

**BRUNSWICK HILLS TOWNSHIP TRUSTEES  
REGULAR MEETING  
December 9, 2025**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, December 9, 2025 at Brunswick Hills Township Town Hall.

Board of Trustees Chair Christina Kusnerak, Trustee Vice-Chair Ryan Nixon, Trustee Patricia Murphy, Fiscal Officer Bob Roksandich, Police Chief Tim Sopkovich, 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:**

Trustee Nixon stated we have two resignations to accept this evening. One is from Mr. Ron Wetterman. Ron states, "I will not be continuing as an alternate member of the BZA. Please know that is was an honor to sit on this board". Trustee Nixon asked Mr. Wetterman how many years he has served the Township on these boards, to which Mr. Wetterman stated 7 years. Thank you for your service.

The second resignation is from Thomas DeCastra. Thomas writes, "he is resigning from the Zoning Commission. It has been a pleasure serving in this role". Trustee Nixon asked Mr. DeCastra how many years he has served on the board, to which Mr. DeCastra answered 2 years. Mr. DeCastra and the board was able to reduce the zoning resolutions by 9 pages while he served on the Board. The Trustees commended Mr. DeCastra for his work on the Zoning Commission. Thank you for your 2 years of service and your upcoming continued 4 years on the Board of Trustees. Trustee Kusnerak moved to accept the resignations of Mr. Wetterman and Mr. DeCastra. Murphy seconded and thanked them both for their years of service. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Trustee Kusnerak performed the following swear-ins:

Jeremy Millford, Sr as Patrolman

Anthony Destro as Trustee

Thomas DeCastra as Trustee

Trustee Kusnerak made a speech thanking the residents for allowing her to represent them for the past 20 years as Trustee. Kusnerak stated it has been an honor to serve as your Trustee and it has been quite a journey. She also continued to thank the department heads and all the Township employees for helping her along the way and for trusting her to make the right decisions for all of the residents. Trustee Kusnerak stated she would like to especially thank Mrs. Ellen Young and Mrs. Julie Riffle for all of their hard work and dedication to our Township. They have really been a blessing and we are all glad to have them on our staff.

During my 20 years we have made a lot of progress and showed the importance of continuing to move our Township forward in a positive and meaningfully way. There have been significant zoning changes and updates, providing much needed staff and equipment for our service department, updating our Police Department with staff and equipment and now we have 6 full-time firefighters. I hope we can keep that all moving forward.

To Tony and Thomas, there is a lot to learn and understand about Township Government. Take all the training that is offered and network with the other Townships in the county and throughout the State. Also, through the Medina County Township Association and the Ohio Township Association, they are very helpful as you take on this challenge.

As a Trustee you will feel overwhelmed at times, but take it one step at a time and you will get through it. There are plenty of people and employees that will help you and guide you through it. Call the prosecutor's office for legal advice. Trustee Kusnerak offered to make herself available to both of you and to Trustee Nixon as well, to help and offer advice. Kusnerak stated, "I just want to say good luck to both of you and congratulations".

**MINUTES:**

Murphy moved to approve the November 25, 2025 regular meeting minutes. Nixon seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

**DEPARTMENT REPORTS:**

**Zoning Department:**

None.

**Police Department:**

Chief Tim Sopkovich requested to purchase a 2026 Dodge Durango PPV. PO request to John Jones in the amount of \$65,655.50. Kusnerak moved to approve the request and PO to John Jones in the amount of \$65,655.50 for the new police vehicle. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Request to purchase two Axon Body Camera 4. PO request to Axon in the amount of \$12,122.50 from account 2191-210-211-0000. Nixon moved to approve the purchase and PO to Axon in the amount of \$12,122.50. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes.

Request to purchase two Harris Radio XL 200. PO request to Cleveland Communications in the amount of \$7,518.38 from account 2191-210-370-0000. Kusnerak moved to approve the purchase and PO to Cleveland Communications in the amount of \$7,518.38. Nixon seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Chief Sopkovich stated that last Friday the department had their Storytime with Santa event at the Southwest Baptist Church. Ellen really does a good job with the event. We sold out over 250 tickets in one day for this event. There were a lot of people that helped with the event. I'd like to thank all of the people that helped make this event wonderful. We look forward to having our Easter Brunch there in the spring.

Chief Sopkovich sent a special thank you to The Red Onion and Herman's for having a fundraiser to make a donation to our K-9 Association. The donation goes to the canine handler and the dog for things like dog food and medical expenses. The Police Department does not fund any of the canine expenses. It all comes out of the K-9 Association.

Thank you to the Brunswick Eagles. They have always supported the PD with our events and

community funds. It enables us to help the community; to get the food and gifts we always give out to the community.

Just a reminder that the PD still has our giving tree. We are still taking donations until Christmas. We have already helped several families and we still have families coming in requesting help. We are taking new toys, clothes and food items. The food pantry is located outside the PD entrance. It is getting used daily. I'd like to thank everyone that has already made donations.

Happy Holidays!

**Fire Department:**

Trustee Murphy presented the monthly report for November.

Murphy presented a request and moved to approve a PO to Home Depot in the amount of \$500.00 from account 2192-220-430-0000 Small tools and Minor Equipment. Kusnerak seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Morion carried.

Meet Santa will be December 21<sup>st</sup> from noon till 3 pm at Fire Station 2. Santa will be riding around the Township starting at 9am. Watch the Association's Facebook page for further updates.

New part-time firefighter EMT Andrew Cellura was sworn in during an office swearing in on 12/5/2025. A formal swearing in at a Board Meeting will be scheduled.

**Service Department:**

Service Foreman Cory Schultz presented the monthly report for November.

Request to purchase new backhoe tires from Bob Sumerel Tire Company. Request PO to Bob Sumerel Tire Company in the amount of \$2,244.08 from account 2021-330-323-0323. Nixon moved to approve the request to purchase new tires and the PO to Bob Sumerel Tire Company in the amount of \$2,244.08. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Request PO to Cargill Salt in the amount of \$20,000.00 from account 2021-330-360-0000 for approximately 350 tons of salt. Nixon moved to approve the PO request to Cargill Salt in the amount of \$20,000.00. Kusnerak seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Request PO to Home Depot in the amount of \$750.00 from account 2021-330-323-1323. Nixon moved to approve the PO to Home Depot in the amount of \$750.00. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

**TRUSTEE REPORTS:**

**Christina Kusnerak:**

None.

**Ryan Nixon:**

None.

**Trica Murphy:**

None.

**FISCAL OFFICER:**

Fiscal Officer Bob Roksandich requested approval of Warrant Payment Listing dated 12-9-2025 in the amount of \$41,275.26. Fiscal Officer noted the larger payments to W.W. Willaims \$3,073.71, 880 Construction \$3,875.00, American Fleet Services \$2,095.59, METT-T LLC \$9,405.00 and Tim Lally Chevrolet \$7,545.00. Kusnerak moved to approve the Warrant Payment Listing. Nixon seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Requested approval for Payroll Payment listing dated 12-9-2025 in the amount of \$112,118.79. Kusnerak moved to approve the Payroll Payment Listing. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Requested approval of the following BCs for the Police Department:

Training 2191-210-318-0000 \$1,500

Repairs and Maintenance General 2191-210-323-0000 \$500

Dues and Fees 2191-210-519-0000 \$1,000

Machinery, Equipment and Furniture 2191-760-740-0000 \$1,500

Other Professional and Technical Services 2191-210-319-0000 \$1,500

Operating Supplies (Community) 2191-210-420-2420 \$500

Uniform, Tools and Equipment 2191-210-251-0000 \$4,000

Kusnerak moved to approve the requested BCs for the Police Department. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Trustee Kusnerak presented and moved for approval of **Resolution 36-2025** Fair Labor Standards Act (FLSA) Assistant Fiscal Officer establishing the pay rate and hours for the position of Assistant Fiscal Officer as it pertains to Mrs. Ellen Young. There was some discussion on the resolution and the legal information that was obtained by the Police Chief from Attorney Jonathan Downs.

Fiscal Officer Bob Roksandich asked the question of, “Ellen Young has already been voted in as the Assistant Fiscal Officer, why do we need a legal opinion to decide her pay?” This is a two-person job, I can promise you that. There was then some discussion between Roksandich and Katherine Esber. Trustee Nixon asked to keep public comment to the public comment section of the meeting. Trustee Kusnerak stated to Fiscal Officer Roksandich that she agrees with what he is saying, we did go through all of the steps. But there were some questions and now we have the answers according to the email from Zachin and Rich, Attorney Jonathan Downs. So just so there is no confusion or question as we move forward with the position of Assistant Fiscal Officer, I’m going to offer **Resolution 36-2025** Fair Labor Standards Act (FLSA) Assistant Fiscal Officer. Trustee Murphy stated she has questions about this resolution. You’re paying an hourly rate of \$16.67 for the assistant Fiscal Officer? Trustee Nixon stated this is to amend the pay from the original \$25 down to \$16.67. Trustee Murphy asked Why?

Trustee Nixon stated that with the \$16.67 rate on overtime hours it would take it to the agreed upon rate of \$25. Trustee Murphy asked, then all of the time she works as the Assistant Fiscal Officer is overtime? Trustee Murphy asked this states she will be working 30 hours as Assistant Fiscal Officer. There was continued discussion over the items stated in the resolution. Trustee Murphy stated she doesn't feel it is fiscally responsible to be paying a Fiscal Officer and then pay another person for 30 hours per week. Trustee Kusnerak brought up the fact that we had an Assistant Fiscal Officer for the former Fiscal Officer. There was continued discussion. Trustee Murphy asked Trustee Kusnerak to read the Resolution so the residents know what is being voted on. After Trustee Kusnerak read the resolution, Trustee Murphy asked how many hours Ellen worked as fiscal officer or assistant? No one had the number of hours readily available with them. Trustee Murphy stated she would like to send it to the Prosecutor's office because they are the Township attorney for stuff like this to get their opinion and then vote on it next time. There was continued discussion and public comment over the topic.

**PUBLIC COMMENT:**

Kelly Gualdoni asked if there could be a compromise. She should be paid for work that has been done but then give a couple weeks for the rest to be looked at. She used the example of working a part time job at the same hospital as working a full-time job as a nurse. She can't make overtime at her part time job because of her full-time job as a nurse.

Chief Sopkovich stated that he is very familiar with the FSLA because of the K-9 unit at the PD. The full-time and the part-time is still worked at the same government entity therefore, the employee has to be compensated at the overtime pay rate for anything over 40 hours.

Linda Hudson 314 Pearl Rd. At this point I think it is a point of order and we can cut to the chase here. The research has been done there is a resolution that has been brought before the Board. It is a point of order; it is either seconded and voted on or it dies for a lack of second. Ms. Kusnerak has brought the resolution; she has indicated that the information has been gathered and she has brought the resolution before this board. Now it can be seconded and voted on or die for lack of second.

Billy Hudson 314 Pearl Rd. I know that when I was the road foreman and put in 40 hours per week, if they called be to work at the Police station or for the Fire Department they paid me overtime. That was from Bill Thorne at the Prosecutor's Office.

Katherine Esber 4728 Forest Grove Dr. First of all, let me start by saying that this could have all been prevented and Linda Kuenzer would not have quit as the Fiscal Officer, had this Board done the right thing when Ellen committed a 5<sup>th</sup> degree Felony by altering a notarized legal document. And shame on our Police Department for brushing that under the carpet. Secondly, she quit because of that and as far as working 30 hours a week for her. I was the Fiscal Officer, I came into the same situation, I had no training what so ever and I didn't have an assistant fiscal officer doing the work for me. The computer was always at my house and no one had access to it except me. I was able to do the job, by myself, in probably about 20 hours a week, on weeks where there was payroll. If it was a week that didn't have payroll, it was less than 20 hours a week. So telling me that Ellen is working part-time doing the Fiscal Officers job 30 hours a week, what the hell is Bob doing? You're the Fiscal Officer the responsibility of doing the Fiscal job is on your shoulders only and if you can't do it, you shouldn't have run and Ryan you shouldn't have convinced him to.

Trustee Nixon stated Bob has been the best thing to happen to this Township in this Fiscal Officer role. Katherine stated he is costing the tax payers a lot of money because he is not doing his job and he has Ellen doing it for him. Speaking of Ellen, in the beginning of the year, I'll send you an email, she owes the Township \$202 and some change. She didn't pay the Township for her health insurance appropriately for three different pay periods. I've got the proof on that and will send that to you. You should take care of it before the end of the year. Trustee Kusnerak asked for what months? Katherine stated she believes it was March and April. I have copies and will send it all. If this overtime and this rate is going to be paid on 30 hours a week on top of her 40 hours a week, I will be going to the State on this because it does violate overtime and misappropriation of funds.

Trustee Kusnerak stated just for clarification this states its for a maximum of 30 hours, it is not saying that is what she is going to put in but it won't be more than 30. So, it could be 5 hours, it could be 2 hours it could be 20 hours.

Trustee Kusnerak stated she is offering **Resolution 36-2025** Fair Labor Standards Act (FLSA) Assistant Fiscal Officer. Nixon seconded. Kusnerak – yes. Murphy – no because I did not have time to research the legal opinion on it and this is not fiscally responsible for the Township since we are already paying the Fiscal Officer to do the position and I don't even know if Ellen agreed to this. We didn't interview her or talk to her as a Board. Nixon – yes. Resolution adopted.

Kusnerak presented the recommendation from the Zoning Commission to approve the amendments to the Zoning Resolutions and stated that there will need to be a public hearing on this. The stipulations in the ORC were discussed and it was determined that a date will be decided and advertised in the future.

#### **MISCELLANEOUS & CORRESPONDENCE:**

Trustee Nixon stated that Frontier continues to be an issue in the Township. We are going through some issues in a lot of the developments in the Township right now. If anybody has issues with Frontier, you can reach out to me I have contacts that can help you through the process. Whether they clipped something in your yard or they're not fixing something, there is a process we can take to escalate things to the top of the food chain and get things resolved. I have helped quite a few residents and unfortunately it seems that they are trying to plow through some developments right now and causing some great issues. You can reach out to me here or on social media. If you are on social media there is a placard that I have posted many times that has all the key contact information for Mastec who is the subcontractor that's doing this work. Please be patient, we've gotten 90% of these issues that people have brought to me fixed. It's just taking a little bit longer.

#### **UPCOMING MEETINGS:**

Trustees:	Jan 8 – Organizational Meeting @ 4PM
	Jan 13 – Regular Meeting
BZA:	Jan 14 – Organizational & Regular
Zoning Commission:	Jan 8 – Organizational & Regular

#### **PUBLIC INPUT:**

Linda Hudson 314 Pearl Rd. The reason I'm here tonight is that there is a Dec 19<sup>th</sup> deadline to submit any opinions for the NOACA project that is being planned. Wanted to start by welcoming the new Trustees and also recognize and say Thank you to the out going officials that have taken the time to share their busy lives in service to the public. For their years of service and dedication to the residents

that live here in Brunswick Hills Township we wish you all the best. As we enter the new year there are many projects that are coming to the fore front. The Brunswick Hills Township Comprehensive Plan update is coming to near completion. Surrounding communities are also preparing for the outcome of the I-71 Crossroads Regional Transportation Study and how it affects their community. Mrs. Hudson stated she attended two of the public meetings and gave an update to the scope of the study. She is concerned that neighboring communities like Brunswick Hills Township is not being taken into consideration in the study. Mrs. Hudson stated she is not here to take a stand on if the Brunswick area needs a new interchange or not. She was here to urge people to send in their comments and have their opinions and voices heard. She has left some forms at townhall for anyone interested and you can also go on Facebook to follow along and comment.

**OFF CAMERA:**

Kusnerak motioned to go off camera at 8:34 PM for the signing of Warrants & Purchase Orders and any other business brought before the Board. There will be an Executive Session to talk to two candidates for the zoning boards and a brief discussion on employee compensation. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Nixon motioned to go into Executive Session at 8:41 PM for the purpose of talking to the two candidates for the Zoning Boards and to discuss employee compensation. The candidates were invited into Executive Session. Murphy Seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 9:21 PM. Nixon seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Kusnerak moves to offer Chris Kalina a position on the Zoning Commission pending successful completion of all pre-employment testing. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Murphy moves to offer Jason Radesic a position on the Zoning Board of Appeals pending successful completion of all pre-employment testing. Nixon seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to adjourn. Murphy seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Adjourned at 9:34 PM.

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Christina Kusnerak, Trustee Chair

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Ryan Nixon, Trustee Vice-Chair

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Patricia Murphy, Trustee

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Bob Roksandich, Fiscal Officer