

Brunswick Hills Township

Trustees Workshop Session

Date: June 9, 2026

Time: 6:00 PM

Location: Brunswick Hills Town Hall

Call to Order

Trustee Ryan Nixon called the Trustee Workshop Session to order at 6:00 PM.

1. IT Managed Service Provider - Lighthouse Quarterly Business Review

Discussion

- Review of year-to-date support tickets and department utilization.
- Discussion of public records request email search costs and Microsoft licensing limitations.
- Review of technology planning, hardware replacement cycles, budgeting, and future IT service needs.
- Consideration of future procurement options for managed IT services.

Action Items

- Request support ticket reports and service metrics from Lighthouse.
 - Discuss records retrieval and retention practices.
 - Continue evaluating future IT service procurement options.
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2. Township Park Development RFQ

Discussion

- Update provided regarding discussions with Medina County Park District.
- Review of RFQ requirements for engineering and design services.
- Discussion of trails, parking, picnic areas, prairie restoration, and boardwalk concepts.
- Preliminary budget estimate for design services of approximately \$25,000 and total project estimated cost of approximately \$300,000.
- Discussion of possible phases for the project.

Action Items

- Continue drafting RFQ and seek legal review.
 - Obtain preliminary feedback from engineering firms.
 - Target RFQ release in late summer or early fall 2026.
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3. Email Correspondence Policy for Trustee Meetings

Discussion

- Discussion of creating a formal policy for correspondence requested to be read at meetings.
- Correspondence should relate to the current or previous meeting agenda.
- Trustees may summarize lengthy submissions and duplicate correspondence.
- Policy should be applied consistently and transparently.

Action Items

- Trustee Nixon will draft a formal correspondence policy.
 - Trustees will review and consider adoption at a future meeting.
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4. Township Website Improvements

Discussion

- Discussion of website enhancements including agendas, meeting minutes, calendars, and notifications.
- Website project planning expected to begin soon.

Action Items

- Begin planning meetings with website provider.
 - Include Township Admin Julie Riffle in project development discussions.
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Adjournment

Trustee Nixon moved to adjourn the Workshop Session. Motion seconded by Trustee DeCastra. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

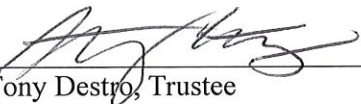
Meeting adjourned at 6:37 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Vice-Chair



Tony Destro, Trustee

Bob Roksandich, Fiscal Officer