

Brunswick Hills Township

Trustee Work Session

Date: August 11, 2026

Time: 6:00 PM

Location: Brunswick Hills Townhall

Call to Order

Trustee Nixon called the Workshop Session to order at 6:00 p.m.

1. MEDICAL INSURANCE RENEWAL OPTIONS

Discussion

The Trustees discussed the Township's medical insurance renewal and available plan options. The Trustees reviewed information regarding the deductible, prescription drug formulary, Health Reimbursement Account (HRA), employee contributions, and the overall financial impact to the Township.

It was confirmed that the current and proposed October 1 plan options utilize the same basic prescription formulary, meaning there would be no anticipated change to the covered drug list. The Trustees discussed the differences between the plan options, including the effect of deductibles and prescription copays.

Trustee DeCastra reviewed his financial analysis and stated that moving to a \$6,750 deductible plan across the board could significantly reduce the increase in monthly employee costs and potentially save the Township approximately \$92,000. The Trustees discussed the Township's historical HRA funding levels and noted that the Township has typically funded approximately 40%–55% of deductibles, with the analysis utilizing an estimated 60% funding level.

The Trustees also discussed the anticipated employee premium increases associated with the September renewal and the subsequent reduction anticipated with the October 1 plan change.

Action Items

- The September 1 medical insurance renewal will be placed on the agenda for formal approval.

- The Trustees discussed potentially returning to the insurance marketplace in January to seek more favorable premiums and plan options.
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2. NEW EMPLOYEE POLICY MANUAL

Discussion

Trustee DeCastra reported that he still needs to review the edits to the Employee Manual returned by the law firm.

Action Items

- Trustee DeCastra will review the revisions to the Employee Manual and then report back to the Board.
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3. PARK RFP/RFQ PROCESS

Discussion

Trustee DeCastra reported that the RFQ and RFP documents for the proposed park project have been prepared. The goal is to initiate the RFQ process in September.

The Trustees discussed photographs of the property that should be included with the RFP to provide prospective firms with additional information about the site, particularly the wooded areas and field areas. Aerial photographs were discussed, with the understanding that prospective firms could obtain aerial imagery independently, but Township photographs would provide additional information regarding existing site conditions.

The Trustees also discussed how prospective firms would arrange a site visit. It was suggested that interested firms could contact the Township Administrative Assistant, Service Department, or Zoning Department to coordinate access to the property.

Trustee DeCastra stated that he would send the proposed process to the Township's legal counsel for confirmation that the RFQ/RFP process complies with the requirements of the Ohio Revised Code.

Action Items

- Trustee Destro will provide photographs of the park property to Trustee DeCastra for inclusion in the RFP.

- Trustee DeCastra will provide the RFQ/RFP process to legal counsel for review.
 - The Township will work toward issuing the RFQ in September.
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4. RECORDS RETENTION AND RECORD ROOM CLEANUP

Discussion

The Trustees discussed the Township's records retention schedule and the process for disposing of records, including the record disposal request submitted by the Police Department.

Trustee DeCastra reported on his discussion with legal counsel regarding whether records may be disposed of pursuant to the Township's approved records retention schedule or whether additional action by the Records Commission is required. Legal counsel advised if the records being disposed of are on the approved records retention schedule no further action is required. If the records that are requested to be disposed of are not on the approved records retention schedule, then it would have to be put in front of the Township Records Commission.

The Trustees discussed confirming whether the Ohio Historical Society has approved the Police Department's records retention schedule and how that schedule relates to the Township's overall records retention requirements.

The possibility of holding a Records Commission meeting to review and potentially revise the Township's records retention schedule was also discussed.

The Trustees discussed the eventual cleanup and organization of the records room. Records eligible for disposal under the approved retention schedule could be disposed of and then records requiring further review could be set aside. The Trustees also discussed digitizing records in the future; however, it was noted that a suitable document management system should be established before undertaking a large-scale scanning project to ensure documents can be easily located after digitization.

Action Items

- Trustee Nixon will ask the Police Chief about the status of approval of the Police Department's records retention schedule by the Ohio Historical Society
 - Legal counsel will continue reviewing the records disposal requirements.
 - The Trustees will consider scheduling a Records Commission meeting to review and potentially revise the Township's records retention schedule.
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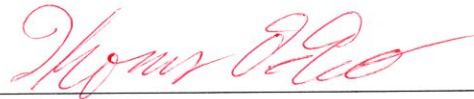
Adjournment

Trustee DeCastra moved to adjourn. Seconded by Trustee Nixon. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

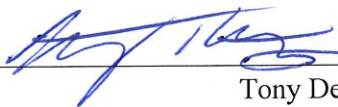
Work Session adjourned at 6:20 PM.



Ryan Nixon, Trustee Chair



Thomas DeCastra, Trustee Vice-Chair



Tony Destro, Trustee

Bob Roksandich, Fiscal Officer