BRUNSWICK HILLS TOWNSHIP TRUSTEES
REGULAR MEETING
October 27, 2026

The Brunswick Hills Township Board of Trustees met in regular session on Tuesday, October 27, 2026, at Brunswick Hills Township Town Hall.

Board of Trustees Chair Ryan Nixon, Trustee Vice-Chair Thomas DeCastra, Trustee Tony Destro, Fire Chief Scott Altshuler, Police Chief Tim Sopkovich, 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 October 13, 2026, regular meeting minutes. Trustee Destro seconded. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Destro motioned to approve the October 19, 2026, special meeting minutes. Trustee DeCastra seconded. Destro – yes. DeCastra – yes. Trustee Nixon abstained due to being absent from the meeting. Motion carried.

DEPARTMENT REPORTS:

Zoning Department:
Zoning Inspector Cheryl Porter provided updates and discussed several zoning matters with the Board of Trustees. Ms. Porter reported that she has been communicating with the dispensary regarding completion of a required Department of Cannabis Control (DCC) form. She also stated that the Township issued them their necessary permit. The proposed wall signage exceeded the Township's permitted 25-square-foot limit. The applicant indicated that it would likely reduce the size of the painted sign rather than pursue a variance in order to expedite the project.

Ms. Porter asked about the zoning classification of the Caves of Blue Bell property, noting that the property continues to appear as Rural Residential (RR) on the county tax maps rather than Commercial (C1). Trustee DeCastra explained that a previous attempt to change the zoning map to C1 was discontinued due to procedural errors on the Township's part. The property remains zoned RR; however, a settlement agreement allows the property to be developed in accordance with C1 zoning. The Board discussed the possibility of formally updating the zoning map to reflect the settlement agreement. Trustee DeCastra outlined the required process, which would include a public hearing before the Zoning Commission, review by the County Planning Commission, a recommendation from the Zoning Commission, and a subsequent public hearing and vote by the Board of Trustees. Trustee DeCastra noted that the Zoning Commission had previously been given the opportunity to reconsider initiating the zoning change but

chose not to proceed at this time. He expressed that any future effort should preferably originate with the Zoning Commission, allowing it to explain the reasoning for the proposed change to the community.

Ms. Porter advised the Board that the Caves of Bluebell is scheduled for a public hearing in front of the BZA on November 4th at 7:00 p.m. She brought forward concerns regarding advertisements for the commercial condominium units, which appear to depict buildings that differ from the previously submitted site plan. Specifically, the advertised images appear to show buildings approximately 35 feet or more in height, compared with the previously discussed 18-foot height, as well as an altered building footprint with an additional enclosed front extension. Trustee Destro suggested that the images may represent a building constructed elsewhere and may have been used as an example for advertising purposes. The Board discussed the discrepancy and agreed that the applicant may need to clarify to the public that the advertised images are not necessarily representative of the finished buildings.

Ms. Porter asked whether the Township could reduce legal advertising costs by posting legal notices on its website and Facebook page, as some other townships have done. The Trustees discussed the importance of continuing to publish legal notices in the newspaper to ensure information reaches residents who may not use social media or access the Township website. The Trustees agreed that newspaper publication provides broader public notice and should continue.

Police Department:
None.

Fire Department:
Chief Altshuler reported that the community bonfire went well and was well attended. Trustee Nixon added that approximately 400 attendees came through during the three-hour event. The event was considered a success and is expected to continue in future years. Photographs from the event were posted on the Fire Department's Facebook page.

Service Department:

Service Foreman Cory Schultz asked for a Resolution to authorizes the Township to purchase materials, including road salt and signs, through the Medina County Engineer's Office under the County's 2027 purchasing procedure. Cory noted that purchasing through the County provides more favorable pricing than other suppliers.

Trustee Nixon offered and moved for adoption of **Resolution 59-2026** ***2027 Procedure for Purchasing Materials from Medina County Engineer.*** Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Resolution adopted.

Foreman Schultz requested a resolution authorizing him to close Plum Creek Parkway for approximately 45 days to complete the retaining wall and guardrail replacement project. The closure period will be November 23, 2026, through approximately January 8, 2027. Location of the closure is between 2236 and 2200 Plum Creek Parkway, near Sleepy Hollow Road. Residents south 2236 Plum Creek will not have access to Sleepy Hollow Road. Access to Plum Creek Park will need to be made from Hamilton Road. The contractor will be asked to temporarily reopen the roadway if weather conditions get bad and prevent construction from continuing. Cory indicated that the County confirmed additional detour signage throughout the area would not be required. The Trustees discussed providing advance notice to affected

residents. Cory plans to install road closure signage, and the Township will post the closure information on its website.

Trustee Nixon presented and moved for adoption of **Resolution 60-2026.** ***RESOLUTION DETERMINING THE NECESSITY TO CLOSE PLUM CREEK PARKWAY FOR THE PURPOSE OF REPLACING A GUARDRAIL AND BUILDING A RETAINING WALL.*** Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Resolution adopted.

Foreman Schultz reported that three bids were received for the Plum Creek Parkway retaining wall and guardrail project from 880 Construction, Dennis Concrete, and Williams Building Group. Bid amounts ranged from approximately $76,000 to $115,000.

Foreman Schultz requested approval to hire and award the project to 880 Construction, which submitted the lowest bid of $76,267 for the retaining wall, guardrail replacement, and reconstruction of the east side of Plum Creek Parkway. Trustee Nixon motioned to hire 880 Construction for the Plump Creek Wall Project and have a PO made in the amount of $76,267 even from line item 2231-330-360-0000. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Foreman Schultz requested a Purchase order for $1,000 to Home Depot for miscellaneous operating supplies needed through the end of the year from account 2231-330-420-4420. Trustee Nixon moved to approve the PO in the amount of $1,000 to Home Depot from account 2231-330-420-4420. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Foreman Schultz requested that several older purchase orders be closed following his review of outstanding items. Trustee Nixon moved to approve the closure of the following purchase orders as requested by Foreman Schultz: 189-2023, 44-2024, 47-2024, 48-2024, 49-2024, 51-2024, 52-2024, 2-2025, 4-2025, 5-2025, 6-2025, 7-2025, 8-2025, 10-2025. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

PUBLIC COMMENT FOR DEPARTMENT HEADS:

Chief Altshuler asked whether emergency vehicle access would be maintained during the Plum Creek Parkway closure. Foreman Schultz indicated he would contact the contractor to confirm emergency access arrangements and follow up with the Fire Chief.

No further questions were raised. Trustee Nixon thanked the department heads for their attendance and dismissed them from the meeting.

TRUSTEE REPORTS:

Ryan Nixon:
Trustee Nixon moved to approve Halloween trick-or-treat hours for Brunswick Hills Township from 6pm to 8pm on Saturday October 31, 2026. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon presented the proposed site plan for the fuel tanks at the Township Service Garage property. The Board reviewed the proposed site plan that they plan to present to First Energy including tank placement, property-line setbacks, paving, and access.

Discussion included:

- The proposed layout of four fuel tanks, keypad access, and turnaround space.
- Concerns regarding the inconsistent use of concrete and asphalt and the need for adequate concrete paving where heavy garbage trucks would operate.
- The potential to reduce paving costs by approximately $17,000 while maintaining sufficient access for vehicles and emergency equipment.
- Whether the dumpster should remain in the proposed location and the possibility of adding screening to improve the appearance of the site.

The Board agreed that the drawing required revisions before submission to First Energy. Trustee Nixon will consult with Service Foreman Cory Schultz regarding the paving layout and dumpster placement, obtain a revised drawing, and distribute it to the trustees for review before submitting to First Energy.

Thomas DeCastra:

Trustee DeCastra reported that the Township received six Requests for Qualifications (RFQs) for the park project. The Board discussed obtaining advisory services from Roger Riachi of RFC Contracting to assist with the public construction procurement process. The proposed services would include:

- Advising on the RFQ evaluation and shortlisting process.
- Helping establish scoring criteria and coordinate interviews.
- Providing guidance on contract negotiations and contractor selection.

The proposed fee was $6,500. A resident with federal construction contracting experience recommended clarifying the number of advisory hours included in the fee and supported obtaining professional guidance for the Township's first project of this type. The Board expressed support for the concept, pending clarification of the fee and scope of services. The Trustees will follow up on the details, with a potential brief meeting to approve the engagement. The anticipated project timeline is to complete design and prepare for bidding by late spring, begin construction during the summer, and complete the project in the fall.

Trustee DeCastra reported that the Township's cybersecurity training program is now active following approximately six months of preparation. Emails were sent to all department heads and employees this week. The Board discussed the importance of completing the training and reinforcing the requirement with department heads and employees. The current system deadline for employees to finish the training is February 2.

Trustee DeCastra brought up the OTA Conference. The Board discussed the upcoming OTA conference and training opportunities. Trustees all indicated they have plans to attend this year. The Board discussed encouraging attendance by Township staff, including Cheryl, Cory, Bob, and Scott, depending on the finalized schedule and relevant sessions. Registration and associated costs will be reviewed at the next meeting.

Trustee DeCastra brought up the Township Website Photo Policy he sent to the board via email. The Board reviewed the proposed policy for photographs submitted for the Township website.

The Board agreed that:

- Photographs must be taken within the Township within the preceding 12 months, in order to capture photos from all the seasons.
- Submissions may include nature, Township events, and other appropriate local images.
- Julie will review submissions for appropriateness.

Trustee DeCastra will coordinate with Lighthouse Solutions to determine the best method for collecting photographs and submissions.

Trustee DeCastra provided an update regarding The Caves at Bluebell variance. The applicant is seeking two variances before the Board of Zoning Appeals (BZA):

- A reduction in the required 50-foot setback from a residential property line, with the proposed building approximately 33.8 feet from the residential property line.
- Permission to install an 8-foot fence where the zoning regulations limit fence height to 6 feet.

The BZA is scheduled to hear the applications on November 2. The BZA will hold another meeting with additional unrelated variance applications scheduled for November 4. The Board emphasized that the BZA is an independent quasi-judicial body and that trustees will not influence its decisions. The Township's zoning office was commended for ensuring the applications were properly submitted, fees paid, and notifications completed.

Tony Destro:
Trustee Destro brought up the topic of a raise for Assistant Chief Tim Haas effective during the time he took over as Fire Chief after Chief Strazzo stepped down lasting until the new Fire Chief started. Trustee Nixon asked Trustee Destro to find the start and end dates of that and then the Board will discuss it at another meeting. Trustee DeCastra asked Trustee Destro to find the start and end dates and also the difference between what Chief Strazzo was being paid and what Assistant Chief Haas is being paid.

FISCAL OFFICER:
Trustee Nixon presented and moved for approval of the Warrant Payment Listing date 10-27-2026 in the amount of $97,722.16. Notable charges include Wex Bank for $3,915.78, Rapid Wrench & Lube for $4,054.51, Medical Mutual for $63,402.11. Trustee Destro seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon presented and moved for approval the Payroll Payment listing dated 10-27-2026 in the amount of $95,660.05. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

Trustee Nixon presented and moved for approval of the following PO requests:
PO to Ohio Edison from account 1000-310-360-0000 Contracted Services in the amount of $2,000.00.
PO to Rapid Wrench from account 2191-210-323-0323 Repairs & Maintenance in the amount of $5,000.00. Trustee DeCastra brought up a procedural question for this. The PD stated they had no requests for the meeting and then there is a PO request in the fiscal officer portion. There is a need for explanation as too why these PO requests come in at the last minute. These are tabled until clarification from department heads.

Trustee Nixon presented and moved for approval of the following BC requests:
BC for $45,000.00 from account 1000-110-221-0000 Medical/Hospitalization Township

BC for $48,000.00 from account 2192-220-221-0000 Medical/Hospitalization FD
Trustee DeCastra stated that for the public you will see these BCs for Medical/Hospitalization because our medical renews in September. And this year we changed plans. From a budgeting perspective it's hard to know what we are going to spend for 12 months because we know what the premiums are for only 9 of those months. So, we have to increase these BC's to cover the increase in cost for the rest of the year. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

OLD BUSINESS:
None.

NEW BUSINESS:
None.

MISCELLANEOUS & CORRESPONDENCE:
None.

UPCOMING MEETINGS:	Trustees:	10/28 @ Noon Special Mtg
		11/10 @ 7PM Reg Mtg
	BZA:	11/2 @ 7PM
		11/4 @ 7PM
	Zoning Commission:	11/5 @ 7PM

PUBLIC INPUT:
None.

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. They will also go into Executive Session for the purpose of conducting an interview for the Board of Zoning Appeals.

Trustee Nixon motioned to go into Executive Session at 8:12 PM for the purpose of conducting an interview and to invite the candidate into ES. Trustee DeCastra seconded the motion. Destro - yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee Nixon moved to come out of Executive Session at 8:38 PM. Trustee DeCastra seconded the motion. Destro – yes. DeCastra – yes. Nixon – yes. Motion carried.

Trustee DeCastra motioned to extend a conditional offer of employment pending the successful completion of all necessary testing to Fred Sack. Trustee Destro seconded the motion. DeCastra – yes. Destro – yes. Nixon – yes. Motion carried.

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

Adjourned at 8:55 PM

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