

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**January 12, 2021**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, January 12, 2021 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Michael Esber, Vice-Chair John Witthuhn, Trustee Christina Kusnerak, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, Police Chief Sopkovich, Fire Chief Strazzo and Service Foreman Paul Magovac present.

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

**PRESENTATION:**

Firefighter Chuck Cali received the 2020 Brunswick Hills Fire Department Firefighter of the Year award, presented by Chief Strazzo.

**MINUTES:**

December 22, 2020 Regular Meeting, Witthuhn moved to approve. Kusnerak seconded. Witthuhn - yes. Esber - yes. Kusnerak - yes. Motion carried.

January 4, 2021 Organizational Meeting, Esber moved to approve. Witthuhn seconded. Witthuhn - yes. Esber - yes. Kusnerak - yes. Motion carried.

Witthuhn provided off camera summary.

(For detailed information on special or off camera items review the posted minutes on the website: [www.brunswickhillstwp.org](http://www.brunswickhillstwp.org))

**DEPARTMENT REPORTS:**

**Zoning Department:**

Czyz read the monthly Zoning report for December and gave the 2020 annual report highlights.

Kusnerak stated the documents were received from previously named Wexford Subdivision on 130<sup>th</sup> near Sleepy Hollow. Waiting for review, so we can sign off on the Mylar once received.

**Police Department:**

Sopkovich wished everyone a Happy New Year.

Sopkovich advised the new contract for Patrol Officers need Trustee approval, contract period for January 1, 2021 through December 1, 2023. Esber moved to approve. Kusnerak seconded. Witthuhn - abstain. Kusnerak - yes. Esber - yes. Motion carried

Esber moved to approve the Sergeant contract for January 1, 2021 through December 1, 2023 as written. Kusnerak seconded. Witthuhn - abstain. Kusnerak - yes. Esber - yes. Motion carried

Sopkovich discussed renewing the five-year Police levy that expires at the end of 2021. Esber moved to ask the Prosecutor's Office to prepare documents for a 2.5 replacement levy. After some discussion, the Trustees moved to have a special meeting on Monday, January 18, 2021 at 2:00PM to discuss Township levies. The motion was withdrawn.

Sopkovich would like the board to accept resignation of Sergeant Bors, as he accepted a position with the Medina County Sheriff's Office as Captain, effective January 4, 2021. Esber moved to accept the resignation and thanked him for his service to the township. Kusnerak seconded and sends best wishes. Witthuhn - yes. Esber - yes. Kusnerak - yes. Motion carried.

Sopkovich discussed the two officers that passed the department promotional exam and he would like to possibly promote one of them to Sergeant. The board would like to interview the candidate at the next meeting, January 26<sup>th</sup>.

Sopkovich would like Officer Piekut to attend First Line Supervisor training in Seville on January 21<sup>st</sup>, in the amount of \$190.00. Esber moved to approve training with a PO to Van Meter and Associates. Kusnerak seconded. Witthuhn - yes. Esber - yes. Kusnerak - yes. Motion carried

Sopkovich would like to send Officer Nick Balli to Street Smart Cop/Proactive Patrol in Walton Hills on January 25, 2021. PO request to Street Cop Training, in the amount of \$299.00. Witthuhn moved to approve. Esber seconded. Kusnerak - yes. Esber - yes. Witthuhn - yes. Motion carried

Sopkovich would like to send Officer Fisher and Officer Getto to Basic Negotiator in Medina at Medina County Sheriff's Office on February 10, 2021, amount of \$150.00. Esber moved to approve training with a PO to Tactical Defense Training. Kusnerak seconded. Witthuhn - yes. Esber - yes. Kusnerak - yes. Motion carried

Sopkovich requested disposal of records according to the Record Retention Schedule. Kusnerak moved to approve. Esber seconded. Witthuhn - yes. Esber - yes. Kusnerak - yes. Motion carried

### **Fire Department:**

Strazzo read the December report

Strazzo requested to continue with the members of the previous years to serve on the Volunteer Firefighters Dependent Fund. The Chair and Vice Chair of the Board of Trustees serve as the Legislative members, along with the Fire Chief and Assistant Fire Chief as representatives of the fire department and Evelyn Czyz as an elected member from the community, also serves as secretary. Kusnerak moved to approve. Esber seconded. Witthuhn - yes. Esber - yes. Kusnerak - yes. Motion carried

Strazzo requested an Executive Session for potential employee discipline.

Strazzo advised the Fire Department will be up full strength on January 13, as all staff will be back from Covid leave.

**SERVICE DEPARTMENT:**

Magovac read the road report for December

Magovac requested a Resolution for the purchase of goods from Medina County. Kusnerak offered **Resolution 11-2021**. Esber seconded. Witthuhn - yes. Kusnerak - yes. Esber - yes. Resolution adopted

Magovac read the annual report with a PowerPoint presentation

Kusnerak moved to approve the Service Department contract for 2021-2023. Witthuhn seconded. Esber - yes. Kusnerak - yes. Witthuhn - yes. Motion carried

The Trustees thanked the Service Department for the completion of the Town Hall project

**TRUSTEES' REPORT:**

**John Witthuhn:**

Witthuhn thanked Brunswick Area Television for their continued work at Town Hall, specifically with the new cameras installed and announced that Trustee meetings can now be live-streamed from BAT live at bat.viebit.com.

**Christina Kusnerak:**

None

**Michael Esber:**

None

**FISCAL OFFICER:**

FO Esber asked that payroll be approved as listed in the amount of \$62,980.78 for January 12, 2021. Esber moved to approve. Kusnerak seconded. Witthuhn – yes, with the exception of the FOP. Esber - yes. Kusnerak - yes. Motion carried.

FO Esber presented Warrants to be approved in the amount of \$49,092.60, dated January 11, 2021. Esber moved to approve. Witthuhn seconded. Kusnerak - yes. Esber - yes. Witthuhn - yes. Motion carried

FO Esber presented PO's to be approved: 2020 Then and Now PO's for the Road Department, General Maintenance Service in the amount \$225.00 and WB Mason in the amount of \$12.06. Township General Fund for service fee for checking account, in the amount of \$5.02. 2021 PO to be approved to Wow, General Fund in the amount of \$1,500.00. Then and Now PO's to Gary Fuller, in the amount of \$1,080 for Cemetery Sexton, and for the Fire Department to Ohio Cat, in the amount of \$328.60. Kusnerak moved to approve all Regular and Then & Now PO's. Witthuhn seconded. Esber - yes. Kusnerak - yes. Witthuhn - yes. Motion carried

Witthuhn moved to approve payment listing dated December 28, 2020 in the amount of \$4,435.00. Kusnerak seconded. Esber - yes. Witthuhn - yes. Kusnerak - yes. Motion carried

Witthuhn moved to approve PO's and BC's from December 28, 2020 as follows:

Police Department to True Value in the amount of \$109.65 from repairs to facility  
Police Department to Huntington Bank in the amount of \$165.00 from postage  
T&N to Ohio Treasurer for MARCS Radio in the amount of \$720.00  
T&N to Burnham & Flowers, Medical/Hospitalization:

General Fund	\$987.79
Service	\$1,396.42
Police Department	\$2,344.77
Fire Department	\$3,232.00

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

Kusnerak moved to approve payment listing dated December 31, 2020 in the amount of \$15,008.51. Esber seconded. Witthuhn will abstain from the Zashin and Rich invoice in the amount of \$819.00, all other - yes. Esber - yes. Kusnerak - yes. Motion carried

### **OLD BUSINESS:**

Witthuhn reminded all residents of the revised Republic Waster Opt-out dates. Forms will be received from January 25th through February 5<sup>th</sup>. Information is on the Township website and there should be a notice coming from Republic.

### **NEW BUSINESS:**

Witthuhn moved to approve a payment to Medina County SPCA in the amount of \$2,000.00. Esber seconded. Kusnerak - yes. Esber - -yes. Witthuhn - yes. Motion carried

Esber was contacted about the dispatch contract and is waiting to hear back from the City of Brunswick to set up a meeting with the city and Chief Sopkovich, Chief Strazzo and Esber.

### **MISCELLANEOUS & CORRESPONDENCE:**

None

### **UPCOMING MEETINGS:**

BZA: February 3 at 6PM, February 3 at 7pm, February 16 at 7PM

Zoning Commission: February 4 at 7PM

Trustees: January 26 at 7PM

Special Meeting: January 18 at 2PM to discuss levies

Kusnerak advised the BZA meetings will be virtual via Zoom.

### **PUBLIC INPUT:**

Esber followed up with Republic, they will email or call customers when service will be delayed and provide updated information if contact information has been provided to Republic Waste.

## **OFF CAMERA:**

Esber noted that there will be Executive Sessions off camera to consider employment, employee compensation and employee discipline, and moved to go off camera for the purpose of signing warrants, purchase orders, and any other business at 08:30PM. Witthuhn seconded. Esber – yes. Kusnerak –yes. Witthuhn – yes. Motion carried.

Kusnerak moved to go into Executive Session at 8:32PM to consider employment, employee compensation and employee discipline. Applicant and Chief Strazzo invited. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to come out of Executive Session at 10:20PM. Kusnerak seconded. All voted yes. Motion carried.

Kusnerak moved to authorize the Fire Chief to conduct an employee investigation. Esber seconded. All voted yes. Motion carried.

Witthuhn moved to authorize premium pay annually for part-time firefighters, including the Fire Chief and Assistant Fire Chief, for a 12-month period from December through November at \$1.00/hour of total hours worked when over 600 hours (part-time) and 1200 hours (Fire Chief and Assistant Fire Chief) when in compliance with all departmental requirements. Esber seconded. All voted yes. Motion carried.

Kusnerak moved to offer Ann Barron the 5-year BZA position expiring 2025, pending successful completion of all pre-employment requirements. Esber seconded. All voted yes. Motion carried.

Kusnerak moved to increase part-time service employees, cleaning staff and Assistant Zoning Inspector 2.5%, effective next pay period. Esber seconded. All voted yes. Motion carried

Esber will get salary comparison for Zoning Inspector.

Esber moved to increase the Zoning Secretary to \$1,000.00/month effective next pay period. Kusnerak seconded. All voted yes. Motion carried.

Witthuhn moved to increase full-time firefighters pay by 2.5% in 2021, 2.5% in 2022 and 3.0% in 2023. Kusnerak seconded. All voted yes. Motion carried.

Kusnerak moved to increase the Assistant Fire Chief and Part-time Firefighters, Police Administrative Assistant and Road Supervisor 3% effective next pay period. Witthuhn seconded. All voted yes. Motion carried

The board noted that the Fire Department Administrative Assistant had two increases in 2020, the Township Administrative Assistant was hired in July, 2020 and Zoning Inspector wage adjustment April, 2020.

Witthuhn moved to pay final Premium Fleet fuel account invoice less the disputed amount and cease using the account. Esber seconded. All voted yes. Motion carried

**ADJOURN:**

Esber moved to adjourn at 10:46PM. Witthuhn seconded. All voted yes. Motion carried.

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Michael Esber, Chair Trustee

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Katherine Esber, Fiscal Officer

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John Witthuhn, Vice-Chair Trustee

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Christina Kusnerak, Trustee