

BRUNSWICK HILLS TOWNSHIP
ORGANIZATIONAL MEETING
January 6, 2025

The Brunswick Hills Township Board of Trustees met in Special Session on January 6, 2025, at 11:00 AM for the purpose of the Annual Organizational Meeting.

Board of Trustees Patrica Murphy, Ryan Nixon, and Christina Kusnerak, Fiscal Officer Linda Kuenzer, Police Chief Tim Sopkovich, Fire Chief Anthony Strazzo, Service Department Foreman Cory Schultz, Township Administrative Assistant Sally Galanek, Police Department Administrative Assistant Ellen Young, Fire Administrative Assistant Carol Bianchi, and one member of the public present.

Trustee Murphy called the meeting to order at 11:00 AM, noting that the meeting was properly advertised.

Murphy moved to nominate Kusnerak as the Chair of the Board for 2025. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to nominate Nixon as the Vice Chair of the Board for 2025. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak offered **Resolution # 1-2025** Establishing the Meeting Day and Time for 2025, noting that they are the second and fourth Tuesday of each month at 7:00 PM. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Kusnerak offered **Resolution # 2-2025** Accepting the Elected Officials Policy Manual. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Resolution adopted.

Murphy offered **Resolution # 3-2025** Transferring the Police Fines from the General Fund to the Police Fund. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Resolution adopted.

Murphy offered **Resolution # 4-2025** transferring the Star Ohio Interest from the General Fund to the Fire Fund. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Resolution adopted.

Kusnerak offered **Resolution # 5-2025** to Proceed by Force Account when Necessary. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Nixon offered **Resolution # 6-2025** Setting the Longevity Pay at \$75.00. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Resolution adopted.

Nixon offered **Resolution # 7-2025** Accepting the Trustee and Fiscal Officer Compensation Set by the State Legislature. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Resolution adopted.

Murphy moved to nominate Nixon as the Zoning Liaison. Nixon seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Murphy moved to nominate Nixon as the Service Department Liaison. Nixon seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak moved to nominate Murphy as the Fire Department Liaison. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Kusnerak moved to nominate Nixon as the Storm Water Liaison as that is handled by the Service Department. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Nixon moved to nominate Kusnerak as the Police Department Liaison. Murphy seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Murphy moved to nominate Kusnerak as the Cable Liaison. Nixon seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Rubbish to be handled by the Chair.

Buildings, Grants, Cemetery and Open Space to be shared.

Department Liaisons:	Zoning	Nixon
	Service Dept.	Nixon
	Fire Dept.	Murphy
	IT	Nixon
	Storm water	Nixon
	Police Dept.	Kusnerak
	Cable	Kusnerak
	Rubbish	Kusnerak
	Buildings, Grants, Cemetery and Open Space to be shared.	

Kusnerak moved to continue with Gary Fuller as the Cemetery Sexton. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

2025 Budget Review by Department:

Zoning

No changes.

Police

Chief Sopkovich stated that the Police Budget will be increased to \$2,622,600 for 2025. In addition, Sopkovich would like to allocate \$300,000 from 2024 carryover funds to upgrade the Department's tasers, body cameras, and patrol car cameras. Chief stated that the funds would be allocated from line item 2191-210-430-0000, Small Tools & Minor Equipment.

Fire

Chief Strazzo reported that he does not have any changes to the budget. Strazzo stated that they will be looking to replace the copier at Station One in the first quarter of 2025.

Strazzo requested that the new Fire Inspector be approved to attend Code Training in March at a cost of \$590, which will include the conference fee, lodging, and meals. The training will take place in Columbus.

Chief also requested approval to attend the two-day Fire Chief Winter Symposium in March, which will be held in Columbus at a cost of \$150 plus lodging.

Trustee Nixon motioned to approve the training requests for Chief Strazzo and Fire Inspector Spape. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Also, Strazzo reported that in 2025, Firefighter Cody Winland will be attending Fire Safety Inspector School; Nick DiSalvo will be attending Fire Instructor School; and, Mike Eberl will be attending Fire Officer I Training.

Strazzo stated that the Fire Department is looking to purchase two new Chromebooks for the squads, will pass the current ones to the engine crew, and asked if the two older Chromebooks could perhaps be recycled for the Zoning Department. They will also be looking to purchase a new iPad for the Fire Prevention Officer to replace the current laptop.

Chief Strazzo also reported that he had applied for a Fire Assistance Grant in the amount of \$35,000 to assist in replacing two thermal imaging cameras, three gas leak readers, and nozzles for the gas leak readers. Strazzo added that the new tanker is capable of carrying more hose than the previous vehicle so they will be adding more hose along with forestry hose.

Strazzo stated that the Annual Volunteer Firefighter Fund Board Certification requires two individuals elected by the Board from the legislative authority. In the past, it has been the chair and vice-chair, but Strazzo suggested that the Chair and Fire Department liaison as well as the Fiscal Officer be designated. Chief Strazzo reported that he discovered that the Township has a certified assessed value of \$436,488,140. Kusnerak motioned to approve for the Board of Trustees Chair Kusnerak, Fire Department Liaison Trustee Murphy, and Fiscal Officer Kuenzer to serve as the required legislative authority for the Volunteer Fund Board Certification. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Strazzo emphasized the need for the Township to build a new fire station on the recently acquired property on Substation Road.

Lastly, Chief requested approval from the Board for him to sign the annual agreement with Davey Tree Lawn Care for maintenance at Fire Station Two in the amount of \$848. Murphy moved to approve the request. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Service

Foreman Schultz reported that the paving budget for 2025 was increased from \$1.342 million to \$1.592 million by adding allocated funds from last year that were left over from paving not completed in 2024. They will be focusing on completing paving in Autumnwood this year.

General Fund

Kusnerak moved to approve all of the requested 2025 POs and BCs. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Nixon moved to approve all of the Departmental 2025 annual expenses. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Motion carried.

Kusnerak moved to adopt **Resolution # 8-2025 Temporary Annual Appropriations**. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Kusnerak moved to adopt **Resolution # 9-2025 Annual GovDeals Requirement**. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Resolution adopted.

Nixon moved to adopt **Resolution # 10-2025 Authorization for the Brunswick Hills Township Fiscal Officer to Manage all Township investments**. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Resolution adopted.

Nixon moved to adopt **Resolution #11-2025 Authorization for the Brunswick Hills Township Fiscal Officer to adjust Departmental Funds as Needed During the Fiscal Year 2025**. Murphy seconded. Kusnerak – yes. Nixon – yes. Murphy – yes. Resolution adopted.

Kusnerak moved to approve warrants dated 1/6/25 in the amount of \$35,393.88. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak made a motion to approve payroll dated 1/7/25 in the amount of \$78,121.49. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak moved to approve the Annual Township Employee Appreciation Luncheon at a cost not to exceed \$600. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Public Input – None.

The Trustees and staff had a discussion regarding the current paper shredding company. It was agreed that more information needs to be gathered before making a decision and Township Administrative Assistant Sally Galanek will obtain information from other shredding companies related to services available and associated costs.

The passing of House Bill 315 Omnibus was also briefly discussed.

Fire Chief Strazzo and Service Department Foreman Schultz requested an Executive Session with the Trustees to discuss Employee Compensation.

Kusnerak motioned to go into Executive Session at 12:06 PM for the Purpose of Discussing Employee Compensation. The Board invited Chief Strazzo, Service Department Foreman Schultz, and Fiscal Officer Kuenzer to join them. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Kusnerak moved to come out of Executive Session at 12:52 PM. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

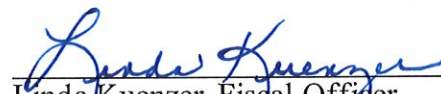
Kusnerak noted that no action will be taken at this time.

Kusnerak made a motion to adjourn the meeting at 1:03 PM. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.


Christina Kusnerak, Chair Trustee


Ryan Nixon, Vice-Chair Trustee


Patrica Murphy, Trustee


Linda Kuenzer, Fiscal Officer