

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
April 22, 2025

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 22, 2025 at Brunswick Hills Township Town Hall.

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

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

Kusnerak moved to go into Executive Session for the purpose of conducting two brief interviews for the Police Department. Nixon Seconded. Kusnerak – yes. Nixon – yes. Murphy – no, noting that she doesn't understand why we are going into Executive Session for the interviews and had requested information as to what the policy is about interviews across all the departments and she feels it should be consistent for everyone. Kusnerak said that we usually do interviews for everyone. Murphy noted that going into executive session at this point is just going through the motions of an interview as everyone is in attendance for the swearing in ceremony for the two Officers. The Board agreed to clarify the interview policy. Nixon rescinded his second to the motion. Kusnerak rescinded her motion.

PRESENTATION:

Chief Sopkovich requested to swear in two Police Officers. One is a promotion and one is a lateral transfer. Raymond Nicolai was sworn in to the rank of Patrolman. Phillip Bungo was sworn in to the rank of Patrol Sergeant.

MINUTES:

None.

DEPARTMENT REPORTS:

Zoning Department:

16 permits issued.

\$1893.43 collections.

In the last 30 days, 5 properties with zoning violations have been resolved.

Police Department:

Chief Tim Sopkovich requested a Purchase Order to Serpentini in the amount of \$42,417 to purchase a 2025 Chevrolet Traverse from Account 2191-760-750-0000 Motor Vehicles. Nixon moved to approve the request for the purchase of the 2025 Chevrolet Traverse and issue the purchase order to Serpentini in the amount of \$42,417. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Chief Sopkovich requested a Purchase Order to A Better Truck Cap in the amount of \$4,645 to purchase locking tactical equipment storage truck cap for the 2023 Chevy Silverado from account 2191-760-750-0000 Motor Vehicles. Kusnerak moved to approve the request and issue a purchase order to A Better

Truck Cap in the amount of \$4,645. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Fire Department:

Chief Anthony Strazzo requested a BC in the amount of \$10,000 from line item 2192-760-730-0000 Improvements of Sites for the replacement of concrete at Fire Station Two 31' X 35'. Work to be completed by the Service Department. Kusnerak moved to approve the BC request for the replacement of concrete at Fire Station Two. Murphy seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Chief Strazzo requested a purchase order to Fire Force in the amount of \$9,230 from line item 2192-760-740-0000 Machinery Equipment & Furniture for the purchase of 2 Thermal Imaging Cameras. Chief noted that these are replacements for cameras purchased over 12 years ago and are no longer reliable for operation. Kusnerak moved to approve the request and issue the purchase order to Fire Force in the amount of \$9,230. Nixon seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Chief Strazzo requested an Executive Session for 2 interviews.

Announcements: Boston Road house fire on 4/5/2025, suffered extensive damage to the garage.

Hydrant flushing scheduled to start in May, weather dependent.

Junior Fire Academy will be June 27th 8am-4pm. Contact Lieutenant Pavell at the Fire Station to register.

Road work will be taking place on Center Road from Rt 252 to Congressional and I-71 from Rt 18 to Strongsville. Please be careful going through the construction zones.

Service Department:

None.

TRUSTEE REPORTS:

Christina Kusnerak:

Received an email with the Invoice for the Medina County Township Association dues. For three Trustees, 1 Fiscal Officer, Fire Chief, Police Chief, Service Foreman and 2 Admin Personnel and 2 Zoning Personnel for a total of \$750. Kusnerak moves that we send in the dues in the amount of \$750 to the Medina County Township Association. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak stated the new admin needs a key to the office door. To date she has been using my keys. Need to have a new key made for the office door or change the lock on the office door. Chief Sopkovich stated they use Duman's Lock & Safe for the police department and they can change out the cylinder and give you new keys. Kusnerak would like to determine how many keys we will need; 4 Elected Officials, Admin, Zoning, Service, Fire, Police, Zoning Secretary plus a couple extras. Kusnerak move to change the office door lock and have 12 new keys made. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to have Duman's Lock & Safe to change the lock on the secure cabinet in the office. Murphy – seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to accept the resignation of Fiscal Officer Barbara Thomas'. Nixon seconded. Murphy – yes and thanked her for her service. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak would like to say Thank You to Ms. Young for stepping up and helping us get through this terrible transition that the Township has been going through. She has really stepped up. She has been coming in on Saturday mornings to make sure that all things were paid and the employees were all paid. Kusnerak noted that Ms. Young was previously appointed as Fiscal Officer for 60 days. Kusnerak said that the Resolution has not been written yet, but she will talk to the Prosecutor's office tomorrow about it and would like to offer Resolution #18 to name Ms. Ellen Young as the deputy Fiscal Officer for the Township. Nixon seconded and thanks Ms. Young for all the work she has done. And also, would like to urge the Board to always have a Deputy Fiscal Officer in place. Murphy asked if this is a permanent appointment and Kusnerak stated it is. Kusnerak – yes. Murphy – no, noting that she is voting no due to the investigation that still needs to be conducted by this Board regarding the concerns that were raised by the Fiscal Officer and that the way the deputy Fiscal Officer is being appointed is not according to the O.R.C. Nixon – yes. Motion carried.

Ryan Nixon:

Received an email from a resident Roger Keller who requested to put in a bee catch and hives on the property acquired by the Township last year. Nixon stated he felt hives aren't appropriate for this but a bee catch would be very low impact, very low risk to the Township. The bee catch is about the size of a chair. Linda Hudson 314 Pearl Rd. There is very little risk for the bee hives, if you have a good tender. I don't believe there would be a problem if you have a waiver in place, but that is up to the Board. The Board decided that, as long as we check with OTARMA and the prosecutor's office for the appropriate waivers there shouldn't be a problem with allowing it. Nixon will work with the Prosecutor's office for a waiver.

Kusnerak said that she is waiting for the changes to the agreement on the rental of the hay field. Murphy informed the audience that the hay field lease is for someone that is already farming that property and that is why we are not just opening up the land for community members at this time.

Trica Murphy:

Murphy noted that transient vendor permit #1 that was issued by the Police Department this year is not the form that was approved by the Board in 2025 or the form that was approved in 2022. Chief Sopkovich stated he was confused with the resolution and is not clear on how the Board wants to move forward with what form. Murphy noted that 2 months ago the Board approved the form. Nixon noted that the notarization is need to ensure that there is consent from the owner of the property where the transient vendor is setting up. Stazzo requested that if it is a fixed location, the form should include a section for fire inspection/approval and a section for zoning approval. The Board made the decision to re-visit the transient vendor form and make sure everyone is on the same page, as well as update the 2022 Resolution.

FISCAL OFFICER:

Kusnerak moved to approve the payment listing dated 4/22/2025 in the amount of \$61,310.57. Nixon seconded. Murphy – no, noting she hasn't seen any of the reports yet so it will be a no until she sees the actual checks. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to approve the payroll dated 4/29/2025 in the amount of \$71,564.80. Payroll includes the retro pay and healthcare deduction was not taken out because this is the third pay in this month. Nixon

seconded. Murphy asked if this included the compensation for Ellen Youngs work as both Fiscal Officer and as Police Admin. Nixon stated it is only for her Police Admin work. Kusnerak stated that on the agenda in Executive Session there will be a discussion about employee compensation for Ellen as Fiscal Officer. Kusnerak – yes. Murphy – no, noting that she does not believe that both salaries can be paid to one person, but needs further clarification. Nixon – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

CLUP:	4/28/2025
Trustees:	5/13/2025
BZA:	Cancelled
Zoning Commission:	5/1/2025

PUBLIC INPUT:

Billy Hudson 314 Pearl Rd. Mr. Hudson stated he has known Ellen Young for over 27 years and she has always done a lot of things to help every department in the Township. She has always been a good worked.

Linda Hudson 314 Pearl Rd. Ms. Hudson stated she has served our community for over 27 years. She has always done a great job and have never had an issue. Thank you, Ellen, for all of your service.

Kimberly Bublik 501 Topaz Lane. Ms. Bublik would like clarification on if Ellen Young was paid for both Fiscal Officer and Police Admin.

OFF CAMERA:

Kusnerak moved to go off camera at 8:05PM for the purpose of signing Warrants, Purchase Orders and for any other business brought before the Board. There will be an Executive Session off camera to discuss a complaint against a public employee, employee compensation and to conduct interviews. Nixon seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Nixon moved to go in to Executive Session at 8:15 PM for the purpose of conducting two interviews, discussing employee compensation and a complaint against a public employee. Fire Chief Anthony Strazzo and the two applicants were invited into the Executive Session. Murphy seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 9:57 PM. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to extend the offer of employment to Timothy Franko and Christian Murray for the

Fire Department pending successful completion of all necessary testing. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Nixon moved to appoint Lisa James as the Township Fiscal Officer effective immediately. Murphy seconded. Kusnerak – yes. Murphy- yes. Nixon – yes. Motion carried.

Kusnerak moved to adjourn at 10:10 PM. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Christina Kusnerak, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Patrica Murphy, Trustee

Ellen Young, Fiscal Officer