

Brunswick Hills Township

Trustee Work Session

Date: February 10, 2026

Time: 6:00 PM

Location: Brunswick Hills Townhall

Call to Order

- Meeting called to order by **Trustee Nixon** at **6:00 PM**, noting the meeting was properly advertised.
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1. Medina County Land Bank Board Appointment

Discussion

- Medina County Land Bank requested a nominee from Brunswick Hills Township (employee or resident).
- Appointment term is **one year**; response required by **end of February**.
- Potential candidates discussed:
 - Linda Hudson
 - Chris Schiegel (BZA Chair)
- No decision made; discussion intended as preliminary.

Action Items

- Trustees to consider and suggest qualified candidates.
 - Decision to be finalized before the end of February.
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2. Correspondence - Email from Ms. Esber

Discussion

- Trustees reviewed concerns raised in an email from a former Township employee.
- Determined several claims were factually incorrect.

- No formal board approval has occurred regarding police computer expenditures.
- Trustees agreed more documentation and factual review is needed before public response.
- Clarified:
 - Police levy is a renewal, not an increase.
 - Dispatch costs were approved to be paid from the General Fund.
- Overtime explained due to:
 - New officer training
 - Staff illness
- Correspondence is **not** a public records request, we can respond as such.

Action Items

- Gather supporting documentation and staffing records.
 - Address the correspondence at a future public meeting once facts are compiled.
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3. Police Department Credit Card

Discussion

- Request to establish one or two **department-level credit cards** for emergency and travel use.
- Current limitations caused operational issues due to low credit limits.
- Proposal:
 - Cards held by department administrators.
 - Used only when individual cards are unavailable.
- Need for policy safeguards and usage accountability discussed.

Action Items

- Develop a formal policy governing department credit card use.
 - Review usage data and procurement practices.
 - Explore alternatives such as Amazon Business accounts.
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4. Fire Chief Recruitment Process

Discussion

- Reviewed options for hiring a new Fire Chief:
 - Ohio Fire Chiefs Association (paid service)
 - Local/regional fire chiefs serving on an interview panel
- Estimated cost of association-led process: up to **\$16,000**.

- Another option is a **local panel approach** favored for cost and familiarity of candidates.
- Emphasis on EMS experience and leadership background.

Action Items

- Trustee Destro to contact neighboring fire chiefs regarding:
 - Their hiring processes
 - Willingness to assist on an interview panel
 - Collect sample assessment tools and interview formats.
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5. Fire Chief Position Structure (Full-Time vs. Part-Time)

Discussion

- Previous and Interim chiefs average ~24 hours/week.
- Trustees agreed long-term needs support a **full-time Fire Chief**.
- Benefits discussed:
 - Improved administration
 - Ability to grow with the community
 - Better continuity and succession planning
 - Higher-quality candidate pool
- Acknowledged flexibility depending on candidate qualifications.

Action Items

- Proceed with planning for a **full-time Fire Chief position**.
 - **Trustee Destro** Begin collecting full-time Fire Chief job descriptions from surrounding communities.
 - Draft a township-specific job description.
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6. Recreational and Medical Marijuana Dispensaries

Discussion

- Reviewed state revenue distributions from marijuana sales.
- Townships with dispensaries received significant revenue.
- Trustees expressed interest in exploring the opportunity.
- Zoning considerations:
 - Would require zoning amendments.
 - Township can limit dispensaries to specific areas.
- Strong emphasis on data gathering before public action.

- Public comment from Linda Hudson supported exploration due to revenue potential.

Action Items

- Continue researching revenue impacts and legal requirements.
 - Consult state and OTA contacts regarding interested operators.
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7. Employee Policy and Harassment Prevention

Discussion

- Current employee policies date to **2014** and are outdated.
- Legal obligation to promptly address and eradicate harassment emphasized.
- Options discussed:
 - Use of OTARMA for training and risk management
 - Outside legal counsel to update policies
- OTARMA training available at no cost; legal review needed for compliance with labor agreements.

Action Items

- Trustee DeCastris to engage OTARMA to begin policy review and training planning.
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8. Township Website and Records Management

Discussion

- Reviewed OTA website service tiers.
- Preferred the “Gold” package for customization and flexibility.
- Digitization and vendor availability discussed; limited options noted.

Action Items

- Review OTA website materials and recordings.
 - Determine budget placement for website upgrades.
 - Continue exploring digitization solutions.
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9. Township Property and Grant Funds (Westchase Property)

Discussion

- Reviewed approximately **\$100,000** in earmarked funds tied to prior project.
- Original development plan for a park was rejected by residents.
- Deed restrictions allow park or administrative use.
- Clarification needed on property tax bills issued to township-owned parcels.

Action Items

- Clarify options for reapplying or reallocating earmarked funds.
- Investigate township property tax billing issue with county auditor.
- Further discussion deferred to a future meeting.

Adjournment

Trustee Nixon moved to adjourn. Seconded by Trustee DeCastra. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Work Session adjourned at 6:56 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee

Bob Roksandich, Fiscal Officer