

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
November 25, 2025

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, November 25, 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, 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:

None.

MINUTES:

Murphy moved to approve the November 11, 2025 regular meeting minutes. Nixon seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Daryl Lucien presented a general monthly report for October. What was expected to be a slow month turned out to be pretty busy. A little over \$4000.00 collected in fees and a lot of fence permits.

Zoning Inspector Daryl Lucien asked the Board if they had reviewed the Tucker Ellis email regarding the Blue Bell Property, that was distributed to all of them. Mr. Lucien explained that although he advised the developer his best course of action would be to seek a zoning map amendment before the Zoning Commission and then request a variance from the BZA, the developer instead went directly to the Planning Commission with an attorney from Tucker Ellis. He clarified that, based on that action, the responsibility for preparing an affidavit for signatures from the Board and from the developer, to make it possible to move forward with the project, lies with the developer's attorney. The proposed platting basically mirrors the development on the opposite side of Blue Bell Parkway. Mr. Lucien noted that the Planning Commission forwarded the matter to the prosecutor's office, complicating the process. He stated that rezoning to R-1 would likely be necessary to accomplish the developer's proposal. The original proposal was for two large senior-housing buildings, which would place additional strain on Township emergency services. After discussions with the prosecutor's office, Mr. Lucien reported they "agreed to disagree," and the Board is now waiting for the developer to submit a complete proposal that can be placed in front of the Board for either a up-or-down vote. Trustee Kusnerak expressed discomfort moving forward without Township legal counsel since the developer has representation, but Mr. Lucien advised that counsel is not needed until a formal submission is received. The Trustee confirmed that the letter has been seen by the prosecutor's office, which is not expecting further action by the Township at this time, and the matter is on hold pending developer follow-up.

Police Department:

Chief Tim Sopkovich stated he has a request for executive session for an interview.

Request to purchase 9 TAC III Shield 1250. Purchase Order request to Mett-t LLC in the amount of \$9,405.00 from account 2191-210-251-0000, Uniform Tools Equipment. Kusnerak moved to approve the PO request in the amount of \$9,405.00. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Announcement: We would like to recognize Chris Kusnerak’s 20 years of service to the Township as a Trustee. On December 10th 1:00 PM - 3:00 PM, we will be having a little luncheon at the police department with refreshments. Anyone that wants to say Thank you to Chris stop in the Police station.

Have a safe and Happy Thanksgiving.

Fire Department:

Assistant Fire Chief Tim Haas request for Executive Session for interview of FF Andrew Cellura.

Request approval for emergency repairs to car 29 in the amount of \$1,820.97 from BC #68 Repairs and Maintenance Vehicles. Kusnerak moved to approve the request. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

Request Fiscal Officer to close PO #61 to Fallsway. Kusnerak moved to approve the request. Nixon seconded. Kusnerak – yes. Murphy – yes. Nixon – yes. Motion carried.

Announcements:

Meet Santa will be December 21st from Noon to 3pm at Fire Station 2. Santa will be riding around the Township starting at 9am. Watch the Association’s Facebook page for further updates.

Trustee Murphy moved to go into executive session at 7:17pm for the purpose of conducting an interview and invite Assistant Chief Haas and the applicant. Kusnerak seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Nixon moved to come out of executive session at 7:25 p.m. Kusnerak seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Trustee Kusnerak stated that in Executive Session she did include Fiscal Officer Bob Roksandich and the two incoming Trustees, Tony Destro and Thomas DeCastra, as well.

Service Department:

Service Foreman Cory Schultz requested signatures from all 3 trustees for the request for engineering assistance for the pavement marking project for Substation Road for next year.

Request signatures needed for the change order for OPWC funding for Autumnwood Lane and Rustic Court. Need signatures from Trustee Kusnerak and Fiscal Officer Roksandich. These are needed because the price came in lower than the original bid. Trustee Nixon asked what the savings were and Schultz stated, \$41,907.96.

Request signatures needed for OPWC disbursements form. Need Trustee Kusnerak and Fiscal Officer Roksandich.

Request signatures for the paving of roads next year on the engineers estimates to allow them to continue for 2026.

Request approval for emergency dual catch basin replacement. Called 880 Construction for repairs. Request approval to pay 880 Construction \$3,875.00 out of BC #33 Maintenance and repair concrete. Nixon moved to approve the dual catch basin replacement in the amount of \$3,875.00. Murphy seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

TRUSTEE REPORTS:

Christina Kusnerak:

None.

Ryan Nixon:

Currently, the department heads have authorization for expenses that pop up day to day but need to be handled, with a cap of about \$750, I feel we need to increase that considerably. Trustee Kusnerak stated it was increased by resolution. Resolution #10-2019, set it at \$2,000 for repairs to Township vehicles. Trustee Kusnerak stated we could amend this resolution to not only repairs to vehicles but also other emergency repairs or other expenses. Trustee Nixon stated he feels we should increase it to \$2,000 no matter what the need is not only repairs to vehicles. Trustee Kusnerak and Trustee Murphy stated they were both in agreement with that. Agreement was made to offer a new resolution to accomplish this and then rescind the old one at a future date.

Trica Murphy:

None.

FISCAL OFFICER:

Fiscal Officer Bob Roksandich request approval for Payroll Payment Listing dated 11-25-25 in the amount of \$94,602.30. Kusnerak moved to approve payroll dated 11-25-25 in the amount of \$94,602.30. Nixon seconded. Murphy – yes. Kusnerak – yes. Nixon – yes. Motion carried.

Request approval for Warrant Payment Listing dated 11-25-25 in the amount of \$544,601.41. Noting the large payments to Karvo Paving for \$432,425.80 and Cargill for \$14,246.61. Nixon moved to approve the warrant payment listing dated 11-25-25 in the amount of \$544,601.41. Kusnerak seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Purchase order requests as follows:

Medina County SPCA in the amount of \$2,444.70

Cargill Incorporated in the amount of \$14,246.61

Karvo Paving in the amount of \$32,425.80

Kusnerak moved to approve the PO requests. Murphy seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Trustee Kusnerak stated that at the end of the year, December 31, 2025 all of the 2025 BC's will be closed and new BC's will be created for 2026. Kusnerak also asked the department heads to look at their budgets and decide which PO's need to be left open to cover December purchases that invoices will come in January. Then new PO's will be opened for 2026.

Kusnerak requested and moved to approve the Fiscal Officer to open a new PO to Weston Hurd in the amount of \$5,000.00 from account 1000-110-311-0000 Accounting & Legal Fees. Murphy seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

Kusnerak stated we need to set a date for the 2026 Organizational Meeting. New Trustees Destro and DeCastra we will need your input on this also. After discussion with the Trustees and department heads, the meeting was set for January 8th at 4pm.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	Dec 9 th *two newly elected Trustees will be sworn in
BZA:	Dec 3 rd - Cancelled
Zoning Commission:	Dec 4 th

PUBLIC INPUT:

Thomas DeCastra 358 Topaz Lane. I am definitely excited to be taking on my first term. Thank you to the community and everyone that came out on election day to have their voice heard and continue to do that. But also, for the Zoning Commission I am still the Chair of that, we have had two outstanding public hearings on zoning resolution amendments. We've had great feedback from our planning commission and from the Prosecutor's Office. Hopefully, at our December meeting we will be able to look forward to passing the baton forward. I think we have a lot of good amendments that are bringing some fresh updates to it, streamlining some of the commercial property that we have, making it easier to read, bringing it in line with other Townships around us that have been updating and moving forward. I'm just really looking forward to continuing this process and getting these amendments and resolutions updated to where it needs to be.

Billy Hudson 314 Pearl Rd. Hi Chris, I want to Thank You for your 20 years that you put in. I worked a lot with you and you were a good one. Trica, Thank you for all of your years. I wish you all the best.

OFF CAMERA:

Kusnerak motioned to go off camera at 7:44 PM for the signing of Warrants & Purchase Orders, to put signatures on the documents that Cory provided and any other business brought before the Board. There will be an Executive Session for an interview for the PD and to briefly discuss employee compensation.

Nixon seconded. Nixon – yes. Kusnerak – yes. Murphy – yes. Motion carried.

Kusnerak motioned to go into Executive Session at 7:57 PM for the purpose of an interview for the PD and to discuss employee compensation. Police Chief Sopkovich, Tony Destro, Thomas DeCastras and the candidate were invited into Executive Session. Nixon Seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Kusnerak motioned to come out of Executive Session at 8:10 PM. Murphy seconded. Murphy – yes. Nixon – yes. Kusnerak – yes. Motion carried.

Murphy moved to extend a conditional offer of employment to Andrew Cellura for Part-time FF and Jeremy Milford for Part-time PD, pending successful completion of all necessary testing. Kusnerak seconded. Nixon – yes. Murphy – yes. Kusnerak – yes. Motion carried.

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

Adjourned at 8:12 PM.

Christina Kusnerak, Trustee Chair

Ryan Nixon, Trustee Vice-Chair

Patrica Murphy, Trustee

Bob Roksandich, Fiscal Officer