

**Brunswick Hills Township
ZONING COMMISSION MINUTES**

Thursday, January 4, 2018

Organizational Meeting

ORGANIZATIONAL MEETING

Call meeting to Order: Secretary Milanko called the Brunswick Hills Township Zoning Commission Organizational Meeting to order at 8:19 p.m. A roll call of the Board was executed.

- **Board Members in Attendance:** Al Fulkerson, Sandra Jenkins, Linda Kijek, Barb Porter and Matthew Mickas
- **Others in Attendance:** Evelyn Czyz (Zoning Inspector), Trustee Michael Esber, Zoning Liaison, Trustee Christina Kusnerak

Swearing in of Board Members by Trustee

Trustee Esber swore in Matthew Mickas to a full 5 year term.

Acceptance of Nominations for Chair and Vice Chair:

Secretary Milanko stated the first order of business is to call for nominations for the position of ZC Chair and Vice Chair for 2018. Each nomination is to be seconded. Secretary calls for any additional nominations before closing nominations. If there are no other nominations, roll call is taken for the vote.) Nominations are offered for the position of Vice-Chairperson. (Same procedure as outlined under Chairman.)

1. **Nominations for ZC Chairman:** Mrs. Kijek nominated Sandra Jenkins for the position of Chair. Mrs. Jenkins accepts the nomination. Mr. Mickas seconds the nomination. No other nominations for Chair. **Roll Call to elect Sandra Jenkins to Chair for 2018:** Mrs. Porter-yes; Mrs. Kijek-yes; Mr. Mickas-yes; Mr. Fulkerson-yes. Motion carries to elect Sandra Jenkins as Chair.
2. **Nominations for ZC Vice Chairman:** Mr. Fulkerson nominated Matthew Mickas for Vice Chair. Mr. Mickas accepts the nomination. Mrs. Porter seconds the nomination. No other nominations. **Roll Call to elect Matthew Mickas to Vice Chair for 2018:** Mrs. Jenkins-yes; Mrs. Kijek-yes; Mr. Fulkerson-yes; Mrs. Porter-yes. Motion carries to elect Matthew Mickas as Vice Chair.

Review and adoption of the Zoning Commission Bylaws

Secretary Milanko stated to the Board that the Zoning Commission does have a clause in their Bylaws to call a special or emergency meeting, per the recommendation from our training with Trina Devanny. Secretary Milanko stated last year the ZC did amend, page 1, Article III Appointment and Terms of the Members, to include “Members will attend a minimum of two (2) Trustee-approved training sessions annually.

Mrs. Kijek asked if the Zoning Commission has new Alternate Members. Chair Jenkins stated we do not have new Alternates. Trustee Kusnerak stated the Trustees are working on that and stated it’s been advertised and we mention it at every Trustee meeting.

Motion to Accept the Bylaws: Vice Chair Mickas made a motion to accept the Bylaws as written. Mrs. Kijek seconds the motion. **Roll Call:** Mrs. Porter-yes; Mr. Fulkerson-yes; Mrs. Kijek-yes; Mr. Mickas-yes; Mrs. Jenkins-yes. Motion carries. Chair Jenkins and Trustee Michael Esber signed the Bylaws for 2018.

Motion to Re-Adopt the Brunswick Hills Township Comprehensive Land Use Plan

Motion: Mr. Fulkerson made a motion to re-adopt the Comprehensive Land Use Plan. Mrs. Jenkins seconds the motion. **Roll Call:** Mr. Mickas-yes; Mrs. Porter-yes; Mr. Fulkerson-yes; Mrs. Kijek-yes; Mrs. Jenkins-yes. Motion carries.

Set Zoning Commission Meeting Date and Time

Motion: Vice Chair Mickas made a motion to maintain the same meeting date and time of the first Thursday of every month at 7:00 p.m. Mrs. Kijek seconds the motion. **Roll Call:** Mr. Fulkerson-yes; Mrs. Porter-yes; Mrs. Kijek-yes; Mr. Mickas-yes; Mrs. Jenkins-yes. Motion carries.

Submission deadline to be placed on ZC Agenda

Secretary Milanko stated the submission deadline traditionally for the Zoning Commission is the first Wednesday of the month by Noon to the Zoning Inspector to be placed on the next month's agenda.

Motion: Chair Jenkins made a motion to keep same submission deadline. Vice Chair Mickas seconds the motion. **Roll Call:** Mrs. Kijek-yes; Mrs. Porter-yes; Mr. Fulkerson-yes; Mr. Mickas-yes; Mrs. Jenkins-yes. Motion carries.

End of agenda items for the Organizational Meeting.

Additional Comments: None

Adjourn Organizational Meeting

Motion: Chair Jenkins made a motion to adjourn the Organizational Meeting at 8:36 p.m. and move on to the Regular meeting.

Meeting Officially Adjourned at 8:36 p.m.

Respectfully Submitted,

Mary Jean Milanko, Zoning Secretary

Sandra Jenkins, Chair

Date