

**RESOLUTION TO ESTABLISH NOTICE RULES FOR
MEETINGS OF BRUNSWICKS HILLS TOWNSHIP
NO. 24-2026**

WHEREAS, Section 121.22 (F) of the Ohio Revised Code provides that the Trustees shall establish the method whereby a person may determine the time and place of scheduled meetings.

BE IT THEREFORE RESOLVED THAT Brunswick Hills Township shall adopt notification rules for meetings under the following terms, rules, and conditions:

1. Organization Meeting

- a. Notice of the time and place of the organization meeting for the forthcoming year shall be announced at the last regular meeting of the board for the prior year
- b. At least ten (10) days prior to the meeting a written announcement of the time and place of the meeting will be available at the business offices of the board at 1918 Pearl Rd, Brunswick, Ohio 44212 during regular business hours and shall be posted outside the offices of the board.
- c. At least ten (10) days before the date of such meeting shall be published in-print or digital edition of one or more newspapers of general circulation in the township.

2. Regular Meetings

- a. The time and place of all regular meetings for general business will be established and announced at the organizational meeting.
- b. No later than ten (10) days after the organization meeting, and prior to the first regular meeting following the organizational meeting, written announcement of the time and place of regular meetings for general business shall be available at the business offices of the board at 1918 Pearl Rd., Brunswick, Ohio 44212 during regular business hours and shall be posted outside the office of the board.
- c. The time and place of each regular meeting, at least ten (10) days before the date of such meeting, shall be published in-print or digital edition of one or more newspapers of general circulation in the township.
- d. The time and place of each regular meeting, at least ten (10) days before the date of such meeting, shall be published on the website of Brunswick Hills Township
- e. If a regular meeting is scheduled for reasons other than general business, an announcement of the purpose shall be made at the regular meeting

preceding that meeting and be included in the notices required by subsection (b) and subsection (c) of this rule.

3. Special meetings

- a. Notice of the time, place and purpose of any special meeting shall be given twenty-four (24) hours in advance to the news media that have requested notification
- b. The time, place, and purpose of any special meeting shall be published on the website of Brunswick Hills Township

4. Emergency meetings

- a. Notice of the time, place, and purpose of any emergency meeting shall be given immediately to the new media that have requested notification.
- b. Notice of the time, place, and purpose of any emergency meeting shall be posted on the website of Brunswick Hills Township at least seventy-two (72) hours after such emergency meeting.

5. Miscellaneous provisions

- a. Any person, upon request and a payment of five (\$5) dollars, shall receive reasonable advance notice of the time, place, and purpose of any meeting by regular U.S. mail.
- b. Any person, upon request, shall receive reasonable advance notice of the time, place, and purpose of any meeting by electronic mail.
- c. These rules shall apply to all committees or subcommittees formed under the auspices of this board.

Thomas DeCastra offered and moved for adoption of Resolution 24-2026. Duly seconded by Ryan Nixon.

Adopted this 27th day of January 2026.

Voting:

R. Nixon Yes T. DeCastra Yes T. Destro Yes

Ryan Nixon  _____ Tony Destro  _____

Thomas DeCastra  _____

Certified by:  _____
Bob Roksandich, Fiscal Officer