

**Brimfield Township Board of Trustees  
Organizational Meeting  
Friday January 2, 2026**

The Brimfield Township Board of Trustees met in an organizational meeting at the Brimfield Townhall on the above date. Present were Trustees Nicholas Coia, Kevin Scott, Sue Fields and Fiscal Officer Jasmine Golden.

The meeting was called to order at 8:00 AM by Jasmine Golden

MOTION #2026-001

Nicholas Coia moved to amend the agenda to include:

Administration 2.) inventory meeting  
Fire 1a.) donation acceptance  
1b.) Resignation

Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-002

Sue Fields moved to approve purchase orders. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - abstain

Sue Fields - yea  
Motion Passed

MOTION #2026-003

Nicholas Coia moved to approve warrants. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - abstain

Sue Fields - yea  
Motion Passed

**Public Comments:** Dan Mars – Concerns with a Facebook post from Nicholas Coia regarding campaign influencing and has issues with Kevin Scott comments on that specific post.

MOTION #2026-004

Sue Fields moved to nominate Nicholas Coia for Board Chairman. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-005

Sue Fields moved to nominate Kevin Scott for the Board Vice Chairman. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-006

Kevin Scott moved to nominate Nicholas Coia for the Police Department Liaison. Sue Fields second.

Nicholas Coia - yea

Sue Fields - yea

Kevin Scott - yea

Motion Passed

MOTION #2026-007

Nicholas Coia moved to nominate Kevin Scott for the Fire Department Liaison. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-008

Sue Fields moved to nominate Kevin Scott for the Road Department Liaison. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-009

Kevin Scott moved to nominate Sue Fields for the Cemetery Liaison. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-010

Nicholas Coia moved to table the nomination for the Administration Liaison. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-011

Sue Fields moved to amend the agenda to separate Administration and Zoning Liaison and a nomination for the Zoning Liaison. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-012

Sue Fields moved to nominate Nicholas Coia for the Administration Liaison. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-013

Sue Fields moved to nominate Sue Fields for the Zoning Liaison. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-014

Sue Fields moved to approve the Township to utilize the following Legal Counsel as needed – Greg Beck, Chad Murdock, Diemert & Associates, and Zashin & Rich. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-015

Kevin Scott moved to retain Chase as the 2026 Township financial institute. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-016

Kevin Scott moved to approve the administrative office hours Monday-Friday from 8 a.m. to 4 p.m., excluding holidays. Office located at 1333 Tallmadge Rd. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-017

Sue Fields moved to approve of utilizing the Brimfield Township, Ohio website and social media for statutory notice requirements. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-018

Sue Fields moved to approve the temporary budget for 2026 as submitted by the Fiscal Officer. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-019

Kevin Scott moved to approve payment to the Township Trustees and Fiscal Officer monthly as determined by the 2026 annual budget, per the ORC. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-020

Kevin Scott moved to reappoint Mike Hlad as primary representative and Sue Fields as alternate representative to the Portage Development Board. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-021

Nicholas Coia moved to appoint Dave Rufener as Soil & Water Task Force representative and Kevin Scott as Alternate. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-022

Kevin Scott moved to reappoint Kirsten Mitchen as OBWC Safety Council Members for 2026 and appoint Joseph Jamison as an alternate. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-023

Sue Fields moved to reappoint Mike Hlad as representative to the Regional Planning Board and appoint Sue Fields as Alternate. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-024

Nicholas Coia moved to amend the agenda to remove the appointment of the Township representative to the Kent JEDD for 2026. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-025

Kevin Scott moved to amend agenda to remove the appointment of the Township representative to the Tallmadge JEDD for 2026. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-026

Sue Fields moved to reappoint Michael Hlad as the representative and Nicholas Coia as alternate for the Portage County Comprehensive Plan Committee for 2026. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-027

Kevin Scott moved to reappoint Sue Fields to the Portage County Landbank Revitalization committee and Michael Hlad as backup. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-028

Sue Fields moved to reappoint Michael Hlad as the representative for the Portage County Subdivision Regulation Board for 2026. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-029

Nicholas Coia moved to reappoint Sue Fields to the Portage County Substance Abuse Community Coalition. Kevin Scott second.

Nicholas Coia - yea

Sue Fields - yea

Kevin Scott - yea

Motion Passed

MOTION #2026-030

Kevin Scott moved to appoint Nicholas Coia to the Central Visitors Bureau Board. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-031

Kevin Scott moved to appoint Michael Hlad and Nicholas Coia as Brimfield TIFF Board representatives. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-032

Sue Fields moved to approve the IRS standard for mileage reimbursement for 2026 which is \$0.725 cents per mile driven for business use. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-033

Sue Fields moved to approve the Federal Standards for the year 2026 for holiday closings. Nicholas Coia second.

<b>Date</b>	<b>Day of Week</b>	<b>Holiday Name</b>
January 1	Thursday	New Year's Day
January 19	Monday	Martin Luther King, Jr. Day
February 16	Monday	Presidents Day
May 25	Monday	Memorial Day
June 19	Friday	Juneteenth
July 4	Friday	Independence Day
September 7	Monday	Labor Day
October 12	Monday	Columbus Day
November 11	Wednesday	Veterans Day
November 26	Thursday	Thanksgiving Day
November 27	Friday	Day After Thanksgiving
December 25	Friday	Christmas Day

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-034

Kevin Scott moved to approve the 2026 Trustee meeting schedule, 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month. Nicholas Coia second.

**2026 Township Trustee Meetings**

Monday, January 5, 2026	7:00PM
*Tuesday, January 20, 2026	7:00PM
Monday, February 2, 2026	7:00PM
*Tuesday, February 17, 2026	7:00PM
Monday, March 2, 2026	7:00PM
Monday, March 16, 2026	7:00PM
Monday, April 6, 2026	7:00PM
Monday, April 20, 2026	7:00PM
Monday, May 4, 2026	7:00PM
Monday, May 18, 2026	7:00PM
Monday, June 1, 2026	7:00PM
Monday, June 15, 2026	7:00PM
Monday, July 6, 2026	7:00PM
Monday, July 20, 2026	7:00PM
Monday, August 3, 2026	7:00PM
Monday, August 17, 2026	7:00PM
*Tuesday, September 8, 2026	7:00PM
Monday, September 21, 2026	7:00PM
Monday, October 5, 2026	7:00PM
Monday, October 19, 2026	7:00PM
Monday November 2, 2026	7:00PM
Monday, November 16, 2026	7:00PM
Monday, December 7, 2026	7:00PM
Monday, December 21, 2026	7:00PM

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - no  
Motion Passed

**Administration:**

MOTION #2026-035

Sue Fields moved to have Dinsmore to move forward with submission to the magistrate. Nicholas Coia second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-036

Nicholas Coia moved to approve to have Diemert and Associates to go back to the JEDD boards to draft a motion for a language change to retroactively put the funds back into the appropriate accounts. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-037

Sue Fields moved to set the inventory meeting on 1/12/2026 at 7:00 PM. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

**Fire:**

MOTION #2026-038

Nicholas Coia moved to accept the donations in the amount of \$40.00 and \$100.00 to the fire department. Kevin Scott second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

MOTION #2026-039

Nicholas Coia moved to accept the resignation of Alex Wain, effective 1/19/2026. Sue Fields second.

Nicholas Coia - yea  
Kevin Scott - yea

Sue Fields - yea  
Motion Passed

There being no further business to come before this meeting of the Brimfield Township Board of Trustees. Kevin Scott moved at 9:23 AM to adjourn. Motion seconded by Sue Fields Upon a roll call, the vote passed unanimously.

We, the Trustees of Brimfield Township, do hereby set out hands as approval of the foregoing minutes as a true and accurate record of the proceedings.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Fiscal Officer