BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
September 8, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, September 8, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, Zoning Inspector Cheryl Porter, and Sergeant Piekut present.

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

Trustee Nixon moved to go into Executive Session for the purpose of a Police candidate interview, inviting Sargeant Piekut and the candidate into ES at 7:05PM. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to come out of executive session at 7:15PM. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

PRESENTATION:
Three banks, including Chase, Huntington and Dollar Bank, gave presentations regarding what services they can offer to the Township to help the Board of Trustees choose a new depository for public funds. The trustee meeting, including the three presentations, can be viewed on the Brunswick Area Television website. Brunswick Area Television

MINUTES:
Trustee Nixon moved to approve the August 25, 2026 regular meeting minutes. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

DEPARTMENT REPORTS:

Trustee DeCastra made the announcement of a new Zoning Inspector. Cheryl Porter has joined the Township as Zoning Inspector today is her first day and we welcome her.

Zoning Department:
Zoning Inspector Cheryl Porter presented the monthly report for August.
15 Permits issued.
$2,445.96 Collected.

Police Department:
None.

Fire Department:
Trustee Destro presented the monthly report for August.

Trustee Destro made the announcement that the Full-time Fire Chief position has been offered to Scott Altshuler and he has accepted the position. He will start on Thursday September 17, 2026.

Service Department:
None.

TRUSTEE REPORTS:
Ryan Nixon:
Trustee Nixon stated we are still working on the layout for the new Landmark fuel tanks. We will present that site plan for everyone to review at the next trustee meeting on September 22, 2026.

Thomas DeCastra:
Trustee DeCastra reported that the Zoning Commission recommended approval of two text amendments: one concerning variance language to place a time limit on variances when no construction has commenced, and the other concerning cannabis language in the Zoning Resolution. The Board discussed conducting one public hearing for both amendments. The public hearing was scheduled for **September 22, 2026, at 6:00 p.m.**, prior to the regular Trustee meeting. The required legal notice will be published in accordance with ORC requirements.

Trustee DeCastra provided an update on the employee handbook, noting that the current handbook has not been updated since 2014. A new draft, prepared with assistance from a law firm previously used by the Township for employment matters, was provided for Board review. The Board agreed to allow time for discussion of the draft handbook at a special meeting at **6:30 p.m. on September 22, 2026**.

Trustee DeCastra reported that the Prosecutor's Office was reviewing the Township's Request for Qualifications (RFQ) for engineering design services. The Board was advised that, pursuant to the Ohio Revised Code, qualifications must be considered and firms ranked before fees are negotiated. The Township may negotiate with the highest-ranked firm and proceed to the next-ranked firm if an agreement cannot be reached.

Trustee DeCastra reported that the Zoning Commission reviewed the site plan submitted by Sleepy Pearl LLC, with GTI as the lessee and Osborne Engineering involved in the project. The Zoning Commission recommended approval, and the submitted plans were reported to be in compliance with the Township's zoning requirements without the need for a variance. The applicant agreed to present the site plan to the Board at the next regular meeting on **September 22, 2026**. The Board members received copies of the site plans and presentation materials for review.

Trustee DeCastra presented a proposed letter to the Ohio State House Local Government Committee in support of **House Bill 445**, concerning the structure and voting representation of metropolitan planning organizations and regional councils of governments. Discussion centered on Medina County's representation within NOACA and concerns regarding the allocation of transportation funding and the impact on Medina County communities. The Board discussed the potential effects of regional transportation projects, including the proposed new Cleveland Browns stadium in Brookpark and the Interstate 71 interchange, on Brunswick Hills Township and surrounding communities. Trustee DeCastra moved to provide written testimony in support of House Bill 445 to the Ohio House Local Government

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

Trustee DeCastra reported that Wes has taken on additional responsibilities to assist with training the new Zoning Inspector. Wes will work with Cheryl throughout September to provide training and introduce her to necessary Township contacts and procedures. The Board discussed Wes's request for an additional $5.00 per hour during the training period. Following discussion, Trustee DeCastra moved to increase Wes's hourly compensation by **$5.00 per hour effective September 8, 2026, not to extend past October 31, 2026**, unless otherwise extended by approval of the Board of Trustees. Trustee Nixon seconded the motion. Destro - yes. DeCastra – yes. Nixon – yes. Motion Carried**.**

Trustee Nixon expressed appreciation from the Board for Wes's efforts and willingness to assist the Township during the transition. Wes is a valued member of the Township employee base and also the Zoning office itself.

Tony Destro:
Trustee Destro discussed plans for a swearing-in ceremony for the Township's new Full-time Fire Chief, Scott. Rather than conducting the ceremony during a regular Trustee meeting, the Board discussed holding a small community open house at **Fire Station 2**, with residents invited to attend and meet the new Fire Chief. The event was tentatively discussed for **Saturday, September 19, 2026**, beginning at approximately 10:00 a.m., with the oath ceremony anticipated at approximately 10:15 a.m., followed by a small open house. Trustee Destro will coordinate with the Fire Department and confirm the arrangements. The Board also discussed, Trustee Destro to issue the oath of office on September 17, 2026, which is the new fire chief's official first day.

Trustee Destro expressed appreciation to the Service Department employees who assisted with the Township's booth at the Brunswick Homecoming 250th celebration, noting their efforts in engaging with children and community members. Appreciation was also expressed for the Fire Department's participation.

FISCAL OFFICER:
Trustee Nixon moved to approve payroll dated 9-8-2026 in the amount of $164,997.27. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the Warrant Payment Listing dated 9-8-2026 in the amount of $32,232.46. Noting the large payments going to Nextgen Mechanical, Ohio CAT, and W.W. Williams. The Nextgen Mechanical was for a new AC unit that supports the Townhall office and the Fire Department upstairs. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve a PO to Ohio Bureau of Worker's Compensation in the amount of $9,291.00. This will be split among the departments. Trustee Destro seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

OLD BUSINESS:
None.

NEW BUSINESS:

The Board discussed a Memorandum of Understanding with the Medina County Soil and Water Conservation District regarding the Township's stormwater management planning and education requirements. Trustee DeCastra explained that the District assists the Township with compliance with Ohio EPA requirements and related stormwater management activities. Following discussion, Trustee Nixon moved to approve the Memorandum of Understanding and authorize the Chairperson to sign and return it to the Medina County Soil and Water Conservation District. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

MISCELLANEOUS & CORRESPONDENCE:
None.

UPCOMING MEETINGS:	Trustees:	Sept. 22nd @ 7PM
	BZA:	Oct 7th @ 7PM
	Zoning Commission:	Oct 1st @ 7PM

PUBLIC INPUT:
Linda Hudson, 314 Pearl Road.
Ms. Hudson thanked the Board for supporting House Bill 445 and expressed hope that other townships would take similar action regarding NOACA funding and representation. She also thanked the Board for its work concerning the park.

Dave Goodyear, 691 Pearl Road.
Mr. Goodyear expressed appreciation for the Trustees and Township departments for their participation in the 250th celebration. He also asked whether the Board had considered a house trailer at Fire Station 1, for sleeping quarters for the firemen, for protection of the southern residents. Mr. Goodyear additionally stated his opposition to the proposed medical cannabis dispensary in the southern portion of the Township.

Trustee Destro reminded residents of the Township's **Dumpster Days on October 9th & 10th, 2026**, noting that the event is for Township residents and identification will be checked. More information can be found on the Township website.

The Board also discussed graphics for the Fire Chief and Assistant Fire Chief vehicles. The Board favored identifying the vehicles as **"Command Vehicle 1"** and **"Command Vehicle 2"** rather than identifying them specifically as Fire Chief vehicles, with the intent of allowing incident commanders to remain focused on emergency operations. Trustee Destro will coordinate with the vendor regarding the graphics.

OFF CAMERA:
Trustee Nixon moved to go off camera at 8:56PM to sign warrants and purchase orders.

Trustee Nixon moved to extend a conditional offer of employment as a patrol officer to Luke Yehnert pending successful completion of all pre-employment testing and paperwork. Trustee Destro seconded the motion. DeCastra – yes. Destro – 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 9:12 PM.

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Ryan Nixon, Trustee Chair	Thomas DeCastra, Trustee Vice-Chair
_____	_____
Tony Destro, Trustee	Bob Roksandich, Fiscal Officer