

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**April 23, 2024**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 23, 2024 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Patrica Murphy, Trustee Vice-Chair Ryan Nixon, Trustee Christina Kusnerak, Fiscal Officer Linda Kuenzer, Police Chief Tim Sopkovich, Fire Chief Anthony Strazzo, and Service Foreman Cory Schultz present.

Murphy called the meeting to order at 7:00 PM.

**PRESENTATION:**

None.

**MINUTES:**

Murphy moved to approve the March 12, 2024 regular meeting minutes. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy motioned to approve the March 26, 2024 regular meeting minutes. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy made a motion to approve the April 5, 2024 special meeting minutes. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy moved to approve the April 9, 2024 regular meeting minutes. Nixon seconded. Kusnerak – abstained. Murphy – yes. Nixon – yes. Motion carried.

Murphy motioned to approve the April 13, 2024 special meeting minutes. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – 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 Czyz provided her report for March, 2024.

Czyz requested that as the Zoning Liaison, Trustee Chair Murphy sign the contract for the new copy machine for the Zoning Department. Kusnerak moved for Murphy to sign the contract on behalf of the Board. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes.

Czyz reported that the Zoning office will be closed on April 24<sup>th</sup> from 10:30 to 11:30 as she will be participating in a training webinar.

Inspector Czyz also informed the Board that she was contacted by one of the homeowners who has a structure built on Township property, requesting more time to comply with removing his structure. Kusnerak motioned to extend the deadline to June 1, 2024, for all six homeowners who currently have structures built on Township-owned property to get everything removed from the land. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried. Czyz will make contact with the six homeowners to apprise them of the new deadline date.

**Police Department:**

Police Chief Tim Sopkovich reported that no injuries occurred in the recent motor vehicle accident at the intersection of Grafton and Substation Roads. Sopkovich reminded motorists to be mindful of stop signs and speed limits.

Sopkovich stated that in light of the recent fatal shooting of a minor child within the Township, the Police Department has gun locks available to residents. Sopkovich reminded residents that firearm ownership comes with many responsibilities.

Sopkovich informed residents that several different scams have been prevalent within the community, many of which target senior citizens. Sopkovich created a print-out detailing the various scams that are occurring, which is available on the Township website on the Police Department and Current Information tabs. Please remember that if in doubt, residents should contact the Brunswick Hills Police Department for assistance.

Chief announced that the Township Clean-Up Days will be May 10-12, and extra bins will be located in the Police Department lobby for residents to drop off their papers to be shredded. In addition, residents can also drop off their expired and/or unused medications for disposal. Sopkovich concluded by stating that Service Department Foreman would provide the Board with additional information.

**Fire Department:**

Trustee Nixon stated that he had received a request from Chief Strazzo for approval to have the Fiscal Officer be the certified signer for Medicare EMS billing. Nixon added that Trustee Kusnerak would also be required to sign the agreement, and so moved to designate for Fiscal Officer Linda Kuenzer to be the certified signer on behalf of the Board for Medicare EMS billing. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

**Service Department:**

Service Department Foreman Cory Schultz stated that the Township Clean-Up Days will be on May 10, 11, and 12. Schultz stated that dumpsters will be located at the Service Department, 1640 Substation Road, Brunswick Hills. Residents may drop off items on Friday, May 10<sup>th</sup> from 7 AM to 3 PM; Saturday, May 11<sup>th</sup> from 8 AM to 1 PM; and on Sunday, May 11<sup>th</sup> from 8 AM to Noon. Contractor bags may be picked up at the Police Station. Schultz announced that everyone dropping off must be a resident of Brunswick Hills Township, and will be required to provide a valid driver's license or ID.

Items NOT accepted include:

Construction Debris  
Hazardous Waste  
Paint  
Chemicals  
Motor Oil  
Liquids  
Dead Animals  
Hot Ashes  
Car Parts & Tires

Refrigerators and Freezers must have doors and freon removed, and be properly tagged.

Trustee Kusnerak stated that since this project seems to be an initiative between the Service and Police Departments, she asked Schultz what, if any, responsibility the Fire Department has in helping with the Clean-Up weekend. Schultz responded that it would be helpful to have a couple of firefighters on-site to assist the crew at the Service Department as well as to help direct traffic.

Trustee Murphy asked Schultz if there would be volunteers, but he deferred the question to Chief Sopkovich, who had arranged for volunteers. Sopkovich responded that a clean-up crew of adult volunteers will be cleaning debris from the grassy areas on Substation and Laurel Roads. Sopkovich stated that a cruiser will be with the clean-up crew to ensure their safety.

Trustee Kusnerak stated that the Township Clean-Up Days was worked on between Trustees Meetings, and the Board had been informed of the dumpster costs via email. Therefore, she made a motion to approve all expenditures associated with the rental of dumpsters, overtime pay for personnel from the service, fire, and police departments, and the additional expense from Shred-It. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Schultz reported that because of issues that arose with paving in the Township last year, they need to figure out why those roads now have cracks. Schultz stated that they would like to try two different methods of paving in 2024, which will include Helen, Orchard, Overton, Denton Circle, and Markwood, for a total cost of \$252,569.30. Schultz is requesting approval of the proposed paving schedule, including submittal to the Medina County Engineer's Office. Also, Schultz is requesting to delay additional paving until 2025, in the amount of \$147,000. His purpose in doing so, is to ensure that the revised methods of paving are going to be successful prior to spending funds on additional roads. Trustee Nixon asked if the two paving methods they will be using are a hybrid of the processes presented by Angie Sullivan of the Medina County Engineer's Office at a prior meeting, which Schultz confirmed. Nixon also asked Schultz if he felt that one process would work better than the other, but Schultz said that he could not say for certain. Kusnerak then asked Schultz the schedule for road paving, to which he responded that after it goes out for bid, the schedule will be Helen, Orchard, Overton, and Denton, which will be completed by one company. Then, another company will complete Markwood. The reason for two companies, is that each company only uses one process, and not both. Kusnerak motioned to approve Schultz's paving requests. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Lastly, Schultz requested approval for himself and three crew members to attend a Debris Management Course on July 18, 2024 from 8 AM to 4 PM at the Medina County University Center. The class is free,

and will provide information on how to best take action after a major debris event, such as a tornado. Kusnerak made a motion to approve the request. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried. Kusnerak asked about the Service Department being closed for the day, but Schultz stated that the two part-time employees would be available, if needed.

## **TRUSTEE REPORTS:**

### **Christina Kusnerak:**

None.

### **Ryan Nixon:**

Nixon shared with the Board that some residents have contacted him seeking further discussions on gun safety. In addition, Brunswick City Schools has offered their classrooms as a location for instructors to hold classes go in and teach children about what to do if they find a firearm in different scenarios. Nixon is hoping to offer a free class through the Township on firearm safety. He also reported that USCCA and others have donated lockable boxes to safely store firearms. Therefore, Nixon made a motion that Brunswick Hills Township partner with Brunswick City Schools to offer free instructor led classes to children on firearm safety. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

### **Trica Murphy:**

Murphy stated that an administrative appeal will be presented at the May 1, 2024 Board of Zoning Appeals meeting. Murphy consulted with Medina County Assistant Prosecutor, Brian Richter, who recommended hiring a court reporter to document the appeal. Murphy motioned to hire the firm of Morse, Gantverg & Hodge, which was previously used, to have a court reporter document the minutes of the meeting, at a cost not to exceed \$1,000. Murphy also requested that a purchase order be generated by the Fiscal Officer. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy stated that there are some upcoming training classes through the Medina County Planning Commission that she would like to have both the Zoning Commission and Board of Zoning Appeals members attend. Murphy also reported that the Zoning Boards had attended two training classes earlier in the year – one on January 18<sup>th</sup> for Zoning Board Basics, and one on March 18<sup>th</sup> for Comprehensive Planning. Three more classes will be held later in 2024, and Murphy moved to approve for members of the Zoning Commission, Zoning Board of Appeals, Zoning Secretary, Zoning Inspector, and the Assistant Zoning Inspector to attend the following classes on the following dates:

- May 23, 2024 for Zoning Law & Ethics, presented by the Prosecutor’s Office
- August 19, 2024 for Site Plan Review
- October 24, 2024 for Current Trends in Zoning, presented by Medina County Commissioner, Dean Hambley

Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Lastly, Murphy announced that the Township is currently hiring a Zoning Secretary as the current secretary is now the Fiscal Officer. Information about the position is posted on the Township website under Current Information.

**FISCAL OFFICER:**

Nixon motioned to approve payroll dated 4/30/24 in the amount of \$106,312.75. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak made a motion to approve warrants dated 4/23/24 in the amount of \$71,084.20. Murphy seconded. Nixon – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy moved to approve payment of an invoice to Lighthouse Solutions in the amount of \$8,620.97, for the annual IT and Security Agreement for the Police Department. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy motioned to approve a Then & Now Purchase Order to Lighthouse Solutions in the amount of \$8,620.97, for the annual IT and Security Agreement for the Police Department. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Kusnerak reported that it is time to renew the Township’s membership to the Medina County Township Association. Memberships for the four elected officials, four department heads, and four associate members totals \$700. Kusnerak made a motion to approve the membership renewal, which runs from July 1, 2024 to June 30, 2025, as stated. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak stated that the Township Administrative Assistant is requesting to change her work hours in order to accommodate the new Fiscal Officer’s schedule. Instead of working Friday morning, the Administrative Assistant would like to work Thursday morning in order to prepare bills and other paperwork for the Fiscal Officer. Murphy motioned to approve the schedule change, effective June 1, 2024. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy stated that since the Comprehensive Land Use Plan is ready to be worked on, it is time to select members for a Steering Committee. Currently, Murphy has six to seven people interested in developing the plan. Kusnerak said that she is interested in being on the committee, and believe that residents from different areas of the Township should be included.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

Trustees: May 14 at 7 PM  
BZA: May 1 at 7 PM  
Zoning Commission: May 2 at 7 PM

**PUBLIC INPUT:**

None.

**OFF CAMERA:**

Murphy motioned to go off camera at 7:55 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 discuss employee discipline and a land acquisition. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak made a motion to go into Executive Session at 8:15 PM for the purpose of discussing employee discipline and a land acquisition. The Board invited the Township Fiscal Officer to join them. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 9:06 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Nixon motioned to finalize the employee discipline discussion and instruct Chief Strazzo to issue a verbal reprimand in accordance with progressive discipline. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak moved to adjourn the meeting at 9:10 PM. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – 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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Linda Kuenzer, Fiscal Officer