

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**April 14, 2026**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 14, 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, Firefighter Nick Mehalic, Police Chief Tim Sopkovich, and Service Foreman Cory Schultz present.

Trustee Chair Nixon called the meeting to order at 7:01 PM, noting that the meeting was properly advertised.

**PRESENTATION:**

None.

**MINUTES:**

Trustee DeCastra moved to approve the March 24, 2026, work session minutes. Trustee Destro seconded. Nixon – yes. DeCastra – yes. Destro – yes. Motion carried.

Trustee DeCastra moved to approve the April 9, 2026, special meeting minutes. Trustee Destro seconded. Nixon – abstain from voting due to absent from the meeting. DeCastra – yes. Destro – yes. Motion carried.

**DEPARTMENT REPORTS:**

Trustee Nixon explained that in the earlier Work Session the Trustees talked about doing things a little bit differently this evening. In an attempt to be aware and cognizant of our department heads time, the time they spend in the office and then here with us in the evening. What we are going to try out this evening is: department heads will give their reports, we will then go into one executive session for an interview with the Police Department, at the end of that we will open up the floor for any questions/comments from the audience, if there are none then we are going to give our department heads an opportunity to leave the meeting if they have nothing else. Some of our guys start the day at 5:45 AM and sometimes our meetings go very long, just trying to be aware of everyone's time. That is the format we are going to try out this evening.

**Zoning Department:**

None.

**Fire Department:**

Firefighter Nick Mehalic presented the report for March.

Request the trustees review and sign with a resolution the Medina County Intracounty Mutual Aid Agreement for Fire and EMS. This is an updated revision of the Medina County Mutual aid agreement developed by EMA and the County Fire Chief's Association in 2021.

Request the signing of the First Supplement to the Intracounty Mutual Aid Agreement between the City of Brunswick and the Brunswick Hills Township Fire Departments. This agreement outlines dispatch guidelines for critical medical emergencies for closest apparatus response. We have been working off of a verbal agreement for the past few years, and it has worked well. This would solidify it in a Mutual Aid Agreement to assist with dispatch guidelines.

Trustee Destro stated he had read through both of those agreements and has forwarded them to the Prosecutor's office for them to review. Regarding the First Supplement Agreement, it states that when there is a critical medical call regardless of which jurisdiction it is in, the closest apparatus will be dispatched. It will get people to the scene faster. Trustee DeCastra asked if the City of Brunswick has shut down the two older fire stations and gone to just one, the new one on Hadcock? Trustee Destro stated yes they are out of one station now. Trustee DeCastra asked if the Hills is now geographically closer to more of the city residents because they went down to one station and we have two. Trustee Destro stated geographically probably yes. Trustee DeCastra stated this might be something to investigate because we could be getting more calls simply because they decided to decrease the number of fire stations. Trustee Destro stated it is only on critical calls, and it is something they have already been doing for years. Trustee Nixon stated yes, that is something we do need to look at. While we are waiting on a response from the prosecutor's office, perhaps that is something we need to bring up to him as well. Just to have his input on all of this. Trustee Nixon told FF Mehalic we do have both of those agreements; they will be approved just not at this meeting.

Request an executive session after the meeting for the Trustees to interview 3 part-time fire department candidates.

**Service Department:**

Service Foreman Cory Schultz request a resolution for the 2026-2027 ODOT Salt contract. Annual resolution we have to have in place to be able to order salt through ODOT state bid. Trustee Nixon asked what the increase or decrease is that we are looking at for this year? Foreman Schultz stated last year we pre-ordered 1600 ton, this year we are going to pre-order 1300 ton. Because we have a full salt shed. Trustee Nixon offered and moved for adoption of **Resolution 32-2026** Authorizing Participation in the ODOT Road Salt Contract for 2026. Trustee Destro Seconded. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

Request resolution to close Plum Creek Parkway for culvert replacement. Trustee DeCastra offered and moved for adoption of **Resolution 33-2026** Resolution Determining the Necessity to Close Plum Creek Parkway for the Purpose of Culvert Replacement. Plum Creek Parkway will be closed April 27 – April 30, 2026. Trustee Nixon seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

Request approval to participate in the annual Touch-A-Truck at St. Ambrose on May 31, 2026, 2:00 to 4:30 PM. As of right now, we will be taking one truck but will reach out to see if they want us to bring something else also. Trustee Nixon moved to approve the participation in the St Ambrose Touch-A-Truck. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Foreman Schultz presented the monthly report for March.

**Police Department:**

Police Chief Sopkovich stated he was going to start with some bad news; the department has seen a big increase in car accidents recently. Now the good news; we have hit the threshold with the State of Ohio that makes the department able to put in for a traffic safety enforcement grant. The deadline for that grant is May 15<sup>th</sup>. Since we have hit that threshold with the number of accidents that are in the Township, the State of Ohio will allocate funding to the Police Department. And what that will do is they will allocate all the overtime pay rates for extra officers to be out on patrol. We will submit that and hopefully we get approved and get the reimbursement on that so we can put extra patrols out there. With the congested traffic that is picking up in our Township, the officers are dealing with a lot more accidents. With the population growth in the Township, construction, people taking the side roads to avoid 303, we have seen a lot more accidents.

The new vehicle that was purchased last year is ready and will be picked up on April 20<sup>th</sup>. Once this vehicle is picked up, and the equipment in the 2014 Explorer is transferred over to the new vehicle, the 2014 Explorer will be placed on GovDeals for sale.

Request executive session to conduct an interview of a candidate for Police Officer.

Trustee Nixon moved to go into executive session at 7:21 PM for the purpose of conducting an interview for police officer. I will invite all the Trustees, Police Chief Sopkovich and applicant Brian Archer into Executive Session. Trustee Destro seconded the motion. DeCastras – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to come out of executive session at 7:31 PM. Trustee DeCastras seconded. Destro – yes. DeCastras – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to extend a conditional offer of employment to applicant Brian Archer pending successful completion of all required testing and paperwork. Trustee DeCastras seconded. Destro – yes. DeCastras – yes. Nixon – yes. Motion carried.

**PUBLIC INPUT FOR DEPARTMENT HEADS:**

None.

Trustee Nixon dismissed all department heads from the meeting, except Fire because of the Executive Session at the end of the meeting to interview three FF applicants.

**TRUSTEE REPORTS:****Ryan Nixon:**

Trustee Nixon stated that the phone system at the Police Department is in dire need of an upgrade. We are waiting for an update from Lighthouse, and we will discuss the issue more. But it is regarding the recording capabilities. The current system doesn't mesh with the other software that's available. Chief Sopkovich and Curtis are looking into that now and hopefully in a couple weeks they will have some pricing options for us to consider. This is going to be something that is absolutely necessary to do. I don't have any idea on pricing right now, so we are going to sit tight and wait. But it will hopefully be brought up at the next meeting.

**Thomas DeCastra:**

Trustee DeCastra offered and moved for adoption of **Resolution 34-2026** Resolution to Establish the Cybersecurity Policy of Brunswick Hills Township. Trustee Nixon seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

Reminder election is May 5<sup>th</sup>. Early voting is open. Check the Board of Elections website. If you have any questions, feel free to ask.

Trustee DeCastra requested an Executive Session for an interview for a BZA possible alternate member, Timothy Krall.

Trustee DeCastra gave a park update. Waiting for Medina County Park District to get back to him. Trustee DeCastra stated he needs to speak with them about the new design that was sent to him versus what was originally designed back in 2018 and then also how we go about actually getting this project done. We have to follow the ODNR's grant policy, which is laborious, but the Park District probably has templates we could follow. That's where we are with the park at this point, just trying to get the Park District to support us. They have zero interest in it right now. They did propose it to their board and the board said they didn't want it because they have enough other parks that they are working on. So, it's 100% in our ballpark, which I'm fine with. Cory is definitely open to it. Phase one will not be a complicated park from a maintenance perspective. There will actually be less maintenance because there will be prairie land instead of grassland. Trustee Nixon stated that is fine because it will limit the capital we will have to shell out right at the get go. If I remember correctly, they are only going to release 20% upfront. Trustee DeCastra stated that most of the capital is in building an asphalt parkway and a gravel road. I would think we can bring our community together and build an excellent first phase park and then talk about what other phases we want. Trustee Destro asked if they have to design the park or if we could design it? Trustee DeCastra stated we could, but I was just relying on their expertise. Next meeting I will bring everything and we could really talk more about it. Discussion was had between the Trustees about making the park a veteran's park to honor local people that have served both armed forces and emergency services.

Trustee DeCastra gave a public records request update. He stated there are two requests that he is managing. One is complete. The other one, Tony found the majority of the information, but we have a pause on cleaning out the records room in order to get through the audit. I'm also waiting for clarification on some of the items. I am managing those where we can with support from the Prosecutor's Office. Trustee Nixon stated from what he understands it's a two-week max that was requested to not move anything in that room. Trustee DeCastra stated he thinks we have most of what they want if they add more detail to what they are looking for. But I have provided what information is available and I'm communicating with them to keep them updated.

Trustee DeCastra gave a Zoning update regarding Fox Village. Later this month the Zoning Commission will be holding a regular meeting off of their regular schedule to discuss what their vote is going to be on re-zoning the two front parcels off of Pearl Rd and Blue Bell Pkwy to commercial. Trustee DeCastra stated he does not know what their recommendation to the Board is going to be. But within 30 days of the Board receiving their recommendation we would need to hold a public hearing on it, then we would have 30 days to make a decision. Trustee Destro clarified that it is both parcels. The one in front of the existing residences and the one across Blue Bell Parkway.

Trustee DeCastra stated continuing that with the proposed development, they are going to host a public hearing in May right before their normal meeting on the 7<sup>th</sup>. To have conversations about re-zoning that to R3 like we discussed, to increase the density. Then they would still need to go before the BZA. That's just getting kicked off. It's the same process. The ZC gives the Board a recommendation, we have a public hearing then have 30 days to make a decision. Both of those are probably going to be exciting meetings. They are moving forward with that activity. Trustee Nixon asked if we are still looking at roughly a 3-month timeline to get things turned around and going? Trustee DeCastra stated yes. All of that is going in front of the MC Planning Commission in June. We will get all of their feedback. Trustee Destro asked if the planning commission meetings are public meetings and if residents weren't happy about it would that be a good place for them to go and express their opinion. Trustee DeCastra stated yes and I will probably attend it also. When we have something in front of them, I like to attend. They make a recommendation. So, what they recommend is not final. Trustee Destro asked if the two commercial properties up front and the houses are different owners/developers. The two commercial properties are owned by Isaac Yomtovian's LLC. He sold the development to the developer.

Trustee DeCastra stated he will work with Bob to get everyone plus the Zoning boards members signed up for the OTA membership.

Trustee DeCastra stated he wanted to make everyone aware that possibly during the second meeting in May having a presentation and conversation on a dispensary.

Trustee DeCastra gave an update on Frontier Fiber. Frontier Fiber is back in action this spring in the Township. They are digging up front yards; they have a variety of sub-contractors. We need to figure out all of the subcontractors they have working in the Township. I know that the issues I have had have been related to the utility finding company. My neighborhood the utility marking was not installed properly. They had to tear up a lot of people's yards just to find the gas lines. If you're having any issues with the installation of these fibers, you'll see small and large boxes installed in holes in the easement. Take pictures as you see the flags go up of what your yard looks like before they start and take pictures afterwards. They have the right to be in that easement, to install utilities, to dig and inspect anything installed. They have the responsibility to clean up, put dirt back to where it was and seeding new grass. There is an email that you can use if you have questions, concerns or issues. If they have created a mess in your yard, you can take pictures and send to that email. It creates a ticket, you'll be contacted by Frontier to ask any additional questions about what you see, they will contact the subcontractor and hopefully get it resolved. Frontier will not close out the ticket until they have contacted you and asked if your issue has been resolved. We will be working on a graphic of the process to post to our website and share on Facebook. We as Trustees will be happy to take your complaint but 9 times out of 10 you will get an email that says to contact this specific email. We have zero ability to make any changes. We are working on a construction map so that we will at least know where they are working. Please document and know you are your own best advocate. Trustee Nixon stated we as Trustees are happy to be advocates for you but as Thomas alluded to you have to follow the process. We can't take a call or an email and then jump right to our contacts higher up in Frontier. It has to be logged into the system. We just found out this week that there is another subcontractor that is working in the Township that we do not know the name of. The way that it has worked historically is you log your complaint in the Mastec System, or this other subcontractor's system, Frontier manages all of those. They oversee every single one, if there is no activity they nudge the subcontractor to get the work done. If it's not happening in a timely manner, that's when we as the Board can step in to be your advocate. As Thomas said, we will create that PDF outlining the step-by-step

process. Please follow that and bear with us. I've dealt with this for a couple years now and Thomas has dealt with it since the beginning of the year, unfortunately the responses from Frontier are lackluster. We ask that you just be patient with us throughout this process.

**Tony Destro:**

Trustee Destro stated he has made a job description for the Full-time Fire Chief position and sent it to the other trustees for review. It is a long one at 5 pages. Then I also worked on a shorter version for posting the position. Trustee Destro stated that the salary range still needs to be determined. Trustee Nixon stated give us a few days to go through it and then talk with the Fiscal Officer regarding a salary. Discussion was had on required certifications, residency requirements and who to be the point of contact for the applicants to send in resumes and applications, also on the period of time to accept the applications. Continued discussion was had on where to post the position. The decision was made to post on the Township website, Facebook and send to surrounding communities.

Trustee Destro stated the Fire Department is offering CPR First Aid training on April 18<sup>th</sup> 10am – 12pm at Station 2. If you're interested contact FF Wyland or FF Pavell.

**FISCAL OFFICER:**

Trustee Nixon presented and requested approval of the Warrant Payment listing dated 4/14/2026 in the amount of \$42,318.70. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon offered and moved for adoption of **Resolution 31-2026** Final Annual Appropriations. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

None.

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

|                    |                                    |
|--------------------|------------------------------------|
| Trustees:          | April 28 <sup>th</sup>             |
| BZA:               | May 6 <sup>th</sup>                |
| Zoning Commission: | April 23 <sup>rd</sup> Special Mtg |
|                    | May 7 <sup>th</sup> Public Hearing |
|                    | May 7 <sup>th</sup> Reg Meeting    |

**PUBLIC INPUT:**

None.

**OFF CAMERA:**

Nixon moves to go off camera at 8:10 PM for the purpose of signing warrants and purchase orders and any other business we may have forgotten. There will be an executive session for the purpose of looking at a possible land purchase, three interviews for the Fire Department and one interview for the BZA.

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

Nixon moved to go into executive session at 8:11 PM for the purposes stated earlier. Trustee Nixon invited the first applicant, Timothy Crawl into Executive Session. Destro seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon stated we are continuing with executive session to conduct the Fire Department interviews. We are inviting all Trustees, FF Mehalic, Andrew Szell, Matthew Zahorai and Dominic Winger to join us in Executive Session.

Trustee Nixon moved to come out of Executive Session at 9:16 PM. DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee DeCastra motioned to extend a conditional offer of employment to Timothy Krall to be an Alternate BZA member pending successful completion of all required testing and paperwork. Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

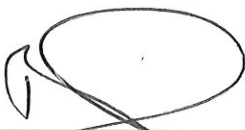
Trustee Nixon motioned to extend a conditional offer of employment as a part-time FF to Andrew Szell pending successful completion of all required testing and paperwork. Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Destro motioned to extend a conditional offer of employment as a part-time FF to Dominic Winger pending successful completion of all required testing and paperwork. Nixon seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Destro motioned to extend a conditional offer of employment as a part-time FF to Mathew Zahorai pending successful completion of all required testing and paperwork. Nixon seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon motioned to adjourn the meeting. DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes.

Adjourned at 9:32 PM.



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Ryan Nixon, Trustee Chair



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Thomas DeCastra, Trustee Vice-Chair



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Tony Destro, Trustee

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Bob Roksandich, Fiscal Officer