

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
June 9, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, June 9, 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, 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:

Interim Fire Chief Haas along with Cleveland Clinic med control gave out some letters of cognition and challenge coins for the FF's that were on duty during a serious medical incident that occurred at The Wooden Nickle. Fire Safety Inspector Kavulic, Firefighter Cellura, Firefighter Murray, Firefighter Curtiss, Firefighter Mehalic and Firefighter Pavell were the firefighters honored.

MINUTES:

Trustee Nixon moved to approve the May 11, 2026, Special Meeting minutes. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

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

DEPARTMENT REPORTS:

Zoning Department:

None.

Police Department:

Chief Sopkovich started by congratulated the fire department and the FF's that are out there doing great work.

PO request to Axon for 1 – Fleet vehicle camera in the amount of \$9,937.40 from account 2191-760-750-0000 for the new Durango. Trustee Nixon moved to approve the purchase and the PO to Axon for the fleet vehicle camera in the amount of \$9,937.40. Trustee Destro seconded the motion. Destro – yes. DeCastra-yes. Nixon – yes. Motion carried.

PO request to Hall Public Safety for 1 – MPH BEE III radar in the amount of \$2,875.00 from account 2191-760-750-0000. Trustee Nixon moved to approve the purchase and the PO to Hall Public Safety in the amount of \$2,875.00. Trustee DeCastra seconded the motion. Destro – yes. DeCastra- yes. Nixon – yes. Motion carried.

Chief Sopkovich announced that Sgt Bungo had applied for the FBI National Academy. This is a leadership course that is fully funded by the FBI. It's a lengthy process and difficult to get in. They only select about 1% of current law enforcement in the United States to attend this course. It's very competitive and you have to have a perfect record. They are very selective about who they choose to attend this training. In the department, Chief Sopkovich attended this program in 2019 and feels it was probably the best training he has attended in his career. Sgt Bungo was accepted into class 299 that will start in July and last 10 weeks. Most of the costs are covered by the FBI. The only cost to the township is his travel costs.

Fire Department:

Interim Fire Chief Haas gave the monthly report for May.

Request PO to Ruth Lucsik in the amount of \$118.60 from account 2281-230-360-0000 Contracted Services (EMS Billing) for EMS overpayment. Trustee Destro moved to approve the PO request to Ruth Lucsik. Trustee Nixon seconded the motion. DeCastra – yes. Destro- yes. Nixon – yes. Motion Carried.

Request PO to Grange Insurance in the amount of \$798.00 from account 2281-230-360-0000 Contracted Services (EMS Billing) for EMS overpayment. Trustee Destro moved to approve the PO request to Grange Insurance. Trustee DeCastra seconded the motion. Destro- yes. DeCastra – yes. Nixon – yes. Motion carried.

Request PO to WW Williams in the amount of \$612.50 for generator preventive maintenance from account 2192-220-323-2323 Repairs and Maintenance (Scheduled). Trustee Destro moved to approve the PO request to WW Williams. Trustee Nixon seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Service Department:

Service Foreman Cory Schultz presented the monthly report for May.

Request resolution to close Laurel Road for culvert replacement starting June 15th for 4 days between 4697-4709. Trustee Nixon presented and moved to adopt **Resolution 39-2026 RESOLUTION DETERMINING THE NECESSITY TO CLOSE LAUREL ROAD FOR THE PURPOSE OF CULVERT REPLACEMENT**. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

Request resolution to close Plum Creek Parkway for culvert replacement starting July 6th for 4 days between 2308-2417. Trustee Nixon presented and moved to adopt **Resolution 40-2026 RESOLUTION DETERMINING THE NECESSITY TO CLOSE PLUM CREEK PARKWAY FOR THE PURPOSE OF CULVERT REPLACEMENT**. Trustee DeCastra seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

PUBLIC COMMENT DIRECTED TO DEPARTMENT HEADS:

None.

Trustee Nixon thanked the departments Fire, Police and road crew for the showing at the St Ambrose Touch-A-Truck event. It was great to see our teams and vehicles out there in full force. Not only supporting the Township but also supporting a great cause.

Police Chief Sopkovich provided comments regarding marijuana dispensaries and law enforcement's role. He noted that marijuana use and dispensaries are legal under Ohio law and that law enforcement is responsible for enforcing applicable state regulations, including age restrictions, impaired driving laws, and proper packaging/transportation requirements. The Chief stated that dispensaries operate under state regulations and that, based on information received from other law enforcement agencies and communities, there have been no significant issues associated with dispensary operations. He emphasized that the Police Department will continue to focus enforcement efforts on individuals who violate the law, regardless of whether those violations involve marijuana or other illegal activities. Chief Sopkovich also noted that impaired driving remains illegal and reported that alcohol-related OVI offenses continue to be more common than marijuana-related cases in the Township. He further stated that unregulated drug sales remain a concern, citing past incidents involving marijuana obtained through illegal sources that were allegedly contaminated with fentanyl. The Chief concluded by reiterating that the Police Department will continue to enforce state laws as written and will not alter its policing practices if a dispensary is located within Brunswick Hills Township.

Chief Sopkovich also stated thank you to Cory and the service department. They had the cub scouts out cleaning up trash along our roads, Sleepy Hollow and Laurel. Our officers have been out there patrolling to help protect them. It's amazing how much trash they are putting in the trailer. Reducing the amount of trash helps with wear and tear on the mowers, etc. They have also done a great job with the PD facility.

DEPARTMENT HEADS ARE DISMISSED FROM THE MEETING

TRUSTEE REPORTS:

Ryan Nixon:

Dispensary Research Update

Trustee Nixon reported that he has contacted several Ohio townships and law enforcement agencies to gather information regarding the impact of marijuana dispensaries on public safety. Based on feedback received, officials reported little to no criminal activity or law enforcement concerns associated with dispensary operations. Trustee Nixon stated that he will continue gathering information and provide updates as additional feedback is received.

Email Correspondence Policy

Trustee Nixon reported that the Board discussed establishing a formal policy governing email correspondence submitted for consideration at public meetings. Proposed guidelines include requiring a request that the correspondence be read aloud, limiting submissions to matters related to the current or previous meeting agenda, and allowing lengthy submissions to be summarized while preserving the author's primary message. A resolution outlining the policy is expected to be presented for consideration at a future meeting.

Trustee DeCastra noted that our goal is to be as transparent as possible. So as a result, the Township is working to improve public access to meeting agendas through social media and a new website currently under development, with the goal of providing residents timely access to agenda information before meetings.

Records Retention and Digitization

Trustees discussed the need to evaluate the record storage room. There is a need also to review and update the Township's records retention practices. Trustee DeCastra noted that the current policy is outdated and does not adequately address digital records management. Discussion included evaluating existing records, digitizing paper documents, improving organization and storage practices, and updating retention procedures to comply with current requirements. Trustee Nixon indicated that the Board expects to continue discussions regarding records retention, records management, and potential digitization efforts in the coming months.

Thomas DeCastra:

Zoning updates

Reported on recent actions initiated by the Zoning Commission regarding two zoning map amendment proposals. Explained the statutory process for zoning amendments, including review by the Medina County Planning Commission, public hearings before the Zoning Commission, and final action by the Board of Trustees.

- i. Reported that the Medina County Planning Commission recommended approval of a zoning map amendment affecting two parcels located near SR 42 and Bluebell Parkway, reflecting an existing consent decree that treats the properties as C-1 Commercial.
- ii. Reported that the Planning Commission recommended disapproval of a proposed rezoning of a parcel south of Bluebell Parkway from Rural Residential to R-3 Residential. The parcel is subject to a 2005 consent decree permitting senior housing development. The matter will proceed to a public hearing before the Zoning Commission for further consideration and public input.
- iii. Announced current vacancies on the Board of Zoning Appeals (BZA) and Zoning Commission. Encouraged interested residents to apply and participate in township government.

Township Email Accounts for Zoning and BZA Members

- i. Discussed concerns regarding the use of personal email accounts by Zoning Commission and BZA members for township business and public records compliance.
- ii. Reported that township-issued email accounts would improve professionalism, cybersecurity, records retention, and public records management.
- iii. Received pricing information from the township's IT provider indicating a cost of approximately \$660 annually for email accounts for all members.

Trustee DeCastra moved to approve a PO to Lighthouse, not to exceed \$660 Annually, for email accounts for all ZC and BZA members. Trustee Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Resident Complaints and Community Concerns

- i. Encouraged residents to continue contacting township officials regarding concerns and complaints. You can contact the Trustees by email, calling the office or sending a letter.
- ii. Discussed ongoing complaints related to Frontier Communications construction activities and explained that township authority is limited due to state and federal regulations governing broadband deployment.
- iii. Reminded residents to utilize the Frontier contact information available on the township website and obtain ticket numbers for service issues, which assists township officials in following up with Frontier representatives.

- iv. Addressed complaints regarding tall grass and property maintenance, noting that the township does not regulate grass height and that nuisance enforcement options are limited under existing regulations. Encouraged residents to work cooperatively with neighbors whenever possible. Trustee Nixon stated he also spoke to someone who had this issue with a neighbor. He also encouraged her to have a conversation and try to work with each other. Be kind.

Utility Pole and Infrastructure Concerns

- i. Reported receiving complaints regarding abandoned utility poles and utility infrastructure following recent utility upgrades.
- ii. Contacted the Public Utilities Commission of Ohio (PUCO) and state agencies regarding the issue.
- iii. Noted that utility providers have begun reviewing and addressing several locations requiring cleanup and pole removals.
- iv. Reported that township staff now have utility company contacts to assist with future infrastructure concerns.

BAT TV and Breezeline Service Update

- i. Provided an update regarding equipment issues affecting BAT TV broadcasts through Breezeline.
- ii. Reported that equipment upgrades are underway and that residents may need to transition to newer digital television services.
- iii. Encouraged residents experiencing viewing difficulties to contact the township for assistance and information.

Township Website Redesign

- i. Provided an update on the township website redesign project.
- ii. Reported that the Board previously approved a new website vendor through an Ohio Township Association program.
- iii. Noted that the redesign will improve usability and ensure compliance with upcoming Americans with Disabilities Act (ADA) accessibility requirements.
- iv. Requested feedback and suggestions from residents and trustees regarding desired website features and content.
- v. Anticipated rollout of the new website later in the year.

Dispensary Community Feedback Update

- i. Reported on public feedback received regarding a potential recreational marijuana dispensary within the township.
- ii. Stated that approximately 30 comments had been received through public comment, emails, letters, and phone calls.
- iii. Reported that 23 comments expressed support for the proposal and 7 comments expressed opposition.
- iv. Explained that recreational marijuana dispensaries are retail establishments and that current township zoning may already permit such a use within applicable commercial districts.
- v. Encouraged residents to continue submitting comments and feedback for Board consideration.

Township Park Project Update

Trustee DeCastra provided an update on the proposed Township park project located on approximately 10 acres of Township-owned property near the West Chase Park subdivision, right off Rt 303, if you're traveling west towards Discount Drug Mart, it's right before Discount Drug Mart on the north side. He noted that deed restrictions limit the property's use to a public park, school, or administrative building. Trustee DeCastra reported that the Township recently confirmed the availability of a \$100,000 appropriation previously awarded by the Ohio General Assembly in 2018 for the development of a public

park. To advance the project, the Township has been consulting with the Medina County Park District regarding planning and development processes. As a next step, the Township plans to issue a Request for Qualifications (RFQ) for engineering services in accordance with Ohio law. Engineering services would assist with park planning and design, permitting, construction documentation, and project development. Trustees indicated that opportunities for public input will be incorporated into the planning process as the project moves forward. Trustee DeCastra stated that the project would provide Brunswick Hills Township with its first Township-owned park and would serve residents in several nearby neighborhoods. Trustee Destro commented that he has toured the property and believes it offers significant recreational potential, including open prairie areas, wooded sections, and opportunities for walking trails, picnicking, and nature-related activities. Trustees expressed support for continuing the planning process and pursuing the available state funding for the project.

Tony Destro:

Fire Chief Recruitment Update

Trustee Destro reported that the application period for the Fire Chief position has concluded, with approximately seven to eight applications received. He noted that most applicants appear to meet the required qualifications based on an initial review. The Trustees discussed utilizing an external assessment and candidate evaluation service to assist with the hiring process. Trustee Destro indicated that the cost structure would allow all applicants to be included in the evaluation process and that he would continue reviewing application materials and coordinating next steps with the vendor. Trustee Nixon requested that preliminary information be provided to the evaluation service to obtain estimated costs and a projected timeline for the recruitment process. The Board also discussed communicating with all applicants to acknowledge receipt of their applications, advising that the application period has closed, and inform them that additional information regarding next steps will be provided in the coming weeks. Trustee DeCastra encouraged maintaining momentum in the recruitment process and noted that special meetings could be scheduled, if necessary, to review information and approve actions related to the hiring process without waiting for a regularly scheduled meeting. The Trustees expressed support for moving the recruitment process forward in a timely manner.

FISCAL OFFICER:

Trustee Nixon moved for approval of Payroll Payment Listing dated 6/9/2026 in the amount of \$82,732.08. Trustee DeCastra seconded the motion. Destro- yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved for approval of Warrant Payment Listing dated 6/9/2026 in the amount of \$90,804.17. Noting the big payments to Medical Mutual for \$58,896.63, Delta Dental for \$2,1049.52 and Stryker EMS Equipment \$13,769.80. Trustee Destro seconded the motion. Destro- yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the Lighthouse Invoice for the records request email searches in the amount of \$400.00. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the contract with Ohio Edison for two new LED Street Lights to be installed for the New Habermann Subdivision off of Marks Rd on the south side. Installation cost of \$4,408.92 (to be billed to developer). Monthly operating cost of \$22.40 (\$11.20 each) to be paid by Brunswick Hills Township.

Trustee DeCastra noted to residents that if they notice a streetlight out to notify the Township immediately. The Township pays a monthly fee to Ohio Edison for each streetlight whether they are working or not.

Trustee Nixon moved for approval of the quarterly expenses for BAT TV for Q1 of 2026 to be paid to the City of Brunswick in the amount of \$22,166.31. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:

Special Mtg June 16th @ 6 PM

Regular Mtg June 18th @ 7 PM

BZA:

Regular Mtg June 10th @ 7 PM

Zoning Commission:

Public Hearing June 11th @ 6:15 PM

Regular Mtg June 11th @ 7 PM

PUBLIC INPUT:

Patricia Wetterman, 1085 Substation Road, thanked Trustee DeCastra for his efforts regarding Zoning Commission email communications and work related to the removal of outdated telephone poles. She also expressed support for the Township's consideration of a marijuana dispensary, citing potential economic benefits and additional revenue for the Township.

Kelly Gualdoni Marks Rd., thanked the Board for its transparency, accessibility, and responsiveness to residents. She expressed support for the Township's review of a potential dispensary and encouraged continued decision-making based on data, research, and public input. Ms. Gualdoni also relayed that another resident who was seated next to her and had departed the meeting early expressed support for a dispensary in Brunswick Hills Township.

Ben Woods 2660 Hollyhock Ln., inquired about the purpose of an upcoming special meeting scheduled for June 16. Trustee DeCastra explained that the meeting would be held with the Township's managed service provider to conduct a quarterly business review regarding information technology services. He noted that the meeting would be open to the public, although any discussion involving cybersecurity matters may require an executive session to protect the Township's security interests.

OFF CAMERA:

Trustee Nixon moved to go off camera at 8:25 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 possible discipline of a township employee.

Nixon moved to go into executive session at 8:43 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 9:07 PM. Noting that no action was taken at this time. 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 9:07 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee

Bob Roksandich, Fiscal Officer