

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**SPECIAL MEETING**  
**November 4, 2024**

The Brunswick Hills Township Board of Trustees met in special session on Monday, November 4, 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, and Service Department Foreman Cory Schultz present.

Trustee Chair Murphy called the meeting to order at 12:00 PM.

Trustee Nixon swore in new part-time Firefighter/EMS Lincoln Walker to the Brunswick Hills Township Fire Department. Fire Chief Strazzo stated that a formal swearing in of Firefighter Walker will be at a later date.

Murphy asked if the Board members had any comments or changes for the Zoning Inspector job description. Trustee Kusnerak asked what “must be able to move objects weighing up to 50 lbs.” from the job qualification list referred to. Nixon commented that he believes it is good to leave the requirement in the description in the event that during an inspection the need arises to move an object out of the way. All Trustees were unanimous in including the description in the job requirements.

Kusnerak also questioned the requirement of “removal of signs, whether inground or posted, with tools”. Service Department Foreman Schultz stated that the Service Department often removes signs, but Murphy commented that Assistant Zoning Inspector Humphrey has also previously removed signs. Nixon suggested leaving the description, however, adding “in conjunction with the Service Department”. Everyone agreed to the description wording to be “whether inground or posted, with the appropriate tools, in conjunction with the Service Department”.

In addition, Kusnerak questioned whether the Zoning Inspector position will be part-time or full-time, and also suggested that flexibility during busy times be added to the job description.

Murphy will make revisions to the current job description and have it posted on the Township website. Kusnerak moved to approve the revised Zoning Inspector job description and qualifications. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to approve payroll post-dated 11/12/24 in the amount of \$72,868.00. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy made a motion to approve warrants dated 11/4/24 in the amount of \$27,040.47. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy moved to approve T&N purchase order #164-2024 on behalf of the Police Department in the amount of \$1,372.50 for police uniforms. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Nixon motioned to approve a purchase order to University Hospitals on behalf of the Fire Department in the amount of \$2,500 from line item 2192-220-319-0000, Other Professional & Technical Services, New Hires for physicals. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Nixon also moved to approve a purchase order to Huntington Bank on behalf of the Fire Department in the amount of \$2,000 from line item 2192-220-330-0000, Travel & Meeting Expenses for three or four Fire Department staff members to pick up the new tanker in Minnesota, test it out, and then drive the tanker back to the station in Brunswick Hills. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Fiscal Officer Linda Kuenzer apprised the Board that Delta Dental rates for 2025 will be increasing by 13.5%. Kuenzer also asked the Trustees if there is a waiting period before insurances become effective for new full-time employees, and the Board stated that there is not. Kuenzer reported that she is still having issues with accurate reporting for the insurances. Kuenzer asked the Board about coverage amounts for all of the full-time, non-union employees. A great deal of discussion took place on the life insurance coverages. It was agreed that Kuenzer will prepare a resolution to be passed at the November 12<sup>th</sup> Trustees meeting. Kusnerak moved that the elected officials, Service Department Foreman, and the Police Department Administrative Assistant will receive \$25,000 of life insurance coverage and the Police Chief will receive \$50,000 of life insurance coverage. Kusnerak noted that the actual policies will need to be adjusted as well. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to adjourn the meeting at 12:39 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