

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
March 10, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, March 10, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, Zoning Inspector Daryl Lucien, Interim Fire Chief Tim Haas, Police Chief Tim Sopkovich, and Service Foreman Cory Schultz present.

Trustee Chair Nixon called the meeting to order at 7 PM, noting that the meeting was properly advertised.

PRESENTATION:

Matt Smith, Cuyahoga Landmark gave a presentation of the proposal for a fueling station for the Township.

MINUTES:

Trustee Destro moved to approve the February 10, 2026, regular meeting minutes. Trustee Nixon seconded. Destro – yes. Nixon – yes. DeCastra – Abstain from vote due to absence from meeting. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

None.

Police Department:

Chief Tim Sopkovich made the following announcement. The Brunswick Hills Police Association is having an Easter Bunny Brunch on Saturday March 21, 2026, 11 AM to 1 PM at the Southwest Baptist Church, 323 North Carpenter Rd. There are still a few tickets available. If you are interested in tickets, they are available on our social media/Facebook page to purchase online.

The MCDAC Grant is written and ready. It was sent to Police Liaison Nixon. These funds are used for our School Resource Officer that is placed in the Elementary Schools. That will need to be signed by the Fiscal Officer. Requesting the board review it and get it signed.

Purchase Order request to Lighthouse Solutions in the amount of \$1,394.00 for a Dell Pro PC 15/Dell 27 Monitor that will replace the patrol squad room LEADS computer. PO from account code 2191-210-430-0000, Small Tools and Equipment. Trustee Nixon moved to approve the PO request to Lighthouse Solutions in the amount of \$1,394.00. Trustee Destro seconded. Destro – yes. DeCastra- yes. Nixon – yes. Motion Carried.

Fire Department:

Interim Fire Chief Tim Haas presented the monthly report for February.

PO request to Chagrin Valley Dispatch in the amount of \$7,416.25 from line item 2192-220-319-0000, Other Professional & Technical Services for the First Due Software. Trustee Destro moved to approve the PO Request to Chagrin Valley dispatch in the amount of \$7,416.25. Trustee Nixon seconded. Destro -yes. DeCastra – yes. Nixon – yes. Motion Carried.

Request approval to set up the PM for the Township generators with W.W. Williams. This is an annual contract. Trustee Nixon moved to approve the contract with W.W. Williams for the Township generator maintenance in the amount of \$3,687.00. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion Carried.

Request to cancel PO 39-2026 in the amount of \$625.00 from item number 2192-220-360-0000 and open a new PO to W.W. Williams in the amount of \$1,866.00 from line item 2192-220-360-0000 Contracted Services. Trustee Destro moved to approve the cancelation of PO 39-2026 and the new PO to W.W. Williams in the amount of \$1,866.00. Trustee Nixon seconded. Destro – yews. DeCastra – yes. Nixon – yes. Motion Carried.

Request Executive Session to interview for the Fire Prevention Officer.

Request permission to start interviewing for the position of Part-time FF. We lost 3 FF's at the beginning of the year.

Congratulations to Conner Andrew Alexander Heinle for achieving the rank of Eagle Scout. A letter of recognition has been sent to the Eagle Court of Honor from the Fire Department.

Service Department:

Service Foreman Cory Schultz presented the monthly report for February.

Notice of Award for the 2026 Brunswick Hills Township Road Bid to Perrin Asphalt in the amount of \$228,881.00. Trustee Nixon offered and moved for adoption of **Resolution 28-2026** To award the bid for the 2026 Brunswick Hills Township Road paving to Perrin Asphalt in the amount of \$228,881.00. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

TRUSTEE REPORTS:

Ryan Nixon:

None.

Thomas DeCastra:

Trustee DeCastra offered and moved for adoption of Resolution 29-2026 the Board of Trustees of Brunswick Hills Township, Medina County, will resolve to amend the zoning map per the application and amend parcels 001-02C-05-006 and 001-02C-02-019 from Rural Residential to R-1 residential. Trustee Nixon seconded. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra gave a couple updates to items discussed at previous meetings.

- The language for the Ballot for the renewal levy was submitted to us by the Board of Elections and we approved it, so it will be on the Ballot in May.
- For the Township Medical and Dental Insurance, we will need to pass a resolution for it and I will work with Brian Richter for an update on that. The medical insurance is at a 15% rate and that is fine if it goes up or down over the years. The Dental is not actually set at a rate. A couple of years ago the policy was upgraded, and the difference was to be paid by the employee. But how that difference is tracked is unknown. We can either set an amount or a percentage.
- A possible procedure related to nuisance properties across the Township. To make sure that we understand as Trustees we have the ability through two ORC codes to take steps against trash and junk vehicles above and beyond Zoning. We just need to understand that we have those opportunities in front of us to take care of our residents as we see fit, if the need comes for us to take action outside of the Zoning Office.
- Met a lawyer from Baker Dublikar at the OTA and had a conversation about updating our employee handbook. They are proposing an hourly rate of \$210 at about 10 hours to help us get our employee handbook updated and refreshed.

Trustee Nixon moved to approve a PO to Baker Dublikar law Firm not to exceed the amount of \$2,500.00 for the update of our employee handbook. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion Carried.

Tony Destro:

Trustee Destro gave an update on the process of hiring new Fire Chief. He stated he has spoken with several of the area Fire Chiefs, and they are willing to help us with hiring a new fire chief. He stated he likes both ways of hiring equally, either using the service or doing it ourselves. The main difference is, if we use the local chief's, it will be a lot more work for us and the Chief's. If we use the service, it will be a lot more professional and more organized. Interim Fire Chief Haas stated he recommends using the service because it will be a lot of work to do it ourselves. The decision was made to reach out to the service to schedule them to come to a meeting for a presentation of their services.

FISCAL OFFICER:

None.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee DeCastra stated he would like to bring up possible OTA membership for our ZC and BZA members. There are a lot of great webinars. With Dalith included that would be 11 members.

Zoning Commission and Board of Zoning Appeals have open positions. ZC has one alternate position and BZA has 3 openings, 1 regular and 2 alternate members. ZC meets the first Thursday of every month and BZA meets on the first Wednesday of every month if there is business. If the BZA does not have business those meetings are cancelled. Applications can be picked up in the Townhall office or on the Township website.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	March 24 th
BZA:	April 1 st - cancelled
Zoning Commission:	April 2 nd

PUBLIC INPUT:

Mark Mucha 2010 Baintree Court. Mr. Mucha thanked the Board and Zoning Inspector Lucien for their efforts. Following his prior appearance and discussion letters were sent with deadlines, and one property owner has responded and cleaned up their yard. Mr. Mucha then asked about the process for reversing that variance. Zoning Inspector Daryl Lucien explained that the variance was granted through the BZA without specific time limits, and the most direct way to eliminate it would be for you to purchase the property. The next order of business, I totally agree that its so necessary for you guys as a Township to consider a different way to obtain the fuel for your vehicles. Mr. Mucha encouraged the Township to consider owning fuel storage equipment rather than leasing. He noted that double-wall fuel tanks have a lifespan of 25–30 years and suggested comparing Landmark’s proposal with Township-owned options. He also mentioned fuel consortiums as a way to reduce fuel costs. Trustee Nixon acknowledged the general value of ownership but explained that Landmark’s proposal involves no upfront cost, with the company providing and maintaining the tanks. The Township would only be responsible for site preparation, utilities, and fuel purchases. He added that all options, including consortiums, will be considered before making a decision.

Ron Wetterman 1085 Substation Rd. I come here as a Board of Elections volunteer. We have an election coming up and we want as many people as possible to come out and vote. I want to remind people to review their voting registration. If your information in the poling book does not match the information you give them, you will be told that you have to vote a different method. If that is something you need to do please do it as soon as possible before the election.

Dave Goodyear 691 Pearl Rd. Mr. Goodyear expressed strong support for installing fuel tanks at the Township service department, citing past experience and anticipated long-term cost savings. Mr. Goodyear requested that the Fire Chief’s vehicles be properly marked with lettering, lights, and identification so residents can clearly recognize them as Township equipment. Mr. Goodyear suggested reconsidering a full-time Fire Chief position, proposing instead maintaining a part-time chief and using additional funds to hire another firefighter to increase personnel on the ground.

Billy Hudson 314 Pearl Rd. Mr. Hudson reinforced Mr. Goodyear’s comments, emphasizing his long-term familiarity with the Township and agreement that the fuel tank initiative will result in significant savings over time.

Kelly Gualdoni 1791 Marks Rd. Ms. Gualdoni suggested offering virtual (Zoom) meetings to increase community involvement, particularly for residents with mobility limitations. Trustees explained that Ohio law (ORC) requires in-person public meetings and does not permit virtual attendance for boards like the BZA. Trustee DeCastra invited residents needing assistance, especially with transportation, to reach out, noting the Township’s willingness to help facilitate participation. Ms Gualdoni requested the

installation of “No Engine Brake” signs on Marks, Sleepy Hollow and Substation Rds. Ms. Gualdoni supported updating the employee handbook and emphasized the need for clear standards regarding professional conduct and communication by Township employees, citing a prior negative personal experience with a Township employee.

Linda Hudson 314 Pearl Rd. What is the update on the HB funding for the park? Trustee DeCastra gave an update of the information that was discussed in the Trustee Work Session regarding the West Chase Park.

Rick Dumperth Chatham Township Trustee, I’m running for Medina County Auditor. Mr. Dumperth gave a background on himself and an overview of his campaign. More information can be found on the Facebook page “Friends of Rick Dumperth”.

BOARD DISCUSSION ON PUBLIC PARTICIPATION AT MEETINGS

Trustee Destro raised a situation where he invited youth entrepreneurs to speak about their business and charitable efforts. He was advised this would not be appropriate for public input or public presentation sections of the meeting, prompting discussion on when such presentations are suitable. Trustee Nixon explained that the agenda includes two opportunities for public participation: *Public Comment* (governed by the Ohio Revised Code and limited to Township-related business or agenda items) and *Public Presentation*. Trustee Nixon expressed concern that allowing business-related presentations could create a precedent for promotional or advertising use of meetings, which is not the intended purpose of either public comment or public presentation. Trustee DeCastra stated we could use a more structured public comment process, similar to county commissioners’ meetings, including sign-in sheets, stated topics, and time limits. Trustee Nixon expressed hesitation about adding too many restrictions. Trustees generally agreed on the need to better define what qualifies as a *Public Presentation* and establish clearer guidelines.

OFF CAMERA:

Nixon moved to go off camera at 8:40 PM for the purpose of a couple executive sessions and any other business we may have forgotten. DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to go into Executive Session at 8:48 PM for the purpose of an interview for Fire Prevention Officer. Seconded by Trustee Destro. Destro – yes. DeCastra- yes. Nixon – yes. Motion Carried.

Trustee Nixon moved to come out of Executive Session at 8:57 PM. DeCastra Seconded. Destro – yes. Nixon – yes. Motion carried.

Trustee Destro moved to offer a conditional offer of employment to Chris Kavalic for the position of Fire Prevention Officer pending successful completion of all necessary testing. DeCastra seconded. Destro - yes. Nixon – yes. Motion carried.

Trustee Nixon moved to go back into Executive Session at 9:00 PM for the purpose of personnel issues. Seconded by Trustee DeCastra. Destro – yes. DeCastra – yes. Nixon – yes. Motion Carried.

Trustee Nixon moved to come out of Executive Session at 9:18 PM with the motion of no action taken. DeCastra Seconded. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to adjourn the meeting.

Adjourned at 9:18 PM



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee



Bob Roksandich, Fiscal Officer