

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
May 13, 2025

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, May 13, 2025 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Trustee Vice-Chair Ryan Nixon, Trustee Patrica Murphy, Fiscal Officer Lisa James, Zoning Inspector Daryl Lucien, Fire Chief Anthony Strazzo, and Service Foreman Cory Schultz present.

Trustee Kusnerak called the meeting to order at 7 PM, noting that the meeting was properly advertised.

PRESENTATION:

None.

MINUTES:

Murphy moved to approve the January 28, 2025 regular meeting minutes. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy motioned to approve the February 11, 2025 regular meeting minutes. Nixon seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak motioned to approve the March 6, 2025 special meeting minutes. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy motioned to approve the March 11, 2025 regular meeting minutes. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Nixon motioned to approve the March 17, 2025 emergency meeting minutes. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy motioned to approve the April 2, 2025 special meeting minutes. Kusnerak seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Daryl Lucien requested the approval of a new form - Declaration of Structure Agricultural Exemption, this will replace the existing form due to insufficient information and lack of instructions to the applicant on the previous form. Nixon moved to approve the new form Declaration of Structure Agricultural Exemption. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Police Department:

None.

Fire Department:

Fire Chief Strazzo presented the monthly report for April. 54 EMS Calls. 31 Fire Calls. Mutual Aid Given 15 times. Mutual Aid Received 8 times. EMS Collections \$18,089.78 for April and \$86,672.57 Year to Date.

Fire Chief Strazzo announced that the department received their new Thermal Imaging Cameras for both engines and they were installed with the help of Matt from the Service Department.

Hydrant flushing started on May 5th. If you experience any dirty or discolored water, run the cold water until that clears.

Firefighter DiSalvo was awarded “Firefighter of the Year” by the Optimist Club of Brunswick at their annual awards banquet. Special Thank you to Dean Holman President and all members of the Optimist Club.

The Fire Department received a Thank you letter from the Richfield Fire Department for the response to a house fire.

Congratulations to Part-Time Firefighter Jim Marrelli he received the “Outstanding Nursing Support Award”. He works full time for the Cleveland Clinic Medina General in the emergency room as a Paramedic.

Trustee Murphy swore in two new part-time firefighters; Christian Murray and Tim Franko.

Service Department:

Service Foreman Cory Schultz presented the monthly report for April. Part-time workers are back for the season.

Service Foreman Cory Schultz requested the approval to attend and take one of the newer dump trucks to the Touch-a-Truck Kickoff to Summer Event at Saint Ambrose Catholic Parish on May 31, 2025 6:30pm – 9:00pm. Kusnerak moved to approve. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Service Foreman Schultz requested an Executive Session to conduct an interview for the service department.

TRUSTEE REPORTS:

Christina Kusnerak:

Kusnerak moved to pay the Franchise Fees Invoice to the City of Brunswick for the third quarter of 2024 in the amount of \$17,248.33 paid from PO #3. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Ryan Nixon:

None.

Trica Murphy:
None.

FISCAL OFFICER:

Kusnerak moved to approve Payroll dated 5/13/2025 in the amount of \$196,427.42. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to approve the payment listing date 5/13/2025 in the amount of \$18,671.24. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak presented Purchase Order #96 in the amount of \$5,460.00 to Crafc0 and Blanket Certificate #89 in the amount of \$10,000 for the Fire Department and a Then and Now Purchase Order #97 to Fire Force for the amount of \$9,230. Nixon moved to approve PO #96 to Crafc0 in the amount of \$5,460 and BC #89 for the Fire Department in the amount of \$10,000 and the Then and Now PO #97 to Fire Force in the amount of \$9,230. Kusnerak seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Nixon presented a proposed Brunswick Hills Township Department Promotion Policy. The Trustees discussed the proposed policy and Murphy suggested amendments to the proposed policy. The Board agreed to the suggested amendments as discussed. Kusnerak moved to approve the Brunswick Hills Township Department Promotion Policy to go into effect 30 days from approval. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Trustee Kusnerak presented the Administrative Assistant job description and asked if it should be reinstated. Discussion and alterations were made. Kusnerak moved to approve the revised Township Administrative Assistant Job Description. Nixon seconded. Nixon- yes. Murphy – yes. Kusnerak – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	5/27/2025
BZA:	Cancelled
Zoning Commission:	6/5/2025

PUBLIC INPUT:

Katherine Esber 4728 Forest Grove. Esber asked if there has been any more thought in getting bids for the health insurance? Kusnerak stated she was not interested in that.

Anthony Destro 301 Marks Rd. Destro asked Fire Chief Strazzo who fills FOIA requests for the code enforcement position applicants for the Fire Department? Chief Strazzo stated he will look and get back to him via email. Destro asked Chief Strazzo if he was aware of any other people that have received a fire code violation for no occupancy permit for chicken coops? Chief Strazzo stated he would have to

defer that to the Fire Prevention Officer but probably no other violations were issued because Mr. Destro you are the only person to receive a violation in 11 years. Chief Strazzo also stated that the chicken coop in question is a Zoning issue not a fire issue. Zoning Inspector Daryl Lucien stated he has issued violations to Mr. Destro for having a chicken coop where you are not allowed to have one. Mr. Destro read a letter addressed to the Trustees requesting a public meeting to discuss his experiences and interactions with Fire Chief Anthony Strazzo. Kusnerak stated the Board would let Mr. Destro know via email what they decide.

OFF CAMERA:

Kusnerak motioned to go off camera at 7:57 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be an Executive Session to conduct an interview for the service department and to discuss a complaint against a public employee. Nixon seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to go into Executive Session at 8:11 PM for the purpose of conducting an interview for the Service Department and to discuss a complaint against a public employee. Service Foreman Cory Schultz and applicant were invited into Executive Session. Nixon Seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Nixon motioned to come out of Executive Session at 8:42 PM. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried

Kusnerak moved to offer conditional employment to Jacob Mills pending successful completion of all necessary testing. Nixon seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to follow up with the state auditor's office regarding the personnel information of the former Fiscal Officer on the UAN system. Nixon seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Nixon moved to dismiss the complaint against Deputy Fiscal Officer Ellen Young, sighting no additional misconduct found beyond the first claim of altering a public document in which she was reprimanded by her direct supervisor and a trustee. Kusnerak seconded. Kusnerak – yes. Nixon – yes. Murphy – no. Murphy voting no and noted that there was no investigation conducted by the Board on the other issues presented by the previous Fiscal Officer Kuenzer. The life insurance policy was increased without approval from the Board and subsequently corrected by Fiscal Officer Kuenzer.

Nixon moved to adjourn at 9:09 PM. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Meeting adjourned.

Christina Kusnerak, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Patrica Murphy, Trustee

Lisa James, Fiscal Officer