

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**JANUARY 17, 2025**

The Brunswick Hills Township Board of Trustees met in regular session on Friday, January 17, 2025 at Brunswick Hills Township Town Hall.

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

Trustee Chair Kusnerak called the meeting to order at 4:30 PM and noted that the meeting was properly advertised.

The Pledge of Allegiance was recited and a moment of silence was observed for our first responders and military personnel.

**PRESENTATION:**

None.

**MINUTES:**

No minutes to approve.

**DEPARTMENT REPORTS:**

**Zoning Department:**

Nixon noted that only three permits have been issued in the past few weeks with the fees totaling \$476.64.

Nixon stated that going forward, the Zoning Department will provide a breakdown of permits, fees, and violations that they are dealing with.

**Police Department:**

Chief Sopkovich requested approval for a purchase order to Titan to purchase gym equipment in the amount of \$2,499.99, utilizing funds that were received from the sale of police vehicles on GovDeals. Murphy moved to approve the request. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Sopkovich also requested approval for the Police Department's annual records destruction, which is sent to the Records Commission. Chief Sopkovich gave Trustee Kusnerak a paper copy of the document he prepared listing the records requested to be destroyed.

Sopkovich presented his 2024 Year End Report, which has been posted on the Brunswick Hills Township website under the Police tab. Kusnerak thanked Chief Sopkovich and the men and women of the Police Department for their hard work and always doing a great job.

Lastly, Chief requested an executive session with the Board to discuss employee compensation.

**Fire Department:**

Assistant Chief Haas provided the December, 2024 Monthly Activity Summary. During the month, EMS collections were \$22,343.94 and \$328,534.22 year-to-date for 2024.

Tanker 22 was picked up, crew members are currently being trained on usage of the tanker, and it is also being outfitted with all of the necessary equipment before being put into service.

Haas requested approval for Firefighter Winland to attend a Fire Safety Inspector Training course at Cuyahoga County Community College Western Campus from March 24<sup>th</sup> through April 4<sup>th</sup>. Cost of the training is \$700 and will be paid from BC #65, Training. Kusnerak moved to approve the request. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

In addition, Haas requested approval to purchase Airtraq blades from Mercury Medical in the amount of \$790, to be paid from BC #87, EMS Small Tools & Minor Equipment. The blades are for intubation purposes on the rescue squads. Murphy motioned to approve the request. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion approved.

Haas requested approval for Firefighter Ebrel to enroll in the Fire Officer #1 online course through Cuyahoga County Community College beginning February 9<sup>th</sup>. The cost of the course is \$550 and will be paid from PO #34. The training is being provided to all full-time firefighters to enable them to perform in the officer-in-charge role. Kusnerak made a motion to approve the training request. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Lastly, Haas announced that the Community Fire Academy will be held on Wednesdays, beginning on March 19<sup>th</sup> and continue through April 16<sup>th</sup> from 6 PM to 8 PM. Please look for information to be posted soon on Facebook and the Township website.

**Service Department:**

Service Department Foreman Schultz provided the December, 2024 Monthly Report.

Schultz requested approval to pay an invoice to Advance Tire in the amount of \$1,028.45 from BC #32. On January 3<sup>rd</sup>, a tire and rim were damaged when Truck #10 hit a large rock while plowing a lot, and the repairs needed to be made quickly as the truck was out of service until it was fixed, and snow was still in the forecast. Nixon moved to approve the request. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion approved. Schultz thanked Ron at Advance Tire for quickly making the repairs so that the truck could be returned to service.

Schultz also requested approval to pay an invoice to Pittman Towing in the amount of \$1,250 from BC #32 for an emergency tow. On January 4<sup>th</sup>, Truck #7 slid off of the road and into a ditch. Kusnerak motioned to approve the invoice. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried. Schultz thanked Luke at Pittman Towing for his quick response.

Foreman Schultz requested that the Board sign the Certification of Road Mileage from Medina County. The Township Service Department is responsible for maintaining 35.304 miles of roads. Nixon made a motion to approve the certification. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Schultz requested approval to pay an invoice to OHIO 811 in the amount of \$862.15 from BC #9, Contracted Services for the General Fund. Nixon moved to approve the request. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Lastly, Schultz requested approval for the Trustee Chair to sign the renewal for Cintas on behalf of the Service and Police Departments. After reviewing the contract and noting that it was for state-bid pricing and for a term of three years, Murphy motioned to approve the State of Ohio Participation Agreement Acceptance of State of Ohio DAS Contract, and that Trustee Kusnerak sign on behalf of the Board. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

## **TRUSTEE REPORTS:**

### **Christina Kusnerak:**

None.

### **Ryan Nixon:**

None.

### **Trica Murphy:**

None.

## **FISCAL OFFICER:**

Kusnerak motioned to approve warrants dated 1/14/25 in the amount of \$10,648.98. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to approve warrants dated 1/17/25 in the amount of \$20,606.38. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Nixon made a motion to approve payroll dated 1/21/25 in the amount of \$156,441.04. Kusnerak asked Kuenzer about the payment to Huntington Bank in the amount of \$17,249.25. Kuenzer responded that because paper checks were issued to personnel for longevity pay, uniform reimbursement, etc., she was not able to submit the taxes electronically and had to issue a paper check to the bank for the taxes. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak motioned to adopt **Resolution 12-2025 Budget Approval Amendment**. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

## **OLD BUSINESS:**

None.

## **NEW BUSINESS:**

Nixon announced that the new Zoning Department hours will be 11 AM to 4 PM, Monday through Friday. Nixon stated that Zoning Inspector Daryl Lucien will work Monday thru Thursday, and Assistant Zoning Inspector Wes Humphrey will work Thursday and Friday. Kusnerak moved to approve the schedule. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion approved.

Kusnerak reminded residents to state that they are residents of Brunswick Hills Township when renewing their vehicle registrations. If you do not specify, the funds will be given to Brunswick City rather than to the Brunswick Hills Service Department for road maintenance.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:** Trustees: January 28 at 7 PM  
January 20 at 6:30 PM – CLUP MTG. CANCELLED  
February 3 at 6:30 PM – CLUP Committee Mtg.  
BZA: February 5 at 7 PM – CANCELLED  
Zoning Commission: February 6 at 7 PM

**PUBLIC INPUT:**

Tony Destro, 301 Marks Road, Brunswick, OH 44212 addressed the Board. Mr. Destro asked Trustee Murphy to please check on an email between her and Fire Chief Strazzo that was sent at 9:04 PM on 1/18/24 regarding 301 Marks Road. Trustee Murphy responded that she will take another look at her records. Mr. Destro asked the Board if everyone had completed the Sunshine Law training and if a specific person is designated to respond to public records requests. Trustee Nixon responded that Mr. Destro could continue to email all of the trustees when he makes a public records request. Mr. Destro stated that in his previous public records requests for the personnel files for Chief Strazzo and Fire Prevention Officer Matt Payne, no complaint and/or disciplinary documents were included. Specifically, Mr. Destro is interested to see if any disciplinary action was taken with Matt Payne in May, 2024.

**OFF CAMERA:**

Kusnerak motioned to go off camera at 5:39 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. Kusnerak stated that there will be an Executive Session to discuss employee compensation and a complaint against a public employee. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to go into Executive Session at 5:48 PM for the purpose of discussing employee compensation and a complaint against a public employee. The Board invited Police Chief Sopkovich and Fiscal Officer Linda Kuenzer to join them. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 6:33 p.m. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak noted that no action will be taken at this time.

Kusnerak motioned to adjourn the meeting at 6:47 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

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Christina Kusnerak, Trustee Chair

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Ryan Nixon, Trustee Vice-Chair

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Patrica Murphy, Trustee

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Linda Kuenzer, Fiscal Officer