

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
July 22, 2025

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, July 22, 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.

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

PRESENTATION:

None.

MINUTES:

Murphy moved to approve the March 4, 2025 special meeting minutes. Kusnerak seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Nixon moved to approve the June 24, 2025 regular meeting minutes. Murphy seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Nixon moved to approve the July 8, 2025 special budget meeting minutes. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Nixon moved to approve the July 8, 2025 regular meeting minutes. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak moved to approve the July 14, 2025 special meeting minutes. Nixon seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy made a motion to amend the April 14, 2025 minutes approved at the May 27, 2025 meeting to reflect the correct meeting date of April 15, 2025. Kusnerak seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Daryl Lucien presented the zoning report dated June 24, 2025, through July 22, 2025, to the Board. He noted that the trend is that the number of applications is going down, while the size of the projects is going up. On the list there is one pending because the resident is still making a decision as to what they want to do. They applied but we have not gotten the check yet even though there is an amount

on the report.

Zoning Inspector Daryl Lucien presented a new form, Zoning Certificate of Non-Conforming Use of Property. This gives the land owner the ability to use his property as it's been used historically but if he decides to change it in the future, he has to come to the zoning office and he has to meet the zoning resolution as it applies for that property at that time. This has come to light because of a property that surfaced that had a structure that was built in 1959 and then in 1999 the structure was removed and a new house was built on the same foundation all on land zoned C3. After some discussion, Trustee Chair Kusnerak offered **Resolution 28-2025** the Brunswick Hills Township Certificate of Non-conforming Use of Property Form. Nixon seconded – noting there will be some minor additions that were discussed tonight. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Zoning Inspector Daryl Lucien requested a workshop for the Zoning Department with the Board of Trustees to discuss Zoning Board Procedures. Special Meeting was scheduled for Wednesday July 30, 2025 at 11:30 AM.

Police Department:

None.

Fire Department:

Kusnerak presented a request from the Fire Department for an executive session to discuss a confidential BWC claim and information relating to a department investigation.

Service Department:

Service Foreman Cory Schultz requested approval for payment to Stuver Auto Spring in the amount of \$2,140.00 to come out of BC #34 Repair and Maintenance of vehicles for emergency repairs to the Western Star. Kusnerak moved to approve the payment to Stuver Auto Spring in the amount of \$2,140.00 for the repairs on the Western Star. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

TRUSTEE REPORTS:

Christina Kusnerak:

I spoke to Scott from the Ashland ODOT facility, he is requesting a meeting with the stakeholders regarding the improvements on 303 at Marks and at Substation. Tentatively we are looking at a meeting with all of the stakeholders, including Valley City, on Wednesday August 20th at 4:30 PM, at Brunswick Hills Township Townhall. That will be confirmed via email from Scott. It will be advertised as a Trustees Meeting that will be open to the public.

Ryan Nixon:

None.

Trica Murphy:

Murphy stated that on July 21st there was a Comprehensive Land Use Plan committee meeting. We are at the point where will be doing a community outreach and input session; it will be interactive. We are still working on the details. The plan is for the community to be presented with draft recommendations for the

focus areas that were developed and we are looking to solicit input from the public on priorities. It will also provide the attendees the opportunity to ask questions and comment. It is tentatively scheduled for September 30th with the location to be determined, we are working out the details. I am happy as I have been working on this for a couple years. The Plan has not been updated since 2005. The first priority was to update the zoning resolution, which I was working on with the previous zoning secretary to incorporate all the changes approved through December 2021. It has been a long process. We are getting close to the end and I would like to thank everyone that is on the committee and has attended the meetings and provided input. We will provide more details once it gets closer to the date and things are firmed up.

Nixon stated we have had a good turnout when we opened this up to the public. It's going to be a lot of fun and interesting for everyone to learn where the Township came from and where we are headed and how this is going to help us.

FISCAL OFFICER:

Fiscal Officer Bob Roksandich presented the payment listing dated 7/22/2025 in the amount of \$193,409.84. Which includes two large payments to the city of Brunswick for the franchise fees and for dispatch. Also, a large payment to Medical Mutual for health insurance. Kusnerak moved to approve the Payment Listing dated 7/22/2025 in the amount of \$193,409.84. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Fiscal Officer Roksandich presented the Payment Listing for payroll dated 7/22/2025 in the amount of \$95,099.59. This did include the Fire and Police Departments uniform allowances. Nixon moved to approve the Payment Listing for Payroll dated 7/22/2025 in the amount of \$95,099.59. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Fiscal Officer Roksandich presented the following Then and Now Purchase Orders for approval:

Medical Mutual service department insurance in the amount of \$6,203.02

Lighthouse Solutions for the Police Department cloud storage in the amount of \$1,422.47

Fire reimbursement for Charles Dupont in the amount of \$105.00

City of Brunswick for PD dispatch services and Township code red services in the amount of \$11,598.19

Nixon moved to approve the Then and Now purchase orders as read. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Roksandich stated that the preliminary budget for 2026 was submitted to the Auditor's Office yesterday (7/21/2025) and we do have a copy of the signed resolution time stamped.

Kusnerak stated that the next payroll is August 5th, which is not a meeting day, so we will need to have a special meeting for the purpose of approving payroll and warrants. Meeting is set for August 5th at 5 PM.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Murphy stated that she had something that was brought to her attention. It was brought to my attention that non-exempt employees that work over 40 hours a week must be paid over time. Trustee Murphy asked Fiscal Officer Roksandich if he was aware of that. Roksandich stated he would have to look into. Trustee Murphy stated she did call the Ohio Department of Commerce and they stated that any hours over 40 have to be paid at time and a half. Trustee Murphy stated that this is going to be an issue with the Assistant Fiscal Officer. I think the intention was for the Assistant Fiscal Officer to work her 40 hours as police secretary then work additional hours on nights and weekends at the rate that was set (\$25/hr.). I think the Township is going to run into a problem moving forward because it has to be paid at time and a half. Trustee Murphy asked Roksandich to look into that.

Roksandich stated that he is sure that is the case, it would be time and a half and it is something we didn't really think about. Roksandich stated he doesn't really have an answer right now. I know she did work a few hours on Saturday morning and one evening she met with me. We will have to figure that out and if it is an issue we will have to pivot. Murphy stated I just don't want to get 6 months down the road and the Township be in a bind when we can do something now to stop that.

Roksandich stated that with me being here less than a month it does no good to bring in someone else that has no idea how to operate as a Fiscal Officer. We will just be spinning our wheels and wasting time. Maybe worst-case scenario, if Ellen can be reallocated, not as Assistant Fiscal Officer, but her pay is currently split between police and 30% for Township, so maybe that 30% Township allocation can be used as Assistant Fiscal Officer duties, as needed. Roksandich will look into it. Murphy noted that she is okay with the approved pay, but not overtime pay. Roksandich said that makes sense and it was not something that was considered.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	8/12/2025
BZA:	8/6/2025 - Cancelled
Zoning Commission:	8/7/2025
Special Meeting:	7/30/2025 @ 11:30 AM Zoning Board Procedures
Special Meeting:	8/5/2025 @ 5 PM Approve Warrants & Payroll
Special Meeting:	8/20/2025 @ 4:30 PM Stakeholders with ODOT

PUBLIC INPUT:

Tony Destro 301 Marks Rd. Mr. Destro asked if he could get a copy of the change to the zoning that Zoning Inspector Daryl Lucien had presented earlier in the meeting because his property would fall into that category. Mr. Destro stated he was hoping to get a copy before it was approved. A question was raised whether it was a public record before it is approved. Trustee Chair Kusnerak stated that it is and Zoning Inspector Lucien gave a copy to Mr. Destro.

Mr. Destro asked what the process is for the transcript of the meeting minutes. Trustee Nixon stated that

he had already answered that for Mr. Destro in an email. Mr. Destro stated that you only said that Julie does the minutes. Trustee Nixon stated Julie types them and sends us a copy to review, we look at it and if there are changes, we make suggestions and corrections, Julie makes those and gives us a clean copy. That clean copy is what we ultimately approve and sign at a meeting. Mr. Destro asked, do you guys all read the minutes, then? How do I request a change to the minutes from February 13th? There is some misinformation in there. Mr. Destro stated that the minutes have that 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 stated that Zoning Inspector Lucien stated that he has issued violations for chicken coops but not to me. Zoning Inspector Daryl Lucien stated that he has not issued any violations to him - yet. Trustee Nixon asked Mr. Destro to email the changes to the Board so we have hard copies of what we need to be looking for. Trustee Chair Kusnerak stated we will go back and look at the recording. Trustee Nixon asked Mr. Destro to do it in a bullet point format so we can address them one by one. Mr. Destro agreed to do that.

Mr. Destro stated at that same meeting Fire Chief Strazzo stated he believed that the fire code violation that he had given me, which was no occupancy permit for a chicken coop, was because he believed that it was used as a residential unit also. Mr. Destro stated that he can assure you that when Chief Strazzo stated that he knew that we were talking about my chicken coop and it only had chickens in it. Mr. Destro presented an email string to support his belief that Chief Strazzo knew the building in question was used as a chicken coop and only ever had chickens in it. The emails Mr. Destro was reading were between Matt (the code enforcement officer from the FD), Chief Strazzo and the building department. On Feb 13th there is an email between Matt and the building department where they agreed the chicken coop would fall under the building department jurisdiction. The building department stated that the chicken coop is agricultural use so we are not intervening or requiring anything. Then on Feb. 23rd Mr. Destro stated he got his first violation notice for no occupancy permit for a chicken coop. Then on March 15th I confirmed with the building department that they do nothing when its agricultural. On May 16th I emailed Wes and asked him what I need from zoning for my chicken coop. I asked him to please email me the rules including placement, distance to buildings and property lines, etc. On 5/17, Strazzo emailed Evelyn and Wes and said he would like to request any communications regarding the chicken coop be forwarded to the fire department. Wes replied to me that same day at 11am and said that as far as he knows nothing is needed for the chicken coop. Then on the 17th Mr. Destro emailed Fire Chief Strazzo what Wes said and so that he had the string of communications. Then after the 17th he sent my fire code violations to the state, this was right after I filed the trespass on Matt. When he sent my violations to the state he took off the no occupancy permit for the chicken coop. So, when they came in and did my re-inspection for the state everything was good. But once that was finished, he brought a new list of violations out of his car and on there was no occupancy permit for chicken coop but it was listed as misc. II. I had to email and ask what misc. II was. I just felt like the record was inaccurate and what he said was inaccurate and I wanted to give the facts in case someone does go back and look at minutes. Mr. Lucien went back and looked at minutes from years ago to see how things went down and I'm just trying to keep everything honest. Trustee Nixon asked him to please send the bullet point list and we will review and make any changes that might need to be made.

Linda Hudson 314 Pearl Rd. Just one quick note. Your workshop, since you are all three attending, should probably be a public meeting as well. Trustee Chair Kusnerak stated it is.

Diane Meyers. Ms. Meyers stated she was here two weeks ago but things have escalated with her family and she needs to speak to a prosecutor. Ms. Meyers gave examples of several items in her home that she

claims have gone missing at the hands of her family. Trustee Nixon stated that if he recalls correctly, you and Chief Sopkovich had a conversation after that last meeting and there was the recommendation that the two of you connect the following day to go over these items. Did that happen? Ms. Meyers stated he gave me all the police reports but I need to talk to a prosecutor because on all the Police Reports I don't go into detail of what is going on in the house. Ms. Meyers stated that her family is destroying things in her house. Trustee Nixon stated, if I can make a suggestion. It sounds like you need to bring in outside counsel and have some sort of a restraining order attached to the person or persons that are doing this. I would start there. I don't know what more help we can be as the Board or our Police Department at this time. Trustee Kusnerak stated as the Board we should not make suggestions to you because you have the Police involved. I can give you the phone number to the prosecutor's office if you would like that and you can give them a call. But as far as this Board is concerned, there isn't anything we are going to be able to help you with. Ms. Meyers asked what do you recommend? Trustee Kusnerak stated I am going to give you the phone number for the prosecutor's office, start there.

OFF CAMERA:

Kusnerak motioned to go off camera at 7:51 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be an Executive Session to discuss the Fire Department BWC claim and the internal investigation. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to go into executive session at 8:11 PM for the purpose of discussing the Fire Department BWC claim and the internal investigation. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Murphy motioned to come out of Executive Session at 8:18 PM. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Murphy moved to approve Chief Strazzo to move forward with the internal fire department investigation. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Murphy moved to adjourn at 8:20 PM. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Christina Kusnerak, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Patrica Murphy, Trustee

Bob Roksandich, Fiscal Officer