

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
July 28, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, July 28, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, and Assistant Zoning Inspector Wes Humphrey present.

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

PRESENTATION:

None.

MINUTES:

R. Nixon moved to approve the July 8, 2026, Special Meeting minutes Budget FY27. Destro seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

R. Nixon moved to approve the July 14, 2026, Regular Meeting minutes. DeCastra seconded. Destro – abstained from voting due to not being present at the meeting. DeCastra – yes. Nixon – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Assistant Zoning Inspector Wes Humphrey stated he will give the monthly report at the first meeting in August. He is also working with 2 HOA's on stuff in the open space, also a commercial property on Marks Rd. and a residential property on some violations. He is working with them to get the violations and issues taken care of.

Trustee Nixon asked Assistant Zoning Inspector Wes Humphrey if when he is talking to HOA's if he can grab the contact information for each HOA. Trustee Destro will make an announcement on social media for HOA's to send all of their key contact information to Julie the Township Admin Assistant and then she can create a spreadsheet that can be updated and maintained going forward.

Police Department:

Trustee Nixon stated that the only request from the PD was for the disposition of the following records:

Schedule Number	Record Title	Retention Period
14-029	Accident Reports (2021 & 2022)	3 yrs.
14-030	Uniform Traffic Citations (Dept. Copy)	3 days after case closed
14-033	Vacation Watch Forms (2024)	1 yr.
14-041	Court Date Calendar (2024)	1 yr.
14-043	Lock-Out Forms (2023)	2 yrs.

14-046
14-055

Tow Logs (2023) 2 yrs.
Employment Applications – Not Hired - Deceased 7 yrs.

Trustee DeCastra asked if this is the correct procedure to follow for record disposal. There should be a records commission to make the decisions regarding obsolete record disposal. The records commission consists of the Chair of the Board of Trustees and the Fiscal Officer. The decision was made to table the motion to dispose of the records. We will have the PD move the records in question to the Township file room and we will handle them all when we go through that room. Trustee DeCastra will reach out to the Prosecutor's office to get the proper procedure for records disposal.

Fire Department:

None.

Service Department:

Ohio Cat invoice came in a little higher than expected. Received phone approval from 2 trustees on July 6th but do not have enough money in a BC to cover this. PO request to Ohio CAT in the amount of \$6,595.33 from account 2031-330-360-0000. Trustee Nixon moved to approve the PO request as stated. Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

TRUSTEE REPORTS:

Ryan Nixon:

Trustee Niuxon stated that the Township is looking to move our credit card to a new bank. It has become more and more difficult to move credit cards out of old names and into new names as positions roll over to new people. Ellen has done some research and met with representatives from Chase Bank. The reason we are looking at Chase is because they assign the credit card to the township and then to a title not an actual person. This would make things much easier for us. There was then a discussion on the different cards offered by Chase. The decision was made to encourage Ellen to continue the discussion with Chase and find out what we need to do to get eligible for the Chase One card.

Thomas DeCastra:

Trustee DeCastra stated that at the last meeting we passed resolution 41-2026 but we had already passed resolution 41-2026 so we need to amend that resolution to reflect the correct number. Trustee DeCastra offered and moved for adoption of **Resolution 42-2026**. Resolution to Increase Appropriations in Fund 1000-330-390-0000. Trustee Nixon seconded. Destro – yes. Nixon – yes. DeCastra – yes. Resolution adopted.

Trustee DeCastra stated that it was discovered through research that in 2016 the Township passed Resolution 33-2016 to prohibit the licensing of medical marijuana cultivators, processors, and retail dispensaries in Brunswick Hills Township. They also went through the process to adjust the Zoning Resolution to prohibit it. We are currently going through the process to potentially revise the zoning resolution to remove that language. Trustee DeCastra offered and moved for adoption of **Resolution 43-2026**. A Resolution to repeal resolution no. 33-2016 and repeal the prohibition of licensing of medical marijuana cultivators, processors, and retail dispensaries in Brunswick Hills Township, Medina County. Trustee Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra moved for approval of a PO to Lighthouse Solutions for \$478.23 for the purchase of a Unify Cloud Key. It is a piece of equipment that helps Lighthouse manage the security of our Wi-Fi. The current one located at Townhall went out and it is time to replace that piece of equipment. Trustee Nixon seconded the motion. Destro - yes. DeCastra – yes. Nixon -yes. Motion carried.

Trustee DeCastra stated he is waiting to hear back from Shumaker Group on the new website. But they did confirm that we do have a new domain for our website. That will be www.brunswickhillstwpOH.gov. We will be able to move all of the township emails over to the new domain.

Trustee DeCastra gave an update regarding a new ticketing procedure for any computer/IT related issues. The trustee DeCastra stated he will send out an email to all the employees to make them aware of the new procedure. There is an icon on the bottom right corner to click on for a support request to Lighthouse. This will help Lighthouse for them to track the tickets better.

Trustee DeCastra brought up the topic of replacing the Trustees computers. The three laptops are passed their life cycle. The decision was made to replace the computers for Trustee DeCastra and Trustee Destro. Trustee Nixon stated he will finish out his current term with the computer he has and then if he is brought back for another term, he will look at replacing it at that point. Further discussion was had regarding replacing computers in the fire and police departments. The chiefs of each department will have to determine their department's needs then get that information to the trustees. Old equipment will also be gathered and all destroyed at a later date.

Trustee DeCastra introduced a discussion regarding a proposed resolution related to the Bluebell Pkwy/Caves at Bluebell project, explaining that while the resolution has not yet been drafted, he believed it was important to publicly discuss the findings uncovered during the Township's research around the project. Trustee DeCastra acknowledged past deficiencies within the Township's zoning administration and emphasized the Board's commitment to hiring a qualified Zoning Inspector to strengthen the department moving forward. He provided a detailed history of the Bluebell property, noting that the parcel has been subject to litigation since 2003 and is governed by a consent decree permitting commercial (C-1) development. He explained that a review of Township records revealed several procedural issues during the project's approval process, including:

- No record of a zoning application or receipt for the site plan submitted to the Zoning Commission.
- The Zoning Commission recommended approval of the site plan, contingent upon required variances.
- The Board of Zoning Appeals subsequently approved the requested variances.
- The recommendation forwarded to the Board of Trustees was initially mistaken for a zoning map amendment rather than a site plan.
- The Board sought legal guidance, but that legal guidance was in reference to the residential property that was being discussed at Bluebell Pkwy and the site plan was never formally approved by the Board of Trustees.
- A zoning certificate was issued before the variance approval process had been fully completed, creating an inconsistency in the approval timeline.

Trustee DeCastra stated that, following consultation with legal counsel, the Board intends to consider a resolution to formally approve the site plan as originally recommended by the Zoning Commission and to correct the zoning certificate so that the project file accurately reflects the required approval sequence. He noted that he had personally reviewed the approved plans with the developer, Roger Nair, and confirmed

that no substantive changes had been made other than a Fire Department requirement for a fire lane to protect access to the fire hydrants.

Trustees discussed the appropriate legal method for correcting the zoning certificate. Trustee Nixon questioned whether the action should involve changing the date or repealing and reissuing the document. Trustee DeCastra advised that the Prosecutors office requested an opportunity to review the draft resolution before determining the proper legal procedure. Trustee Destro agreed that a simple date change would not be appropriate.

Trustee DeCastra also reported on meetings with developer Roger Nair regarding construction activity and neighborhood concerns. He advised that:

- The Ohio EPA has been working with the developer to address dust control.
- A construction safety fence will be installed following completion of the property survey, with particular attention given to protecting the residential side of the property.
- The developer committed to restoring any common areas impacted during construction.
- Contractors have been instructed not to use the adjacent private Fox Village roadway.
- A final landscaping plan will be submitted after earthwork is complete and is expected to include required landscaping buffers, mounding, native evergreen plantings, and ornamental fencing. The developer also expressed willingness to meet with Township officials and nearby residents to review the final landscaping design.

Trustees confirmed that all documentation related to the prior Zoning Commission recommendation would be redistributed to the current Board for review once the proposed resolution is prepared. Trustee Nixon indicated the matter would likely be scheduled for consideration at the next Trustee meeting, pending completion of the resolution and legal review.

Trustee DeCastra presented an update on the Township park project, focusing on the Request for Proposals (RFP) process and the overall project schedule. Trustees discussed establishing two separate timelines: one for the (RFP) process and another for the overall project schedule. Based on guidance received from the Medina County Park District, Trustee DeCastra explained that similar projects typically require approximately three months to complete the consultant selection process, followed by six to eight months for design work, resulting in an overall project timeline of approximately eleven months before construction bidding can begin. He noted that establishing realistic project milestones is important because the proposed timeline may affect pricing. Trustees reviewed the RFP process, which would include:

- Issuing the RFP following Labor Day.
- Allowing approximately two weeks for consultants to review the RFP and submit questions.
- Providing responses to submitted questions.
- Allowing firms additional time to submit statements of qualifications.
- Evaluating qualifications and creating a shortlist of the most qualified firms.
- Conducting interviews with shortlisted firms.
- Selecting the preferred consultant and negotiating a contract for Board approval.

Trustee DeCastra explained that the Board would establish the shortlist by evaluating each firm's qualifications, including relevant project experience, familiarity with local permitting agencies, professional registrations, insurance and bonding, experience with public funding and grant administration, references, and the firm's overall approach to the project. Trustee DeCastra reported that the Medina County Park District reviewed the Township's proposed design budget and advised that the planned **\$25,000** allocation for design services is appropriate for a project of this scope. He emphasized that the

RFP documents will be reviewed by the County Prosecutor's Office before release to ensure the procurement process is conducted correctly and to avoid delays or having to restart the process due to procedural errors. The Board discussed a tentative project schedule, with the goal of issuing the RFP in early September, reviewing qualifications in October, interviewing shortlisted firms, selecting a consultant in November, and bringing a negotiated contract before the Board shortly thereafter. Trustees also discussed the need to advertise the RFP in accordance with public notice requirements and post it on the Township website. Finally, Trustee DeCastra explained that grant funding for the project will be reimbursed through the State upon approval of eligible project invoices and completion of the required permitting and environmental review processes. Trustees established a 6-month timeline for the overall design process.

Tony Destro:

Trustee Destro gave an update regarding the recruitment of a new full-time fire chief. Trustee Destro indicated that the top three candidates, from the results of the assessment that was performed by Personnel Selection Services, will be interviewed on Saturday August 1, 2026.

Reminder of the Brunswick Community Homecoming celebration on Saturday August 29th and 30th. Trustee Destro stated he will let the department heads know about the celebration and that the Township will be in attendance.

FISCAL OFFICER:

Trustee Nixon moved to approve the payroll payment listing dated 7-28-2026 in the amount of \$68,368.21. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the warrant payment listing dated 7-28-2026 in the amount of \$173,562.04. With the largest payment to Ohio Kenworth for \$138,065.29 for the plow/chassis. Trustee Destro seconded the motion. Destro – yes. DeCastra – yes noting there was also a \$7,000 to Personnel Selection Services for the Fire Chief candidate assessments. Nixon – yes. Motion carried.

Trustee Nixon explained that the Township had been notified by the Prosecutor's Office of the statutory requirement to designate public depositories every five years. He stated that the process requires the Board to estimate the Township's active, interim, and inactive public deposits so financial institutions can submit proposals to serve as the Township's depository of public funds. Trustee Nixon noted that this was the first time the current Board and Fiscal Officer had completed the process and acknowledged that the statutory requirements and guidance provided were complex. He explained that adoption of the required resolution is the first step in a multi-step process that will allow the Fiscal Officer to begin advertising for depository application from qualified financial institutions.

The Board discussed the definitions of active, interim, and inactive deposits as provided by the Prosecutor's Office and reviewed financial information prepared by Fiscal Officer Bob Roksandich regarding the Township's average annual expenditure and current fund balances. Trustees discussed the practical application of the deposit classifications, including whether the Township should designate any inactive funds. Trustee DeCastra noted that, based on guidance from the Prosecutor, Medina County townships generally do not utilize inactive deposits because those funds would be unavailable for use

during the five-year designation period. The Board agreed that designating inactive funds was not appropriate for the Township's financial needs.

Trustees further discussed balancing available cash between active operating funds and interim deposits that could be invested in short-term certificates of deposit or other permitted investments to generate additional interest while maintaining sufficient liquidity should the need arise for those funds. After reviewing projected financial needs over the five-year designation period, the Board reached consensus to estimate:

- **Active Deposits:** \$3,000,000
- **Interim Deposits:** \$9,000,000
- **Inactive Deposits:** \$0

Trustee Nixon offered and moved for adoption of **Resolution 44-2026 RESOLUTION ESTIMATING AGGREGATE MAXIMUM AMOUNT OF PUBLIC FUNDS TO BE AWARDED AS ACTIVE, INTERIM AND INACTIVE DEPOSITS**. Trustee Destro seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee Nixon presented and moved for approval of the PO and BC requests for the following items:

PO	Personnel Selection Services	1000-120-360-0000	\$7,000
PO	Wex Bank	2191-210-420-0420	\$35,000
PO	Dex Imaging	1000-330-390-0000	\$1,200
BC	Police Training	2191-210-318-0000	\$4,000

Trustee DeCastra seconded the motion. Destro- yes. DeCastra – yes. Nixon – yes. Motion carried.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	Aug 11 th @ 7 PM
BZA:	Aug 5 th @ 7 PM
Zoning Commission:	July 30 th Public Hearing @ 7 PM
	Aug 6 th Public Hearing @ 6:45PM
	Regular Meeting @ 7 PM

PUBLIC INPUT:

Kristen Hunter, 4293 Butterfly Circle, thanked Trustee Nixon for meeting with her regarding the Bluebell development project. She expressed concerns that the proposed landscaping plan, including mounding and evergreen plantings, could worsen drainage and flooding on her property due to existing wet ground conditions. She also stated that a wrought iron fence would not provide adequate privacy and requested that a full privacy fence be installed along the development's property line adjacent to the neighborhood.

Trustee Nixon asked Ms. Hunter to submit her concerns in writing via email so they could be included in the public record and shared with the developer.

William 4296 Foskett Road, owner of Medina Towing, introduced himself and expressed interest in being added to the Brunswick Hills police towing rotation. Trustee Nixon advised that he would discuss the request with Chief Sopkovich, noting that participation in the towing rotation requires coordination with the City of Brunswick and is not solely a Township decision.

Vell, 2100 Pearl Road, requested clarification regarding the Board's earlier discussion on active, interim, and inactive deposits. Trustees explained that the depository designation process is required by Ohio law and is used to solicit proposals from financial institutions for Township banking services. They further explained that active funds are needed for daily operations, interim funds may be invested in short-term interest-bearing accounts or certificates of deposit, and inactive funds would be unavailable for use for a five-year period, which is why the Board elected not to designate any inactive funds. Vell also commented that the Township should continue evaluating opportunities to earn higher interest on available funds and encouraged the Board to replace computer equipment on a more regular schedule to maintain efficient technology.

OFF CAMERA:

Trustee Nixon moved to enter executive session to interview a possible zoning board member at 8:34 PM. Trustee DeCastra seconded the motion. Destro -yes. DeCastra – yes. Nixon – yes. Motion carried.

The Board exited Executive Session at 8:48 p.m.

Trustee Nixon motioned to extend a conditional offer of employment as an alternate on the Zoning Commission to William Molnar pending successful completion of all required testing and paperwork. DeCastra seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

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

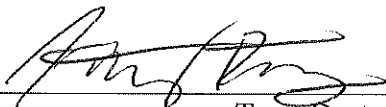
Adjourned at 8:50 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee



Bob Roksandich, Fiscal Officer