

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
June 18, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, June 18, 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 and Assistant Zoning Inspector Wes Humphrey were present.

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

PRESENTATION:

None

MINUTES:

Trustee Nixon moved to approve the May 26, 2026, regular meeting minutes. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the June 9, 2026, regular meeting minutes. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee DeCastra moved to approve the June 9, 2026, Trustee Work Session minutes. Trustee Nixon seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Assistant Zoning Inspector Wes Humphrey presented the monthly report for May, with a total of \$1,864.92 of fees collected.

Police Department:

None.

Fire Department:

Trustee Destro presented and moved to approve a request from the FD to close PO #26-2026 and open a new PO to UH Employer Solutions for the amount of \$1,137.43 from account 2192-220-319-0000 Other Professional and Technical Services. Trustee DeCastra seconded the motion. Nixon – yes. DeCastra – yes. Destro – yes. Motion carried.

Service Department:

None.

TRUSTEE REPORTS:

Ryan Nixon:

Trustee Nixon reported on legal counsel matters related to firefighter union negotiations. Trustee Nixon stated that the attorney the Township was speaking with from Westin Hurd has gone unresponsive. Trustees discussed terminating Westin Hurd as labor counsel and discussed engaging Jonathan Downs of Zashin & Rich for future representation.

Trustee Nixon moved to officially dismiss Westin Hurd from representing the Township for the purposes of firefighter union negotiations. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion Carried.

Thomas DeCastra:

Trustee DeCastra presented and moved for adoption of **Resolution No. 37-2026 RESOLUTION AMENDING THE ZONING RESOLUTION** of Brunswick Hills Township as follows. Section 303-13 of the zoning resolution is hereby proposed to be amended by removing the existing text in its entirety and replacing it with the word reserved as reflected in the redlined excerpt. Section 303-13 currently prohibits medical marijuana cultivators, processors, and dispensaries within the township. Trustee Nixon seconded the motion. Destro – yes. DeCastra- yes. Nixon – yes. Resolution adopted.

Trustee DeCastra thanked residents for their patience regarding public records requests and township correspondence.

Trustee DeCastra discussed concerns regarding Board of Zoning Appeals and conditional use permit application procedures and recommended reviewing forms and processes to improve clarity for applicants and residents.

Trustee DeCastra provided updates regarding the township website redesign project and ongoing park grant discussions. Also reviewed scheduling requirements for upcoming zoning-related public hearings and the Circle K site plan review.

Tony Destro:

Trustee Destro reported on the Fire Chief recruitment process and presented a proposal from Personnel Selection Services to assist with candidate interviews and evaluations. Trustee Destro moved to approve the hiring of Personnel Selection Services to assist the Township in the Fire Chief hiring process for an amount not to exceed \$7,000.00. Trustee DeCastra seconded the motion. Nixon – yes. DeCastra – yes. Destro – yes. Motion carried.

Trustee DeCastra moved to approve Trustee Destro to sign the contract with Personnel Selection Services once it is approved by the Prosecutor's office. Trustee Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Destro moved to approve a PO to Personnel Selection Services in the amount of \$7,000.00. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Destro discussed the potential resale of surplus township computer equipment and suggested

exploring options to maximize value from retired computer equipment.

FISCAL OFFICER:

Requested approval for a PO to Bureau of Workers Compensation in the amount of \$6,528.83. Trustee Nixon moved to approve the PO Request. Trustee Destro seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Requested approval of the Warrant Payment listing dated 6-18-2026 in the amount of \$45,163.83. Noting the larger payments to Bureau of Workers Compensation for \$9,291.00, Life Force Management for \$2,994.08, Lighthouse Solutions for \$1,989.00, WEX Bank for \$4,716.13 and City of Brunswick for \$22,166.31. Trustee Nixon moved to approve the Warrant Listing in the amount of \$45,163.83. Trustee DeCastra seconded the motion. Destro – yes. DeCastra- yes. Nixon – yes. Motion carried.

Requested approval of Payroll Payment Listing Dated 6-18-2026 in the amount of \$75,677.78. Trustee Nixon moved to approve the Payroll Payment Listing in the amount of \$75,677.78. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

Trustee Nixon presented and moved for adoption of **Resolution 41-2026** Resolution establishing procedures for reading email correspondence into the public record during trustee meetings. Trustee Destro seconded the motion. Trustee DeCastra noted that the Trustees do reserve the right to summarize if the email is lengthy and also to decide not to read it if it is determined irrelevant. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

Trustee Nixon moved to approve himself to sign the contract when it comes time to hire Jonathan Downes of Zashin and Rich to represent the township in the firefighter contract negotiations. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee DeCastra stated we need to inform the applicants that we will hear the Circle K site plan at our next Trustee meeting which is on July 14th.

Trustees scheduled a public hearing for the purpose of a recommendation from the Zoning Commission to approve the proposed zoning map amendment to rezone Bluebell Parkway Parcel No. 001-02D-27-037 from RR to R-3. The public hearing will be held on Tuesday July 7, 2026, at 6:30 PM.

Trustees scheduled a special meeting for the purpose of approving payroll and warrants. The special meeting will be held on Tuesday July 7, 2026, at 6 PM.

Trustees scheduled a special meeting for the purpose of discussing the FY27 budget. The special meeting will be held on Wednesday July 8, 2026, at 5:30 PM.

Trustee Nixon reminded residents to keep grass clippings out of roadways due to motorcycle safety concerns. Trustee DeCastra noted that grass clippings also pose an environmental hazard. Keep them in

your yard or mulch them.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:

July 14th @ 7 PM Reg Mtg

BZA:

July 1st @ 7 PM Reg Mtg

Zoning Commission:

July 9th @ 6:45 PM Public Hearing

July 9th @ 7 PM Reg Mtg

PUBLIC INPUT:

None.

OFF CAMERA:

Trustee Nixon moved to go off camera at 7:45 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 for the purpose of discussing discipline of a township employee.

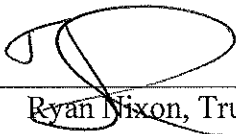
Trustee Nixon moved to go into executive session at 7:45 PM for the purpose of discussing discipline of a township employee. Destro seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to come out of Executive Session at 8:20 PM. DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

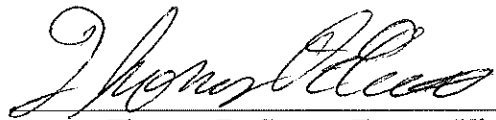
No action taken at this time.

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

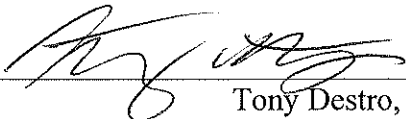
Adjourned at 8:25 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee

Bob Roksandich, Fiscal Officer