

**Brunswick Hills Township  
Board of Zoning Appeals  
Regular Meeting Minutes  
April 4, 2018**

**REGULAR MEETING**

**Call meeting to Order:** Chair Bitto called the Brunswick Hills Township Board of Zoning Appeals Regular Meeting to order at 7:10 p.m.

**A Roll Call of the Board was Executed**

- **Board Members in Attendance:** Kimberley Hall, Cliff Kersten, Chris Schigel (Vice Chair), John Bitto (Chair)
- **Alternate Board Members in Attendance:** Daryl Lucien (Seated to represent a full Board)
- **Board Members Not in Attendance:** Jessica Murphy, Bob Yanacsek (Alternate)
- **Others in Attendance:** Trustee Michael Esber, Zoning Liaison

Chair Bitto stated we have a quorum and there is nothing on the table to vote on so let's move on to approval of the minutes.

**Approval of the Minutes: March 7, 2018 Minutes** Chair Bitto asked for objections, changes, or additions to the minutes. Secretary Milanko stated she has one edit to change the date of the minutes from March 10, 2018 to March 7, 2018. **Motion:** Mr. Kersten made a motion to accept the minutes as submitted by the Secretary. Mr. Lucien seconds the motion. **Roll Call:** Mr. Schigel-yes; Ms. Hall-abstain; Mr. Kersten-yes; Mr. Lucien-yes; Mr. Bitto-yes. Motion carries.

**Continued Business:** None

**New Business:**

1. **Sign Decision Letter for 241 Newport Circle**

The Board reviewed the decision letter. Secretary Milanko noted the address needs corrected. Short recess for the Secretary to correct and print a new letter. **Motion:** Mr. Schigel made a motion to approve the corrected decision letter from the March 7, 2018 meeting for 241 Newport Circle. Mr. Kersten seconds the motion. **Roll Call:** Mr. Lucien-yes; Ms. Hall-abstain; Mr. Kersten-yes; Mr. Schigel-yes; Mr. Bitto-yes. Motion carries to approve the decision for 241 Newport Circle.

**Additional Business:**

1. It was noted for the record that no business/application requests were submitted for the May BZA meeting.
2. Mr. Schigel asked if we have heard of any new training opportunities. Secretary Milanko stated she has not.
3. Mr. Schigel stated July 4, 2018 is the first Wednesday; a holiday. Mr. Bitto asked if there is typically a meeting on a holiday. Ms. Hall stated no; that is a government holiday. Mr. Schigel asked if the Board should move the meeting to the following Wednesday, July 10, 2018 @ 7:00 p.m.

**Public Comment:** None

**Announcement of Next Meeting Dates:**

1. **Wednesday, May 2, 2018** @ 7 p.m. (meeting cancelled)

**Motion:** Mr. Kersten made a motion to cancel the May 2, 2018 meeting (no business requests). Ms. Hall seconds the motion. **Roll Call:** Ms. Hall-yes; Mr. Kersten-yes; Mr. Lucien-yes; Mr. Schigel-yes; Mr. Bitto-yes. Motion carries to cancel the May 2, 2018 meeting.

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2. **Wednesday, June 6, 2018** @ 7 p.m. – Confirmed. Agenda TBD.

3. **Wednesday, July 11, 2018** @ 7 p.m. **Motion:** Ms. Hall made a motion to move the July 4, 2018 meeting to Wednesday, July 11, 2018. Mr. Schigel seconds the motion. **Roll Call:** All in favor.

**Motion to Adjourn:** Mr. Schigel made a motion to adjourn the meeting. Mr. Lucien seconds the motion. **Roll Call:** All in favor to adjourn. Meeting officially adjourned at 7:30 p.m.

Respectfully Submitted,

Mary Jean Milanko, Zoning Secretary

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John Bitto, Chair

Date