

**Brunswick Hills Township  
Board of Zoning Appeals  
Organizational Meeting Minutes  
January 9, 2019**

**ORGANIZATIONAL MEETING**

**Call meeting to Order:** Secretary Milanko called the Brunswick Hills Township Board of Zoning Appeals Organizational Meeting to order at 7:01 p.m.

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

- **Board Members in Attendance:** Kimberley Hall, Cliff Kersten, John Bitto, Chris Schigel
- **Alternate Board Members in Attendance:** Daryl Lucien, Robert Murphy
- **Board Members Not in Attendance:** Jessica Murphy
- **Others in Attendance:** Trustee Michael Esber, Evelyn Czyz, Zoning Inspector, Mary Jean Milanko, Secretary.

Alternate Robert Murphy was seated to represent a full board.

**Swearing in of Board Members**

Trustee Esber swore in board members Cliff Kersten (full Term 2019-2023) and alternates Daryl Lucien (1 year term); Robert Murphy (1 year term).

❖ **Election of Officers for the BZA 2019**

**1. Nominations for Chairperson**

Secretary Milanko called for nominations for the position of BZA Chairperson. **Nominations:** Mr. Kersten nominated Chris Schigel to the position of Chair. Mr. Schigel accepts the nomination. Mr. Bitto seconds the nomination. No additional nominations. Mr. Kersten made a motion to close nominations for chair. Second by Mr. Bitto. Roll call: Ms. Hall-yes; Mr. Kersten-yes; Mrs. Murphy-yes; Mr. Schigel-abstain; Mr. Bitto yes.

**Roll Call for Mr. Schigel as Chairperson:** Mr. Murphy-yes; Mr. Kersten-yes; Ms. Hall-yes; Mr. Bitto-yes. **Mr. Schigel elected 2019 BZA Chair.**

**2. Nominations for Vice Chairperson**

Secretary Milanko called for nominations for the position of BZA Vice Chairperson. **Nominations:** Mr. Kersten nominated Ms. Hall for Vice Chair. Mr. Schigel seconds the motion. Ms. Hall accepts the nomination. No additional nominations. **Roll Call for Ms. Hall as Vice Chairperson:** Mr. Bitto-yes; Mr. Schigel-yes; Mr. Kersten-yes; Mr. Murphy-yes. **Ms. Hall elected 2019 BZA Vice Chair.**

❖ **Review of BZA Organizational Guidelines**

Secretary Milanko asked Board members if there were any edits or changes to the BZA Organizational Guidelines document.

- Ms. Hall noted an edit correction to read: **Minutes are to be signed by the Chair or acting Chair.**

❖ **Review of BZA ByLaws:**

Ms. Hall noted duties of the Secretary and asked if other board members knew the procedure for advertising in the media if the Secretary was not available, or ill, etc. Secretary Milanko stated BZA Chair and Trustee

Zoning Liaison would be notified and someone would be appointed to send the notice to the newspaper; perhaps the township administrative assistant. The Bylaws also state in absence of the Secretary the Chairman of the Board of Zoning Appeals will appoint a Secretary pro tempore from among the Board members present [see Secretary pro tempore below]. Ms. Hall said if you're going to have the office administrative person send in the advertisement then why do we need to have "Secretary pro tempore" in the Bylaws. Secretary Milanko stated if she could not be at the meeting, the Board would still need to have someone record the meeting, take attendance, etc.; it's not just advertising. Mr. Bitto stated if the Secretary couldn't attend a meeting, we as a Board would contact the Trustees and we would appoint someone to carry out the duties. Mr. Schigel asked if it has ever happened in the past. Secretary Milanko stated yes, a few years ago I had to be out of town and miss the BZA meeting so Ms. Hall the BZA Chair at that time handled the taping of the meeting, attendance, etc. (End of discussion.)

Taken from BZA Bylaws:

**Secretary:** Performs all administrative duties for the Board of Zoning Appeals, records the proceedings of meetings, prepares the minutes of meetings, signs all documents of the Board of Zoning Appeals, notifies all property owners, when appropriate, of upcoming proceedings, assures timely advertisement of public hearings.

**Secretary pro tempore:** In the absence of the Secretary the Chairman of the Board of Zoning Appeals will appoint a Secretary pro tempore from among the Board members present. The Secretary pro tempore shall be responsible for recording the proceedings of the meeting and preparing the minutes of the meetings. The Secretary pro tempore may be required to carry out other administrative duties as needed.

**Motion:** Mr. Schigel made a motion to accept the Bylaws as written. Mr. Kersten seconds the motion. **Roll Call:** Mr. Bitto-yes; Mr. Schigel-yes; Mr. Kersten-yes; Ms. Hall-yes; Mr. Murphy-yes.

❖ **Review of Operational Guidelines for Public Hearings**

Mr. Schigel questioned whether item #3 on the Guidelines for Public Hearings was in the correct order of sequence [see Before the vote statements below] and asked if it should be moved to when the Board actually is ready to take the vote. Mr. Bitto and Ms. Hall stated it belongs where it is and should stay there. Mr. Bitto said if there is less than a full sitting Board present, the applicant has the option to have the hearing or post-pone it to the following month.

3. The Chairperson states: **A QUORUM IS PRESENT.** (Chair would state if a full Board is present. If a full Board is not present, Chair gives the applicant the option to continue with the Hearing or postpone until the next available Hearing date.) The Chairperson states this meeting has been properly advertised and is being taped for the record.

➤ Before the vote, explain the vote to the applicant.

- A YES simple majority with a quorum present is in favor of the applicant.
- A NO simple majority, or a TIE vote with a Board of four (4) will deny the applicant's request.

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Mr. Kersten questioned item #8. and asked if we should add something in the ByLaws about swearing in the Zoning Inspector, Trustee(s), etc. for each hearing. Ms. Czyz stated its listed in item #8.

8. The Zoning Inspector will be sworn in for each case.



Mr. Kersten said what about the Trustees? Mr. Bitto stated we have sworn in the Trustee(s) in before they ask to speak, but typically not at the start of the hearing. Mr. Kersten thought swearing in the Trustee(s) should be added to item #8. Secretary Milanko asked the Board if they were adding BZA alternates to that as well. Ms. Hall stated Mr. Kersten brings up a good point and that would eliminate the possibility of missing it later. Mr. Bitto stated individuals are sworn in at the time they wish to speak so we can leave it the way it is written now because the Chair would swear in a Trustee or an alternate before they speak. No amendments made to item #8. (End of discussion.)

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**Motion:** Mr. Bitto made a motion to accept the Operational Guidelines for Public Hearings. Mr. Schigel seconds the motion. **Roll Call:** Mr. Murphy-yes; Ms. Hall-yes; Mr. Kersten-yes; Mr. Schigel-yes; Mr. Bitto-yes.

After the vote, Ms. Hall noted item #16. on Guidelines for Public Hearings needs amended.

16. The Board of Zoning Appeals authorizes the **acting** Chair ~~or Vice Chair~~ to sign decision letters on behalf of the Board.

➤ **Amendment:** 16. The Board of Zoning Appeals authorizes **the Chair or the acting Chair** to sign decision letters on behalf of the Board.

**Motion to Amend Operational Guidelines for Public Hearings:** Mr. Bitto made a motion to amend item #16. of the Guidelines for Public Hearings to read: *The Board of Zoning Appeals authorizes the Chair or the acting Chair to sign decision letters on behalf of the Board.* Mr. Schigel seconds the motion. **Roll Call:** Mr. Kersten-yes; Ms. Hall-yes; Mr. Murphy-yes; Mr. Schigel-yes; Mr. Bitto-yes.

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❖ **Confirm BZA Meeting Date, Time and Location**

**Motion:** Mr. Kersten made a motion for the BZA to meet the first Wednesday of the month at 7:00 p.m. Ms. Hall seconds the motion. **Roll Call:** Mr. Schigel-yes; Mr. Kersten-yes; Mr. Bitto-yes; Ms. Hall-yes; Mr. Murphy-yes. Motion carries.

❖ **Submission Deadlines for the BZA:**

The cut-off date for filing matters to be heard before the Board of Zoning Appeals will be set for the first Wednesday of the month by 12:00 p.m. to the Zoning Inspector the month prior to the next month's meeting date. **Motion:** Mr. Kersten made a motion to keep the same submission deadline for the BZA. Mr. Bitto seconds the motion. **Roll Call:** Mr. Schigel-yes; Ms. Hall-yes; Mr. Kersten-yes; Mr. Murphy-yes; Mr. Bitto-yes.


**Additional Business:** None

**ADJOURN ORGANIZATIONAL MEETING**

**Motion:** Ms. Hall made a motion to adjourn the Organizational Meeting. Mr. Murphy seconds the motion. **Roll Call:** All in favor to adjourn. Meeting officially adjourned at 7:38 p.m.

Respectfully Submitted,  
Mary Jean Milanko, Zoning Secretary

43.43

  
Chris Schigel, Chair

  
Date