

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*

SPECIAL MEETING

May 25, 2021

Held 4:00 PM – Greenfield Township Office

Township Trustees met in a special session at the township office. Trustee Cotner called the meeting to order. Dave Cotner, Lonnie Kosch and Kent Searle were present, as well as Brad Smith, Fire Chief, who attended via telephone.

First order of business was the discussion of cancelling a previously scheduled zoning hearing. Kevin Yeamans, Zoning Officer, had submitted the notice of hearing to the Eagle Gazette on May 24, 2021 for the multi-family housing development; however, the timeline does not meet the ten-day minimum requirement for the notice to be placed in the newspaper – June 2, 2021. Trustee Cotner spoke to Kevin on the phone at this time to tell him to cancel the original notice, and reschedule the hearing in order to meet the ten-day minimum timeline.

The next order of business was the position and compensation of the Zoning Inspector. Trustee Cotner noted other comparably-sized townships in the area either had a full-time zoning inspector or had increased the hours of the zoning inspector in order to meet the demand for services. Discussion continued concerning increasing the hours of the position, as well as making arrangements to provide a township truck for Kevin to drive, so he is not required to drive his personal vehicle for work. It was determined this issue would be tabled for a later date.

OTARMA Recommendations:

The Board reviewed and discussed the OTARMA recommendations as follows:

01: 10/23/20: Develop and implement a disaster recovery plan.

- Identification of cyber risks, natural disasters, critical records and business processes: Discussion was held concerning the current IT work being done to move the township business and records to a cloud-based platform in order to move the records off the old server. It was noted that the cemetery records were at one time kept on two different disks which were updated on a regular basis and kept off-site for safekeeping; however, it is unknown if that is currently being done. Also, it was noted that the zoning records are kept on-site; backed-up to the cloud. In case of a disaster, any paper records in the office would be destroyed. Fiscal Officer Wyne will be meeting with the IT contractor who is currently working on the computer system. He will be in the office on Thursday, May 27, 2021 and she will discuss with him the current cyber risk and ways to mitigate the risk.
- Master list of personnel with emergency phone, numbers, hardware, and software: Fiscal Officer Wyne noted there is a master list of personnel with emergency phone numbers. Also, the server is backed-up daily by Nordic. She is notified each day of this back-up activity. The hardware list likely includes all the serial numbers of the computers; software would include programs installed on the computers. It was noted this information should all be in the inventory records. Trustee Cotner noted he would also

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come into the township office on Thursday, May 27 to meet with Bill Cipparrone, IT Consultant, to discuss the IT recommendations.

- Maintain scheduled, regular data back-ups and update firmware: It was noted the regular business in the office is backed-up daily; however, the UAN records are backed-up every 30 days.
- Relocation and re-establishment of critical records and business processes with generator: Fire Chief Smith confirmed the firehouse generator is monitored to make sure it runs long enough each time. It is run every Tuesday. Trustee Cotner confirmed with Tom Shafer that the township office generator also runs the front office equipment. Fiscal Officer Wyne confirmed she would be able to access all of the office records in the event of a natural disaster – once everything has been moved to the cloud from the server. She would also be able to access all of the UAN information with a UAN computer.
- Template notification letters to notify insurance company, employees, consultants, suppliers, etc. of the breach: Fiscal Officer Wyne confirmed there are no template notification letters currently. She noted OTARMA should be able to provide one to the Township.

Trustee Searle emphasized that all of these points need to be documented in more detail, with a written plan, and he would be willing to work on this. Fiscal Officer Wyne stated that she and Chief Smith would be willing to assist with this effort. Chief Smith also noted he had done some preliminary research and found many townships and cities had used the information from the state of Ohio as a template for their disaster recovery plan, and customized it to their individual entity. He will share this information with Trustee Searle.

02: 10/23/20: Develop and Implement an acceptable use policy.

- Hardware, software, and mobile device theft prevention guidelines: Chief Smith noted any time software is downloaded, it has restricted access. Only authorized users have access. Discussion continued concerning whether there is any software currently installed to block or restrict certain websites or access to any inappropriate websites, i.e. pornography. Chief Smith stated there is nothing like that installed currently.
- Internet safety requirements should include a reference to accessing unauthorized websites, downloading software, flash drives, CDs, and utilizing business owned equipment for personal use: Chief Smith stated there is anti-virus software on the Fire Department computers (four), i.e. Norton and McAfee. He stated there may be a policy addressing accessing unauthorized websites; however, it is likely outdated, and they are in the process of updating all policies. He stated the City of Lancaster has a policy regarding restricted usage. Fiscal Officer Wyne asked that Chief Smith send her that policy, as this should be updated to be applicable to the entire township (not only the Fire Department). Trustee Searle noted that every employee should be required to sign-off on restricted use policy, once it is put in place.

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- Privacy policies should include best practices for handling and sharing personally identifiable information: Trustee Cotner suggested obtaining sample policies from other entities and/or OTARMA to use as an example for Greenfield to work from. Fiscal Officer Wyne stated she would email Bloom Township to ask about their policy. Chief Smith also stated he would contact Violet Township to ask for their policy/data for review. Trustee Cotner recommended the policy be created at the next meeting once the sample policies are received and reviewed.

02 – 10/21/2020 – REQUIRE ALL CONTRACTORS TO SIGN A HOLD HARMLESS CONTRACT/AGREEMENT and 03 – RESUBMITTED – IMPLEMENT A HOLD HARMLESS AGREEMENT:

Discussion was held concerning whether contractors were required to sign this type of agreement. This has not been done in the past. It was determined the sample “Hold Harmless Agreement” in the OTARMA packet would be adopted by Greenfield; form to be created for review at the next meeting. This will also be done for the “Liability Agreement for Use of Town Hall” and “Liability Agreement for Use of Town Hall Property” forms. They will be printed on Greenfield Township letterhead and have the Greenfield Township name printed in the appropriate fields.

04 – 10/21/2020 – RESUBMITTED – DOCUMENT ROAD & SIGN INSPECTIONS: Trustee Cotner noted this report is supposed to be submitted monthly; however, it is not being submitted on a regular basis.

05 – 10/21/2020 -RESUBMITTED – ADOPT A WRITTEN DRIVING POLICY WITH DRIVER ACCEPTABILITY STANDARDS: Chief Smith confirmed the Fire Department has a driving policy. Fiscal Officer Wyne reported there is not a written policy; however, driver’s license confirmations are done yearly and she has the employees sign-off to acknowledge the checks are being conducted. Chief Smith also conducts these checks on Fire Department employees and forwards the information to Dawn. Discussion continued regarding bringing the policy book up-to-date; the current book is from 2007. Chief Smith reported he has been working on this for the past year, so he can eventually bring it to the Board and get their approval.

Chief Smith also confirmed he takes the Fire Chief Truck to his home residence. Two of the other firefighters have taken the truck home when they are Acting Chief. Due to the radio system being used – MARCS - they need the truck to respond to emergencies.

The following points were reviewed for action prior to the next meeting, in order to finalize a response to the recommendations:

- The “Hold Harmless Agreement”, “Liability Agreement for Use of Town Hall” and “Liability Agreement for Use of Town Hall Property” forms will be re-typed and customized to Greenfield Township.
- Trustee Searle and Chief Smith will work on the Disaster Recovery plan.
- Chief Smith will work on the internet safety policy. He’ll contact Lancaster to request their policy for reference. Fiscal Officer Wyne will assist with getting that information if Chief Smith is unable to get it.

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- Fiscal Officer Wyne will review the status of the Township software and hardware with Bill Cipparrone, IT consultant.
- Trustee Cotner will review the required information – monthly reporting - with Road Superintendent Shafer concerning roads, signs, culverts, etc.
- Fiscal Officer Wyne also recommended that Chief Smith ask Lancaster for their policy regarding taking Fire Department vehicles to their home residence. It was noted again that vehicle insurance cards are kept in the township vehicles.
- Trustee Searle will contact Cathy Gonzalez, KLA Risk Consulting for OTARMA, to get clarification concerning the contractor certificate of liability issue.

It was agreed the next meeting to review and finalize this information will be scheduled once the above-information has been received.

Zoning Inspector Pay Issue: At this time, Trustee Cotner again raised the issue of the Zoning Inspector’s pay situation/rate/hours. It was determined a meeting will be set to specifically discuss this issue. Trustee Cotner will also contact Liberty Township to inquire regarding the pay situation for their current full-time Zoning Inspector, so this information can be used for reference.

Motion to adjourn was made by Trustee Searle; seconded by Trustee Cotner.

ROLL CALL: Cotner: Yes, Kosch: Yes, Searle: Yes, Motion passed 3-0.

Meeting adjourned at 5:29 p.m.