

RESOLUTION 41-2026
RESOLUTION ESTABLISHING A POLICY FOR THE READING OF EMAIL
CORRESPONDENCE INTO THE RECORD DURING TRUSTEE MEETINGS
BRUNSWICK HILLS TOWNSHIP

WHEREAS, the Board of Trustees of Brunswick Hills Township met in regular session on Tuesday, June 18, 2026 commencing at 7:00 PM;

WHEREAS, the Board of Trustees of Brunswick Hills Township desires to provide a reasonable opportunity for residents and interested parties to submit written correspondence for consideration by the Board; and

WHEREAS, the Board finds it necessary to establish guidelines regarding the reading of email correspondence into the public record during regularly scheduled and special meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Brunswick Hills Township, Medina County, Ohio as follows:

SECTION 1. PURPOSE

The purpose of this Resolution is to establish a consistent procedure for the consideration and reading of email correspondence during Township Trustee meetings.

SECTION 2. ELIGIBILITY FOR READING INTO THE RECORD

Email correspondence may be read into the meeting record only when all of the following conditions are met:

- A. The sender expressly requests that the email be read aloud during a Township Trustee meeting; and
- B. The subject matter of the email pertains directly to an item appearing on the current meeting agenda or to a matter discussed during the immediately preceding Trustee meeting; and
- C. The email is received by the Township no later than 12:00 p.m. (noon) on the day of the meeting at which the sender is requesting the correspondence be read.

SECTION 3. SUMMARY OF LENGTHY CORRESPONDENCE

In the event that an email is determined by the Board to be excessively lengthy, repetitive, or impractical to read in its entirety during the meeting, the Board reserves the right to provide a fair and accurate summary of the correspondence for the record. Such summary shall reasonably reflect the substance and intent of the sender's message.

SECTION 5. BOARD DISCRETION

Nothing in this Resolution shall be construed to require the reading of correspondence that:

- A. Is unrelated to Township business or the meeting agenda;
- B. Contains unlawful, defamatory, obscene, threatening, or harassing content; or
- C. Would otherwise interfere with the orderly conduct of the meeting.

The Board retains the authority and discretion to administer this policy in a manner consistent with applicable law and the efficient conduct of Township meetings.

SECTION 4. DISCLOSURES

All correspondence submitted to the Township, including emails requesting to be read into the record, shall be considered public records and may be subject to disclosure pursuant to the Ohio Public Records Act, Ohio Revised Code Section 149.43, and any other applicable laws.

The reading or summarization of correspondence into the record shall not be construed as an endorsement, approval, or adoption of the views expressed therein by the Board of Trustees.

Trustee Nixon offered and moved for adoption of **Resolution 41-2026**.

Motion was duly seconded by Trustee DeCastra.

Adopted this 18th day of June, 2026.

Voting:

Ryan Nixon: YES

Thomas DeCastra: YES

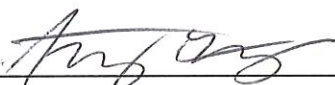
Tony Destro: YES



Ryan Nixon



Thomas DeCastra



Tony Destro

The foregoing is a true and correct copy of the proceedings before this Board at its Regular Meeting on Tuesday, June 18, 2026, showing the adoption of the Resolution hereinabove set forth.

Certified by: _____
Bob Roksandich, Fiscal Officer
Brunswick Hills Township