

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
May 26, 2020

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, May 26, 2020 at Brunswick Hills Township Town Hall.

Board of Trustees, Chair, John Witthuhn, Vice-Chair Christina Kusnerak, Trustee Michael Esber, Fiscal Officer Katherine Esber, Chief Strazzo and Chief Sopkovich.

Witthuhn called the meeting to order at 7:00 PM and noted the meeting was properly advertised.

PRESENTATION:

MINUTES:

Witthuhn moved to approve the May 12, 2020 regular meeting minutes. Esber seconded. Kusnerak – Abstain. Witthuhn – yes. Esber – yes. Motion carried.

Witthuhn recapped the off camera matters discussed by the board that included an executive session to discuss a confidential BWC matter. Witthuhn also confirmed the intent to retire received from Vicky Waters.

DEPARTMENT REPORTS:

Zoning Department:

Police Department:

Sopkovich requested to purchase (16) Sig Sauer P320 pistols and trade (15) Glock pistols. Purchase Order request to Vance's law Enforcement in the amount of \$2,673.00 from Account Code 2191-210-430-0000 Small Tools and Minor Equipment. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

Sopkovich requested purchase (16) Sig Sauer P320 Blackhawk Holsters. Purchase Order request to Vance's law Enforcement in the amount of \$1,412.00 from Account Code 2191-210-251-0000 Uniforms, Tool and Equipment. Esber moved to approve. Kusnerak seconded. Witthuhn – yes. Esber – yes. Kusnerak – yes. Motion carried.

Sopkovich requested send Sgt. Jim Sanford to Supervisor Leadership Institute in Akron, Ohio on July 27-31, 2020. Purchase order request to FBI-LEEDA in the amount of \$695.00 from Account Code 2191-210-318-0000, Training. Witthuhn moved to approve. Kusnerak seconded. Esber – yes. Witthuhn – yes. Kusnerak – yes. Motion carried.

Fire Department:

Strazzo gave a review of the departments COVID 19 response, explaining that cloth masks for all township employees had been received and will be distributed. There are also disposable masks for any person entering township buildings that wants one.

Strazzo reported completing the second CARES Act application. No update has been received.

SERVICE DEPARTMENT:

Kusnerak presented the service department items for the meeting.

Kusnerak moved to approve closing the following PO's:

- PO# 106, Tiger General
- PO# 107, DJL Material

Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber – yes. Motion carried.

A request to hire Henry W. Bergman, 218 E 9th Street, Genoa, Ohio 43430, pending prosecutor's approval reviewing the bid for paving Pilgrim, Puritan and Mayflower for the amount of \$132,670.00 was discussed.

Kusnerak offered and moved adoption of same;

Resolution 26-2020.

RESOLUTION TO HIRE HENRY W. BERGMAN FOR CO SPEC 402 FOR THE 2020 ROAD RESURFACING

Esber seconded. Witthuhn – yes. Kusnerak – yes. Esber –yes. Resolution adopted.

Kusnerak requested a PO to Henry W. Bergman for an amount not to exceed \$133,000.00. W-9 form will be given to us once the Prosecutor's Office is finished reviewing the bids. Funds are to be used as indicated.

- 2021-330-360-0000, Contracted Services, \$70,000.00
- 2031-330-360-0000, Contracted Services, \$ 3,000.00
- 2031-330-360-1360, Contracted Services, \$60,000.00

Witthuhn seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

TRUSTEES' REPORT:

Chris Kusnerak:

Kusnerak reported getting notice from ODOT that a study will be conducted on SR 303 from Congressional to west of Marks Road. No other information was given.

Kusnerak asked the board their thoughts on how to proceed with the meeting and public hearing of the zoning boards, she also reminded everyone that the township is under the mandates set by the Governor's office. At this point there is no clear indication as to what will happen on the 29th regarding current restrictions. There were several suggestions that included special meetings or split the various applicants to the meeting. By splitting a meeting the boards can reconvene at a later date and time. The board also confirmed that the members of the zoning boards will be compensated for all meetings. The board and two members of the BZA discussed the issues of meetings and public hearings to best get business done. Kusnerak will get with Mary Jean Milanko and see what can be done.

Mike Esber:

John Witthuhn:

FISCAL OFFICER:

Katherine Esber reported having warrants, BC's, PO's and June 2, 2020 payroll.

BC for Advertising	\$1,250.00	Police
BC for Dues/Fees	\$2,500.00	Police
PO to Wex (fuel)	\$10,000.00	Police
T&N Wex	\$1,373.37	Police

Kusnerak moved to approve the spread sheet. Esber seconded. Witthuhn – yes. Kusnerak – yes. Motion carried.

Witthuhn moved to approve the payment listing of 5/23/2020 in the amount \$7,782.40. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve payroll dated for 6/2/2020 in the amount of \$52,938.25. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve the payment listing of May 16, 2020 in the amount of \$40,242.11. Esber seconded. Kusnerak – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

Witthuhn moved to approve a purchase order to Burnham and Flowers for Fire Department life insurance in the amount of \$2,793.00. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – yes. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

Esber advised the board that he has a phone conference with the State Attorney General's Office and our legal counsel tomorrow (May 27, 2020) at 11:00 am. It is due to a complaint received concerning Republic Services.

Kusnerak discussed ways of protecting the board members during meetings, Plexiglas partitions were mentioned. Witthuhn mentioned a local company can build to specs. Kusnerak stated that she believes the cost will be under the \$750.00 limit. The board agreed that Kusnerak should proceed.

Kusnerak also reported that WOW will be increasing their cable rates by \$10.00, an additional \$3.74 for broadcast and an additional \$2.00 for sports.

MISCELLANEOUS & CORRESPONDENCE:

UPCOMING MEETINGS:

Trustees: June 9th – 7:00 PM

BZA: June 3rd

Zoning Commission: June 4th

Special: May 27th at 4:50 PM – E.S. interviews.

Public Hearing June 9th, 5:00 PM (Masks are required)

PUBLIC INPUT:

Two residents of Creekside cluster and condominiums addressed the board over the Republic rubbish service. Janice Stevens, 5236 B-8 Creekside, Treasurer of the HOA, Informed the

board that Republic had all the addresses incorrect and no one was receiving their invoice. The increase was discussed, the difference in customer service and the inability to resolve issues. Also advised the size of the containers will not fit in the garage and now the resident is in violation of their rules.

Ron Cruise, 236 Creekside M-56, stated that most don't need the service due to not generating enough trash to warrant service.

Mr. Esber asked, that once off camera, he would appreciate contact information so that he would have an opportunity to see what he could do and follow up directly with the residents.

OFF CAMERA:

Witthuhn moved to go off camera at 7:47 pm, for the signing of warrants, PO's, BC's and any other business brought before the board. There will be two executive sessions to discuss employee compensation, the other to consider employment. Kusnerak seconded. All voted yes. Motion carried.

Kusnerak moved to go into executive session at 8:01 pm, for personnel matters; Employee compensation; Consider employment. Fiscal Officer Katherine Esber and Police Chief Sopkovich were invited into the executive session. Esber seconded. All voted yes. Motion carried.

Esber moved to come out of executive session at 8:41 pm. Witthuhn seconded. All voted yes. Motion carried.

Esber will follow-up with Sopkovich and grievant, to return his three days (24 Hours) of sick time used due to possible exposure. Kusnerak seconded. Esber – yes. Kusnerak – yes. Witthuhn – Abstain. Motion carried.

Witthuhn moved that written documentation of a verbal warning for Sopkovich due to placing a township employee on paid Administrative Leave without the knowledge and approval of the Board of Trustees, per policy, be placed in his personnel file. Esber seconded. Witthuhn – Yes. Kusnerak – no. Esber – no. Motion failed.

NO action regarding compensation.

Kusnerak moved that Esber will verbally counsel Sopkovich regarding placing an employee on paid Administrative Leave without the knowledge and approval of the Board of Trustees, as required by policy. Esber seconded. Kusnerak – yes. Esber – yes. Witthuhn – yes. Motion carried.

ADJOURN:

Witthuhn moved to adjourn at 8:57 pm. Esber seconded. All voted yes. Motion carried.

John Witthuhn, Chair Trustee

Katherine Esber, Fiscal Officer

Christina Kusnerak, Vice-C Kusnerak

Trustee Michael Esber, Trustee