

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
January 27, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, January 27, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, Fiscal Officer Bob Roksandich, Zoning Inspector Daryl Lucien, Assistant Zoning Inspector Wes Humphrey, Assistant Fire Chief Tim Haas, Police Chief Tim Sopkovich, and Service Foreman Cory Schultz present.

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

PRESENTATION:

None.

MINUTES:

Trustee Chair Nixon reported that according to the Prosecutor's Office the minutes for October 14, December 23, and December 30, 2025, can be approved once they are reviewed by the current Board. The Board should be able to approve these at the next meeting.

Nixon motioned to approve the January 8, 2026, special meeting minutes for the Organizational Meeting. Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Daryl Lucien presented the monthly report for Zoning. Trustee Nixon stated for those that might be interested Zoning took in \$984.44.

John Slagter, attorney with Tucker Ellis, LLP, addressed the Board, along with Matthew Schmal, co-owner of Bennet Land Holdings, LLC. Mr. Slagter stated the purpose of the presentation was informational only, and no decision was being requested at this time. The proposed project involves two 10-acre parcels located off Pearl Road on the south side of Brunswick Hills Township, across from Fox Village on Blue Bell Parkway.

Mr. Slagter explained that the parcels were subject to a settlement agreement resulting from litigation around 2005. The past agreement permitted commercial development and allows up to 140 senior housing units in two buildings. He stated the property has not been developed under those terms and that the developer is seeking to modify the settlement pursuant to Ohio Revised Code §505.07. Such modification is allowed if a process is followed. A process that includes public notice, public review period, public hearing, and a court approval process. He stated this approach would allow approval of a specific development plan and provide greater clarity regarding the final use of the property.

Mr. Schmal presented a preliminary concept plan proposing approximately 30 for-sale single-family homes, with sidewalks on both sides of the street, a single entrance with a cul-de-sac, and enhancements to an existing retention pond, including expansion, a walking path, and a fountain. He stated the development would be consistent with surrounding residential uses and would be developed in partnership with Drees Homes.

Trustee DeCastra questioned why the proposal would proceed through a settlement modification rather than the standard rezoning process, expressing concern about ensuring adequate public input. Mr. Slagter responded that rezoning could raise issues related to zoning text changes, parcel size, the need for multiple variances or what is called spot zoning. Mr. Slagter stated that the existing settlement allows for modification in writing. Zoning Inspector Lucien confirmed that the settlement decree permits modification with written approval by the Trustees and property owners.

Trustees emphasized the importance of public participation and transparency. Mr. Slagter reiterated that no decision is being requested and that himself, along with the applicant, would like to return at a later date for a public hearing and further discussion. We look forward to working with you and are willing to answer any questions you may have. Thank you for your time.

Zoning Inspector Daryl Lucien informed the Board that the applicant's attorney was not present and that he was providing an update on behalf of Thomas Carlisle. Mr. Lucien stated that Mr. Carlisle submitted a rezoning request last year for a couple lots on Substation Road. He completed the required Zoning Commission process, and received a recommendation for approval, that was forwarded to the Board of Trustees for consideration. The matter had been scheduled for an October meeting but was postponed due to the applicant and his attorney's absence. Mr. Lucien noted that he could not find any requirement for the applicant or legal representation to be present once the application had advanced from the Zoning Commission to the Board.

Mr. Lucien stated that he believes, in order to proceed, a public meeting must be held with proper notice, noting that the statutory timelines for advertisement and completion have already elapsed. He explained that the original proposal involved two minor subdivisions with five lot splits each, and that because only five splits are permitted per year, the applicant lost the opportunity to complete the splits originally planned for the prior year.

Trustee Nixon requested that Trustee DeCastra consult with legal counsel regarding how to proceed. Trustee DeCastra agreed and was also asked to inquire whether the applicant could complete additional splits in one year due to the delay not being caused by the applicant. Trustee DeCastra requested a digital copy of the plans from the Zoning Inspector for review.

Assistant Zoning Inspector Wes Humphrey stated we have zoning items that are not of use anymore that we need to go through and then have destroyed.

Police Department:

Chief Tim Sopkovich requested that Steven Raiff be sworn in as a new reserve police officer.

Chief Sopkovich presented the Annual Report for 2025. The report can be viewed on the Brunswick Hills Township website.

Purchase Order request to Amazon in the amount of \$2,799.00 for ID Maker Apex double sided printer from Account 2191-210-430-0000, Small Tools and Minor Equipment. Nixon moved to approve the Purchase of the ID Maker Apex and the PO to Amazon in the amount of \$2,799.00. Destro Seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Purchase Order request to Huntington Bank in the amount of \$2,000.00 for a Solo Treadmill from account 2191-210-599-0000, Law Enforcement Trust Fund. Nixon moved to approve the purchase of the Treadmill and PO to Huntington Bank in the amount of \$2,000.00. Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Chief Sopkovich made the following training and corresponding purchase order requests:

Request to send Patrolman Michael Pische to Interacting with Special Needs Population training on Feb 18, 2026. PO request to OPOTA in the amount of \$125 from account 2191-210-318-0000, Training.

Request to send Patrolman Raymond Nicolai to Core Criminal Investigations on March 23, 2026. Purchase order request to OPOTA in the amount of \$675.00 from account 2191-210-318-0000, Training.

Request to send Sgt Phillip Bungo to Police Executive Administrative Leadership School (PEALS) 15-day training at Parma PD. Purchase order request to FBI-LEEDA in the amount of \$2,100.00 from account 2191-210-318-0000, Training.

Request to send Sgt. Phillip Bungo to Media and Public Relations Training on April 13 to 17, 2026 in Cuyahoga Falls. Purchase order request to FBI-LEEDA in the amount of \$795.00 from account 2191-210-318-0000, Training.

Request to send Ptl. Raymond Nicolai to Electronic Surveillance Training on May 11 and 12, 2026 at OPOTA. Purchase order request to OPOTA in the amount of \$300.00 from account 2191-210-318-0000, Training.

Request to send Sgt. Jeremy Milford to Police Rifle Instructor on June 2 to 5, 2026 at OPOTA. Purchase Order request to OPOTA in the amount of \$700.00 from account 2191-210-318-0000, Training.

Total Purchase Order request to OPOTA in the amount of \$2,000.00

Request to send Ptl. Michael Pische to Cyber Crime First Responder Training on June 9, 2026 at OPOTA. Purchase order request to OPOTA in the amount of \$200.00 from account 2191-210-318-0000, Training.

Request to send Ptl. SRO Jared Dressler to Ohio School Resource & DARE Conference on July 6 to 8, 2026 in Sandusky, OH. Purchase order request to OSROA on the amount of \$830.00 from account 2191-210-318-0000, Training.

Nixon moved to approve all 8 training requests and the corresponding purchase order requests as read by Chief Sopkovich. Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Fire Department:

Assistant Fire Chief Tim Haas request approval to send 4 firefighters to training through the Cleveland Auto Show. The training includes extrication and all the new advances in cars, etc. No charge for the training. Anyone can go; these 4 are the only members that will be paid for attending the training. Destro moved to approve the training request. DeCastra seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Service Department:

Service Foreman Cory Schultz presented the annual report for 2025.

Requested approval of the OHIO811 invoice.

Received phone approval from 2 Trustees for repairs to the Western Star Plow Truck. Request approval of the invoice to Fleet Plus in the amount of \$3,324.68 for the repairs to the Western Star Plow Truck. Nixon moved to approve the invoice for Fleet Plus. Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Service Foreman Cory Schultz gave a shout out to his crew for a job well done handling the snowstorm over the weekend, especially considering that the department is shorthanded. He also stated that he is aware there are several mailboxes that were hit during the storm. They are working on repairs. Please be patient and give us a few days. We will get to you. If we don't give me a call and I will add you to the list. Unless you live on Grafton, Marks or Substation north of 303 those are county roads. You can still call me and I will give you the contact information for the county.

TRUSTEE REPORTS:

Ryan Nixon:

Presented a letter from Scout Troup 226, Strongsville, Ohio. We have a resident, Jacob Cloyes, who is about to be awarded the rank of Eagle Scout on February 15, 2026. From a former scout and from our Township I just wanted to acknowledge his accomplishment and tell him fantastic job. There is not a lot of young men in scouting anymore and to follow it through to Eagle Scout is quite the accomplishment. Congratulations to you Jacob!

Trustee DeCastra stated that as an Eagle Scout myself I will also congratulate him. It is a well-deserved, hard-earned effort he made.

Trustee Nixon stated we have an open laborer position for our Service Department. If you are interested, please contact our Service Foreman Cory Schultz. His contact information is on the Township website.

Thomas DeCastra:

This is step number three to get a levy on the ballot. It is a three-step process; 1. We have to pass a resolution stating the need for additional tax money above the current millage, 2. We have to get a certification from the county auditor stating what we can get, 3. Then we have to pass a resolution stating that will meet the needs of our Township. That's what this resolution is for and it also directs the Board of Elections to go ahead and put the levy on the Ballot.

Trustee DeCastra presented and moved for adoption of **Resolution 20-2026. A RESOLUTION TO PROCEED WITH THE SUBMISSION OF THE QUESTION OF LEVYING A RENEWAL TAX IN EXCESS OF THE TEN-MILL LIMITATION FOR THE PURPOSE OF PROVIDING AND MAINTAINING MOTOR VEHICLES, COMMUNICATIONS, OTHER EQUIPMENT, BUILDINGS, AND SITES FOR SUCH BUILDINGS USED DIRECTLY IN THE OPERATION OF A POLICE DEPARTMENT, OR THE PAYMENT OF SALARIES OF PERMANENT OR PART-TIME POLICE, COMMUNICATIONS, OR ADMINISTRATIVE PERSONNEL TO OPERATE THE SAME, INCLUDING THE PAYMENT OF ANY EMPLOYER CONTRIBUTIONS REQUIRED FOR SUCH PERSONNEL UNDER SECTION 145.48 OR 742.33 OF THE REVISED CODE, OR THE PAYMENT OF THE COSTS INCURRED BY TOWNSHIPS AS A RESULT OF CONTRACTS MADE WITH OTHER POLITICAL SUBDIVISIONS IN ORDER TO OBTAIN POLICE PROTECTION, OR THE PROVISION OF AMBULANCE OR EMERGENCY MEDICAL SERVICES OPERATED BY A POLICE DEPARTMENT IN BRUNSWICK HILLS TOWNSHIP, MEDINA COUNTY, OHIO, PURSUANT TO SECTIONS 5705.19(J), 5705.191, 5705.25 AND 5705.26 OF THE REVISED CODE, TO BE PLACED ON THE BALLOT AT THE ELECTION ON MAY 5, 2026.** Trustee Nixon seconded **Resolution 20-2026** and stated again that it is much needed to move the Police Department forward with no new taxes for the homeowner. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra stated to the department heads that he is investigating how we can upgrade our IT hardware. But in the meantime, if you have old equipment sitting around that needs to be destroyed, it is part of our contract with Lighthouse that they will destroy that.

Trustee DeCastra moved for adoption of **Resolution 22-2026 RESOLUTION TO ESTABLISH THE PUBLIC RECORDS POLICY OF BRUNWICKS HILLS TOWNSHIP.** Nixon seconded. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra moved for adoption of **Resolution 23-2026 RESOLUTION TO ESTABLISH THE PERSONAL INFORMATION POLICY OF BRUNWICKS HILLS TOWNSHIP.** Nixon seconded. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra moved for adoption of **Resolution 24-2026 RESOLUTION TO ESTABLISH NOTICE RULES FOR MEETINGS OF BRUNWICKS HILLS TOWNSHIP.** Nixon seconded. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra moved for adoption of **Resolution 25-2026 RESOLUTION TO ESTABLISH THE RULES AND PROCEDURES FOR MEETINGS OF BRUNWICKS HILLS TOWNSHIP TRUSTEES.** Destro seconded. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra moved for adoption of **Resolution 26-2026 RESOLUTION TO ESTABLISH REGISTRATION OF TRANSIENT VENDORS.** Noting that we passed a previous Resolution 23-2022 this desires to update the process and rules for the registration of transient vendors. Trustee DeCastra stated he worked with Chief Sopkovich to review the process and update it. The one distinct difference with this updated resolution is the requirement that Transient Vendors get a background check. Zoning Inspector Daryl Lucien stated that he has read through the old Transient Vendor book and there is nothing in there that prevents a landowner in the Township from circumventing commercial

property rules and getting a Transient Vendor License to sell products on commercial property that doesn't have a building on it. If you want to see it, go to the corner of Jeanette and Grafton, next to the Red Onion. This has been an ongoing problem. Trustee Nixon stated you are speaking of the property owner by Sam The Man's Tree Service. Mr. Lucien confirmed. Trustee DeCastra stated this does not exempt them from anything. This defines what a transient vendor is – a person that opens a temporary place of business. So obviously if it's not temporary, such as seasonal, it does not exempt them from anything. Trustee Nixon stated I can see your point, but I think this is separate from it and we may need to dig into that more. Trustee DeCastra stated the Transient Vendor permit is only good for one year. After that, they would have to do the whole process again. Trustee DeCastra stated he does agree we need to dig into that further, but he is going to continue with the motion to adopt **Resolution 26-2026**. Nixon seconded the resolution. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra stated that we are working with our planning commission to get a new Zoning District Map that is accurate and complete. After this meeting I have a few items to scan in, then I will forward everything to the planning commission. They will then have the authorization that they need to update our zoning map to be reflective of jurisdiction boundaries and the actual districts. Then we can finally move forward with one official map.

Tony Destro:

Trustee Destro announced that the current Assistant Fire Chief Tim Haas will be filling in as our Interim Fire Chief until a qualified replacement is found. Trustee Nixon offered **Resolution 21-2026 Resolution to Establish the Appointment of an Interim Fire Chief of the Brunswick Hills Fire Department**. Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra stated that Trustee Destro will collect information and kick off the search for a new Fire Chief.

FISCAL OFFICER:

Trustee Nixon motioned for approval of Warrant payment listing dated 1/27/2026 in the amount of \$21,711.32. Nixon revised the motion due to an update to the Payment list. The amount is now \$22,411.24. Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

Nixon motioned to approve the PO request and Invoice for the Medina County Emergency Management Agency Fees in the amount of \$4,273.50. DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Nixon motioned to approve PO request for PO 77-2026 to Ohio Edison for streetlights in the amount of \$5,000.00. Destro seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees: Feb 10th Reg Meeting
BZA: Feb 4th - cancelled
Zoning Commission: Jan 29th Public Hearing Comprehensive
Land Use Plan at 7 PM
Feb 5th Reg Meeting

PUBLIC INPUT:

Mark Mucha 2010 Baintree Court. Mr. Mucha addressed the Board regarding properties at 2000 and 2001 Baintree Court, for which variances were approved on June 6, 2018, despite a Planning Commission recommendation for denial. He stated he previously spoke to the Board on July 23, 2024, and expressed ongoing concerns that the properties remain unsafe, a nuisance, and in disrepair. Mr. Mucha questioned the open-ended nature of the approved variances and requested that the Board discuss the next potential steps to address the current condition of these properties. Trustee Nixon stated that last year the Board did pass an end cap on these variances, an open-ended situation like this will not happen again.

The Board and the Zoning Inspector discussed the history of the variances, current property ownership under an LLC, challenges in notifying the owners, and possible enforcement options, including nuisance (“junk”) abatement, tax-related actions, and eminent domain, noting legal limitations and requirements. Trustees decided on pursuing enforcement through nuisance abatement making sure that proper notice is given through coordination with the prosecutor’s office. Trustee Chair Nixon directed Trustee DeCastra to work with Zoning Inspector Lucien to begin the junk property enforcement process and provide required notifications, advising that resolution would not be immediate.

OFF CAMERA:

Nixon motioned to go off camera at 8:48 PM for the purpose of signing warrants and purchase orders and any other business we may have forgotten. There is no executive session tonight. DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Nixon moved to adjourn. DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Adjourned at 9:08 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee

Bob Roksandich, Fiscal Officer