

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
March 24, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, March 24, 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, Assistant Zoning inspector Wes Humphrey, 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:

Paul Michalko, Personnel Selection Services gave a presentation on his company and the services they offer to assist with the search for a candidate to fill the Full time Fire Chief position within Brunswick Hills Township.

MINUTES:

Trustee Nixon motioned to approve the February 24, 2026, Regular Meeting minutes. Trustee Destro seconded. Destro – yes. Nixon – yes. DeCastra abstained from vote due to absence from meeting. Motion carried.

Trustee Nixon motioned to approve the March 10, 2026, Special Meeting minutes for the Public Hearing on the Zoning Map Amendment for the Carlisle Property. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon motioned to approve the March 10, 2026, Work Session Meeting minutes. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon motioned to approve the March 17, 2026, Special Meeting minutes. Trustee Destro seconded. Destro – yes. Nixon – yes. DeCastra – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Daryl Lucien presented the monthly report. Showing the difference between last year and this year during the same time period. This year 5 permits and \$871.36 vs last year 13 permits and \$1,831.90.

Police Department:

Police Chief Tim Sopkovich stated that the Brunswick Hills Police Association Easter Bunny Brunch at Southwest Baptist Church was held over the weekend. The event was attended by over 180 people. He

thanked everyone that had a part in putting the event together including The Board of Trustees, the Eagles in Brunswick, Bedard Brothers, Sams the Man, Barley Jacks, Marco's Pizza, Space Walk of Strongsville, LED Electricity, The VOFT volunteers and Branka's Bakery.

PO Request to Mantua Hardware in the amount of \$2,830.00 for a 13-Holosun HS 507 Optics for new issued sidearms from account code 2191-210-430-0000 Small Tools and Equipment. Trade in value of old optics \$550.00. Trustee Nixon moved to approve the PO request to Mantua Hardware in the amount of \$2,830.00. Trustee Destro seconded. DeCastras – yes. Destro – yes. Nixon – yes. Motion carried.

Fire Department:

Requested the Board accept the resignation of FF Sayf Shetawi who was recently hired Full Time at Warrensville Heights, as he can no longer fulfill his minimum requirements for Brunswick Hills Township. Trustee Destro read FF Shetawi's resignation letter. Trustee Destro Motioned to accept the resignation of FF Sayf. Trustee Nixon seconded. DeCastras – yes. Destro – yes. Nixon – yes. Motion Carried. Trustee Nixon thanked FF Sayf for his service.

Service Department:

Service Foreman Cory Schultz requested to change the hours of the service department to work 4 10-hour shifts, Monday through Thursday 6am to 4pm starting April 2, 2026. There was some discussion about coming up with a policy giving Foreman Schultz the authority to manage the hours of the service department. The decision was made to go ahead with approving the request for tonight and then look at re-evaluating in the fall. Trustee Nixon moved to approve the amended work schedule starting April 2, 2026, with a revisit date of Labor Day. Trustee DeCastras seconded. Destro – yes. DeCastras – yes. Nixon – yes. Motion Carried.

2014 Explorer had an issue burning through coolant. Took it to Ron's Garage and had phone approval from all three trustees on March 19th for Ron's Garage to work on this issue. The invoice came to \$3,932.00. Request approval for repair out of BC #37 Repairs and Maintenance Vehicles. Trustee Nixon moved to approve the expenditure of \$3,932.00 to Ron's Garage for the repairs to the 2014 Explorer. Trustee DeCastras seconded. Destro – yes. DeCastras – yes. Nixon – yes. Motion carried.

TRUSTEE REPORTS:

Ryan Nixon:

Just to give everyone an update about the fuel cells. It's been difficult to get in touch with the real estate department with First Energy. We do have a line of communication open with them now. I've let them know exactly what we are looking to do on the property. They are examining the lease. The people that signed that deal, way back when, are no longer there so it's a whole new team looking at it. We've had some good communications today alone, hoping to get an approval from their legal team in writing that we can deliver to the Prosecutor's office and then move forward with the gas tanks on the service department property. We are getting close.

Thomas DeCastras:

The BZA and ZC members have the opportunity to attend trainings that are offered by the Medina County Department of Planning Services. There would be 6 trainings if they attended all of them. Trustee DeCastras moved to add their attendance at these trainings to their compensation at the rate of a regular

meeting. Trustee Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon asked Trustee DeCastra how the application process is going for finding ZC and BZA members. Trustee DeCastra stated they have one application and the applicant is currently in attendance at the meeting. We will keep accepting applications.

Trustee DeCastra gave an update about the website. We received a quote from Shumaker Technology Group for the Gold Package at an amount of \$2,295.00 plus \$375 for annual hosting. This is a good package and will ensure we are ADA compliant by 2027. Trustee DeCastra moved to approve a PO to Shumaker Technology Group in the amount of \$2,670.00 from line item 1000-110-319-0000 Other Professional and Technical Services. Trustee Nixon seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

The next item is OTA memberships for ZC and BZA members. Currently we have 10 memberships, we can add the BZA and ZC members. It is \$50/employee. There are excellent webinars and other resources they can utilize. We have a lot of new people and for the benefit of the community I think it would be worth it. Trustee DeCastra moved to approve a PO to Medina County Township Association in the amount of \$550 for the BZA, ZC and Zoning secretary to become members of the Medina County Township Association and the Ohio Township Association for training purposes. Trustee Destro seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Regarding the Township property located on Substation Rd. I have the tax-exempt application completed. Who do we want to sign that? It only asks for one person to sign. The Board decided to have Fiscal Officer Bob Roksandich sign the tax-exempt application. The steps are it goes to the Medina County Auditor, they fill out their part, it then goes to the Ohio Department of Taxation, they do what they need to and then they determine when and how we can get the tax removed from the property.

Cybersecurity training. We talked about the policy; I will come up with some options. Lighthouse gave us a vendor, it's around \$1.98 per person per month to do webinar training and phishing. OTARMA has some possibilities of free training. Tony and I also learned that the University of Cincinnati is hosting a center for small municipalities, townships, small cities and villages to do the training for free since it's required now by state law. I want to take a look at their service to see if that is adequate to get all of our employees the training. We have to have all of that enacted by June 30th of this year. Fiscal Officer Bob Roksandich asked what is the extent of the requirement? Is it a certain amount of hours or classes that have to be taken? Trustee DeCastra stated it is just that we have to adopt a cybersecurity program appropriate for our needs.

Regarding the Blue Bell Parkway and the possible new development of 30 houses. They have come to us and presented their plan, and I've [Trustee DeCastra] met with them individually looking at if we want to do a settlement amendment. The Prosecutors office is saying that it is probably not the ideal way to do that. The prosecutor's office is counseling the Township to not do an amendment to the settlement. They would suggest that we encourage the developer to go through the typical re-zoning process. We have two options to do that. One is a map amendment to something other than RR, when that happens they can build a lot as small as 15,000 sq ft. They are proposing 5,000-7,000. So they would have to get a variance on each lot. The other option is we talk about if we want to open up a new district. We could call it R4 that allows 5,000 sq ft lots. That would be how they would go through the regular zoning process. I do not see any issues with that the re-zoning route and it not be accepted since it is a mirror image of what already

exists across the street. Trustee Nixon asked if Zoning Inspector Daryl Lucien is in agreement with this. Zoning Inspector Daryl Lucien stated he is all for that. He has read through Tucker Ellis's plan they put together and submitted on this. I am all about faster, better, cheaper and this is a win for both sides of this transaction. The sooner they can start building, Drees puts people to work. We start earning tax money. Everybody comes out a lot cleaner and a lot faster. I'm all for it. Trustee Nixon stated if you and Thomas are both saying that it's a fast track, it's going to help them, it's going to save them money... I mean this has been dragging on for a long time now. Mr. Lucien stated way too long. I can't draft this. But as Liaison he could draft something and hand it to me. Then I can stand up in Thursday night's meeting, present it with handouts and we can even have a vote like that. Then we are 30 days away from pulling the trigger on a go meeting. Trustee DeCastra stated the process would be; on Thursday the Zoning Commission would make a motion to re-zone that parcel to R3, then they have to have a public hearing on it, no earlier than 20 days, they would then pass it to the Board, we would have a public hearing on it, we pass it and then it's re-zoned. Once it is re-zoned, they go in front of the BZA and then once the BZA approves it after 30 days they are good to start. Mr Lucien stated you are 6 months out from shovels going into dirt. Trustee DeCastra stated we go through the whole court process it could be longer. I am and I think Daryl is for going through the re-zoning process. It's cleaner and cheaper. Trustee Nixon stated then will you two work together on this and help these guys out. Mr. Lucien asked if we do the R4, that doesn't have to go to the Planning Commission, does it? Trustee DeCastra stated yes it would because R4 doesn't exist here in the Township. That would be a text amendment. The text amendment is a similar process, and it has to go before the planning commission, so it would take just as long. If we created the R4, it would open it up to someone else coming in and getting an R4 zone. I think it's appropriate to go R3 and then get the variances. That way it protects the Township from someone else saying they would like 5,000 sq ft lots.

Trustee DeCastra offered and moved for adoption of **Resolution 30-2026** Resolution providing Group Insurance Plans for eligible employees and elected officials of Brunswick Hills Township. Trustee Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Tony Destro:

None.

FISCAL OFFICER:

Request approval of Warrant Listing dated 3/24/2026 in the amount of \$95,536.36. Noting Medical Mutual in the amount of \$60,086.35, Cargill Salt in the amount of \$15,070.16, WEX Bank for fuel in the amount of \$2,770.83 and Life Force Management EMS service in the amount of \$2,372.88. Trustee Nixon moved to approve the Warrant Listing in the amount of \$95,536.36. Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Request approval of Payroll listing dated 3/31/2026 in the amount of \$76,424.80. Trustee Nixon moved to approve the Payroll listing in the amount of \$76,424.80. Trustee DeCastra seconded. Destro - yes. DeCastra – yes. Nixon – yes. Motion carried.

Discussion was had about the difference in the amount of the invoices for Q3 at \$19,381.68 and Q4 at \$27,225.94 for Brunswick Area Television. Decision was made to move forward with Q3 and table Q4 until further investigation is done to clarify why the big difference in amounts. Trustee Nixon moved for approval of a PO to City of Brunswick in the amount of \$19,381.68 for Q3 of BAT TV expenses. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon stated that he received an email from Brunswick Area Television. He stated to explain the cost difference between quarters Brunswick Area Television did not make any capital purchases during Q3 2025 but did spend \$5,869.64 on capital improvements in Q4 2025 and October had an extra pay period as well. Trustee Nixon asked if that satisfactory for everyone? Destro and DeCastra both said yes.

Trustee Nixon moved to approve a PO for Q4 to City of Brunswick for the BAT TV expenses in the amount of \$27,225.94. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve a PO in the amount of \$48.75 to B&H for repairs to the mic stand by Tony’s seat. DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

Office hours for the Township hall for the week of March 30 – April 3 while Julie is on vacation. The phone line will roll over to the Police Department and people can email any of the three Trustees if they need something. Plus Carol will be in the Fire Department and can come down if needed.

Trustee DeCastra stated he received a door hanger today from Frontier Fiber with a proposed start date of 9/30/2025 and estimated completion date of 11/30/2025. So clearly the dates are not right. As the utilities start getting flagged we advise the residents to take pictures of your property so you have what it looked like before they started. We do hope nothing bad happens, we have been working with them and it has been going a little smoother. But they have been off all winter. It does state a process. There is an email you can send an email to for any issues and it goes up an escalation chain eventually to us. Just wanted to let everyone know that Frontier is going to be back in action with Mastec as the contractor. Trustee Nixon stated it’s a very important point that Thomas makes. You can’t come directly to the Trustees for help with issues. It has to go through the proper chain and there has to be a proper time in between before we as the Trustees can escalate it to Frontier directly. I did finally go with Frontier at my house and they came and cut my cable line and my invisible fence all in one cut. So please if you do have Frontier coming out mark everything. Thankfully, they did pay for that repair about \$260 out of pocket and they reimbursed me. It’s been a rough go with them as a whole. Trustee Nixon asked Trustee DeCastra if he could ask Frontier to provide the Township with a map of where they are going to be. Daryl Lucien stated he has a phone number; Frontier Fiber complaint department 330-721-3927.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	April 14 th
BZA:	April 1 st - cancelled
Zoning Commission:	April 2 nd

PUBLIC INPUT:

Linda Hudson 314 Pearl Rd. I would like to thank the Board. You guys have done a great job. It just gets better every day. Trustee DeCastra stated I would thank our department heads. They have been very supportive of this transition. Tony and I are at 100 days, we have been learning a lot. I appreciate everybody being patient with us and allowing us to ask lots of questions. Maybe by summertime I will be done to 1 or 2 items. I am working on that, I promise.

OFF CAMERA:

Nixon moves to go off camera at 8:34 PM for the purpose of signing warrants and purchase orders and any other business we may have forgotten. DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Nixon moves to adjourn. DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Adjourned at 8:36 PM.



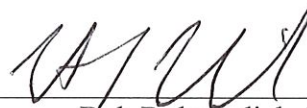
Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee



Bob Roksandich, Fiscal Officer