

Brunswick Hills Township

Trustee Work Session

Date: 3/24/2026

Time: 6:01 PM – 6:53 PM

Location: Brunswick Hills Townhall

Call to Order

- Meeting called to order by **Trustee Nixon** at **6:01 PM**, noting the meeting was properly advertised.
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1. Township Fuel Station

Discussion

- Ongoing communication with FirstEnergy Real Estate regarding Lease
- Communication through email
- Lease dates back to 1980s, different group reviewing lease
- Trustee consensus

Action Items

- Continue communication with FirstEnergy
 - Draft an administrative policy regarding maintenance of software
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2. Fire Chief Search Update

Discussion

- Personnel Selection Services scheduled to be present at the Regular Trustee Meeting

Action Items

- Trustee Destro to report back

3. Records Management and Cleanup

Discussion

- Inventory and organize records per retention laws
- Document records before any disposal occurs
- Get rid of trash

Action Items

- Cleanup session set for April 15 @ 5:30 PM
 - Julie to issue a public meeting notice
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4. Employee Handbook

Discussion

- Draft received from Law firm
- Under review

Action Items

- Trustee DeCastra going through separating out policies that do not need to be part of the handbook
 - Trustee DeCastra will present to rest of trustees once he has finished his review
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5. Cybersecurity Policy

Discussion

- Trustee DeCastra sent proposal to the other Trustees
- Sample sent was from the OTA

Action Items

- Prepare resolution
- Establish training tracking

6. Credit Card Policy

Discussion

- Policy drafted by Trustee DeCastras and sent to other Trustees
- Account ownership issues identified
- Problem with current Huntington Credit Account
- Impossible to add new credit cards because of account owners no longer work for twp
- Possible new credit card company
- Possible CC held by Fiscal Officer that is checked out by employees who do not have a Township CC

Action Items

- Investigate with department heads if there are any recurring monthly charges on the CC account that would be affected if account is closed
- Circulate drafted policy to department heads for their review and feedback
- Julie to establish authorized user list per new cc policy

7. Purchasing Practices

Discussion

- Reduce credit card use
- Increase purchases that can be invoiced

Action Items

- Explore EFT options
- Explore ways to minimize postage

8. Cemetery Records

Discussion

- Record custody – Cemetery Sexton
- Indigent Burials
- Waite & Sons has agreement with county and then invoices the Township

Action Items

- Follow-up with Cemetery Sexton Gary Fuller on records
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9. Public Comment

Discussion

Linda Hudson asked if the Trustees had heard anything about the Medina County Commissioners and the Budget issue. Everyone should be very aware of the situation because it is a very scary situation. They could roll back some of the Levies including the Fire and Police departments.

Adjournment

Trustee Nixon moved to adjourn. Seconded by Trustee Destro. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Work Session adjourned at 6:53 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee

Bob Roksandich, Fiscal Officer