

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**July 8, 2025**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, July 8, 2025 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Trustee Vice-Chair Ryan Nixon, Trustee Patrica Murphy, Fiscal Officer Bob Roksandich, Zoning Inspector Daryl Lucien, Assistant Fire Chief Tim Haas, and Service Foreman Cory Schultz present.

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

**PRESENTATION:**

Barb Walton from the Medina County Solid Waste District presented an overview of their services.

Denise Testa from Medina County Planning Services and Fair Housing presented an overview of their services.

Informational flyers from both presenters were left at Townhall and PDF versions will be uploaded to the Township website once they are received.

**MINUTES:**

None.

**DEPARTMENT REPORTS:**

**Zoning Department:**

Zoning Inspector Daryl Lucien presented a new zoning permit application referencing Township Zoning Resolution Sec. 303-14 for Agritourism Activity.

Linda Hudson asked Zoning Inspector Daryl Lucien if they have already been participating in agritourism should they still fill out one of these new permit applications? Zoning Inspector Daryl Lucien stated yes please apply if approved.

Kusnerak moved to approve the Application for Agritourism Activity for Brunswick Hills Township and include a \$100 fee for application. Nixon seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

**Police Department:**

Trustee Chair Kusnerak presented an invoice for Mr. Tire in the amount of \$2,088.82 for repairs to car #3 and moved to approve the expenditure. Murphy seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

**Fire Department:**

Assistant Chief Tim Haas presented the monthly report for June.

Request was made and approved by the trustees on June 30<sup>th</sup> for repairs and maintenance of Squad 27-2. The repairs and maintenance included 6 new tires, front rotors and brake pads. This work was completed by Boston Road Auto. Trustee Chair Kusnerak moved to approve the expenditure for the repair work on Squad 27-2 in the amount of \$2,192.48 to Boston Road Auto. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Request approval to purchase 6 new Fire Helmets from Phoenix Outfitters not to exceed the amount of \$3,200.00 to be paid from PO #32-2025. Nixon moved to approve the purchase 6 new fire helmets out of PO #32 not to exceed the amount of \$3,200.00. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Request to close BC #85 following the payment to Boston Road Auto and request a new BC in the amount of \$5,000 from line item #2281-230-323-0323 Repairs and Maintenance Vehicles (EMS). Kusnerak moved to approve the request to close BC #85 and open a new BC in the amount of \$5,000 from line item #2281-230-323-0323 Repairs and Maintenance Vehicle (EMS). Nixon seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

#### **Announcements:**

The BHFD was featured in the July issue of the “Siren”, a newsletter sent out to all EMS professionals under the medical direction of the Cleveland Clinic.

The BHFD was awarded an Ohio Division of EMX Training and Equipment Grant in the amount of \$2,500.

Hydrant flushing has been completed.

Thank you to everyone that attended and assisted with our annual Jr Fire Academy.

#### **Service Department:**

Service Foreman Cory Schultz presented the monthly report for the month of June.

#### **TRUSTEE REPORTS:**

##### **Christina Kusnerak:**

Kusnerak moved to approve the payment for the invoice from the City of Brunswick for the franchise fees for BAT. Services for 4<sup>th</sup> quarter 2024 in the amount of \$22,205.77. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

##### **Ryan Nixon:**

Update on some Township computers that need to be updated to Windows 11. The Police Department has 10 devices that are not fully upgradable but they are eligible for a 1 time one year extension. Price quote from Lighthouse and it is \$61 per computer; they would be implementing this in October. Murphy noted that the Chief had previously sent an email from another company that a three year extension is available, Kusnerak said this was her understanding also. Murphy would like to look into this option rather than having to replace 10 computers in a single year. Chief Sopkovich has one more source to talk to about this matter. The Chief will talk to the other company and we will bring it up at the next meeting.

**Trica Murphy:**

None.

**FISCAL OFFICER:**

Kusnerak announced we do have a new Fiscal Officer Bob Roksandich. Thank you for joining the crew.

Fiscal Officer Roksandich requested approval of Payroll in the amount of \$63,260.78. Kusnerak moved to approve the Payroll Payment Listing dated 7/8/2025 in the amount of \$63,260.78. Nixon seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Fiscal Officer Roksandich requested approval of Warrant Payment listing dated 7/8/2025 in the amount of \$103,543.74. Trustee Murphy moved to approve the warrant listing dated 7/8/2025 in the amount of \$103,543.74. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Fiscal Officer Roksandich presented a Then and Now Purchase Order #108-2025 for paving to 880 Construction in the amount of \$76,800 to be paid in three installments. Kusnerak moved to approve the Then and Now Purchase Order to 880 Construction in the amount of \$76,800. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Fiscal Officer Roksandich presented a Then and Now Purchase Order #107-2025 for the service/replacement of the Police Department AC unit to Maitland Heating and Air Conditioning Inc in the amount of \$6,890. Nixon moved to approve the Then and Now Purchase Order to Maitland Heating and Air Conditioning Inc in the amount of \$6,890. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Fiscal Officer Roksandich requested an assistant to the FO, which is currently budgeted for. Roksandich recommended Ellen Young, she has currently already served in that role. He would like to have the assistant for 6 months and then revisit it at that point. Trustee Murphy asked how many hours a week are you looking for and are you familiar enough with the position to know you need one? Roksandich started that the number of hours is still to be determined. But he feels an assistant is necessary to have someone as a back up in the event that some thing should happen to him. He doesn't want the Township to be back in the position it just came through. Trustees asked Roksandich if he had a wage in mind? Kusnerak suggested that the range should be \$20-\$25. Roksandich felt \$25 would be reasonable. Trustee Murphy asked when the hours would be because Ms. Young is already working during the day for her Police Admin position and pay and has worked the Fiscal Officer position during the same hours. Roksandich assured the Board that the hours would be on his schedule. Kusnerak moved to approve Bob's request as stated. Nixon seconded. Kusnerak – yes. Murphy – yes to an assistant no to the person because of her previous comments regarding the investigation and it is not clear how the time is going to be divided to work the full-time job and now this new part-time. Murphy would like further clarification from the Board. Nixon – yes. Motion carried.

Kusnerak stated that earlier in the day there was a special meeting to discuss the 2026 Budget. Kusnerak offered **Resolution #26-2025** the Preliminary Budget Approval for 2026. Nixon seconded. Murphy noted that the Fire Department was not provided all the budget information they requested and we need to clarify

the Fire Department. Nixon – yes. Murphy – yes. Kusnerak – yes. Resolution adopted.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

CLUP:	July 21 @ 6:30PM
Special Meeting (Public Hearing):	July 14 @ 4PM
Trustees:	July 22
BZA:	August 6 <sup>th</sup> - CANCELLED
Zoning Commission:	July 10

**PUBLIC INPUT:**

None.

**OFF CAMERA:**

Kusnerak motioned to go off camera at 8:07 PM for the purpose of signing the Warrants & Purchase Orders and any other business brought before the Board. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak motioned to adjourn at 8:17 PM. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – 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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Bob Roksandich, Fiscal Officer