

RECORD OF PROCEEDINGS

Minutes of the Weathersfield Township Trustees Regular Meeting
Held on Tuesday, October 14, 2025 at 7:00 PM

Call to order: Steven Gerberry

Pledge: Completed

Roll Call: Steven Gerberry - Present Richard Harkins - Absent
Edward Whittaker - Present Patrick Glunt - Present

Correspondence/Announcements:

- The ***Trustees are pleased to announce that they have received a grant award of \$68,307.61 from the Assistance to Firefighters Grant (AFG) through the Federal Emergency Management Agency (FEMA)*** to use towards the purchase new fire turnout gear which includes helmets, coats, gloves, pants, hoods, and boots. The total cost for the turnout gear is \$74,018.00 and the local match for this grant is \$5,709.39. The Board of Trustees would like to thank Assistant Fire Chief Jeff Tucker for his work on completing this AFG FEMA grant application.
- The ***Trustees would like to remind our residents that the 2025 Trick or Treat event has been set for Thursday, October 30, 2025 from 5:00 PM until 7:00 PM.***
- The ***Trustees would like to announce to our residents that the Weathersfield Local School District will host their annual Spirit Day Parade this year on Thursday, October 23, 2025, the parade begins at 6:00 PM.*** The route for the parade is from Ohltown McDonald Road south along Main Street (SR46) to Depot Street. There will be a bonfire immediately following the parade at the Community Park.
- The ***Trustees would like to remind our residents that the 2025 Residential Tree Limb Chipping Program that began in May*** will be ending at the end of this month on Friday, October 31, 2025. For tree limb pick-up, you must call the Township by Thursday of each week to be placed on the list for a Friday pick-up. Please keep the following rules and procedures in mind:
 - This program is intended for residential tree limbs up to 3 inches in diameter.
 - The tree limbs must be placed at the curbside with all the cut ends aligned with each other toward the street.
 - No shrubs, stumps, roots, lumber, or railroad ties will be accepted. All tree limbs must be free from vines.
 - We are not a tree removal service; if you are having a tree professionally removed, let them do the entire job, you must have them take the tree limbs as well.

Reports:

- Financial Report – Presented by Patrick Glunt
- Administrator’s Report – Presented by David Rouan
- Zoning Report – Presented by Kelly Clarke
- Police Report – Presented by Police Captain Kris Hodge
- Fire Report – Presented by Fire Chief Tom Lambert
- Lane LifeTrans Report – Presented by Lane's Chief Tom Lambert
- Law Director’s Report – Presented by Cherry Poteet

Note: All reports are on file in the Fiscal Officer’s office.

Comments from the public will be heard on agenda items at this time; there will still be an opportunity for individuals to address the Board during our public comments part of the meeting.

Old Business:

None

New Business:

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25-155 Motion to ***approve the minutes from the Regular Meeting that was held on Tuesday September 9, 2025 at 7:00 PM and the minutes from the Regular Meeting that was held on Thursday September 18, 2025 at 3:30 PM.***

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Yes Richard Harkins - Vote Edward Whittaker - Yes
Motion Carried

25-156 Motion to ***approve the drawing warrants upon our treasury and paying township bills.***

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Yes Richard Harkins - Vote Edward Whittaker - Yes
Motion Carried

25-157 Motion to ***adopt a resolution to approve the Then and Now Purchase Orders pursuant to the list provided by the Fiscal Officer.***

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Yes Richard Harkins - Vote Edward Whittaker - Yes
Motion Carried

25-158 Motion to ***adopt a resolution to transfer \$1,947.00 from the General Fund to the Public Works Commission Projects*** effective September 16, 2025.

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Yes Richard Harkins - Vote Edward Whittaker - Yes
Motion Carried

25-159 Motion to ***adopt a resolution, effective September 23, 2025, to change line item 1000-110-122-0000 Salaries – Township Fiscal Officer Staff from \$39,286.28 to \$49,861.88, which is a \$10,575.60 increase, to change line item 1000-110-212-0000 Social Security from \$1,300.00 to \$1,718.52, which is a \$418.52 increase, and, effective October 6, 2025, to change line item 1000-120-190-0000 Other – Salaries from \$40,786.26 to \$55,486.26 which is a \$14,700.00 increase;*** and to request the Certificate of County Auditor that the Total Appropriations from each Fund do not exceed the Official Estimate Resources. These line item changes do not require an Amended Official Certificate of Estimated Resources from the Trumbull County Budget Commission.

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Yes Richard Harkins - Vote Edward Whittaker - Yes
Motion Carried

25-160 ***MOTION TO ADOPT A RESOLUTION ADOPTING A CYBERSECURITY POLICY***

WHEREAS, the State of Ohio has implemented Ohio Revised Code §9.64, enacted in HB 96 (136th G.A.), requiring Townships to report to the Auditor of State and the Department of Public Safety any cybersecurity incident or ransomware incident effective September 30, 2025 and to adopt and implement a cybersecurity policy by June 30, 2026; and

WHEREAS, the purpose of this requirement is to strengthen protections of public data, information systems, and technology resources from cybersecurity threats and risks; and

WHEREAS, Weathersfield Township recognizes the importance of safeguarding sensitive and confidential information entrusted to the Township; and

WHEREAS, a Cybersecurity Policy has been prepared and reviewed by our IT Professional and our Law Director and is recommended for adoption for compliance with Ohio Revised Code §9.64 and HB 96; and

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WHEREAS, the policy provides guidance on access control, system security, data protection, incident response, training, and vendor management, while requiring consultation with our IT Professional and our Law Director for implementation;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Weathersfield Township, Trumbull County, Ohio, that:

1. The Cybersecurity Policy and the Standard Operating Procedure for altering any bank account information is hereby adopted as the official policy of Weathersfield Township.
2. This policy shall take effect immediately, with implementation of technical and training requirements no later than June 30, 2026, as provided by the Ohio Auditor of State.
3. The Township Administrator shall distribute the adopted policy to all Township departments, employees, and relevant contractors, and to ensure compliance in partnership with our IT Professional and our Law Director.
4. This resolution shall be in full force and effect upon its passage and adoption by the Board of Trustees.

Weathersfield Township, Trumbull County Ohio
Cybersecurity Policy

1. Purpose

The purpose of this policy is to establish a framework for protecting the confidentiality, integrity, and availability of the Weathersfield Township information systems, data, and technology resources in compliance with R.C. §9.64 cybersecurity requirements.

2. Scope

This policy applies to all elected officials, employees, contractors, vendors, and third parties who access or manage Weathersfield Township’s technology resources. These technology resources include but are not limited to:

- Computers, servers, and mobile devices
- Cloud services and hosted applications
- Networks and telecommunications systems
- Sensitive or confidential data (e.g., Personally identifiable information, financial, law enforcement, health-related, or other protected records)

3. Policy Statement

Weathersfield Township is committed to safeguarding its information systems against cybersecurity threats and ensuring compliance with R.C. §9.64 by:

- Establishing baseline cybersecurity practices.
- Providing ongoing cybersecurity awareness training.
- Preparing for detection, response, and recovery from incidents.
- Reviewing and updating cybersecurity policies annually.

4. Roles and Responsibilities

- **Board of Trustees:** Approves cybersecurity policy and ensures resources are allocated.
- **Township Administrator and Department Heads:** Oversees policy implementation, coordinates with IT providers and legal counsel, and reports any cybersecurity incident as required by R.C. 9.64.
- **IT Provider:** Implements technical safeguards, monitors for threats, and reports incidents to the Township Administrator.
- **Employees/Users:** Follow cybersecurity protocols, complete training, and report suspicious activity to their department head.

5. Cybersecurity Controls

5.1 Access Control

- All employees and other users of Weathersfield Township’s technology resources must use unique user IDs and strong passwords to access the technology.
- All employees and other users of Weathersfield Township’s technology resources

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must use Multi-factor authentication (MFA) for remote or administrative access to any of Weathersfield Township’s technology resources. The Township IT Vendor is responsible for implementing MFA for all such users.

- The Township IT Vendor shall take action to limit access to sensitive data on a “least privilege” basis, i.e. to give each user only the minimum permissions necessary to perform their required tasks.

5.2 Network and System Security

- The Township IT Vendor shall maintain up-to-date firewalls, antivirus, and intrusion detection/prevention
- The Township IT Vendor shall apply software patches and updates within 30 days of release.
- Critical systems including the UAN network, LEADS and other police technology systems shall be insulated from public networks when possible.

5.3 Data Protection

- The Township IT Vendor shall implement systems to encrypt sensitive data at rest and in transit.
- The Township IT Vendor shall regularly back up critical data and test restoration procedures.
- The Township shall retain records according to Ohio records retention schedules.

5.4 Incident Response

- The Township Administrator is the Incident Response Lead responsible for responding to any cybersecurity incident.
- The Township IT Vendor shall implement procedures for detecting cybersecurity incidents.
- Every Township employee and vendor is responsible for *immediately* reporting any suspected cybersecurity incident to their supervisor, who shall escalate the suspected incident to the Township Administrator for response.
- In the event of a cybersecurity incident, the Township Administrator shall notify the following parties in the manner listed:
 - (1) The executive director of the division of homeland security within the department of public safety, through the Ohio Cyber Integration Center, by emailing OCIC@dps.ohio.gov, or through another in a manner prescribed by the executive director, as soon as possible but not later than seven days after the political subdivision discovers the incident;
 - (2) The Auditor of State, using the Cybersecurity Reporting Form or in a manner otherwise prescribed by the auditor of state, as soon as possible but not later than thirty days after the Township Administrator discovers the incident.
 - (3) Any other parties as required by law.
- The Township Administrator shall conduct a post-incident review and update policies as needed.
- The Township IT Vendor shall establish procedures for the repair and subsequent maintenance of infrastructure after a cybersecurity incident.

5.5 Training and Awareness

- All employees and officials that use any Township Technology Resources are required to complete cybersecurity awareness training annually.
- Within 30 days after the adoption of this Policy, all township Employees and officials who use any Township Technology Resources are required to complete the online Cyber Mindfulness Course from the Ohio Cyber Range Institute <https://www.ohiocyberangeinstitute.org/opci> or the ESET Cybersecurity Awareness Training <https://www.eset.com/us/business/cybertraining/welcome/> or a similar training approved by the Township Administrator.

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- Within 30 days after the adoption of this Policy, all township Employees and officials who have any role in township financial transactions, such as preparing payroll, processing payments, etc., (including those cross-trained in these areas) shall read the Auditor of State Bulletin 2024-003, Payment Re-Direct and Business Email Compromise Schemes.
- Police officers and others handling restricted data shall complete all required training related to the protection of such information.
- The attached Standard Operating Procedure for altering any bank account information is adopted by the Township.

5.6 Vendor and Third-Party Management

- All vendors are required to comply with Weathersfield Township’s cybersecurity standards.
- Contracts entered into with vendors shall contain cybersecurity clauses and breach notification requirements as appropriate.

6. Compliance and Review

- This policy will be reviewed annually and updated to reflect changes in technology, law, and organizational needs.
- Departments and third-party IT providers must submit evidence of compliance to the Township Administrator annually.

7. Enforcement

Violations of this policy may result in disciplinary action up to and including termination of employment or contract, as well as potential civil and criminal penalties in accordance with applicable law.

8. Effective Date

This policy takes effect immediately upon adoption by the Board of Trustees. Implementation of technical and training requirements must be completed no later than June 30, 2026.

Standard Operating Procedures to Prevent Fraud

To detect possible fraudulent activity which has increased through the use of the internet, Weathersfield Township is adopting the following additional internal controls:

1. Requests for Changes to Direct Deposit of Payroll:

Requests for changes in direct deposit are required to be made in person to the Fiscal Office. The employee must fill out and sign an Authorization Agreement for Automatic Deposit and provide a copy of a canceled check or bank statement with routing and account number from their bank / financial institution.

2. Detecting Fictitious Vendors

One area for potential fraud is through the use of fictitious vendors, either by receiving bills for services not rendered or requested, receiving duplicate bills for payments already made, or by requests for payment to a fictitious vendor with a similar name to an already existing authorized vendor. Before any payment is made to a vendor, the employee shall match the payment to an existing contract or purchase order and shall verify that the business name, W-9, tax identification number, address, and bank account information is correct.

3. Payment Redirect and email compromise schemes.

Fraudulent payment re-direct and email compromise schemes use the telephone or internet, generally email, to request changes to payment or bank account information. Generally, a cybercriminal creates an email account that appears to be from one of the government’s actual suppliers or employees. Using this email, the cybercriminal

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instructs the government to change payment instructions, steering the funds to a fraudulent bank account.

To avoid these schemes, the township **will not make any change to the contact or banking information of a vendor or employee without independent verification**. The following procedures are required before changing information:

Requests for changes for payment to Vendors

If an email is received with a change to payment information, DO NOT RESPOND TO THE EMAIL! Never use email correspondence, or information provided in an email, to verify a payment change.

- Require in-person verification whenever possible for requests to change payment information. It is a best practice to also use a second-person verification when the vendor is not personally known by the employee, or a valid government id must be produced, and the person’s authority to act for the vendor verified.
- If distance prevents in-person verification, use only an independently verified contact person and telephone number. Do not use contact information or any links from the change request; instead, use a phone number from a validated source, such as a prior invoice or the company’s vendor file.
- When using a telephone call to validate the vendor contact or identity of an employee, always ask the employee or vendor a question related to past experiences or conversations that only they would know the answer to.

If contact information cannot be obtained through the above methods, a letter confirming the change will be sent to the main vendor address and banking information will not be changed until verification is received from the requesting company.

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Yes Richard Harkins - Vote Edward Whittaker - Yes
Motion Carried

Public Comments:

Todd Murdock from Lakeside Drive asked about the status of a home on her street that was damaged earlier this year when a tree fell on the home as a result of a removal company cutting it down. Zoning Director Kelly Clarke said she has been in contact with the owner and that they are having a problem with the insurance claim.

Next Meetings:

Next Meetings: Regular Meeting – Thursday, October 23, 2025, at 3:30 PM, Regular Meeting – Thursday, November 6, 2025 at 3:30 PM, and Regular Meeting – Tuesday, November 11, 2025 at 7:00 PM.

Adjournment:

25-161 Motion to ***adjourn the meeting.***

Motion by: Edward Whittaker Seconded by: Steve Gerberry
Vote: Steven Gerberry - Yes Richard Harkins - Vote Edward Whittaker - Yes
Motion Carried

Patrick J. Glunt, Fiscal Officer

Steven J. Gerberry, Trustee

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Richard T. Harkins, Trustee

Edward K. Whittaker, Trustee