

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**February 13, 2024**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, February 13, 2024 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Patrica Murphy, Trustee Vice-Chair Ryan Nixon, Trustee Christina Kusnerak, Fiscal Officer Katherine Esber, Zoning Inspector Evelyn Czyz, Police Chief Tim Sopkovich, Assistant Fire Chief Tim Haas, and Service Foreman Cory Schultz present.

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

**PRESENTATION:**

None.

**MINUTES:**

Murphy moved to approve the January 23, 2024 regular meeting minutes, as amended. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy motioned to approve the February 2, 2024 special meeting minutes. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy 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:**

Zoning Inspector Evelyn Czyz provided the Zoning report for January, 2024, stating that \$2,949.44 was collected during the month.

Czyz requested approval to attend the American Planning Association all day Zoning Inspectors Workshop on April 26, 2024 in Independence, Ohio. Cost for the training is \$165, which would be paid from line item 1000-130-318-0130, Training. Czyz stated that Assistant Zoning Inspector Wes Humphrey was invited to attend as well, but is unavailable. Kusnerak made a motion to approve the request. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

**Police Department:**

Police Chief Sopkovich requested a purchase order to Kiesler Police Supply in the amount of \$5,000 for training and duty ammunition. The purchase order is to be paid from line item 2191-210-318-0000, Training. Murphy moved to approve the request and Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Sopkovich requested approval for Patrolman Wayne Fisher to attend the Ohio School Resource & DARE Conference from June 5 – 7, 2024 in Sandusky, Ohio. Sopkovich requested a purchase order to the Ohio School Resource Officer Association (OSROA) in the amount of \$640 from line item 2191-210-318-0000, Training. Nixon motioned to approve the request. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak moved to approve reimbursement for mileage, in the event that Patrolman Fisher must drive his personal vehicle to the conference. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Chief Sopkovich shared highlights of the 2023 Police Department Annual Report, which will also be posted on the Township website.

**Fire Department:**

Assistant Fire Chief Tim Haas provided the Monthly Report for January, 2024. EMS collections for the month were \$32,468.46.

Haas requested approval for the AT&T account changes as per Chief Strazzo’s memo to the Board. Nixon motioned to approve the request. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Haas requested approval for payment to Medina County EMA in the amount of \$5,262.12 from PO #32 for 2024 Medina County All Hazard expenses. Nixon made a motion to approve the request. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Assistant Chief Haas requested to close PO #34 and to open a blanket certificate in the amount of \$1,200 from line item 2281-230-318-0000, Training. Kusnerak moved to approve the request. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Haas also requested an Executive Session for interviews to hire two new full-time firefighters and one part-time firefighter.

Haas reported that the Fire Department has applied for the 2024 – 2025 Ohio EMS Grant.

Lastly, Haas announced that sign up for the Community Fire Academy is open, and the Academy will begin in March. Sign-up information is posted on the Township website as well as the Brunswick Hills Firefighter Facebook page.

**Service Department:**

Service Department Foreman Cory Schultz reviewed the Monthly Report for January, 2024.

Schultz requested approval for two of the Service Department employees to attend the Ohio Safety Congress & Expo in Columbus from March 27 – 29, 2024. The training is free so the only expense would be for their hotel and meals. Trustee Kusnerak shared that she previously attended this particular conference and said that it was very informative. Therefore, Kusnerak made a motion to approve Schultz’s request. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

## **TRUSTEE REPORTS:**

### **Christina Kusnerak:**

None.

### **Ryan Nixon:**

None.

### **Trica Murphy:**

Murphy reported that the Zoning Commission held their regular meeting on February 1, 2024 and they are reviewing portions of the Zoning Resolutions to determine if certain items should be added.

Murphy also shared that the Trustees and Department Heads attended the Ohio Township Association Conference in Columbus the previous week.

Kusnerak asked Murphy the status of the Comprehensive Land Use Plan and Murphy stated that it is currently being reviewed by the Medina County Assistant Prosecutor's Office.

## **FISCAL OFFICER:**

Fiscal Officer Katherine Esber reported that the financial reconciliation for the month of December, 2023 has been completed.

Murphy moved to approve warrants dated 2/13/24 in the amount of \$26,613.95. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak motioned to approve payroll dated 2/20/24 in the amount of \$69,535.17. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy moved to approve the following purchase orders and then & now purchase order as read by the Fiscal Officer. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

- Purchase Order to OTARMA in the amount of \$147 on behalf of the Service Department.
- Purchase Order to Medina County EMA in the amount of \$3,800.81 to be paid from the General Fund.
- Then & Now Purchase Order to Shred-It in the amount of \$439.36 to be paid from the General Fund.
- Purchase Order to Ohio Edison for street lights in the amount of \$8,500 for the balance of 2024.

## **OLD BUSINESS:**

The Trustees decided to remove the Fireworks meeting from the agenda and will discuss at a future date.

Murphy motioned to approve the additional four opt-out requests for Republic Waste trash collection. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Nixon reported that Republic is anxious to complete the contract extension with the included verbiage,

indicating that existing residents/businesses that have opted-out for trash collection in 2024 be grandfathered in through the life of the contract, which ends in 2028. The Board decided to review the original contract with Republic before moving forward to approve the extension.

The Trustees then discussed the topic of residents who have structures built on Township property. Trustee Vice-Chair Nixon spoke with the representative at OTARMA, who stated that the Township is covered for liability through OTARMA. However, as an extra measure, the representative suggested that the Township have the Medina County Prosecutor’s Office draft a one-page liability agreement for each resident who has a structure or planting located on Township owned property to sign. After an extensive discussion between the Board members and Zoning Inspector, Kusnerak indicated that she will contact the Medina County Prosecutor’s Office for guidance.

**NEW BUSINESS:**

None.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

Trustees:	February 27 at 7 PM
BZA:	March 6 at 7 PM CANCELLED no business
Zoning Commission:	March 7 at 7 PM

**PUBLIC INPUT:**

Sam Turnea, owner of Sam’s the Man Tree Service, 4373 Grafton Road, Brunswick addressed the Board. Mr. Turnea reported that he has hired surveyors and civil engineers to work on his project, but in the meantime, he shared a site plan that he has drawn up. Mr. Turnea would like to sell mulch from this property as well as construct an office/storage building. Trustee Kusnerak explained to Mr. Turnea that the first step is for him to meet with the Zoning Inspector and explain his project in detail. If necessary, he would then meet with the Zoning Commission and/or Board of Zoning Appeals. Mr. Turnea concluded by stating that he would give the Zoning Inspector a call.

Wes Humphrey, Assistant Zoning Inspector, addressed the Board. Mr. Humphrey reiterated that he had explained to Mr. Turnea that he needed to provide a site plan, and then what the process is for obtaining approval and permits for his property.

**OFF CAMERA:**

Murphy motioned to go off camera at 8:25 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be an Executive Session off camera to conduct employee interviews. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 8:39 PM to conduct interviews for three firefighter candidates. The Board then invited Assistant Fire Chief Haas to join them. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 9:54 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to move Firefighter Crider and Firefighter Trybus from part-time to full-time personnel. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak made a motion to hire Cade Bonds as a part-time Firefighter/EMT, pending successful completion of all necessary pre-employment testing. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to adjourn the meeting at 10:08 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

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Patrica Murphy, Trustee Chair

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Ryan Nixon, Trustee Vice-Chair

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Christina Kusnerak, Trustee

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Katherine Esber, Fiscal Officer