:

Fiscal Officer Kuenzer requested approval for two super blanket certificates:

- Super BC #114-2024 in the amount of \$20,000 for medical/hospitalization on behalf of the Police Department
- Super BC #115-2024 in the amount of \$2,700 for medical/hospitalization on behalf of the Service Department

Kuenzer also presented three Then & Now Purchase Orders for approval:

- T&N Purchase Order #175-2024 in the amount of \$20,373.48 payable to the City of Brunswick for the Township's BAT TV usage.
- T&N Purchase Order #177-2024 in the amount of \$3,230.91 payable to Burnam & Flowers for the Township's benefit management
- T&N Purchase Order #176-2024 in the amount of \$643.10 payable to Lighthouse Solutions for computer set-up at the Police Department.

Murphy moved to approve payment of both super blanket certificates as well as the three Then & Now Purchase Orders as read by the Fiscal Officer. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Murphy motioned to approve warrants dated 12/10/24 in the amount of \$109,377.28. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Nixon moved to approve payroll dated 12/10/24 in the amount of \$137,582.76. Murphy seconded. Nixon – yes. Murphy – yes. Motion carried.

Kuenzer reported to the Board that the October and November, 2024 bank reconciliations are complete.

Lastly, Kuenzer reminded all department heads they need to ensure that all new hires complete the mandatory Fraud Reporting and Training provided by the Ohio Auditor of State's Office. The training must be completed within 30 days of beginning employment with the Township.

OLD BUSINESS:

Murphy reported that the only old business is the rubbish contract. Nixon and Murphy agreed that required deadline dates for choosing a rubbish company will need to be changed, and chose the following schedule:

December 17, 2024	Public Advertisement for Solid Waste and Recyclable Materials Services Bid and Release of Bid Packet
January 6, 2025	Mandatory Pre-Bid meeting for interested Bidders at Brunswick Hills Township Hall, 1918 Pearl Road, Brunswick Hills – 4:00 PM
January 10, 2025	Deadline to submit written request for Bid Document Interpretation (by 3:00 PM)
January 15, 2025	Release of Written Addenda to Bid Documents, if any

Murphy motioned to approve the above schedule. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS: Trustees: December 18 at 4 PM – Special Meeting
December 30 at 7 PM
BZA: January 8 at 7 PM – Org & Regular Meeting
Zoning Commission: January 9 at 7 PM – Org & Regular Meeting

PUBLIC INPUT:

None.

OFF CAMERA:

Murphy moved to go off camera at 7:19 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. Nixon seconded. Murphy – yes. Nixon – yes. Motion carried.

Murphy moved to adopt Resolution **38-2024 IN THE MATTER OF THE BRUNSWICK HILLS TOWNSHIP INVITATION TO BID FOR THE COLLECTION, TRANSPORTATION AND DELIVERY FOR DISPOSAL OR PROCESSING OF RESIDENTIAL SOLID WASTE AND RECYCLABLE MATERIALS GENERATED IN AND COLLECTED FROM RESIDENTIAL UNITS AND TOWNSHIP FACILITIES IN BRUNSWICK HILLS TOWNSHIP.** Nixon seconded. Nixon – yes. Murphy – yes. Resolution adopted.

Nixon moved to approve an expenditure for a Brunswick Hills Township Employee Appreciation Luncheon at a cost not to exceed \$600. Murphy seconded. Murphy – yes. Nixon – yes. Motion carried.

Nixon motioned to adjourn the meeting at 7:41 PM. Murphy seconded. Murphy – yes. Nixon – yes. Motion carried.

Patrica Murphy, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Christina Kusnerak, Trustee

Linda Kuenzer, Fiscal Officer