

BRUNSWICK HILLS TOWNSHIP
TOWNSHIP ORGANIZATIONAL
SPECIAL MEETING
January 3, 2024

The Brunswick Hills Township Board of Trustees met in Special Session on January 3, 2024 at 5:30 PM for the purpose of the Annual Organizational Meeting.

Board of Trustees Christina Kusnerak, Patrica Murphy, Ryan Nixon, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, Police Chief Tim Sopkovich, Fire Chief Anthony Strazzo, Service Department Foreman Cory Schultz, Township Administrative Assistant Sally Galanek and six (6) members of the public present.

Fiscal Officer Esber called the meeting to order at 5:30 PM, noting it was properly advertised.

Kusnerak moved to nominate Murphy as the Chair of the Board for 2024. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to nominate Nixon as the Vice Chair of the Board for 2024. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy offered **Resolution # 1-2024** Establishing the Meeting Day and Time for 2024. Kusnerak seconded. Nixon – yes. Murphy- yes. Kusnerak - yes. Resolution adopted.

Murphy offered **Resolution # 2-2024** Accepting the Elected Officials Policy Manual. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Resolution adopted.

Murphy offered **Resolution # 3-2024** Transferring the Police Fines from the General Fund to the Police Fund. Nixon seconded. Kusnerak - yes. Murphy – yes. Nixon – yes. Resolution adopted.

Kusnerak offered **Resolution # 4-2024** transferring the Star Ohio Interest from the General Fund to the Fire Fund. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon - yes. Resolution adopted.

Murphy offered **Resolution # 5-2024** to Proceed by Force Account when Necessary. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Resolution adopted.

Kusnerak offered **Resolution # 6-2024** Setting the Longevity Pay at \$75.00. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Kusnerak offered **Resolution # 7-2024** Accepting the Trustee and Fiscal Officer Compensation Set by the State Legislature. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Resolution adopted.

Department Liaisons:	Zoning	Murphy
	Service Dept.	Kusnerak
	Fire Dept.	Nixon

IT	Nixon
Storm water	Kusnerak / Nixon
Police Dept.	Murphy
Cable	Kusnerak / Murphy
Republic	Murphy

Buildings, Grants, Cemetery and Open Space to be shared.

Kusnerak moved to continue with Gary Fuller as the Cemetery Sexton. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

2024 Budget Review by Department:

Zoning

Czyz increased the Postage budget to \$600 and Small Tools & Equipment by \$6,000 for the copier.

Police

Per **Resolution #10-2024**, Sopkovich increased the overall 2024 budget by 3.4%.

Fire

Strazzo had increased the Department’s budget due to two new full-time Firefighters, 12-hour peak staffing, and payment for the tanker.

Service

None.

General Fund

Increased the Medical line item by \$40,000 due to coverage for Ryan Nixon.

Murphy moved to approve all of the requested 2024 POs and BCs. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to approve all of the Departmental 2024 annual expenses. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy moved to adopt **Resolution # 8-2024 Annual Appropriations**. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Resolution adopted.

Kusnerak moved to adopt **Resolution # 9-2024 Annual GovDeals Requirement**. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Murphy moved to adopt **Resolution # 10-2024 Amendment Budget Approval**. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Resolution adopted.

Kusnerak moved to adopt **Resolution # 11-2024 Request for Advance of Taxes Collected Municipalities, School Districts, Township Revised Code Section 321.34**. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Murphy moved to approve warrants dated 1/3/24 in the amount of \$388.81. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak motioned to approve warrants dated 12/30/23 in the amount of \$5,638.63. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak made a motion to approve payroll dated 12/26/23 in the amount of \$77,787.90. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Fiscal Officer Esber requested approval to pay the following invoices for services rendered in 2023:

Purchase Order to Huntington Bank in the amount of \$486.48 on behalf of the Police Department.

Purchase Order to Home Depot in the amount of \$185.00 on behalf of the Police Department.

Purchase Order to Capital One in the amount of \$250.44 on behalf of the Police Department.

Then & Now Purchase Order to Mr. Tire in the amount of \$97.85

Murphy moved to approve all of the Purchase Orders as read by Esber. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Public Input – None.

The Trustees signed checks and purchase orders.

The Trustees had a brief discussion regarding violation letters sent to residents who have structures on Township property. No decision was made.

Kusnerak motioned to adjourn at 7:11 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Patrica Murphy, Chair Trustee

Ryan Nixon, Vice-Chair Trustee

Christina Kusnerak, Trustee

Katherine Esber, Fiscal Officer