

Brunswick Hills Township

Trustee Work Session

Date: January 13, 2026

Time: 6:00 PM

Location: Brunswick Hills TownHall

Call to Order

- The work session was called to order at 6:00 PM by **Trustee Nixon**.

A quorum was present. Trustee Destro was not yet present. Trustee Nixon noted that no formal votes would be taken during the work session and that the purpose was to organize discussion items for the regular 7:00 PM meeting and future meetings.

1. Emergency Management Agency (EMA) Annual Meeting

The Board discussed the upcoming Medina County EMA Advisory Group Annual Meeting scheduled for January 28 at 6:00 PM.

Discussion

- Each political subdivision is permitted one vote at the meeting.
- Historically, Brunswick Hills Township has not attended in recent years.
- The meeting is primarily organizational (appointments, confirmations, and future meeting dates).
- Participation allows the Township to remain engaged in countywide emergency planning discussions.

Action Items:

- **Trustee Destro:** Attend the January 28 EMA meeting and report back to the Board.
 - **Trustee DeCastr:** Notify the EMA contact (Rhonda) that Trustee Destro will attend.
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2. Comprehensive Plan Update

Trustee Nixon provided an update on the Comprehensive Plan process.

Discussion

- Final draft is complete.
- Ready to present to the Zoning Commission.
- If timeline proceeds as anticipated, final adoption could occur by mid- to late-February.
- Copies will be distributed to surrounding communities once finalized.

Action Items:

- **Trustee Nixon:** Forward final Comprehensive Plan draft to Trustees and Steering Committee.
 - **Trustee DeCastr:** Coordinate with Zoning Commission to schedule public hearing.
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3. Public Records Request Process

The Board discussed reestablishing a standardized records request process.

Discussion

- Previous administration inconsistencies led to tracking issues.
- Concern over timely fulfillment and compliance with public records law.

Proposed Process:

- Any records request received by anyone should be copied to all Trustees and the Fiscal Officer.
- Julie (administrative staff) will log:
 - Requestor name
 - Date received
 - Assigned party
 - Date fulfilled
 - Date closed
- Completion notification will be sent to Julie for tracking closure.
- Spreadsheet (likely Excel-based) to be used for tracking.

Additional Concerns:

- Ensuring department heads notify Trustees of requests.
- Avoiding delays during administrative transitions.

Action Items:

- **Trustee DeCastr:** Coordinate with Julie on establishing an Excel tracking spreadsheet.

- **All Trustees:** Copy the entire Board and Fiscal Officer on all incoming records requests.
 - Reinforce expectations with department heads regarding notification and compliance.
 - **Julie:** Maintain centralized records request log.
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4. Health Insurance Reauthorization

Discussion regarding prior resolution (38-2023) authorizing health insurance benefits for Trustees.

Discussion

- Prosecutor's Office previously advised reauthorization before new Trustee terms due to compensation law.
- Later clarified that reauthorization may not be required unless a specific expiration date was included.
- Current resolution authorized coverage only for 2024–2025.
- Potential lapse in authorization could jeopardize eligibility.

Action Items:

- **Trustee DeCastra:** Contact Prosecutor's Office for formal clarification and guidance on whether a new resolution is required.
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5. Communication & Policy Standards

Trustee DeCastra proposed setting clearer internal and external communication standards and policies.

Discussion

- Open Meetings / Sunshine Law compliance.
- Unified communication approach when interacting with outside entities.
- Clear distinction between personal opinions and official Board positions.
- Establishing lead Trustee for external communications to avoid fragmented messaging.
- Documentation of procedures for continuity in future administrations.

Action Items:

- **Trustee DeCastra:** Draft written communication standards policy for Board review.
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6. BWC (Bureau of Workers' Compensation) Process

Discussion regarding the transition of administrative oversight previously handled by former Trustee.

Discussion

- Julie may serve as point of contact.
- One Trustee will sign required documentation.
- Confidential information should be limited in distribution.

Action Items:

- **Board:** Formalize point-of-contact designation.
 - **Julie:** Manage BWC communications and notify Trustee signatory as required.
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7. OTARMA (Property & Liability Insurance)

Discussion regarding insurance responsibilities and contacts.

Discussion

- OTARMA handles property, vehicles, and liability insurance.
- Updates required when:
 - New vehicles acquired
 - Construction begins
 - New property improvements occur
- Trustee Nixon has existing relationship with OTARMA representative.
- Need for updated master list of all Township-owned properties.
- Potential liability exposure if unknown parcels exist.

Action Items:

- **Trustee Nixon:** Continue as OTARMA contact and copy Trustees on communications.
 - **Trustee DeCastr:** Coordinate with Zoning and Medina County Auditor to compile comprehensive Township property list.
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8. Frontier/Mastec Complaint Process

Board reviewed proper escalation procedure for resident complaints regarding Frontier fiber installation.

Process Clarified:

1. Resident contacts Mastec (via phone/email listed on door hanger).
2. Resident waits a reasonable period of time for response.
3. If unresolved, Trustees escalate to Frontier contact (Justin).
4. Justin reviews internal complaint logs and intervenes if necessary.

Board agreed to reinforce structured escalation process.

Action Items:

- **Trustee Nixon:** Forward Mastec contact placard to Trustees.
- **Trustee DeCastra:** Document complaint process on Township website.

Adjournment

Nixon motioned to adjourn the work session. DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.


Work session adjourned at 6:43 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee



Bob Roksandich, Fiscal Officer