

Brunswick Hills Township

Trustee Work Session

Date: January 27, 2026

Time: 6:00 PM

Location: Brunswick Hills TownHall

Call to Order

- Meeting called to order by **Trustee Nixon** at **6:02 PM**
-

1. Fuel Station Proposal

Discussion

- Trustee Nixon reported receipt of the fuel station proposal from Landmark.
- Preliminary analysis indicates estimated annual savings of **\$30,000–\$33,000** based on previous fuel consumption.
- Further discussion deferred pending clearance from the power company liaison.

Action Items

- **Trustee Nixon & Corey Schultz:** Continue pursuing power company clearance.
 - **Board:** Review cost-benefit details once clearance is obtained.
-

2. Approval of Prior Year Meeting Minutes

Discussion

- Legal clarification received from Richter regarding approval of prior-year meeting minutes.
- Trustees may vote on minutes after reviewing video recordings and notes, even if not in office at the time.

Action Items

- **All Trustees:** Divide remaining unapproved minutes, review recordings, and prepare for approval.
-

3. Firefighters' Union Organization Status

Discussion

- No formal notification or request to bargain received from the firefighters' attorney.
- Township has taken no action pending official communication.

Action Items

- **None at this time** (await formal notice).
-

4. Public Records Request Policy

Discussion

- Trustee DeCastra drafted a public records policy resolution based on Ohio Auditor of State guidance.
- No prior written township policy located.
- Records request tracking spreadsheet is active and maintained by Julie.
- All trustees and Fiscal Officer are to be copied on all records requests.
- Police Department has its own established public records process.
- Discussion emphasized assisting requesters in narrowing overly broad requests.
- Security-related records (physical and cybersecurity) are exempt from disclosure.

Action Items

- **Trustee DeCastra:** Draft public records policy for formal review.
-

5. Township Facebook Page Discussion

Discussion

- Mixed views expressed on creating an official township Facebook page.
- Concerns included:
 - Legal and public records retention requirements
 - Administrative burden
 - Duplication of information already shared on established community pages
- Potential benefits included centralized information and easier historical reference.
- Proposal to research how Medina County Commissioners manage their Facebook presence.

Action Items

- **Trustee Destro:** Contact Medina County Commissioner Aaron Harrison to gather information on their policies and procedures to manage their Facebook presence.
 - **Board:** Revisit topic after research is completed.
-

6. Township Website Modernization

Discussion

- OTA partnership with Schumacher Technology Group discussed.
- Estimated costs:
 - Gold package: ~\$2,300 setup + \$375 annual hosting
 - Platinum package: <\$4,000 setup
- Potential benefits include improved communication, digitization of records, and better public access.
- Trustees agreed that website improvements should be a higher priority than social media expansion.

Action Items

- **Trustee DeCastr:** Gather additional information at OTA conference and report back.
-

7. Internal Communications & Shared Calendar

Discussion

- Trustees requested improved internal communication with department heads.
- All trustee-related communications should include all trustees.
- Shared township calendar discussed to avoid scheduling conflicts.

Action Items

- **Department Heads:** CC all trustees on trustee-related communications.
 - **Staff:** Continue maintaining calendar postings; improvements anticipated with website upgrade.
-

8. Fire Chief Vacancy & Hiring Process

Discussion

- Consensus that the Fire Chief position should be **full-time**.
- Ohio Fire Chiefs Association search services deemed costly (\$15,000–\$20,000).
- Alternative options discussed, including peer chief interview panels.
- Interim Chief Haas shared prior successful hiring approach using regional chiefs.

Action Items

- **Trustee Destro:** Compile research, costs, and recommendations for hiring process and present at next meeting.
-

9. Township Property Inventory

Discussion

- Approximately **27 parcels / 151 acres** of township-owned property identified.
- Ownership records are inconsistently titled across auditor records.
- Possible encroachments identified (sheds, fences, structures).
- Need for surveys, signage, and clarification of boundaries discussed.

Action Items

- **Trustee DeCastra:** Coordinate with County Auditor to consolidate property naming records.
 - **Trustee Nixon:** Locate and engage township surveyor.
 - **Board:** Develop plan for surveys and signage for notification of property lines.
-

10. IT Modernization & Hardware Refresh

Discussion

- Hardware refresh needed (aging police laptops).
- Lighthouse evaluating pricing via state contracts.
- Proposed projects:
 - Consolidating township domains, bring police on the same domain as the rest of the Township
 - Reducing licensing costs
 - Migrating files to cloud-based systems
 - Retiring on-site servers where feasible

Action Items

- **Trustee DeCastra:** Continue working with Lighthouse and provide project plans and cost estimates.
-

11. Old Email Accounts

Discussion

- Old employee email accounts (Sally, Christina, Trica) reviewed.
- Sally's account receiving USPS "Informed Delivery" notifications; deemed unnecessary.
- Plan to retain accounts temporarily for record continuity, then disable inbound mail.

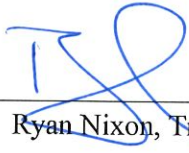
Action Items

- **Trustee DeCastra:** Disable Sally's email account and USPS notifications.
 - **Trustee Destro:** Monitor remaining legacy accounts for important communications.
 - **Board:** Disable inbound email for remaining accounts by **May 2026**.
-

Adjournment

Trustee DeCastra motioned to adjourn. Seconded by **Trustee Nixon**. Destro – yes. DeCastra – yes. Nixon - yes. Motion carried.

Work Session adjourned at **6:48 PM**.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee



Bob Roksandich, Fiscal Officer