

**BRUNSWICK HILLS TOWNSHIP TRUSTEES**  
**REGULAR MEETING**  
**April 28, 2026**

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, April 28, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, Fiscal Officer Bob Roksandich, 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:**

None.

**MINUTES:**

Trustee DeCastra moved to approve the March 10, 2026, regular meeting minutes. Trustee Nixon seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon motioned to approve the March 24, 2026, regular meeting minutes. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the April 14, 2026, Trustee work session minutes. Trustee Destro seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

**DEPARTMENT REPORTS:**

**Zoning Department:**

Trustee DeCastra presented the monthly activity report for the Zoning Department.

For the month of April, the Zoning department collected \$1,561.00. There was a variety of activities going on: 1 above ground pool, 3 accessory buildings, 2 porches, 5 fences, 1 inground pool, a minor subdivision on S. Carpenter and a free-standing sign. Note: For comparison, the amount collected for the same time last year was \$2,376.00.

**Police Department:**

Chief Tim Sopkovich started by recognizing Patrolman Ted Makrinos and K9 Ajgo for receiving the 2025 Officer of the Year Award from the Optimist Club of Brunswick. Officer Makrinos started with the department in 2014. This is the second time he has received the Officer of the Year Award. Ted was nominated by his supervisors. All three shift supervisors nominated him for his dedication and commitment to the Brunswick Hills community. Congratulations to Ptl Makrinos.

Chief Sopkovich stated that last Tuesday the department received shipment of the vehicle that was bought last year, the Dodge Durango. It's almost ready to get on the road and start responding to calls. Just waiting on some quotes from Axon to install the in-car video system and the cradle point which is the connection

to dispatch. Then all we need is a computer and a radio, then that vehicle will be on the road. We will need a new computer for that vehicle. The computer from the old vehicle will not comply with Microsoft updates anymore. We will eventually have to upgrade the computers in the whole department. A lot of our computers are well over 10-12 years old. That's an important way to communicate with dispatch. It also gives the officers a way to check for warrants by their mobile data terminals. The 2018 Ford Explorer that this is replacing is on Govdeals through May 8<sup>th</sup>.

Chief Sopkovich requested that the Board do a non-ceremony swearing in of the new police officer candidate Brian Archer on Monday May 4<sup>th</sup>, then do a formal swearing in at the next Trustee meeting on May 12<sup>th</sup>. Chief Sopkovich stated he would just like to get him started. The first couple weeks is a lot of transitional polices and procedures, getting him qualified on the weapon systems.

Requested PO to Cleveland Communications in the amount of \$4,856.14 for a Tait TM9900 mobile radio from line item 2191-760-750-0000 New Motor Vehicle. Trustee Nixon moved to approve the PO to Cleveland Communications in the amount of \$4,856.14. Trustee DeCastra seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Requested PO to Lighthouse Solutions in the amount of \$3,285.00 for a Panasonic FZ56 mobile data terminal from line item 2191-760-750-0000 New Motor Vehicle. Trustee Nixon moved to approve the PO to Lighthouse Solutions in the amount of \$3,285.00. Trustee DeCastra seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Chief Sopkovich stated he would just like to thank the community for their support and ask that they continue to support them with the Levy that is on the ballot on May 5<sup>th</sup>. It is not a new levy, it is just a renewal of existing 5-year levy, which is important funding for the Department and is what keeps the officers on the road. Just the payroll and benefits are well over 1.2 million dollars, this levy and with the renewal brings in over \$800,000.00. It's very important we keep the officers on the road, and we are very thankful for this community for having us and we look forward to continuing to offer the level of service that the Brunswick Hills Police Department currently does.

#### **Fire Department:**

Interim Chief Tim Haas asked for an update on the Intracounty Mutual Aid Agreement For Fire and EMS. Trustee DeCastra stated it is approved. We will pass a resolution and then sign it tonight.

Requested the swearing in of the new Fire Prevention Officer Chris Kavulic.

Trustee DeCastra presented and moved for adoption of **Resolution 35-2026 Medina County, Ohio Intracounty Mutual Aid Agreement for Fire and EMS**. Trustee Destro seconded. Nixon – yes. DeCastra - yes. Destro - yes. Resolution adopted.

#### **Service Department:**

None.

#### **TRUSTEE REPORTS:**

##### **Ryan Nixon:**

Request from Township Administrative Assistant Julie Riffle to purchase a mic-enabled webcam from Amazon for her Township Computer in the amount of \$66.28. This is necessary to be able to do Teams and/or Zoom meetings and trainings. Trustee Nixon moved to approve the purchase. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Request from Township Administrative Assistant to attend a training webinar “Navigating Ohio Workers Compensation” Tuesday May 5<sup>th</sup> at no cost. Trustee Nixon moved to approve the training request. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

One trash Opt-Out to approve. Trustee Nixon stated that we are not getting close to our max number of Opt-outs. For a person that is selling this house. Trustee Nixon moved to approve the Opt-out for Mr. Mullins. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

**Thomas DeCastra:**

Trustee DeCastra gave a park update stating that he has a meeting on Thursday at 8am with Isaac from Medina County Park District to talk about what the process would be. Trustee DeCastra stated that he was thinking about the prairie land we want for the park. From his own experience we should probably work with Cory and get that started this summer because it will be a 3–5-year process to get that grown. Trustee Nixon stated we are thinking of the bare minimum to start this process. Trustee Destro stated I think the parking lot is the biggest expense or at least starting one. If you start one and put down the base, if the base is there for a year and gets driven and parked on the better the base is going to be. The prairie area would be the easiest to start. It does take a while to kill off the weeds and things. I bet we can get people to do a lot of the initial things at little to no charge and it’s not that hard to do. It’s just a little bit of time and diesel fuel but I think people would be willing to do it. Trustee Nixon asked if heavy machinery is something that is required to do this? Trustee Destro stated it would be a tractor. You would have to mow it down. You might need a brush hog for that. Trustee Nixon stated my thought is this something an Eagle Scout Conservation project could be? Trustee Destro stated maybe, if the dad has a tractor. We could probably work it that way for part of it. Trustee DeCastra stated that if we wanted to open it up to community support, we do it when we start talking about the amenities like benches, etc with more tangible items in the moment. Not 5 years that it takes the prairie to bloom. That’s why I think we need to utilize the resources of the Medina County Park District.

Zoning update: We received a recommendation from the Zoning Commission to approve the zoning map amendment re-zoning of 2 parcels off Pearl and Blue Bell Pkwy PP #001-02D-27-035 and PP #001-02D-27-036 from RR to C-1. Our next step would be to hold a public hearing within 30 days of receiving the recommendation. The decision was made to hold a public hearing on May 11 at 6 PM.

Public Records request update. Cory provided the information needed and Trustee Nixon will fulfill the request by sending the info to the requestor.

Trustee Nixon stated we do need to create a bullet point guide for residents that are having issues with the Frontier Fiber installation going on in the Township. Trustee DeCastra stated he already has something drafted. The guide can be found on the Township website at [www.brunswickhillstwp.org](http://www.brunswickhillstwp.org)

**Tony Destro:**

Trustee Destro gave an update on the Full time Fire Chief process. The job description and the posting was sent to the County Prosecutor’s office, but he is out of town and hasn’t gotten back to us yet.

**FISCAL OFFICER:**

Request approval for the Warrant Payment Listing dated 4/28/2026 in the amount of \$453,986.07. Just calling out some of the larger payments; Perring Asphalt \$206,044.00, Set in Stone Contracting \$60,233.00, OTARMA Insurance \$89,942.00 and Medical Mutual \$58,946.78. Trustee Nixon moved to approve the Payment Listing dated 4/28/2026. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

PO request to cover the balance of the OTARMA bill in the amount of \$60,942.00. Trustee DeCastra moved to approve the PO request to cover the increase in OTARMA fees for 2026 - 2027. Trustee Nixon seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Request approval for the Warrant Payroll Listing dated 4/28/2026 in the amount of \$114,021.12. Trustee Nixon asked for clarification on the \$21,000 to Huntington Bank. Fiscal Officer Roksandich stated that is Federal Payroll Taxes. Trustee Nixon moved to approve payroll dated 4/28/2026. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee DeCastra asked if we are close to completing the audit. Fiscal Officer Roksandich stated yes, we are close. There are a few procedural things, record retention things that I will have to ask the Trustees about. I hope to have it finished up next week. Trustee Nixon stated we appreciate the hard work. I know it is an audit from when you were not Fiscal Officer, so I’m sure that makes it more difficult. Thank you for the hard work. Fiscal Officer stated he would like to give a big shoutout to Ellen Young she has been a great help in finding some of these records. Trustee Nixon asked, are we still considering that record room off limits? FO Roksandich stated yes off limits for now. Trustee DeCastra stated that I think we will look into July as a time for cleaning it out and organizing it better.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

Election day is in one week. Early voting is open. Please get out there and vote!

**MISCELLANEOUS & CORRESPONDENCE:**

None.

**UPCOMING MEETINGS:**

- Trustees: May 12<sup>th</sup> @ 7 PM
- BZA: May 6<sup>th</sup> @ 7 PM
- Zoning Commission: May 7<sup>th</sup> Public Hearing @ 6:15 PM
- May 7<sup>th</sup> Reg Meeting @ 7 PM

Zoning Commission is still in need of one alternate. The Board of Zoning Appeals still needs one regular member and one alternate member. If you are interested and think transportation might be an issue, please reach out to me. We have very wonderful members who are willing to help anyone out with

getting to meetings. It's a great opportunity for people to serve their community. We are gearing up for a good training program for this summer.

**PUBLIC INPUT:**

Ron Wetterman 1085 Substation Road. In our township we have a resolution or ordinance about people coming soliciting services. They do need a permit with the Police Department. Today I had a visit from a window company, they were really pushy about wanting to come into the house, they put a sticker on our storm door and unfortunately, I did not get their license plate number. So, I'm asking if anyone else gets a visit from a window company, I think it was Anderson Renewal. Trustee Nixon stated he had a visit from them as well and also thinks it is Anderson Renewal. Be cautious. Don't let anyone in your house. Trustee Destro stated they have not registered with the PD. Trustee Destro stated that he found out from Chief Sopkovich that they have registered in Brunswick City but not in Brunswick Hills. Mr. Wetterman stated that Christina Kusnerak had given him a copy of a list of when certain records expire and can be gotten rid of. Trustee Nixon stated we have the Records Retention schedule hanging on the bulletin board.

Ben Woods 2660 Hollyhock Lane. Mr. Woods addressed the Board regarding the Trustee Public Hearing on May 11<sup>th</sup> and matters related to the 2005 consent decree concerning the Fox Village area. He stated that, in his view, the Township appears to be attempting to address the matter appropriately but expressed concern that the proposed approach may not comply with the terms of the existing agreement. Mr. Woods referenced provisions within the Agreement, specifically noting language related to development of property in accordance with the C-1 zoning classification as it existed at the time of the agreement, as well as provisions concerning permitted development and required setbacks from State Route 42. He stated his belief that certain recent actions by the Board of Zoning Appeals may be inconsistent with provisions of the agreement, including setback requirements established in the consent decree. Mr. Woods indicated he intends to provide additional comments on the matter at a future meeting. Mr. Woods then presented the Trustees with public records requests. Trustees reviewed the submitted requests. Mr. Woods requested that the Trustees sign a legal document acknowledging receipt of the public records request. Trustees stated they would first consult legal counsel before signing any acknowledgment document. But for the record, the Board acknowledged receipt of Mr. Woods' public records request and stated that the requests would be reviewed and processed accordingly.

**OFF CAMERA:**

Trustee Nixon moved to go off camera at 8:02 PM for the purpose of signing warrants and purchase orders and any other business we may have forgotten. There will also be an executive Session to discuss a potential land purchase. DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Nixon moved to go into executive session at 8:18 PM for the purpose of discussing a potential land purchase. Destro seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to come out of Executive Session at 8:37 PM. DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

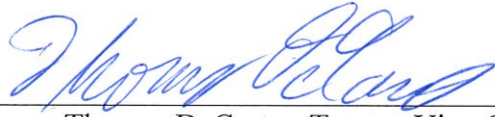
Trustee Nixon motioned to adjourn the meeting. DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes.

Adjourned at 8:38 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