BRUNSWICK HILLS TOWNSHIP TRUSTEES
SPECIAL MEETING
SEPTEMBER 22, 2026

The Brunswick Hills Township Board of Trustees met in special 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 present.

Trustee Chair Nixon called the meeting to order at 6:30 PM, noting that the meeting was properly advertised.

The purpose of the meeting is to discuss proposed updates and revisions to the Brunswick Hills Township Employee Handbook.

Trustee Thomas DeCastra provided an overview of the proposed Employee Handbook revisions. He explained that, as an employer, the Township must remain current and compliant with applicable federal and state employment laws and regulations. The existing Employee Handbook was last substantially updated in 2014, and changes in employment law and workplace practices necessitated a comprehensive review. Trustee DeCastra reported that the Township had engaged Duplicar & Baker to assist with the review and preparation of an updated handbook. The proposed handbook is dated July 22, 2026, and consists of approximately 77 pages. It was explained that several subject areas would be maintained as separate supplemental policies rather than incorporated into the handbook. These include:

- Drug and Alcohol-Free Workplace Policy;
- Discrimination and Sexual Harassment Complaint Procedures;
- Social Media Policy; and
- Workplace Violence Policy.

These policies are intended to supplement the Employee Handbook and address areas that may require more frequent updates or separate procedures.

DISCRIMINATION AND SEXUAL HARASSMENT COMPLAINT PROCEDURES

The Board reviewed the proposed Discrimination and Sexual Harassment Complaint Procedures.

Trustee DeCastra explained that the proposed policy establishes a formal process for receiving and investigating complaints of discrimination and sexual harassment. The policy provides for complaints to be taken seriously and investigated promptly, thoroughly, and objectively. Depending upon the circumstances, the Township may utilize its own personnel, law enforcement, or outside legal counsel to conduct an investigation.

Discussion was held regarding the handling and confidentiality of complaint forms and supporting information. Trustee Nixon emphasized the importance of limiting access to sensitive complaint information to those who have a legitimate need to review it.

The Board discussed establishing clear procedures identifying who should receive a complaint and who should have access to the information. It was discussed that a complaint may be submitted to a department head or directly to a Trustee, and that the matter should then be referred for appropriate action.

The Board further discussed situations in which Township personnel, including the Police Department, may have a conflict or otherwise should not participate in an investigation involving a Township employee. In such circumstances, outside resources, including law enforcement or outside legal counsel, may be considered.

Trustee DeCastra agreed to add comments to the policy clarifying the appropriate recipients of complaints and the confidentiality expectations associated with complaint information.

WORKPLACE VIOLENCE POLICY

The Board next reviewed the proposed Workplace Violence Policy.

Trustee DeCastra explained that the Township previously maintained a workplace violence policy but that the proposed policy provides additional details concerning prohibited acts, potential workplace violence situations, and possession of weapons.

Discussion was held regarding the need for an incident reporting form. Trustee Nixon suggested adapting the complaint form used for discrimination and sexual harassment complaints for workplace violence incidents, with appropriate changes to the title and applicable language.

The Board agreed that utilizing a similar, straightforward form for workplace violence complaints would be appropriate. Trustee DeCastra agreed to include this revision in the comments to the policy.

SOCIAL MEDIA POLICY

The Board reviewed the proposed Social Media Policy and discussed its application to Township employees and Township-related social media accounts.

Trustee DeCastra explained that the proposed policy primarily addresses employees' personal use of social media and establishes restrictions concerning the use of Township property and Township work time. The Board discussed the importance of ensuring that the policy is consistent with applicable freedom-of-speech requirements.

The Board also discussed the distinction between personal social media use and social media accounts operated by Township departments or associations representing Township departments.

Discussion was held regarding the social media accounts associated with the Fire Department and Police Department and whether those accounts are officially operated by the Township or by separate departmental associations. Chief Altshuler agreed to obtain additional information concerning the ownership and operation of the applicable accounts.

The Board discussed the possibility of establishing a separate policy governing official Township social media accounts. Trustee Destro suggested reviewing a similar policy used by the County Commissioners as a potential starting point. The Board agreed that the distinction between official Township accounts and association-operated accounts should be clarified before finalizing any applicable policy.

The Board expressed general agreement with the proposed employee social media policy, subject to the additional review discussed.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

The Board reviewed the proposed Drug and Alcohol-Free Workplace Policy.

Trustee DeCastra reported that the revised policy provides additional guidance concerning cannabis, prescription medications, CBD products, employee assistance programs, and drug and alcohol testing procedures.

The Board discussed updates to testing procedures, including circumstances in which testing may be required following a workplace accident, property damage, or work-related injury. The policy also contains provisions addressing employees subject to commercial driver's license requirements and applicable regulatory standards. The Board discussed the applicability of zero-tolerance requirements to CDL-regulated employees.

No additional changes were requested by the Trustees at this time. Trustee DeCastra indicated that he would continue working with the reviewing firm to address comments and clean up the proposed policy language.

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

Adjourned at 6:53 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