

BRUNSWICK HILLS TOWNSHIP TRUSTEES
SPECIAL MEETING
MAY 7, 2026

The Brunswick Hills Township Board of Trustees met in special session on Thursday, May 7, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, and members of the public present.

Chair Nixon called the special meeting to order at 5:30 PM, for the purpose of discussing several public records requests recently received by the Township. Also noting that the meeting was properly advertised.

Trustee DeCastra reported that the Township had received several public records requests, including:

- Four requests dated April 6
- Two requests dated April 28
- One request dated May 4

Discussion centered on how to research, organize and respond to the requests.

Trustee Destro was able to find a lot of the information that was requested for the April 6th request. At this point, we just need to set up a meeting, invite the requester and lay out the records for that person to look through. A few of the requests go back to 2003 and 2006 so we might not have some of the records because of the record retention schedule.

The 2 requests from the 28th were personally handed to us in a meeting but they were also received by the zoning inspector, assistant zoning inspector and 3 members of the BZA. Trustee Nixon asked if it was the same verbiage across the Board. To which Trustee DeCastra answered "yes". Trustee DeCastra advised that many requested records relate to zoning matters and would primarily involve the zoning office. The Board discussed compiling keywords, names, email addresses, and related search criteria to provide to Lighthouse for electronic records searches. Trustees agreed Lighthouse would conduct the email searches to ensure consistency and efficiency. Trustees acknowledged that some requested records dating back to 2003 and 2006 may no longer exist due to records retention schedules. Trustee DeCastra stated he would coordinate with the zoning secretary to determine what materials remain available in regards to the recordings of the BZA meetings and any draft minutes.

The Trustees discussed the need to review records for attorney-client privileged communications and redact confidential or personally identifiable information before release. The Board agreed all gathered records would be reviewed before release to requestors.

Trustee DeCastra agreed to coordinate with the zoning office regarding April 28th requests. Work with Trustee Destro on the April 6th request and set up meeting time with requester. Continue compiling materials related to the May 4th request.

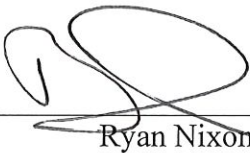
Trustee Nixon asked the requestor present, Mr. Woods, whether records should be provided incrementally as completed or as one comprehensive package. Mr. Woods stated records could be provided on a rolling basis and did not need to be compiled into one package.

Trustee DeCastra thanked the public for their patience with the Township as we work through the records requests.

No additional public comment was offered.

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

Adjourned at 5:49 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee



Bob Roksandich, Fiscal Officer