

Minutes: Russell Township Board of Zoning Appeals  
Russell Fire-Rescue Station  
Monday, August 4, 2014

Present: Steve Gokorsch, Chairman  
William Downing  
John Rybak  
Sarah Moore  
Diana Steffen, Secretary

Fred Cuffari was absent with apologies.

The Chairman called the meeting to order at 7:00 p.m.

**MINUTES OF JULY 7, 2014** – Mrs. Steffen explained that the Assistant Prosecuting Attorney had advised that the minutes could legally be approved by all the members of the board present tonight, although two members had recused themselves from the Hemlock Hills HOA hearing. Ms. Moore preferred to abstain due to being a resident of the Hemlock Hills subdivision.

*Mr. Rybak moved to approve the minutes of July 7, 2014, as submitted, Mr. Gokorsch seconded and upon roll call the vote was Mr. Downing – yes, Mr. Rybak – yes, Ms. Moore – yes, except the portion concerning Hemlock Hills Homeowners Association from which I abstain, Mr. Gokorsch – yes, and the motion passed unanimously.*

**FINDINGS OF FACT #473 Dr. Patrick O'Keefe** – Ms. Moore made the motion to approve the Findings of Fact for Variance Request #473 Patrick O'Keefe as presented, Mr. Rybak seconded and the motion passed unanimously.

**OTHER BUSINESS** – Mrs. Steffen explained that Ric Machnics was resigning as Zoning Inspector effective September 1, 2014. Mrs. Steffen has accepted the Board of Trustees' offer of the position, which she will hold as well as her current position. It is anticipated that an assistant within the Township offices will train as backup to the Zoning Secretary position. Mrs. Steffen has checked with the Prosecutor's Office, and been advised that she can legally continue as the board's secretary. There is a question of whether she will physically be able to take the minutes at hearings, and also provide testimony and answer questions from the board. Mrs. Steffen suggested a transition time during which she will continue to write up the minutes but also train the backup person to take over that work for the future. The board agreed to that arrangement.

There being no other business, Mr. Downing moved to adjourn, Ms. Moore seconded and the meeting adjourned at 7:25 p.m.

Respectfully submitted,

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Diana Steffen Date  
Secretary

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Steve Gokorsch Date  
Chairman

bza minutes 08-04-14