

BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
August 25, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, August 25, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, 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:

None.

MINUTES:

Trustee Nixon moved to approve the August 11, 2026, regular meeting minutes. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the August 11, 2026, work session minutes. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Destro moved to approve the August 22, 2026, Special meeting minutes. Trustee DeCastra seconded. DeCastra – yes. Destro – yes. Nixon – abstained due to not having reviewed the minutes before the meeting. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

None.

Police Department:

None.

Fire Department:

None.

Service Department:

Service Foreman Cory Schultz Requested approval to hire KF Excavating to tear down the house on township property. Total is \$18,500.00 to be paid out of the general fund. Trustee Nixon moved to approve the demolition of the house on township property and a PO to KF Excavating for the amount of \$18,500.00 from the general fund line-item 1000-120-360-0000 Contracted Services. Trustee DeCastra seconded the motion. Destro -yes. DeCastra – yes. Nixon – yes. Motion carried.

Foreman Schultz announced that the Township has received OPWC funding for next year in the amount of \$168,000.00. He also stated he has the final paperwork and just needs Fiscal Officer Roksandich to sign the application for financial assistance for the estates of Sleepy Hollow and the Cove at Sleepy Hollow resurfacing project. That subdivision will cost the Township \$117,000.00 for the resurfacing project. Plum Creek Parkway will be resurfaced later this year and into next year with OPWC funds from this year. We have one year from the date of award to use the funds.

TRUSTEE REPORTS:

Ryan Nixon:

Trustee Nixon reported that work is continuing on the proposed Township fuel station. The Township has received preliminary approval from FirstEnergy and continues to work toward finalizing the project in order to reduce Township fuel costs. An updated proposed site layout is expected to be presented at the next meeting for review prior to submission to FirstEnergy for final approval. Future discussions will include paving options and contracts associated with the project.

Thomas DeCastra:

Trustee DeCastra reported that the Township received a prototype of the new website. The prototype is currently in the early stages and does not yet contain photographs or finalized content. The Township Administrative Assistant, Julie Riffle, will take the lead on content for the new website. She will coordinate with Township departments to gather feedback, content, and updated photographs for inclusion on the new website. The Trustees discussed the proposed website's organization and features, including a redesigned homepage, announcements, an archive of past announcements, an improved calendar view, and better organization of Township resources. Trustee Nixon asked whether the new website would include a calendar function, potentially eliminating the need for the Township's current separate calendar service. Trustee DeCastra stated that the Township is paying a flat rate for the website and that any available functionality included by the website provider would be covered under that agreement. The Trustees agreed to confirm whether the calendar feature would be incorporated into the new website so that the existing separate service could potentially be discontinued.

Trustee DeCastra provided an update on the proposed public park project. The Township is working with the Prosecutor's Office to ensure compliance with applicable Ohio Revised Code requirements related to the procurement of engineering services. The Township has received information from the Park District to assist in preparing the necessary documents for the engineering selection process. The goal is to issue a Request for Proposals by September 8, 2026, inviting engineering firms to assist with the comprehensive planning and design of the park. The selected engineering firm would assist with park design, community input, permitting requirements, and documentation necessary to pursue funding through the Ohio Department of Natural Resources. Trustee DeCastra estimated that the RFP process could extend through the end of the year, followed by approximately four months of design work. Design concepts would be presented incrementally throughout the process, with the goal of beginning construction following completion of the design phase.

Tony Destro:

Trustee Destro reminded the public of the Community Homecoming event at Heritage Farms scheduled for Saturday and Sunday, with anticipated hours of approximately 10:00 a.m. to 4:00 p.m. each day.

Trustee Destro noted that the Trustees plan to enter executive session later in the meeting and expect to continue discussions regarding the final candidates for the Full-Time Fire Chief and possibly make an offer of employment.

FISCAL OFFICER:

Trustee DeCastra explained that a significant portion of the warrant/vendor payment listing was related to the Township's health insurance renewal with Medical Mutual of Ohio, effective September 1, 2026. The Township experienced an approximately 24 percent increase in health insurance premiums under the renewal. The Trustees discussed an available option beginning October 1 that could potentially reduce the increase to approximately 12 percent. Additional opportunities to reduce future costs may also be available beginning January 1. The Trustees noted that the increased health insurance costs will require additional budget discussions as the fiscal year progresses.

The Trustees reviewed the Warrant payment listing dated August 25, 2026, in the amount of \$112,866.35. Major expenditures included Medical Mutual of Ohio, Phoenix Safety Outfitters, and WEX Bank. Trustee Nixon motioned to approve the Warrant payment listing dated 8-25-2026 in the amount of \$112,866.35. Trustee DeCastra seconded the motion. DeCastra – Yes. Destro – Yes. Nixon – Yes. Motion carried.

The Trustees reviewed payroll dated August 25, 2026, in the amount of \$64,254.41. Trustee Nixon motioned to approve payroll dated 8-25-2026 in the amount of \$64,254.41. Trustee Destro seconded the motion. DeCastra – Yes. Destro – Yes. Nixon – Yes. Motion carried.

Trustee DeCastra explained that the Township is required to periodically, every 5 years, review and select depositories for Township funds. The Township currently maintains approximately \$13 million in public funds. The Township issued a Request for Proposals and received interest from Huntington Bank, Dollar Bank, and Chase Bank. Each Trustee will contact one of the interested financial institutions to coordinate a presentation of its proposal to the Board. The Trustees discussed evaluating not only where Township funds would be deposited, but also banking services related to checking activity, ACH payroll transactions, vendor payments, and credit card activity. The Trustees anticipate scheduling presentations from the financial institutions for a future meeting, potentially September 8, 2026. The Board noted that, following selection of a depository, the Township will need to complete the required resolutions, agreements, and other documentation necessary to implement the selected banking arrangement.

Trustees Nixon reviewed two purchase orders; one for Township Electricity from account line item 1000-110-351-0000 in the amount of \$3,000.00 and one for Police Department electricity from account line item 2191-210-351-0000 for the amount of \$2,000.00. Trustee Nixon moved to approve both purchase orders as presented. Trustee Destro seconded the motion. DeCastra – Yes. Destro – Yes. Nixon – Yes. Motion carried.

The Trustees also reviewed a blanket certificate in the amount of \$150,000 for Police Department medical expenses from account line item 2191-210-221-0000. Trustee DeCastra clarified that the blanket certificate does not represent a transfer of funds or new appropriations but allows medical premiums to be paid without requiring a separate purchase order for each payment. Trustee DeCastra moved to approve a blanket certificate in the amount of \$150,000 for Police Department medical expenses. Trustee Nixon seconded the motion. DeCastra – Yes. Destro – Yes. Nixon – Yes. Motion Carried.

OLD BUSINESS:

Trustee DeCastra reported that the Trustees had received their new laptops. The new equipment is expected to provide improved battery life and allow for more efficient use during meetings and Township business.

Trustee DeCastra reviewed two Medical Mutual health insurance matters requiring Board action. The Township's current medical insurance contract required renewal effective September 1, 2026. As previously discussed, the renewal reflected an approximate 24% increase in premiums. Under the existing employee benefit structure, employees are responsible for 15% of the premium, with the Township covering the remaining cost. The deductible would also increase from \$3,000 to \$3,500 per person. The Township provides a Health Reimbursement Account (HRA) to assist employees with eligible deductible expenses. Trustee DeCastra also presented an alternative Medical Mutual plan available effective October 1, 2026. The proposed plan would reduce the premium increase from approximately 24% to approximately 13%; however, the deductible would increase to \$6,750 per person and \$13,500 for a family. The Township would increase the Health Reimbursement Account funding to help offset the additional deductible for employees. The Trustees discussed the financial impact of the proposed plan change. Based on the Township's analysis and anticipated HRA utilization, the October 1 plan was projected to result in an overall savings of approximately \$92,000 to the Township over a 12-month period, while also reducing employee premium costs compared to the September 1 renewal. The Trustees noted that the Township's recent underwriting experience resulted in limited insurance options, with Medical Mutual being the only carrier willing to provide a quote. The Board discussed working with its insurance broker to explore additional insurance options in February, when the Township's underwriting and market conditions may provide greater opportunities for cost savings.

Trustee DeCastra moved to approve the Medical Mutual contract renewal effective September 1, 2026, and designate the Township Fiscal Officer as the authorized contract signatory. Trustee Nixon seconded the motion. Destro – Yes. Nixon – Yes. DeCastra – Yes. Motion carried.

Trustee DeCastra moved to approve the Medical Mutual plan change effective October 1, 2026, and designate the Township Fiscal Officer as the authorized contract signatory. Trustee Nixon seconded the motion. Destro – Yes. Nixon – Yes. DeCastra – Yes. Motion carried.

NEW BUSINESS:

The Trustees reviewed a request to opt out of trash pickup for one residence located at 4094 Foskett Road. The request was submitted following the death of the resident, and the residence is currently vacant. Trustee Nixon moved to approve the trash opt-out for 4094 Foskett Road. Trustee Destro seconded the motion. DeCastra – Yes. Destro – Yes. Nixon – Yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:

None.

UPCOMING MEETINGS:

Trustees:	Sept 8 th @ 7PM
BZA:	Sept 2 nd - Cancelled
Zoning Commission:	Sept 3 rd @ 7PM

PUBLIC INPUT:

Dave Goodyear, 691 Pearl Rd., addressed the Board to remind residents of the upcoming community homecoming and also reminded residents that the Brunswick Area Historical Society museum buildings would be open during the event.

Mr. Goodyear also expressed concerns regarding unmarked Fire Department command vehicles and requested that they be properly identified as Fire Department vehicles. The Trustees discussed the matter, including reasons previously provided by the Fire Chief for keeping certain vehicles unmarked. Trustee Nixon expressed agreement that Fire Department vehicles should be marked and requested Trustee Destro look into options for appropriate vehicle graphics.

Mr. Goodyear further discussed Fire Department staffing and response coverage, particularly in the southern and southeastern areas of the Township. He encouraged the Trustees to consider the future need for an additional fire station and adequate staffing in the Sleepy Hollow/Plum Creek area. He suggested that the Township consider acquiring property for a future station and discussed the importance of clearly communicating Fire Department needs to the public when seeking funding for fire services and equipment. He also suggested reviewing previous Fire Department Station location studies. Consider a temporary solution to sleeping accommodations, such as a mobile trailer, for personnel at Station No. 1.

Linda Hudson commented that a Fire Department Station study had previously been completed and paid for by the Township but was never acted upon. She suggested that, with the hiring of a new Fire Chief, the Trustees review the previous study and its findings. She also referenced the last engineering project for the Township was a prior engineering project involving the roof and other maintenance issues at the existing Townhall/Fire Station building.

Trustee Destro stated that the Township has retained the previous fire station study and that he had also obtained a more recent study completed by the City of Brunswick. He stated that the information would be reviewed when considering future Fire Department needs. Trustee Nixon agreed that the available data should be reviewed to help guide future decisions.

OFF CAMERA:

Trustee Nixon moved to go off camera at 8:01PM to sign warrants and for the following executive sessions; Interview zoning inspector candidate, discuss Fire Chief candidates and discuss fire contract negotiations.

Trustee DeCastras moved to go into Executive Session at 8:01 PM for the purpose of an interview for Zoning Inspector invited all three trustees and candidate #5. Trustee Nixon seconded the motion. Destro -yes. DeCastras - yes. Nixon - yes. Motion carried.

Candidate #5 exited Executive session at 8:38 PM. Executive Session continued with the 3 Trustees to discuss the fire chief candidates and union firefighter negotiations.

Trustee DeCastras motioned to come out of Executive Session at 9:29 PM. Trustee Destro seconded the motion. Nixon - yes. DeCastras - yes. Destro - yes. Motion carried.

Trustee DeCastras moved to extend a conditional offer of employment to Candidate #3 for the position of

Part-time Zoning Inspector pending successful completion of all necessary testing and background check. Trustee Destro seconded. Destro - yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Destro moved to extend a conditional offer of employment to Candidate #1 for the position of Full-time Fire Chief, with a salary of \$110,000.00, pending successful completion of all necessary testing. Trustee Nixon seconded. Destro - yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to adjourn. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Adjourned at 9:34 PM.

Ryan Nixon, Trustee Chair

Thomas DeCastra, Trustee Vice-Chair

Tony Destro, Trustee

Bob Roksandich, Fiscal Officer