

BRUNSWICK HILLS TOWNSHIP

BOARD OF TRUSTEES WORK SESSION MINUTES

Date: March 10, 2026

Time: 6:01 PM

Location: Brunswick Hills Townhall

CALL TO ORDER

The work session of the Brunswick Hills Township Board of Trustees was called to order at **6:01 PM** by Trustee Ryan Nixon.

ROLL CALL

- Trustee Ryan Nixon – Present
 - Trustee Thomas DeCastras – Present
 - Trustee Tony Destro – Present
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1. Records Management and Documentation

Trustees discussed concerns regarding the organization and accessibility of township records.

Discussion included:

- Lack of centralized recordkeeping system
- Condition of existing records, including deterioration and mold
- Need for digital storage solutions and retention policy review
- Consideration of professional document scanning services

Action:

- Trustees will schedule a records cleanout session (target: April)
 - Further review of records retention policies and digitization options
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2. Township Facilities – Key Access

Trustees discussed inconsistencies in building key access.

Discussion included:

- Need for uniform access among trustees
- Options for rekeying locks or duplicating keys

Action:

- Service Foreman Cory Schultz to be consulted regarding cost and feasibility of implementing a universal key system
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3. Township Building and Fire Station Planning

Trustees held discussion regarding future township facility planning.

Discussion included:

- Potential locations for a new township building and/or fire station
- Consideration of centralized services
- Impact on emergency response times
- Review of previously identified properties, including potential acquisition opportunities
- Discussion of maintaining one versus two fire stations

Action:

- Trustee Destro to obtain prior fire study documentation
 - Trustees to further evaluate property options and feasibility
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4. Fuel System Proposal

Trustees discussed a proposed township fuel system installation.

Discussion included:

- Estimated installation cost of approximately \$15,000
- Projected annual savings of \$30,000–\$33,000
- Lease arrangement for equipment with fuel purchase requirement
- Estimated payback period of approximately six months

Action:

No formal action taken. Proposal to be reviewed further during regular meeting.

5. West Chase Park Development

Trustees discussed development of township-owned property for park use.

Discussion included:

- Availability of \$100,000 grant funding
- Grant requirements and reimbursement structure
- Potential park features (trails, prairie area, pavilion, memorial elements)
- Opportunities for additional funding and donations
- Coordination with Park District for planning and cost estimates
- Consideration of phased development approach

Action:

- Continue coordination with Park District
- Begin grant application process with ODNR
- Engage surrounding community and explore additional funding opportunities

PUBLIC COMMENT (WORKSHOP SESSION)

- Kelly Gualdoni provided additional suggestions regarding:
 - Document storage services
 - Grant opportunities (monarch habitat, bat conservation)
 - Volunteer assistance for records management

ADJOURNMENT

Trustee Nixon moved to adjourn the workshop session at **6:42 PM**.
Seconded by Trustee Destro.

Roll Call Vote:

- Trustee DeCastras – Yes
- Trustee Nixon – Yes
- Trustee Destro – Yes

Motion carried. Workshop session adjourned.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee



Bob Roksandich, Fiscal Officer