BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
September 22, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, September 22, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, Interim Fire Chief Tim Haas, Fire Chief Scott Altshuler, Zoning Inspector Cheryl Porter, Sergeant bungo 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:

Sergeant Phil Bungo, appearing on behalf of Chief Sopkovich, introduced Luke Gaynor, who was welcomed as a new Brunswick Hills Township Police Department officer. Sergeant Bungo reported that Officer Gaynor is a lateral transfer from another Medina County police department and has six years of law enforcement experience. He is a U.S. Army veteran and has prior experience as a SWAT team member and drone operator. Officer Gaynor will begin field training with the department. Trustee Nixon administered the swearing in of Officer Gaynor.

Trustee Nixon recognized Sergeant Phil Bungo for his selection to participate in the 2026 FBI National Academy in Quantico, Virginia. This honor is offered to less than 1% of all law enforcement officers in the country. The Board noted that the 10-week program includes University of Virginia-accredited coursework focused on law enforcement leadership and related subjects. It was noted that Sergeant Bungo is the second officer in the history of the Brunswick Hills Township Police Department to complete the FBI National Academy program, following Chief Sopkovich. The Board expressed its appreciation and congratulations to Sergeant Bungo. Sergeant Bungo thanked the Board and stated that he looked forward to bringing what he learned through the program back to the department.

Ellen Selly, Local Permit Manager for **Sheetz**, presented a preliminary site plan for a proposed Sheetz convenience store and fueling facility near the intersection of Center Road and Marks Road, in front of the Discount Drug Mart property.

MINUTES:

Trustee Nixon motioned to approve the September 16, 2026, Special Meeting minutes. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:

Zoning Inspector Cheryl Porter reported on a meeting held with representatives of Fox Village South regarding the proposed development. Ms. Porter stated that the development will require variances for a

number of lots. At the time of the meeting, approximately 29 lots appeared to require variances, although the final number would depend upon the actual lot measurements and design. The Board discussed the potential number of variances and the amount of time that could be required for the Board of Zoning Appeals to process each variance. Ms. Porter stated that the developers had been advised to review the actual lot dimensions, particularly at the roadway, which could potentially reduce the number of variances required.

Police Department:
None.

Fire Department:
Chief Altshuler requested that Purchase Order #21-2026 to Phoenix Outfitters, which had a remaining balance of $1,380.00, be closed and a new purchase order issued to Phoenix Fire in the amount of $4,312.00 for turnout gear required for the Fire Chief. Trustee Destro moved to approve the closing of PO #21-2026 and open of a new PO to Phoenix Outfitters in the amount of $4,312.00 for new turnout gear for Chief Altshuler. Trustee Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Chief Altshuler requested closure of Purchase Orders **23, 41, 116, 110, and 111**, all of which had zero balances. Trustee Destro moved to approve the closure of the identified purchase orders. Trustee Nixon seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Chief Altshuler requested a $3,008.00 purchase order to Lighthouse Solutions Group for new laptops for the Fire Chief and Assistant Chief. The Fiscal Officer advised that the invoice had already been processed and the expenditure was already included on the warrants. No additional purchase order was required.

Chief Altshuler requested the Board accept the resignation of firefighter Tyler Mayo. Trustee Destro moved to accept the resignation. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

The Board expressed appreciation to Mr. Mayo for his service to the Township.

Chief Altshuler announced the upcoming Hometown Heroes Weekend at Mapleside Farms and invited residents to attend. The Fire Department will be there 10am to 1pm both Saturday and Sunday.

The Board also discussed the annual Township bonfire, which was confirmed for October 24, 2026, from 5:00 p.m. to 8:00 p.m.

The Fire Department's previously planned October 4 open house was reported as cancelled due to scheduling conflicts. The department will participate in the Home Depot event on October 3 and hopes to hold an open house in conjunction with a future Santa event.

Service Department:
Service Department Foreman Cory Schultz presented the August monthly report.

Foreman Schultz also reported that the department had taken ownership of its new 2027 Kenworth.

Reminder of the upcoming dumpster days on October 9 and 10, 2026, from 8:00 a.m. to 2:00 p.m. at the Service Department, 1643 Substation Road. Any questions, call the service department at 330-220-4784.

Adam Barker of Osborne Engineering presented the revised site plan on behalf of GTI, accompanied by members of the engineering, architectural, and GTI teams. The presentation from Green Thumb Industries (GTI) regarding its proposed retail establishment at 2181 Pearl Road, at the corner of Pearl Road and Sleepy Hollow Road. The proposed project would renovate the existing building currently occupied by Sleepy Hollow Market and Rico's Bar and Grill, converting the Rico's portion to a retail Rise dispensary use while leaving the remaining portion available for future use. The existing building is approximately 5,200 square feet. The proposed improvements include: A drive-through facility, Expansion of parking from nine spaces to approximately 37 spaces, A paved loading area, Directional signage and traffic controls at the Sleepy Hollow entrance, Landscaping and natural screening along the residential portion of the property, Exterior painting and facade improvements, and A secured delivery/sally-port area. The Board discussed site safety, traffic circulation, winter maintenance, landscaping, screening, the future use of the remaining portion of the building, and potential community use of the vacant space. In response to a question from the Board, GTI representatives later reported that the anticipated capital investment in the building and site improvements would be approximately $2 million**.**

TRUSTEE REPORTS:

Ryan Nixon:

Trustee Nixon initiated discussion regarding the compensation of Police Chief Sopkovich in light of the recently established salary for the Township's new full-time Fire Chief. The Board discussed the Police Chief's tenure, experience, responsibilities, market compensation, and the desire to maintain competitive compensation for Township department heads to help with employee retention. Trustee Nixon moved to increase the Police Chief's annual salary to $112,000, effective immediately. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Thomas DeCastra:

Trustee DeCastra reported that the compensation for the newly appointed Zoning Inspector had not been formally established when the position was offered. He recommended establishing the rate at the maximum amount included in the job posting. Trustee DeCastra moved to establish the Zoning Inspector's compensation at $22.00 per hour, effective with the September 8, 2026, appointment. Trustee Nixon seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

The Board discussed the proposed West Chase Park project and possible grant opportunities, including the Land and Water Conservation Fund. Trustee Nixon reported that the grant program may provide up to 50% reimbursement for eligible acquisition, development, or rehabilitation of outdoor recreation areas. The Board discussed investigating whether the Township's proposed park project would qualify. Trustee DeCastra reported that the Prosecutor's Office had reviewed and revised the Township's Request for Qualifications (RFQ) for professional engineering services. The Board discussed the statutory process for selecting professional engineering services, including evaluating qualifications before negotiating price. The Board discussed an anticipated October 1 issuance date and subsequent evaluation and interview process. Trustee DeCastra moved to issue the RFQ for professional design services for West Chase Park, located on Township-owned property at the corner of West Chase Drive and State Route 303. Trustee Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee DeCastra provided an update on the Township's cybersecurity training program. The training originally anticipated for September has been delayed until October. Township employees who have

computer access will be required to complete cybersecurity training through the Township's software platform. Lighthouse Solutions Group is assisting with implementation and communication regarding the training. The Board also discussed the Township's cybersecurity practices, including future phishing awareness testing.

Trustee DeCastra provided an update on the New Township website project. It was reported that Administrative Assistant Julie has met with the website developer several times and that a detailed website mock-up has been developed. Departmental information will now be collected to populate the various sections of the website. The Board confirmed that the website package includes a Township-managed calendar that can be updated without the need for a third-party service. Extensive training will be provided to Julie for maintaining the website. The Board also discussed the future use of the BrunswickHillsTwpOH.gov domain and potential transition of Township email addresses to the .gov domain.

Trustee DeCastra presented Resolution #52-2026 designating financial institutions as public depositories for Brunswick Hills Township. The Board received proposals from Dollar Bank, Huntington Bank, and Chase Bank and reviewed the proposals. The resolution designates Dollar Bank**,** FSB, as a Township public depository for the period beginning October 1, 2026, through September 30, 2031, with deposits up to **$**12 million, subject to applicable Ohio Revised Code requirements.

Trustee DeCastra presented and moved to adopt **Resolution #52-2026 RESOLUTION DESIGNATING FINANCIAL INSTITUTION AS PUBLIC DEPOSITORY.** Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra presented Resolution #53-2026 approving the contract, bonds, and securities associated with the designation of Dollar Bank as the Township's public depository. **RESOLUTION #53-2026 A RESOLUTION APPROVING CONTRACT, BOND AND SECURITIES AND AWARDING DEPOSIT OF MONIES.** Trustee DeCastra presented Resolution #53 and moved to authorize the Chairperson and Fiscal Officer to execute the agreement on behalf of the Township. Trustee Destro seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra presented Resolution #54-2026 to increase appropriations to cover UAN software and Auditor of State fees. Bob Roksandich, Fiscal Officer, explained that UAN fees are billed quarterly and paid electronically. The resolution transfers $5,000 from Fund 1000-120-360-0000 to Fund 1000-110-313-0000. Trustee DeCastra presented and moved to adopt **RESOLUTION 54-2026** ***Increase Appropriations in Fund 1000-110-313-0000.*** Trustee Nixon seconded the motion. Destro - yes. DeCAstra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra presented a proposed change to the Township's Health Reimbursement Account arrangement in connection with the upcoming October 1, 2026, medical plan change. The Board discussed the increase in deductibles and the Township's reimbursement of eligible in-network deductible expenses. The revised arrangement provides for reimbursement of eligible deductible expenses, with the individual deductible identified as **$6,750** and the family/married deductible as **$13,500**, effective October 1, 2026. Trustee DeCastra moved to approve and authorize execution of the revised agreement. Trustee Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee DeCastra presented and moved for adoption of **Resolution #55-2026 accepting the recommendation of the Zoning Commission and approving the site plan for the proposed GTI retail establishment at Permanent Parcel No.** 001-02D-15-001. The resolution references the Zoning Commission's September 3, 2026, recommendation of approval and requires the applicant to submit all required applications and fees for zoning certificates pursuant to the Township Zoning Resolution. Trustee Nixon seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Trustee DeCastra presented and moved to adopt **Resolution #56-2026** ***Accepting the Zoning Commission's recommendations concerning two zoning text amendments***. The first amendment concerns **Section 303-13**, removing the medical marijuana language and designating the section as reserved. The second amendment concerns **Section 1005-3**, establishing a period of validity for variances when construction has not commenced or a certificate has not been issued, while permitting the Zoning Inspector to grant extensions. The Board discussed whether the two amendments should be adopted as separate resolutions and determined to address them together in Resolution #56-2026. Trustee Nixon seconded the resolution. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Tony Destro:
Trustee Destro announced that BAT TV will hold a community open house on October 20, 2026, from 6:00 p.m. to 8:00 p.m. BAT TV is located near the middle school.

FISCAL OFFICER:

Fiscal Officer Bob Roksandich requested approval of payroll dated 9-29-2026 in the amount of **$90,318.11**. Trustee Nixon moved to approve the payroll as presented. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

The Fiscal Officer requested approval of the Warrant payment listing dated 9-22-2026 in the amount of **$110,816.34**. Major expenditures included Cintas Fire Protection services $2,526.20, RECON police e-bike $4,996.00, Rapid Wrench Police Vehicle repairs $1,422.57, Huntington Bank for Credit card bill $4,808.56, Lighthouse Solutions for new laptops $3,008.00, Wex Bank Police Fuel $3,666.74, Ohio Edison electricity $3,387.65, LEADS police software $3,230.00, and the Township's portion of Medical Mutual insurance $73,794.92. Trustee Nixon moved to approve the Warrant payment listing dated September 22, 2026, in the amount of $110,816.34. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

The Fiscal Officer requested a blanket certificate in the amount of **$30,000** from 2031-330-221-0000 of the Service Department budget for medical insurance payments. Trustee DeCastra moved to approve the blanket certificate in the amount of $30,000 from account 2031-330-221-0000. Trustee Nixon seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

OLD BUSINESS:
None.

NEW BUSINESS:
The Board discussed preparation for the upcoming dumpster days and a potential cleanup of the Township office. The Board agreed to conduct an after-hours cleanup on **Thursday, October 8, 2026, at**

approximately 6:30 p.m. The cleanup will focus primarily on unwanted or broken items rather than the Township's official records. Trustee Destro will coordinate with the Service Department regarding the cleanup and removal of items.

MISCELLANEOUS & CORRESPONDENCE:
None.

UPCOMING MEETINGS:	Trustees:	Oct. 13th @ 7PM
	BZA:	Oct. 7th @ 7PM
	Zoning Commission:	Oct. 1st @ 7PM

PUBLIC INPUT:

Mr. Wetterman of **1085 Substation Road** thanked the Trustees for their friendship and for greeting residents attending Township meetings. The Board thanked Mr. Wetterman for his comments.

OFF CAMERA:
Trustee Nixon announced they would go off camera for the purpose of signing warrants and purchase orders and completing any remaining administrative matters.

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

Adjourned at 9:09 PM.

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Ryan Nixon, Trustee Chair Thomas DeCastra, Trustee Vice-Chair

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Tony Destro, Trustee Bob Roksandich, Fiscal Officer