BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
October 13, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, October 13, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, Assistant Fire Chief Tim Haas, Zoning Inspector Cheryl Porter 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 September 8, 2026, regular meeting minutes. Trustee DeCastra seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the September 22, 2026, regular meeting, special meeting and public hearing minutes. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

DEPARTMENT REPORTS:
Zoning Department:
Zoning Inspector Cheryl Porter presenter the monthly report for the month of September.
Including:
14 permits
Two variance applications for the Nov. 4th BZA
One variance application for the Dec. 2nd BZA
A property owner was provided an application packet to request a zoning map change from R-1 to C-1
A Stop work order was issued for the Caves at Bluebell C-1 property

Zoning Inspector Porter presented two draft documents for the Board's review: a revised BZA checklist and a revised zoning variance application. The revisions include simplifying repetitive language, presenting requirements in a more positive and straightforward format, removed certain checklist items deemed unnecessary, and reducing the required number of application copies from 15 to 12. Trustee Nixon asked for clarification regarding the changes to the BZA checklist. Porter explained that the revisions were intended to make the process clearer for applicants and remove items that were considered unnecessary. The Board agreed to review the draft documents further rather than make a decision at this meeting. Trustee Destro indicated he would review the application from an applicant's perspective to assess its clarity and ease of completion. The revised documents will be placed on the agenda for discussion at the next meeting.

Police Department:
None.

Fire Department:
Assistant Chief Tim Haas presented the monthly report for the month of September**.**

Request to move $2,300 from account 2192-220-318-0000 Training Services to 2192-220-351-0000 Electricity. Then close PO #34 and open a new PO for account 2192-220-351-0000 Electricity in the amount of $3,000.

Trustee Destro presented and moved to adopt **Resolution 58-2026** ***Increase Appropriations in Fund 2192-220-351-0000 Electricity*****.** Trustee Nixon seconded. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

Trustee Destro moved to approve to close PO #34 and re-issue a PO from account 2192-220-351-0000 Electricity in the amount of $3,000.00. Trustee DeCastra seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Request to close PO #42 in the amount of $2,700.00 and re issue a PO to City of Cleveland Division of Water for Hydrants in the amount of $3,700 all from account 2192-220-370-0000.

Trustee Destro moved to approve to close PO #42 and re-issue a PO to the City of Cleveland Division of Water in the amount of $3,700.00 from account 2192-220-370-0000. Trustee DeCastra seconded. Nixon – yes. DeCastra – yes. Destro – yes. Motion carried.

Request after the payment to Boston Road Automotive, open new BC in the amount of $5,000.00 from account 2281-230-323-0323. Trustee Destro moved to approve the payment of Invoice 21104 to Boston Road Automotive and then open new BC in the amount of $5,000.00 from account 2281-230-323-0323. Trustee Nixon seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Reminder the Community Bon Fire at Plum Creek Park is on Saturday October 24, 2026 5-8 PM.

Service Department:
Service Foreman Cory Schultz presented the monthly report for September.

Request to close PO #56 and open a new PO to Frontier for $540.00 from line-item 2021-330-341-0000 Telephone. Trustee Nixon moved to approve to close PO #56 and issue a new PO to Frontier in the amount of $540 from account 2021-330-341-0000. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Request to open a new BC in the amount of $5,000.00 from line-item 2031-330-420-0000 Operating Supplies. Trustee Nixon moved to approve to open a new BC in the amount of $5,000.00 from account 2031-330-420-0000. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Dumpster Days was held over the weekend, and it seemed to be a big success. It was busy both days

with Saturday being the busiest day. 100-125 cars showed up and we filled 4 dumpsters.

PUBLIC COMMENT FOR DEPARTMENT HEADS

Patricia Wetterman 1085 Substation Rd. Jokingly suggested renaming "Dumpster Days" to "Dumpster Dash Days" and commended the Service Department for its work, noting the event was beneficial to the community.

Ben Woods 2660 Hollyhock Lane. Mr. Woods asked about the stop-work order referenced in the Zoning Inspector's report concerning the Caves of Blue Bell. Zoning Inspector Cheryl Porter confirmed the order was issued on August 18, 2026, by Assistant Zoning Inspector Wes Humphrey. Mr. Woods also inquired about an application and site plan for a property expected to come before the Board of Zoning Appeals (BZA). Ms. Porter clarified that the BZA application referenced in the report concerned Fox Village South, a residential development, rather than the commercial property. She confirmed that no application was available for the C-1 property**.**

Chris Kormos 4215 Butterfly Circle. Mr. Kormos asked whether the Service Department plows Butterfly Circle during snow events. Service Department Foreman Cory Schultz explained that the Department plows the main access road in and out of the area. Mr. Kormos asked why Butterfly Circle itself was not plowed and Mr. Schultz stated that Butterfly Circle is a private road not maintained by the Township.

TRUSTEE REPORTS:

Ryan Nixon:

Trustee Nixon provided an update regarding the proposed installation of above-ground fuel tanks on Township property in coordination with Landmark. He reported that the project was progressing toward final approval.

Cory Schultz presented the proposed location for the fuel tanks near the existing dumpster area, directly across from the service garage, to minimize electrical installation costs. He also discussed plans to install a concrete pad for the fuel tanks and dumpster area, extending the concrete approximately 12 feet toward the service garage to provide a cleaner, more durable fueling surface. Additional paving was proposed from the street to the eastern edge of the service garage area to improve vehicle access, reduce dirt and dust, and facilitate snow removal. The area beyond the proposed paving toward the salt shed would remain covered with asphalt grindings.

Trustees discussed the proposed layout, electrical routing, property boundaries, and the need to document the location of underground electrical lines for future reference. Trustee DeCastra emphasized the importance of accurately identifying the property line and ensuring Township vehicles remained within the appropriate boundaries. Mr. Schultz reported that he had located property pins and would prepare a more precise, scaled drawing showing the proposed improvements and electrical routing. Trustees also discussed whether professional engineering drawings or a property survey would be necessary.

Trustee Nixon requested that Mr. Schultz coordinate with Landmark and the electrical contractor to obtain the necessary contracts for review by the Township's legal representation. The revised site drawing will be submitted to FirstEnergy for final approval. Trustees also discussed maintaining adequate access for

Police, Fire, and Road Department vehicles and ensuring the proposed layout would not interfere with scheduled dumpster days.

The Trustees expressed general support for the proposed location and discussed targeting construction for the spring, allowing time to finalize the drawings, obtain the necessary approvals, and review the contracts.

Trustee Nixon introduced **Resolution No. 57**, accepting the amounts and rates determined by the Medina County Budget Commission and authorizing the necessary tax levies for certification to the County Auditor for fiscal year 2027.

Trustee DeCastra reviewed the Township's inside millage and funding sources, noting that the General Fund is allocated 1.4 mills and the Road and Bridge Fund 1.2 mills, totaling 2.6 mills within the 10-mill limitation. He noted that the Township has not increased its inside millage in decades and discussed the importance of evaluating funding needs as the Township plans for future projects and services.

The Trustees discussed the Township's police, fire, and EMS funding, including existing continuing levies and the five-year, 1-mill Fire and EMS levy approved by voters in May 2023. Trustee Nixon stated that the Board intends to further evaluate fire, EMS, and police budgets in the coming months, including the potential to restructure the Fire and EMS levy to assist both departments, particularly the Police Department. He emphasized that these matters would be addressed during future budget discussions and were not part of the current resolution.

Trustee DeCastra also discussed recent state legislation granting county budget commissions additional authority to reduce funding from voter-approved levies. He explained that the Medina County Budget Commission had questioned the Township's levy collections in light of its fund balances. The Township provided justification based on ongoing and anticipated projects, including property acquisition, service needs, building improvements, and a proposed community park. The Budget Commission ultimately did not reduce the Township's requested amounts. The Trustees expressed concern regarding the commission's authority and the potential impact such decisions could have on local funding and public safety services.

Trustee Nixon presented and moved for adoption of **Resolution #57-2026** ***Resolution Accepting the Amounts and Rates as Determined by the Budget Commission Authorizing the Necessary Tax Levies and certifying them to the County Auditor.*** Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon - yes. Resolution adopted.

Thomas DeCastra:
Trustee DeCastra provided an update regarding the Request for Qualifications (RFQ) for professional engineering services for the park project. The RFQ was publicized starting Saturday October 10, 2026, and will remain open through October 23, 2026.

Trustee DeCastra stated that next is the variance fee approval for the Blue Bell series of Bennett Land Holdings. Zoning Inspector Cheryl Porter noted that there's an application for what they're calling Fox Village South, but it's actually for the Blue Bell series of Bennett Land Holdings LLC, for the residential development. Trustee DeCastra requested approval of a $1,400 variance application fee for Blue Bell Series of Bennett Landing Holdings, LLC, noting the substantial work already completed by the Zoning Office and anticipated work by the Board of Zoning Appeals (BZA). The proposed fee was higher than the Township's standard $600 variance fee. The motion was seconded by Trustee Nixon. Destro – yes.

DeCastra – yes. Nixon – yes. Motion carried.

Trustee DeCastra reported on the BZA's recent training, which included a webinar regarding conducting effective meetings and a subsequent discussion of board procedures. As you guys are aware and so the community is aware, we opened up the OTA, Ohio Township Association, membership to our Zoning Commission and BZA members. In 2024, a law firm gave a presentation at the OTA Winter Conference, on how to run a BZA meeting. I asked all of the members to watch that one hour webinar and then at our last meeting in October, because they had no applications before them, I said, please meet and I want you guys to actually all sit down and discuss how your procedures are working and what you've learned from that webinar. The training emphasized fact-based decisions, consideration of the Duncan factors, and clearly explaining the factual basis for decisions. Trustee DeCastra requested approval of a one-time $55.00 meeting pay for members who completed the approximately one-hour training. The motion was seconded by Trustee Nixon. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon requested that Trustee DeCastra informally determine whether members of the Zoning Commission and BZA would be interested in attending the Ohio Township Association (OTA) conference.

Trustee DeCastra reported that he was coordinating with the Police and Fire Departments regarding an upcoming OTARMA audit review. He also provided an update on a planned cybersecurity training program, which remained pending a meeting with the program representatives that is scheduled for next Thursday.

The Board discussed the Township website project. Trustee DeCastra reported that the Administrative Assistant Julie Riffle was gathering information from department heads and would follow up regarding outstanding materials.

The Board discussed scheduling another working session to review the updates to the Township Employee Handbook. A Special Meeting was scheduled for October 27, 2026, at 6:00 p.m., immediately before the regular Trustee meeting.

Tony Destro:
None.

FISCAL OFFICER:
Trustee Nixon moved to approve the Warrant Payment Listing dated 10-13-2026 in the amount of $130,055.51. Noting the large payments to Treasurer of the State of Ohio $1,065.00 is a re-issue to them because they are claiming non receipt of a previous payment, $6,657.05 to Lexipol, Rapid Wrench for $3,079.65, Akron Uniform $1,644.30, Wex Bank for Fuel $2,617.02, Cleveland Communications for $4,856.14, City of Brunswick for Dispatch $86,411.08 and Johnny O's Undercoating for undercoating of a squad for $2,320.00 and Treasurer State of Ohio for UAN fees for $10,607.50. Trustee Destro seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the Payroll Payment listing dated 10-13-2026 in the amount of $91,857.05. Trustee Destro seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to approve the PO Request for Medina County Soil and Water District in the amount of $3,888.00 from line number 1000-110-591-0000 Contribution to Another Organization ($3,200.00) and

line item 1000-110-360-0000 Contracted Services ($688.00). Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon presented and moved for approval of the following PO and BC Requests:
PO to City of Brunswick 1000-110-370-0000 Payment to another political subdivision $86,411.08
BC from Police Dues and Fees 2191-210-519-0000 $2,000.00
BC from Operating Supplies Fuel 2191-210-420-0420 $500.00
BC from Other Communications Printing and Advertising 2191-210-349-0000 $2,500.00
Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon presented a letter to Dollar Bank just verifying titles held by Township Officials for signers on the new bank account. Trustee Nixon moved for approval to sign the letter to validate the four individuals listed on the letter, the three Trustees and the Township Fiscal Officer. Trustee Destro seconded. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Discussion: Bank Account Access Email

The Trustees discussed an email regarding authorized access to the Township's bank accounts, including whether Ellen should have full access to the accounts.

Trustee Destro reported that he had spoken with Bob, who indicated that only the Fiscal Officer needed to be designated as the authorized individual for the account, with access changes able to be made through a letter to Dollar Bank if necessary. Trustee DeCastra explained that, if the Fiscal Officer became incapacitated, the Board would need to appoint a Deputy Fiscal Officer and notify the bank of the appointment. He noted that the appointment would involve additional requirements, including bonding and the associated legal responsibilities of the position.

Trustee Destro explained that Bob recommended granting Ellen full access to the bank account system so she could upload payroll and other financial files and have the ability to stop or modify certain transactions if necessary. Trustee Nixon supported considering this access, citing the difficulties the Township previously experienced when multiple Fiscal Officers serve within a single year and the resulting payroll complications. He emphasized the importance of establishing adequate backup procedures to ensure continuity of Township operations.

Trustee DeCastra expressed concerns about granting full bank account access to someone who is not an elected official or formally appointed Deputy Fiscal Officer. He stated that, in his view, individuals authorized to manage Township funds should have clearly defined legal responsibilities and accountability. He then stated he is against giving Ellen full access to the bank account. He questioned whether Ellen's current duties of uploading payroll really required full access to the banking system and emphasized the need for documented procedures, appropriate financial controls, and an adequate audit trail.

The Trustees discussed Ellen's current responsibilities, including uploading financial information and making deposits, as well as the distinction between an assistant fiscal officer position and a formally appointed Deputy Fiscal Officer. Trustee DeCastra explained that a Deputy Fiscal Officer assumes the responsibilities and authority of the Fiscal Officer when serving in that capacity, whereas an assistant position does not carry the same legal authority. He also raised a concern that compensation for a Deputy

Fiscal Officer could affect the amount payable to the Fiscal Officer under applicable Ohio law and stated that the Township would need to clarify the structure and responsibilities of the position.

Trustee Destro stated that banking and financial system activity may be auditable, although the Trustees needed to confirm which systems maintain records identifying users and changes. Trustee Nixon concluded that additional information was needed before making a decision. The Trustees agreed to compile questions for Dollar Bank regarding account access, authorization levels, and how quickly access could be changed if necessary.

No decision was made regarding granting Ellen full access to the Township's bank accounts. The matter was deferred pending further clarification of the banking procedures, the responsibilities associated with the applicable positions, and the safeguards available to the Township.

OLD BUSINESS:
None.

NEW BUSINESS:
None.

MISCELLANEOUS & CORRESPONDENCE:
None.

UPCOMING MEETINGS:	Trustees:	October 27 @ 7PM Reg Meeting
		October 27 @ 6PM Special Mtg
	BZA:	Nov 4th @ 7PM
	Zoning Commission:	Nov 5th @ 7PM

PUBLIC INPUT:

Chris Kormos, 4215 Butterfly Circle, addressed the Board regarding an incident involving a vehicle on Butterfly Circle. He stated he asked Service Foreman Schultz about Butterfly Circle just to confirm that Butterfly Circle is a private road. Mr. Kormos reported that he contacted the Police Department on September 25 regarding a car that was not supposed to be on the street, the officer came out and spoke with him. The officer told him that Butterfly Circle was a public right of way street and that he wasn't going to do anything. Mr. Kormos stated he provided video evidence to the police officer on September 26 by email and left him a voicemail on September 29 but had not received any response until today, which is 18 days later. The police officer stated that this is a civil matter. Mr. Kormos questioned how the matter could be characterized as a civil issue. The street has posted signs stating private-road and no-trespassing signs. Trustee Nixon requested that Mr. Kormos provide the relevant correspondence and evidence so he could review the matter. Then speak with the Police Chief and responding officer to get a better understanding of the incident. Trustee Nixon stated that he would follow up with Mr. Kormos by the end of the week.

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 8:34 PM.

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Ryan Nixon, Trustee Chair

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Thomas DeCastra, Trustee Vice-Chair

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Tony Destro, Trustee

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Bob Roksandich, Fiscal Officer