

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
March 11, 2025

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, March 11, 2025 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Trustee Vice-Chair Ryan Nixon, Trustee Patrica Murphy, Police Chief Tim Sopkovich, and Service Foreman Cory Schultz present.

Kusnerak called the meeting to order at 7:00 PM, noting that the meeting was properly advertised.

PRESENTATION:

Kimble trash collection presentation.

Brett Fegan from Kimble, 6739 Canter Hill Circle.

Presented a letter to the Board for review. This letter will go out to all the Township residents regarding the new trash pick-up, once it is approved by the Board.

Proposal #1: Service map for pick up days for the Township was presented to the Board. The breakdown of the stops for the Township would be majority would be Friday, with 39 on Monday, 11 on Tuesday, 30 on Wednesday, and 358 on Thursday.

Proposal #2: Friday is main pick-up day and 358 on Thursday.

Residents were asked for comments on the two proposed disposal pickup schedules.

Thomas 358 Topaz. Now that we have the same service as the city there is the opportunity of safety, efficiency and curb appeal. The large trucks will only have to go down those streets with both Brunswick Hills and Brunswick City residents once a week.

Richard Kinney 490 Victoria Lane Would like to know what garbage cans to use.

Letters to residents will go out as soon as they are approved by the Trustees. Trash cans will start to be delivered March 23rd. There will be an overlap when residents will have both republic and Kimble trash cans. Including other account details such as price of extra carts, service level, bag program, and recycling program.

Trustee Nixon asked for a digital version of the letter to post on the Township website.

Kusnerak received the original performance bond from Brett Fegan. Kusnerak and Nixon noted that opt-outs were already submitted to Kimble.

MINUTES:

None.

DEPARTMENT REPORTS:

Zoning Department:

No applications received. No money taken in. Zoning Fee change. There were some changes to what the Township is allowed to charge. Mostly small changes. Murphy asked when this would go into effect. Kusnerak stated 30 days after it is approved. Kusnerak stated the last item about additional meetings requested by applicants needs clarification. Nixon moved to adopt the new fee structure for Brunswick

Hills Township Zoning to go into effect in 30 days. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes noting that the last item about additional meetings will be clarified. Motion carried.

Police Department:

Chief Sopkovich presented several requests to upgrade some department equipment that is outdated. The first request is to upgrade the department issued tasers. They are currently 9 years old with a life expectancy of 5 years. This would also upgrade all the holsters, training cartridges, duty cartridges, the batteries and allow for one of the taser instructors to get certified as a certified instructor. The second request is to upgrade the body cameras. Current body cameras were purchased in 2019 and we have had nothing but problems with them. This request would allow Axon to replace all of the current body cameras and then in 2027 take the issued body cameras back, recycle them out, and give us new body cameras. All the body cameras would have a 5-year warranty. The third request is to replace all the in-car camera systems. Currently cars have cameras that are not working. Axon would come in and replace all the in-car camera systems and get us up and running. The fourth request is to upgrade the interview room. The current camera system is older and needs upgraded. Request for approval to purchase the above equipment with a purchase order to Axon in the amount of \$314,142.32 from Small Tools & Minor Equipment. Murphy moved to approve a purchase order to Axon in the amount of \$314,142.32. Kusnerak seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Chief Sopkovich requested an executive session to discuss Police Chief employee benefits.

Kusnerak stated she forwarded a draft of the transient vendor application from Chief Sopkovich to the other trustees. Chief Sopkovich stated the current application is very basic. This new draft gives the applicant more information and gives the Township more information along with better ways to contact the vendor. This will give us a little better way to keep track of who is out in the Township. Murphy stated that the section about food truck needs to be added. Kusnerak moved to approve the revised Transient Vendor Certificate of Registration with the changes noted by Trustee Murphy. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Fire Department:

Trustee Murphy presented the Fire Department report for February
107 EMS Calls
35 Fire Calls
142 Total Calls
\$18,826.05 EMS Collections
11 Mutual Aid Given
14 Mutual Aid Received
Notable Incidents: 2/8/2025 Structure Fire in Valley City
Training Completed: Tanker 22 driving, ice rescue, protocol update and all hazards haz-mat

There was a phone approval to replace one desk top computer at Fire Station 2 in the amount of \$1,528 to be paid from BC #78 Machinery, Equipment and Furniture. Murphy moved to approve. Nixon seconded.

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

The Fire Department hopes that everyone has changed their smoke detector batteries when they changed their clocks over the weekend. If you need assistance changing smoke detector batteries, please do not hesitate to contact the Fire Department.

Murphy also reported that there has been one motorcycle death in the county this year. As the weather gets nicer, please be aware of motorcycles on the road. Please be safe everyone.

Service Department:

Service Foreman Cory Schultz gave the monthly report for February
706.75 Hours Roads
40 Hours General
8 Hours Fire
754.75 Hours Total

Request approval to purchase Floor Flipper Cleaner. It hooks up to the power washer and is used to wash the under carriage of all the trucks to get all the salt off of them. Request purchase order in the amount of \$1,150 to Crown Cleaning from line item 1000-330-390-0000. Nixon motioned to approve. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy- yes. Motion carried.

Request for approval to hire 880 Construction to complete the concrete bid for 2025. This will be two areas. One on Topaz in the Cul de sac and one on Glencairn leading up to the Cul de sac. It was sent out to two companies. 880 Construction was the cheaper one at \$72,000. Request for a purchase order to 880 Construction with three-line items. One for \$43,000, one for \$12,000 and one for \$17,000 that totals \$72,000. Kusnerak moved to approve a purchase order to 880 Construction in the amount of \$72,000. Nixon seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

We have been looking for a crack sealer machine. We got a few quotes on a used 2015 machine it started at \$31,000 went down to \$29,720. Then received a call from another government entity, they had a 2001 crack sealer machine for \$750. It was gone through, it started right up and it is ready to go.

TRUSTEE REPORTS:

Christina Kusnerak: None.

Ryan Nixon: Need to discuss computers in the police department that need to be upgrade. Have a quote from the IT department. Along with a Toughbook in the Service Department.

Trica Murphy: None.

FISCAL OFFICER:

February 2025 Bank Reconciliation to sign.
Signature on Kalida Truck Purchase Order that was approved last meeting.

Kusnerak offered Resolution #15-2025 final annual appropriations for 2025. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Resolution adopted.

Kusnerak moved to temporarily bring in another fiscal officer to assist us with the fiscal operations of the Township. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

OLD BUSINESS: None.

NEW BUSINESS:

Received the agreement from the Medina County Prosecutors office for the leasing of the 30 acres for a temporary hay field. There are a couple minor changes that have to happen in the agreement. Not The Goodyear’s Big Barn it would have to be changed to Spring Mist Farms and on signature page Mr. Goodyear would have to come off. Kusnerak moved to enter into the agreement with Spring Mist Farms, LLC for the duration of 3 years to plant and harvest a hay field. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

The Township received a Thank you card from the SPCA for the \$2,000 donation.

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| UPCOMING MEETINGS: | Trustees: | 3/25/2025 |
| | BZA: | 4/2/2025 |
| | Zoning Commission: | 4/3/2025 |
| | Comprehensive Land Use Plan: | 3/24/2025 6:30 PM |

PUBLIC INPUT:

None.

OFF CAMERA:

Kusnerak moved to go off camera at 8:06 PM for the purpose of signing warrants and purchase orders and any other business brought before the Board. There will be an Executive Session to discuss employee compensation and benefits, to conduct interviews and finish up a complaint against a public employee. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Nixon moved to go into Executive Session at 8:10 PM and invited Police Chief Sopkovich and administrative assistant candidates in. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 10:16 PM. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak moved to offer Administrative Assistant open position to candidate #2 at \$20 per hour, pending successful completion of all necessary testing. Murphy seconded. Nixon – yes. Kusnerak – yes.

Murphy – yes. Motion carried.

Nixon moved to appoint Barbara Thomas as Fiscal Officer. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy moved to increase Carol Bianchi to \$20.00 per hour. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy moved to increase Wes Humphrey to \$21.00 per hour. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Nixon moved for an increase for Service Foreman Cory Schultz of 6%. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Nixon moved to increase each of the following by 3% Lucy Westover, Police Chief Sopkovich, Ellen Young, all Part-Time police officers, Fire Chief Strazzo, Assistant Fire Chief, and all Part-Time Firefighters. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy moved to increase Dalith Beck to \$900.00 per month. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to make the increases retro to January 1, 2025. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak moved to agree to the change of hours for the Service Department for a 6-month trial period. After the trial period it can be re-evaluated. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak moved to adjourn at 10:54 PM. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Christina Kusnerak, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Patrica Murphy, Trustee

Fiscal Officer