

Brunswick Hills Township

Trustee Work Session

Date: 4-14-2026

Time: 6:05 PM

Location: Brunswick Hills Townhall

Call to Order

Trustee Nixon called the meeting to order at 6:05 PM and noted that the meeting was properly advertised.

1. Fire Chief Job Description

Discussion

Trustees reviewed draft materials prepared by Trustee Destro for the Full-time Fire Chief position. Including a full job description and a shorter posting version. Discussion included required certifications, residency requirements and salary range. Trustee Nixon brought up an example from a community in the area he felt was a good example to review. Discussion was had on where to post the job listing and length of time to accept applications. Consideration was given to sending the final documents to the prosecutor's office for review.

Action Items

- Trustee Destro to refine and shorten job description
- Send final draft to prosecutor for review

2. Monthly Zoning Report Format

Discussion

Trustee Destro brought up a discussion about the current zoning monthly report format versus the format used by the former Zoning Inspector. Trustee Destro felt the more detailed format used by the former Zoning Inspector was more informative. Concerns were raised regarding

inclusion of identifiable information (names/addresses) in public reports. It was agreed that summary data is acceptable, but sensitive details should be redacted.

Action Items

- Continue internal tracking of zoning activity
 - Ensure public reports exclude identifying information
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3. Trustee Meeting Structure

Discussion

Trustee Nixon brought up the topic of modifying the meeting structure to allow public comments after the department reports and then allow the department heads to leave after the public comments/questions are completed. This is an attempt to be more cognizant and respectful of the department head's time.

Action Items

- Implement trial format at the Trustee Meeting immediately following the work session
 - Evaluate effectiveness of revised format
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4. Interview Process & Scheduling

Discussion

Trustees discussed the number of interviews scheduled during regular meetings and the impact on meeting length. Alternatives such as special meetings or scheduling interviews outside of regular meetings were considered to improve efficiency and reduce the impact on the length of regular trustee meetings.

Action Items

- Consider scheduling interviews during special meetings
 - Discuss possible change with department heads
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5. Frontier Fiber Complaints

Discussion

Trustees discussed ongoing resident complaints regarding Frontier Fiber installation work that is going on in the Township. The discovery was made that there may be more than one sub-contractor working in the Township. The need for residents to follow the complaint process is essential to getting these issues resolved.

Action Items

- Follow up with Frontier for clarification on the sub-contractors that are working in the Township
 - Develop a public-facing complaint process document
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6. IT Services

Discussion

Discussion was had about the IT services provided by Lighthouse. Including aging equipment, service costs and support responsiveness. Proposal to implement quarterly business reviews with Lighthouse to improve transparency, tracking and long-term planning. Discussion also included the disabling of former Trustee email accounts.

Action Items

- Schedule quarterly IT review meeting with Lighthouse
 - Consult Lighthouse on document digitization provider and strategy
 - Contact Lighthouse and have Murphy and Kusnerak email accounts disabled
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7. Annexation

Discussion

A potential annexation matter was introduced. Trustees agreed the topic should be discussed in executive session.

Action Items

- Add annexation discussion to executive session agenda

8. Dispensary Considerations

Discussion

Trustee DeCastra brought up the topic of bringing a dispensary to the Township. Discussion was had about the interest from two companies licensed for Medina County regarding potential dispensary locations within the Township. Discussion included potential tax revenue, community impact and regulatory considerations. Trustees expressed interest in public education before proceeding.

Action Items

- Trustee DeCastra to schedule public presentations with the two interested companies
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Adjournment

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

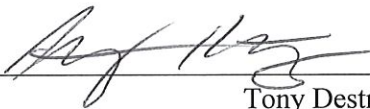
Work Session adjourned at 6:51 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee

Bob Roksandich, Fiscal Officer