

BRUNSWICK HILLS TOWNSHIP TRUSTEES
SPECIAL MEETING
August 8, 2024

The Brunswick Hills Township Board of Trustees met in Special Session on Thursday, August 8, 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, Fire Chief Anthony Strazzo, Assistant Zoning Inspector Wes Humphrey, and one member of the public present.

Trustee Chair Murphy called the meeting to order at 12:00 PM and noted that the meeting was properly advertised.

Murphy moved to approve payroll dated August 6, 2024 in the amount of \$79,274.18. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy made a motion to approve warrants dated August 8, 2024 in the amount of \$156,233.86. Murphy noted the following large dollar items on the warrants list:

- City of Brunswick \$81,930.54 for Brunswick Area Television
- DEX Imaging \$5,205.00 for the Zoning Department Copier
- Medical Mutual of Ohio \$50,907.30 for Employee Health Insurance

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

Nixon motioned to approve the hiring of the Brunswick City School District for a bus and driver to be used for the Comprehensive Land Use Plan Steering Committee tour of the Township and to issue a purchase order not to exceed \$1,000. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak made a motion to approve the following purchase orders as read by the Fiscal Officer:

- Purchase order to LEADS in the amount of \$3,000 for the annual invoice on behalf of the Police Department.
- Purchase order to DEX Imaging in the amount of \$3,781.84 for the balance of the Zoning Department’s new copier/printer.
- Purchase order to the Fire Chief’s Association in the amount of \$1,900 on behalf of the Fire Department.
- Purchase order to the City of Brunswick on behalf of the Police Department in the amount of

\$61,656.69 for dispatch fees.

- Purchase order to the City of Brunswick on behalf of the Township in the amount of \$2,600 for Code Red Services.

Murphy moved to accept the retirement of Zoning Inspector Evelyn Czyz effective August 8, 2024. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy noted that the sign-in sheet in the Trustee office that was implemented on February 11, 2022 requiring anyone entering the locked Trustee Office to sign in and state the reason for entry is now no longer necessary. After a discussion, the Board agreed that employees entering the Trustee office no longer need to sign in and the sign-in sheet can be removed immediately after this meeting.

Murphy asked if there was anything else, and Kusnerak responded that yes, there was. Kusnerak proceeded to express her disappointment with the decision to change the lock on the Zoning Office door and disable Czyz's Township email account and access to her computer. Kusnerak was not aware of these actions by the other Board members until she arrived into the office on Thursday morning. Czyz arrived into the office on Thursday, prepared to work a full day, but was unable to do so due to changes made by Murphy and Nixon. Czyz had no choice other than to pack up her personal belongings and leave.

Nixon responded that since Czyz sent an email notice at the end of the day on Tuesday informing the Board of her retirement effective Thursday, then called off work on Wednesday, it was felt that this action was necessary since the Township is responsible for safeguarding the zoning files.

After discussion about the zoning office and code enforcement bureau, Nixon motioned to offer **Resolution 28-2024 RESOLUTION ESTABLISHING A CODE ENFORCEMENT BUREAU WITHIN THE ORGANIZATIONAL STRUCTURE OF THE BRUNSWICK HILLS TOWNSHIP FIRE DEPARTMENT.** Nixon amended his motion to include a trial period of September 8, 2024 through December 31, 2025. Murphy seconded. Kusnerak – no. Nixon – yes. Murphy – yes. Resolution adopted.

Nixon made a motion to approve the Job Description for the Code Enforcement Officer and the Assistant Code Enforcement Officer. Murphy seconded. Kusnerak – no. Nixon – yes. Murphy – yes. Motion carried.

Murphy moved to approve the updated compensation and benefits package with the addition of the new Code Enforcement personnel. Nixon seconded. Kusnerak – no. Murphy – yes. Nixon – yes. Motion carried.

Kusnerak asked the other Board members and Chief Strazzo what their plan is for between now and September 5, 2024. Chief Strazzo stated that he will assign firefighters to cover the normal Zoning Office hours, and work with Assistant Zoning Inspector Wes Humphrey.

The Board of Trustees signed warrants and purchase orders.

Nixon moved to adjourn the meeting at 12:53 PM. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Patrica Murphy, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Christina Kusnerak, Trustee

Linda Kuenzer, Fiscal Officer