SMITH TOWNSHIP (Mahoning) REGULAR MEETING MINUTES
TUESDAY, **October 6, 2026**
7:00 P.M. AT THE TOWNSHIP OFFICE

EIGHTH REGULAR MEETING OF THE SMITH TOWNSHIP BOARD OF TRUSTEES

Meeting called to order by Mr. Showalter.
Prayer led by Peggy Christy, Pledge of Allegiance led by Scott Showalter.

Roll call:

Mr. Showalter, Trustee – Chairman	Present ___X___	Excused _____
Mr. Criss, Trustee – Vice-Chairman	Present ___X___	Excused _____
Mr. Barnett, Trustee	Present ___X___	Excused _____

Also Present: Susan Terry, Fiscal Officer
Also Present: Attorney Mark Finamore

Adopt Agenda

- Motion to adopt October, 2026 meeting agenda. Passed.
  Moved by: Mr. Barnett Seconded by: Mr. Criss

  Roll Call Vote:
  Mr. Barnett: Yea
  Mr. Criss: Yea
  Mr. Showalter: Yea

Citizens' Comments

1. John Rogel (22435 Attwood Ave) asked if there would be a change in phone numbers due to police dispatch being moved from Sebring to Canfield. It is believed that there will simply be a transfer of the existing phone numbers.
   a. Asked about the tree on Price St.: were there any plans to clean it up. The road in question is an unaccepted street for Smith Township. The Township has no responsibility for the road as it is privately owned. The Township has no authority to take action. The owners of the property on either side of the road own to the middle of the road and are therefore responsible for the maintenance of the roadway. The Township will not be taking any action regarding the tree as it is up to the property owners on either side of the road.
2. John Kinemond (9278 12th N. Benton) advised that the garage is down and most is cleaned up. This is a general update of a prior issue.
3. Chris Mars (5050 Coldbrook Dr. Mantua, OH). Mr. Mars is a representative for Cleveland Soaring Society (aviation) who will be acquiring the old Miller Airfield on Benton Rd. The business has a website (clevelandsoaring.org) that displays their current operations. The new location will be an extension of their business. The goal is to close on the property in November 20, 2026 and begin renovations to move into it in January, 2027. It is expected to open to the public later in the year as there are some repairs that need to be addressed. The company is a not-for-profit 5013c gliding club who will receive grants to cover the majority of costs for operations. There are programs for both

adults and children. They do have the second largest youth membership in the nation of glider clubs. Age minimum for a solo flight is fourteen. Youth programs through their GRIT program are at no charge to the youth, grant is from the state. Mr. Mars has spoken with Peggy Christy, Zoning Inspector, and they do not foresee any issues with the land.
It is possible that they will re-open the restaurant in the future but it's not the priority at this time.

Approval of Monthly Minutes

Motion to approve the September 8, 2026 regular meeting minutes. Passed.

Moved by: Mr. Criss Seconded by: Mr. Barnett

Roll Call Vote:
Mr. Barnett: Yea
Mr. Criss: Yea
Mr. Showalter: Yea

Fiscal Officer Report

- Health Insurance Broker change is needed to pursue getting employee health insurance changed to become effective November 1, 2026. The adjusted estimated savings from the current plan is to be $15,000. Our carrier would still be SummaCare however there will be an additional GAP insurance through Bay Bridge. The combined policies will keep us with comparable coverage to the existing insurance. The employee will need to present two cards to a healthcare provider however, the cost savings to the Township is an approximate 3% increase rather than an approximate 16% increase to last year's cost.

Resolution #2026-1006-01:
Motion to change our Health Insurance Broker from Morris Financial to DiStefano and proceed with changing from existing SummaCare plan to the comparable SummaCare plan with the additional GAP policy from Bay Bridge. Passed.

Moved by: Mr. Barnett Seconded by: Mr. Criss

Roll Call Vote:
Mr. Barnett: Yea
Mr. Criss: Yea
Mr. Showalter: Yea

- Non-Compliance Issues #1:

After review of records, no evidence exists that we have collected nor retained proper documentation for form I-9 Employment Eligibility Verification (Department of Homeland Security) required by the Immigration Reform and Control Act (IRCA). A resolution has been drafted and provided to the Board for consideration and it is the expectation to gather appropriate documentation from all Township employees to become compliant before the beginning of the new year.
The record retention of the I-9 Form is different than most employment documentation as the information is not part of a personnel file.
The resolution is to designate the Fiscal Officer as the Chief Custodian assigned to collect and maintain the records of all I-9 Forms and further detail the responsibilities of storage and record retention associated with the I-9 Form.

Resolution #2026-1006-02:
To establish internal compliance controls, recordkeeping procedures, and designation of responsibilities for Employment Eligibility Verification (Form I-9) compliance. Passed.

Moved by: Mr. Barnett Seconded by: Mr. Criss

Roll Call Vote:
Mr. Barnett: Yea
Mr. Showalter: Yea
Mr. Criss: Yea

- Non-Compliance Issue #2:

After review of records, no evidence exists that we have collected nor retained proper documentation for Ohio New Hire Reporting. There is a time frame to report to the state and the start date is the key. A resolution has been drafted and provided to the Board for consideration.

Resolution #2026-1006-03:
To establish internal compliance policy and designate reporting agent for Ohio New Hire Reporting. Passed.

Moved by: Mr. Criss Seconded by: Mr. Barnett

Roll Call Vote:
Mr. Barnett: Yea
Mr. Showalter: Yea
Mr. Criss: Yea

- Records Policy:

Mr. Showalter discussed the records policy with the auditor from Ohio Auditor of State's office. The suggestion was to designate a POR (Public Records Officer) and COR (Custodian of Records) for the Township.
The documentation (policy, request form, poster, and employee receipt form) was prepared and presented to the Board for review stating that the Fiscal Officer is the POR and designee for Township Trustees which requires public records training every two years. The Fiscal Officer, or designee, is the COR for Township records with the exception of Police Department records. The COR for the Police Department records is the Chief of Police, or his/her designee. Existing policy hasn't been updated since 2020.

Resolution #2026-1006-04:
To adopt a public records policy to comply with ORC that includes a policy, a poster, a form, and an employee acknowledgement form. Passed.

Moved by: Mr. Barnett Seconded by: Mr. Criss

Roll Call Vote:
Mr. Barnett: Yea
Mr. Showalter: Yea
Mr. Criss: Yea

- There was an error in wage classification with at least one of our officers since the employee's hire date. Sue is working with Chief Ceresna to resolve the matter and just wanted the Board to be aware that we may have to pay back wages to at least one employee.
- There are currently some banking issues with our bank (Farmers National Bank) since their software upgrade. One example being with positive pay. This is a safeguard service where transactions are to be authorized as they come through. There have been other issues as well. There is a meeting set with Consumers National Bank and a meeting with Huntington (public funds division) is in the future as well. Once information is gathered, it will be presented to the Board.
- AT&T update (from copper to optic lines). Installation of equipment has been done however our third-party IT person needs to be involved with getting everything fully implemented. Instructions were given however it is still not complete. Fiscal Officer is to contact the third-party IT.
- Waste Management had increased our account incorrectly. Government accounts are only to see a maximum of 5% increase and the Roads Department location was increased 25%. Phone call was made and a credit is to be issued.
- Update on the Fraud of employee payroll has been resolved. The Township has received the $2,732.40 back into our account.
- We have received payments from both the tire recycling and the general recycling programs from the county ($4K & $4,500). Reflected in September financial statements.

SMITH TOWNSHIP (Mahoning) REGULAR MEETING MINUTES
TUESDAY, **October 6, 2026**
7:00 P.M. AT THE TOWNSHIP OFFICE

- We have received the majority of the real estate tax payments from the county. There are two more that are scheduled to come in at the beginning of October. The payments were delayed due to changes and software issues.
- The salt contract has been taken care of. We will pay $63.48/ton and 150 tons have been requested. No further action is required regarding a contract.
- Fiscal Officer trainings are scheduled for October and November.
- Brief conversation to begin an HSA (Health Savings Account) as an incentive for employees. More discussion on this later.
- A request to the Board to purchase two external hard drives to backup the files on the UAN laptop. The UAN files are backed up as required on a thumb drive however, the other files should be backed up and retained. The scanning of documents for retention constitutes a need for proper backup protocols.

Motion to approve two external hard drives for the Fiscal Officer not to exceed $600.

Moved by: Mr. Barnett Seconded by: Mr. Criss

Roll Call Vote:
Mr. Barnett: Yea
Mr. Showalter: Yea
Mr. Criss: Yea

- Have been working on township credit cards, not paying sales tax, copies to cardholders of the credit card agreement they've signed. Ultimately would like to get the credit cards aligned with our bank.
- The 2024-2025 audit report has been finalized and filed with the Auditor of State. There were not findings, only recommendations.
- Mahoning County is mandating annual budget meetings with Fiscal Officers going forward. This is a new requirement on them by the State and that meeting is scheduled in October.
- Fiscal Officer needed clarification of the OPWC & 2027 Sales Tax Program. We didn't apply for it nor request any money in prior year from OPWC. Bruce Betz said that we have approximately $50K that we haven't used. He is waiting for documentation.
- The sign on bonus needs clarification. Mr. Criss is working with Chief Ceresna to prepare a resolution to clarify the amount of sign-on bonus for full-time and part-time new hires. Current documentation from 2022 only references full-time sign on bonuses and not part-time.
- Officer Reed has not been paid his uniform allowance as clarification was necessary between existing policy and a resolution passed earlier in the year. Clarification has been determined and he will receive his uniform allowance on the next pay.
- The $2,500 donation from MAC Trailer has been received for the December MCTA Christmas Dinner. The amount is to be paid out for the hall rental. A check request will be coming for the deposit to secure the venue.

a. We need to update a request for donation form for the Christmas dinner as we have never done one in the past.
b. Have not found a list. Audrey Fox may have had a list. There is a list that the police department has for Trunk or Treat. Mr. Showalter will follow up with PD.

- The tax letters have been sent to the donors to date for the Trunk or Treat.
- There is one other resolution for internal control of incoming checks/cash. Request to table that item until further discussion is had. Was emailed at the last minute.

The September, 2026 Bank Reconciliation is completed and was reviewed by the Trustees.
The September, 2026 Credit Card statement was reviewed by the Trustees.

Motion to approve the Financial Reports and EFTs/Warrants for the month of September, 2026 in the amount of $130,752.19. Passed.

Moved by: Mr. Criss Seconded by: Barnett

Roll Call Vote:
Mr. Barnett: Yea
Mr. Criss: Yea
Mr. Showalter: Yea

Police Report
Chief Paul Ceresna was not present. Mr. Criss presented Statistics for the months of September, 2026:

September Report:
137 Total Incident Reports
5 Accident Reports
30 Citations
118 Traffic Stops
340 Business Checks

Issues Discussed:

- We had signed a contract with Sebring about a year ago to supply our police dispatch service that included an equipment cost that was to be amortized over three years. Sebring has decided to close their dispatching services. This will take soon fairly quickly. Sebring has had continual difficulty in hiring the staff necessary to support the dispatching service.
  Current discussion/negotiations with Canfield to provide dispatching services are in the works and a contract is currently being prepared. Mr. Criss will get that contract to Mr. Finamore as soon as it is received but we will have to move quickly on it.
  Our cost with Canfield is going to be double what it was with Sebring but part of our contract with Sebring was the $47,000 equipment cost and therefore over-all the costs

should not be truly double. It is expected to get some/most of the $47K that we've already paid to Sebring this year returned to us.
Canfield has said they will hold their price with us for two years and the third year we may see an increase of 3%.
The change will most likely take place prior to November 1st. We've received the 60 day notice from Sebring.

Fire Report

No Report Given.

Road Report

Bruce Betz, Road Foreman, was present. The September report was provided to the Board but not discussed during the meeting:

September Report:

- Rockhound rear of Recycle center at MRP
- Transport Fair board to Canfield Fairgrounds
- Call in OUPS ticket 2624401124 for Best Rd repair and create ditch.
- Road drag Ballfield at MRP
- Call on rough cut side boards for F550
- Degrease and wash JD 5410
- Saw cut 300ft of Best Rd to repair and cut in new ditch to drain water from road.
- Boiled Linseed oil on new side boards for F550
- Pick up Fair Board at Canfield Fair Grounds
- Create ditch on Best Rd. and cut grass at P.D. before meeting.
- Install new trailer plug on rear of F550
- Repair deep road base on Best Rd. East of N Johnson Rd.
- Re-aim parking lot light at MRP to recycle center containers.
- Ditching on Martin Rd between SNW and NBW, Culvert to be replaced.
- Ditching on Beverly for pipe install.
- Cut grass at Shop and P.D.
- HPM on Beverly, Center, 1st East St, Oak St, Monroe St and Alden St.
- 9.03 Ton of Hot Mix from Shelly/Canton on Best Rd after Road repair.
- Work on Roller having start issues, start maintenance service on roller.
- Pick up materials and supplies at NAPA and Damon Ind.
- Complete service on Roller and flush water system.
- Clean Shop
- Meet with OTARMA at PD and Shop inspection with Terry.
- Power Tool and Supply Run for cut off wheels for equipment.
- Drain wet area NW corner of playground area of MRP, install pipe.

- Saw cut area to replace crossover pipe at 9193 Martin Rd.
- Replace crossover pipe from 12in. to 15in. perf set to correct depth and direction of water flow.
- Clean equipment.
- Inspect 20ft trailer for defects underside.
- HPM on NBW at Oyster Rd area.
- Install "No Truck" sign on NBW at SNW point per PD.
- Clean, Degrease ad wash MINI- Ex.
- Back up shoulder on Lexington Rd South side
- Remove asphalt box from IH
- Start Maintenance service and complete on Mini Ex, all filters and fluids.
- Cut grass at Shop and PD.
- Clean and organize rear of shop.
- Drag Martin Rd and Best Rd.
- Drag MRP parking lot and fill holes in yard area.
- Remove tree in the roadway dirt section of Best Rd.
- Re-fit sideboards on F550.
- Cut tree limbs on Price St and Prospect and Taylor corner.
- Re-groom bank at MRP at Bandy and Alliance / Sebring Rd. Also at the recycle bins and reseed all.
- Cut grass at MRP, Boom mowing started 3rd round.
- Clean Z Turn mower and put away.
- Ditching on Smith / Goshen Rd between South Range and Courtney Rd.

Zoning Report

Peggy Christy, Zoning/Nuisance Property Inspector, was present and the September report was provided to the Board but not discussed during the meeting:

Responded to phone calls:

- John Guida-Real estate broker re: Miller Airport in North Benton
- Donald Clark-Harrisburg Westville Rd.-concerns over tower lines above his property and had zoning questions
- Chrystaline McArdle-Planning Commission Land Use Map
- Troy Stewart- Questions re: AI data centers
- Ed Blake- Wind Farm on Calla Rd.
- Sharon Weber- Permit question for a garage fire rebuild
- Gabe Norris- Zoning manufactured home questions
- Peggy Mead Brennan Public Adjusters-Travel trailer for temporary housing due to home lost by fire.

- Jeffrey Ghent-Zoning details for garage at Todd & Harding
- George Strawn-Porch addition at 14770 Oyster Rd.

Responded to emails:

- Infinity Title Agency-requested special assessment report for 17022 Harrisburg Westville Rd.
- Brandon Smith-gave information and referral phone numbers related to building a home on Smith Rd. NW
- Samantha Leyman-zoning questions on rent-to-own shed at 22685 Alliance Sebring Rd
- Acme Fence- fence installation at 21261 Alden Ave.
- Joe McDaniel-19860 Heisler Rd., set back question for garage

Misc. Tasks:

- Assigned address: Nevin Lehman @19411 North Benton West Rd.-farmer wants separate address for his additional chicken farm business
- Performed routine inspection in Lake Park area
- Took photos of 5 properties with nuisance issues.
- Composed contract for use with scrap metal dealers

Zoning Discussion:
A request for a Special Meeting was made to the Board and accepted to go over nuisance properties. Information has been provided to the Board but discussion is needed.

Peggy Christy, Zoning Inspector has submitted her resignation as she will be retiring effective January 31, 2027. Mrs. Christy has been with the Township for twenty-seven years. She has provided advanced notice to allow the Board to find a suitable replacement and she agrees to assist with transition.
Mr. Showalter thanked her for her service and acknowledged that her dedication and efforts have not gone un-noticed by the community and the Board.

Approve Department Reports as presented

Motion to accept all department reports. Passed.

Moved by: Mr. Criss Seconded by: Mr. Barnett

Roll Call Vote:
Mr. Criss: Yea
Mr. Showalter: Yea
Mr. Barnett: Yea

SMITH TOWNSHIP (Mahoning) REGULAR MEETING MINUTES
TUESDAY, **October 6, 2026**
7:00 P.M. AT THE TOWNSHIP OFFICE

Old Business

- MCTA Christmas dinner – December 17, 2026
  - We need to start requesting donations
- Salt Contract – already discussed
- Solar Farm – The contracting company is looking for a walk-through meeting on October 14 but a time wasn't provided. The county has said that there isn't much going on with the project so the overall is still pending. It's been under contract for three years and nothing has been started.

New Business

MCTA Fall Dinner – email was sent to Trustees from Fiscal Officer to inquire if anyone wanted to attend. Confirmation that Mr. Showalter & Mr. Barnett will attend.

Adjournment

Motion to adjourn by Mr. Barnett Seconded by Mr. Criss
Meeting adjourned by Mr. Showalter.
Special Meeting is scheduled for October 13, 2026 at 5:00 p.m.- Nuisance Properties
Next Regular Meeting is November 3, 2026 at 7:00 p.m.

Meeting Notes prepared by: Susan Terry, Fiscal Officer

SMITH TOWNSHIP, MAHONING COUNTY, OHIO
Resolution # 2026-1006-01
Regular Meeting held on October 06, 2026

A RESOLUTION AUTHORIZING A CHANGE OF BROKER/AGENT OF RECORD FOR TOWNSHIP EMPLOYEE HEALTH AND MEDICAL INSURANCE BENEFITS AND CONTRACT FOR NEWER SUMMACARE COMBINED WITH GAP INSURANCE THROUGH BAY BRIDGE.

Whereas, the Board of Trustees of Smith Township, Mahoning County, Ohio has a duty to provide and review health, medical, and associated employee benefits for the elected officials and employees of the Township from time to tome pursuant to Ohio Revised Code (ORC) 505.60; and

Whereas, the Board of Trustees desires to ensure the highest level of administrative support, customer service, and market coverage evaluation for the Township's employee medical insurance plans; and

Whereas, the Township wishes to change its current medical insurance broker and officially designate a new Agent of Record to manage its insurance health portfolios without disrupting existing employee plan coverage;

Now, therefore, be it resolved by the Board of Township Trustees of Smith Township, Mahoning County, Ohio that:

Section 1: The Board hereby approves a "Change of Agent of Record" and authorizes the appointment of DiStefano Insurance, located at 2036 Locust Street, Canal Fulton, OH 44614, to serve as the exclusive medical insurance broker and servicing agent for all Township employee medical and health insurance benefits.

Section 2: That the Fiscal Officer is hereby authorized and directed to execute an Agent of Record (AOR) letter, broker service agreements, and any related documentation required by medical insurance carriers to finalize this change.

Section 3: Open Meetings Compliance
It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Moved by Mr. Barnett Seconded by Mr. Criss

Vote:
TRUSTEE BARNETT: Yea

TRUSTEE SHOWALTER: Yea
TRUSTEE CRISS: Yea

Adopted this 6th day of October, 2026.

Certification: Resolution 2026-1006-01

I, the undersigned Fiscal Officer, and Custodian of the Records of Smith Township hereby certifies that the above resolution is a true and accurate copy of the foregoing Resolution as appears in the Transcript of Minutes of the Official Record of Proceedings of the Smith Township Board of Trustees held on the 6th day of October, 2026. In Witness thereof, I have affixed my signature in acknowledgement thereof.

Date: 10-6-26

Susan Terry, Fiscal Officer

SMITH TOWNSHIP, MAHONING COUNTY, OHIO
Resolution # 2026-1006-02
Regular Meeting held on October 06, 2026

A RESOLUTION ESTABLISHING INTERNAL COMPLIANCE CONTROLS, RECORDKEEPING PROCEDURES, AND DESIGNATING RESPONSIBILITIES FOR EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9) COMPLIANCE.

Whereas, federal law under the Immigration Reform and Control Act (IRCA) requires all employers, including township government bodies as public sector employers, to verify the employment eligibility of all hired employees utilizing the Employment Eligibility Verification form (Form I-9); and

Whereas, pursuant to the Ohio Revised Code (ORC), the Township Fiscal Officer serves as the statutory custodian of the township's financial, payroll, and central administrative records, while departmental leadership operates essential administrative workflows; and

Whereas, the Board of Smith Township Trustees finds it necessary to establish a clear, standardized policy to define the internal division of responsibility between township departments (including the Police Department) and the Fiscal office to ensure strict compliance with federal timelines, state public record laws, record retention policies, and strict document confidentiality standards;

Now, therefore, be it resolved by the Board of Township Trustees of Smith Township, Mahoning County, Ohio that:

Section 1: Designation of Chief Custodian
The Township Fiscal Officer (or their explicitly designated deputy) is hereby designated as the Chief Custodian of all Form I-9 records for the Township. All completed Form I-9 documents, along with any supporting verification materials, shall be maintained in a centralized, secure location under the ultimate control of the Fiscal office.

Section 2: Delegation of authorized agents for Section 2 Verification
For efficiency in onboarding, Department Heads specifically including the Chief of Police (or an administrative designee within the Police Department) are hereby authorized to act as official agents of the Township for the sole purpose of executing Section 2 of Form I-9.

Physical Review: the individual who physically reviews an employee's original identification and work authorization documents must be the exact individual who signs Section 2 of Form I-9.

Timelines: Section 2 must be completed and signed within three (3) business days of the employee's first official day of work for pay.

Section 3: Mandatory Internal Routing and Timeframes
To prevent compliance failures, any Form I-9 executed within an individual department (such as the Police Department) must be securely transmitted to the Fiscal Officer within twenty-four (24) hours of completion. This permits the Fiscal Officer to utilize the E-Verify software application in a timely manner to confirm validity of documents provided. Under no circumstances shall an executed Form I-9 be permanently retained solely within a localized departmental file.

Section 4: Compliance Separation and Storage Controls
To ensure compliance with federal privacy guidelines and to prevent unauthorized exposure during regular management or public records searches:

Isolation: All Township Forms I-9 shall be stored in a centralized, master compliance binder or an isolated, access-restricted digital directory completely separate from regular personnel and operational files.

Exemption Handling: In accordance with the Ohio Public Records Act (ORC 149.43) and federal privacy standards, Form I-9 documentation is recognized as containing sensitive, restricted personal identification information. The Fiscal Officer shall ensure I-9 files are strictly redacted or exempted from public disclosure during standard public records requests.

Section 5: Retention and Purging Schedule
Form I-9 records shall be preserved in strict alignment with federal guidelines and Ohio Department of Administrative Services (DAS) Series ID GP-0-11. Records must be retained for the full duration of employment, and following termination, for a period matching whichever is longer:

Three (3) years from the original start date, OR

One (1) year from the official date of termination.

The Fiscal Officer is authorized to purge expired files annually in compliance with the Township's approved records retention schedule (RC-2).

Section 6: Open Meetings Compliance
It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Moved by Mr. Barnett Seconded by Mr. Criss

VOTE:

TRUSTEE BARNETT	_√__Yea	___Nay
TRUSTEE SHOWALTER	_√__Yea	___Nay
TRUSTEE CRISS	_√__Yea	___Nay

Adopted this 6th day of October, 2026.

Certification: Resolution 2026-1006-02

I, the undersigned Fiscal Officer, and Custodian of the Records of Smith Township hereby certifies that the above resolution is a true and accurate copy of the foregoing Resolution as appears in the Transcript of Minutes of the Official Record of Proceedings of the Smith Township Board of Trustees held on the 6th day of October, 2026. In Witness thereof, I have affixed my signature in acknowledgement thereof.

Date: 10-6-26

Susan Terry, Fiscal Officer

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)

Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code

Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- ☐ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States (See Instructions.)
- ☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)
- ☐ 4. An alien authorized to work until (exp. date, if any)

If you check Item Number 4., enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance

Signature of Employee	Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (If any)			Additional Information		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (If any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.		

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.	First Day of Employment (mm/dd/yyyy):

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Smith Township Fiscal Officer, Sue Terry		

Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code
Smith Township	846 N Johnson Rd Sebring, OH 44672-1014

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
* Documents extended by the issuing authority are considered unexpired.
Employees may present one selection from List A or a
combination of one selection from List B and one selection from List C.
Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.
For receipt validity dates, see the M-274.

• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on I-9 Central for more information.

Supplement A,
Preparer and/or Translator Certification for Section 1

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 05/31/2027

Last Name *(Family Name)* from Section 1.	First Name *(Given Name)* from Section 1.	Middle Initial (if any) from Section 1.

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date *(mm/dd/yyyy)*
Last Name *(Family Name)*	First Name *(Given Name)*		Middle Initial *(if any)*
Address *(Street Number and Name)*	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date *(mm/dd/yyyy)*
Last Name *(Family Name)*	First Name *(Given Name)*		Middle Initial *(if any)*
Address *(Street Number and Name)*	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date *(mm/dd/yyyy)*
Last Name *(Family Name)*	First Name *(Given Name)*		Middle Initial *(if any)*
Address *(Street Number and Name)*	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date *(mm/dd/yyyy)*
Last Name *(Family Name)*	First Name *(Given Name)*		Middle Initial *(if any)*
Address *(Street Number and Name)*	City or Town	State	ZIP Code

Supplement B,
Reverification and Rehire (formerly Section 3)

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 05/31/2027

Last Name *(Family Name)* from **Section 1.**	First Name *(Given Name)* from **Section 1.**	Middle initial (if any) from **Section 1.**

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*
Smith Township Fiscal Officer, Sue Terry		

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*
Smith Township Fiscal Officer, Sue Terry		

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*
Smith Township Fiscal Officer, Sue Terry		

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

SMITH TOWNSHIP, MAHONING COUNTY, OHIO
Resolution # 2026-1006-03
Regular Meeting held on October 06, 2026

A RESOLUTION ESTABLISHING OHIO NEW HIRE REPORTING COMPLIANCE POLICY AND DESIGNATING REPORTING AGENT FOR TOWNSHIP PERSONNEL

Whereas, the State of Ohio mandates that all public employers, including townships, report all newly hired employees and certain independent contractors to the Ohio New Hire Reporting Center within twenty (20) calendar days of their respective start dates pursuant to Ohio Revised Code (ORC) Section 3121.89: and

Whereas, the Board of Township Trustees of Smith Township, Mahoning County, Ohio, desires to maintain strict compliance with all state reporting guidelines to avoid penalties, ensure correct employment tracking, and support lawful fiscal governance; and

Whereas, the Board deems it necessary and beneficial to formally designate an authorized reporting agent within the Township administration to execute and manage these mandatory submissions.

Now, therefore, be it resolved by the Board of Township Trustees of Smith Township, Mahoning County, Ohio that:

Section 1: Establishment of Policy
The Board hereby establishes a strict administrative policy requiring the timely collection, verification, and submission of all required data parameters – including employee name, address, Social Security number, date of birth, start date, and first-pay date – for all newly hired and rehired employees and applicable independent contractors.

Section 2: Designation of Reporting Agent
The Board hereby designates the Smith Township Fiscal Officer (or the explicitly designated deputy) as the primary Reporting Agent responsible for compiling and transmitting all requisite data packets to the Ohio New Hire Reporting Center within twenty (20) calendar days from the official start date of hire, rehire, or resumption of service.

Section 3: Statutory Compliance
The designated Reporting Agent is authorized and directed to utilize the approved methods designated by the Ohio Department of Job and Family Services (ODJFS), including the online submission portal, secure fax, or standard physical mailings of Form W-4 and Form JFS 07048, ensuring maximum data safety and statutory adherence.

Section 4: Open Meetings Compliance
It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Moved by Mr. Criss Seconded by Mr. Barnett

Vote:

TRUSTEE BARNETT	_√__Yea	___Nay
TRUSTEE SHOWALTER	_√__Yea	___Nay
TRUSTEE CRISS	_√__Yea	___Nay

Adopted this 6th day of October, 2026.

Certification: Resolution 2026-1006-03

I, the undersigned Fiscal Officer, and Custodian of the Records of Smith Township hereby certifies that the above resolution is a true and accurate copy of the foregoing Resolution as appears in the Transcript of Minutes of the Official Record of Proceedings of the Smith Township Board of Trustees held on the 6th day of October, 2026. In Witness thereof, I have affixed my signature in acknowledgement thereof.

Date: 10-6-26

Susan Terry, Fiscal Officer

Ohio Department of Job and Family Services

OHIO NEW HIRE REPORTING

Ohio Revised Code sections 3121.89 to 3121.8910 require all Ohio employers, both public and private, to report all contractors and newly hired employees to the state of Ohio within 20 days of the contract or hire date. Information about new hire reporting and online reporting is available on our website: www.oh-newhire.com

Send completed forms to:
Ohio New Hire Reporting Center
P.O. Box 15309
Columbus, OH 43215-0309
Fax: (614) 221-7088 or Toll-Free Fax: (888) 872-1611

To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes. The following will serve as an example:

A	B	C	1	2	3

EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) *(Please use the same FEIN as the listed employee's quarterly wages will be reported under)*

Employer Name

Employer Address *(Please indicate the address where the Income Withholding Order should be sent)*

Employer City

Employer State

Employer Zip Code

Employer Phone *(Optional)*

Extension

Employer Fax *(Optional)*

Employer E-mail

EMPLOYEE OR CONTRACTOR INFORMATION

Social Security Number (SSN) - -

☐ (Check here if using FEIN for the Contractor)

First Name

Middle Initial

Last Name

Address

City

State

ZIP Code

Date of Hire

Date of Birth

Is this a Contractor? ☐ Yes ☐ No

Date payments will begin for Contractor

Length of time the Contractor will be performing services

months

REPORTS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS MISSING
If you have questions call us at (614) 221-5330 or toll-free (888) 872-1490

JFS 07048 (Rev. 2/2021)

SMITH TOWNSHIP, MAHONING COUNTY, OHIO
Resolution # 2026-1006-04
Regular Meeting held on October 06, 2026

A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY TO COMPLY WITH THE OHO REVISED CODE

Whereas, Ohio Revised Code (ORC) Section 149.43(E)(1) mandates that every public office in the State of Ohio adopt a public records policy for the guidance of township officials and employees; and

Whereas, the Board of Township Trustees of Smith Township, Mahoning County, Ohio recognizes that an open and transparent government leads to a better-informed citizenry; and

Whereas, the Board desires to ensure full compliance with the Ohio Public Records Act, ensuring that all public records maintained by Smith Township are made available for inspection promptly and that copies are provided within a reasonable period of time; and

Whereas, a model policy has been reviewed by this Board that satisfies all mandatory requirements of Ohio law.

Whereas, The Fiscal Officer is the Public Records Officer (POR) and Custodian of Records (COR) for the Township. The COR for the Police Department is the Chief of Police.

Now, therefore, be it resolved by the Board of Township Trustees of Smith Township, Mahoning County, Ohio that:

1. **Adoption of Policy:** The Board hereby adopts the Smith Township Public Records Policy, attached hereto as **Exhibit A** and incorporated herein by reference, as the official public records policy of the Township
2. **Conspicuous Posting:** In accordance with R.C. 149.43(E)(2), the Township Fiscal Officer is hereby directed to conspicuously post a poster that describes this Public Records Policy in al administrative offices of the Township.
3. **Distribution to Custodians:** The Fiscal Officer shall ensure that a copy of this Public Records Policy is distributed to, and receipt is acknowledged by, the designated records custodian(s) or employees who serve as custodians of the Township's public records.
4. **Open Meetings Compliance:** It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including R.C. 121.22

Moved by Mr. Barnett Seconded by Mr. Criss

Vote:

TRUSTEE BARNETT	_√__Yea	___Nay
TRUSTEE SHOWALTER	_√__Yea	___Nay
TRUSTEE CRISS	_√__Yea	___Nay

Adopted this 6th day of October, 2026.

Certification: Resolution 2026-1006-04

I, the undersigned Fiscal Officer, and Custodian of the Records of Smith Township hereby certifies that the above resolution is a true and accurate copy of the foregoing Resolution as appears in the Transcript of Minutes of the Official Record of Proceedings of the Smith Township Board of Trustees held on the 6th day of October, 2026. In Witness thereof, I have affixed my signature in acknowledgement thereof.

Date: 10-6-26

Susan Terry, Fiscal Officer

EXHIBIT A

SMITH TOWNSHIP PUBLIC RECORDS POLICY

I. PURPOSE:

Smith Township, Mahoning County, Ohio, hereafter referred to as the Township, acknowledges that it maintains many records that are used in the administration and operation of the Township. In accordance with state law, the Township has adopted Schedules of Records Retention and Disposition (RC-2) that identify these records. These schedules identify records that are stored on a fixed medium that are created, received, or sent under the jurisdiction of the Township and document the organization, functions, policies, decisions, procedures, operations, or other activities of the Township. The records maintained by the Township and the ability to access them are a means to provide trust between the public and the Township.

II. SCOPE:

The Fiscal Officer or her designee shall serve as the custodian of records ("COR") for all records maintained by the Township, except for non-personnel records maintained by the Police Department. For non-personnel records held by the Police Department, the COR is the Chief of Police or his designee.

The Fiscal Officer shall serve as the Public Records Officer ("POR") and the designee for all Township Trustees regarding public records training (required every two years).

The period of time for which the Township stores or maintains records was determined by assessing the administrative, legal, fiscal, and/or historical value of the records to the Township, efficient business practices, and by reviewing the suggested retention periods developed by the Local Government Records Program for the Ohio Historical Society.

III. DEFINITIONS:

A. "Records." The Township uses the definition of "records" contained in Ohio Rev. Code § 149.011(G).

B. "Public Record." The Township uses the definition of "public records" contained in Ohio Rev. Code § 149.43(A)(1).

C. "Redaction." The Township uses the definition of "redaction" contained in Ohio Rev. Code § 149.43(A)(13).

D. "Confidential law enforcement investigatory record." The Township uses the definition of "confidential law enforcement investigatory record" contained in Ohio Rev. Code § 149.43(A)(2).

E. "Medical record." The Township uses the definition of "medical record" contained in Ohio Rev. Code § 149.43(A)(3).

F. "Trial preparation record." The Township uses the definition of "trial preparation record" contained in Ohio Rev. Code § 149.43(A)(4).

G. "EMT" means EMTs – basic, EMTs-I, and paramedics that provide emergency medical services for a public emergency medical service organization. "Emergency medical service organization," "EMT – basic, EMT – I, and "paramedic" have the same meanings as in section 4765.01 of the Revised Code.

IV. FEES:

A. The Township, in accordance with Ohio Rev. Code § 149.43(B)(6), may require that the requester pay in advance the cost involved in providing the copy of the public record, and has established the following fees for providing copies or reproductions of public records maintained by the Township:

1. For photocopies of either letter or legal-size documents, the fees shall be as follows:

   a) If fewer than twenty (20) pages of copies are requested, no fee will be charged. If the request exceeds twenty (20) pages, the fee will be five cents ($0.05) per page for all pages copied.

   b) Two-sided photocopies shall be charged at a rate of ten cents ($0.10) per sheet.

   c) For videotapes, CDs, DVDs, flash drives, thumb drives, or for any other type of media, the fee shall be the replacement cost of the blank media or the reproduction (copying) cost. Reproduction costs may only be charged if a commercial or professional service is contracted to provide the copy.

   d) Established costs/fees under this policy shall be clearly posted and conspicuous to the public.

2. There may be instances when the Township may be able to provide copies made in-house without disrupting its normal functions, but only over an extended period of time. In that instance, the Township may offer the requester the options of: (1) having the documents produced through a faster method by employing temporary personnel and equipment; (2) using an external private contractor; or (3) having the documents produced in-house by the Township's normal staff and equipment in a less efficient and more time-consuming manner. Should the requester select option one (1) or two (2), the requester must pay the costs incurred by the Township for such service.

V. AVAILABILITY:

A. All public records maintained by the Township shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours, with the exception of published holidays.

1. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the requested records.

2. Township records are organized and maintained so that they are readily available for inspection and copying.

3. Record retention schedules will be updated regularly and available wherever the Township posts its Public Records Policy.

4. No record shall be removed, changed, modified, or destroyed except by a Township employee in the performance of his or her official duties and as authorized under state or federal law.

B. Individuals requesting access to inspect public records and/or to receive copies of public records are not required to reveal their identity or the reason for their request.

1. The requester must at least identify the records requested with sufficient clarity to allow the Township to identify, retrieve, and review the records.

a) The Township may ask the requester to voluntarily complete a written request explaining or identifying the records they wish to inspect and/or receive copies of, particularly if it would enhance the ability of the Township to identify, locate, or deliver the requested public records. The Township will first advise the requester that a written request is not mandatory.

2. In no event shall an individual be denied access to inspect and/or obtain copies of public records based on their refusal to identify themselves or complete a written request.

C. The Township does not limit the number of public records that it will make available to a single person, and does not limit the number of public records that it will make available during a fixed period of time.

D. To help prioritize and manage requests, records requests should be limited to no more than ten separate requests.

E. The Township will evaluate records requests for an estimated length of time to gather records.

1. The Township will satisfy record requests in a reasonable time.

2. Routine requests for records will be satisfied as soon as practicable (e.g., meeting minutes, budgets, etc., can be more quickly produced than records that require research, compilation, and redaction).

3. Requests beyond "routine," including requests for a voluminous number of copies or requiring extensive research, will be acknowledged as soon as practicable.

4. The Township has not established a fixed period of time before it will respond to a request for inspection or copying of public records.

F. This Policy does not allow a person seeking a copy of a public record to make the copies of the public record.

G. Currently incarcerated individuals are not permitted to inspect or obtain a copy of a public record concerning a criminal investigation unless the judge who imposed the sentence first finds that the information is necessary to support what appears to be a justiciable claim.

H. If a requester makes an ambiguous or overly broad request or has difficulty making a request for copies or inspection of public records and the Township cannot reasonably identify what public records are being requested, the Township may deny the request, but will provide the requester an opportunity to revise the request by informing him or her the manner in which the Township records are maintained and accessed.

I. Requests for copies of public records shall be directed to the COR. The Township has established general Schedules for Record Retention and Disposal (RC-2) for the Township.

J. Requests for the inspection of public records shall be directed to the COR. Inspection of records will take place during a scheduled meeting time. The COR and requester will establish the specific time and location of such an occurrence.

K. The Township does not have regular business hours for requests and records pick-up. Electronic requests via email to fiscal@smithtwpmcoh.gov and written requests received via USPS will be honored. An arrangement between the Fiscal Officer and the requestor will be made for document pick-up as needed.

L. Authorized Township employees shall comply with the following procedures upon receiving a valid public record request:

    1. Township employees shall forward the request to the COR.

    2. All public records requests require advance payment from the requester.

    3. Requesters will be charged the cost of postage and other supplies used in the mailing for all requests.

M. Requests for records that are not maintained, or records that are prohibited from release pursuant to state or federal law, are processed in the following manner:

    1. If the Township receives a written request for a record that it does not maintain or the request is for a record which is no longer maintained, the requester shall be so notified in writing that one of the following applies:

        a) the request involves records that have never been maintained by the Township; or

        b) the request involves records that are no longer maintained or have been disposed of or transferred pursuant to applicable Township Schedules of Record Retention and Disposition (RC-2); or

        c) the request involves a record that has been disposed of pursuant to an Application of the One-Time Records Disposal (RC-1).

2. If the record that is requested is prohibited from release due to applicable state or federal law, the responsible Township employee shall respond to the requester, citing the applicable state or federal law.

3. If the record that is requested is not a record used or maintained by the Township, the requester will be notified that in accordance with Ohio Public Records law, the Township is under no obligation to create records to meet public record requests.

4. The Township will not provide records that do not exist at the time of the response to Public Records request, or records that are acquired after a response to a request is complete.

N. Media Types/Distribution of Records

1. If a person requests a copy of a public record, the Township shall permit the requester to have the public record duplicated on paper or upon the same medium upon which the Township maintains the public record, or upon any other medium on which the Township determines the record can reasonably be duplicated.

2. The request shall be acted upon and a copy of the pubic record prepared within a reasonable period of time. Fees shall apply in accordance with section IV of this policy.

3. Upon a request made in accordance with the Public Record Law and subject to the provisions of choosing a duplicating system, the Township shall transmit a copy of a public record to any person by United States mail or by any other means of delivery or transmission within a reasonable period time after receiving the request for the copy. The Township may require advance payment for the cost of postage or the cost of transmission and for other supplies used in the mailing, delivery, or transmission.

O. Grievances

1. If a person allegedly is aggrieved due to the inability to inspect a public record or due to the inability to receive a copy of the public record, the person will be advised that:

a) they may contact the COR; or

b) Ohio Rev. Code § 149.43(C)(1) provides a legal means for addressing a complaint in these disputes.

VI. PERSONNEL AND PERSONAL INFORMATION:

A. To better facilitate requests for inspection or information and/or copies of records involving current or past employees of the Township, inquiries for personnel files and personal information shall be directed to the COR.

1. To better facilitate, manage and administer this process, the Township has adopted a Schedule of Records Retention and Disposition (RC-2) for

Personnel Records.

2. Current employees will be notified if a request has been made to inspect or obtain a copy of their employment-related records.

3. Past employees may, at the discretion of the COR, be notified if a request has been made to inspect or obtain a copy of their employment-related records.

VII. EXEMPTED AND/OR RESTRICTED INFORMATION:

A. In accordance with state and federal law, Social Security Numbers are exempt from the Public Records Act. Public records containing Social Security Numbers will have that information redacted prior to their release.

B. If a request is made to inspect and/or obtain a copy of a record maintained by the Township whose release may be prohibited or exempted by either state or federal law, the request will be forwarded to the Township's legal counsel for review. The person submitting the request may be advised that their request is being reviewed by legal counsel to ensure that protected or exempted information is not improperly released by the Township.

C. Records whose release is prohibited or exempted by either state or federal law shall not be subject to public inspection. The following represents only a partial list of records that may be maintained by the Township, but that will not be inspected or copied:

1. Medical records--Ohio Rev. Code § 149.43(A)(1)(a);

2. Trial preparation records--Ohio Rev. Code § 149.43(A)(1)(g);

3. Confidential law enforcement investigatory records--Ohio Rev. Code § 149.43(A)(1)(h);

4. Security and infrastructure records--Ohio Rev. Code § 149.433;

5. Home addresses of Township employees, unless the employee is subject to a residency requirement--*State ex. rel. Dispatch Printing Co. v. Johnson*, 106 Ohio St. 3d 160, 833 N.E.2d 274 (2005);

6. E-mails and other documents that do not document the organization, functions, policies, decisions, procedures, operations, or other activities of the Township--*State ex rel. Wilson-Simmons v. Lake Cty. Sheriff's Dept.*, 82 Ohio St. 3d 37 (1998);

7. Attorney-client privileged records--*State ex rel. Taxpayers Coalition v. City of Lakewood*, 86 Ohio St. 3d 385 (1999); *State ex rel. Nix v. Cleveland*, 83 Ohio St. 3d 379 (1998); and

8. Information related to and maintained in accordance with the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), and the Health Information Portability and Accountability Act (HIPAA). Those statutes require that qualifying personal medical information be kept separate

from regular personnel information, and maintained in a secured area. Such information may be released only to:

a) supervisors and managers in order to provide information regarding work restrictions;

b) first aid or safety personnel if the disability would require treatment or procedures related to the disability;

c) government officials investigating compliance with ADA, FMLA, and HIPAA provisions;

d) with respect to Bureau of Workers' Compensation injury funds or in compliance with workers' compensation laws; or

e) insurance companies that require medical examinations to provide health or life insurance for the employee.

9. Trade Secrets--Ohio Rev. Code § 149.43(A)(1)(v) and Ohio Rev. Code § 1333.61(D).

10. Confidential business information of an applicant for economic development assistance.

VIII. REDACTING EXEMPTED RECORDS / PROCEDURE:

A. A redaction is a denial of a public records request, unless state or federal law authorizes or requires the redaction. Therefore, the Township will notify the requester of any redaction or will make the redaction plainly visible. Remaining public information will be provided.

B. When a redaction is made to a requested public record, upon request the Township will provide the requester with an explanation, including legal authority, setting forth why the information was redacted. If the initial request was provided in writing, the explanation also shall be provided to the requester in writing.

IX. PROCEDURE FOR RELEASING REDACTED RECORDS:

A. After reviewing the requested record and determining that it contains non-releasable information, the releasing employee shall make a copy of all pages containing the excluded information.

B. The releasing employee shall color over the restricted information on the reproduced copy with a black marking pen, or shall make the redaction electronically, if that is a reasonable and reliable option, as determined in the Township's sole discretion.

C. The releasing employee shall then reproduce a copy of the page with the redactions; the resulting copy shall be the page that is released to the requester.

D. The first reproduction page, with the original redactions made by the employee, is the

work sheet. It may be attached to the original record, and may also be maintained in accordance with the retention period established for the original document.

E. If a request is made for an electronic record, and the record contains protected information, the record will be printed, and exempt information redacted according to the policy of redaction of records listed in this policy. Protected information may not be redacted electronically, if it is neither feasible nor reasonable to do so.

X. AMERICAN WITH DISABILITIES ACT (ADA) COMPLIANCE:

The Township and its employees will facilitate requests made by all persons, regardless of handicap or disability. Employees authorized to release public records will make all reasonable accommodations to ensure that public access is not denied based on a handicap or disability.

XI. POSTING:

This Policy will be posted on the Township's website (smithtownship.net), in the Township's administration building (846 N. Johnson Rd. Sebring, Ohio 44672), and in the Smith Township Roads Department building (21800 Courtney Rd. Alliance, Ohio 44601) along with a Public Records Request form to be printed and provided to the Township at the requester's discretion. If applicable, the Township will incorporate this policy into all handbooks or policy manuals furnished by the Township to its employees.

XII. TRAINING:

The Township's Fiscal Officer, shall attend the public records training approved by the Ohio Attorney General and serve as the Public Records Office and designee for Township Trustees. Training is required every two years.

This policy was reviewed/approved/adopted by Smith Township Mahoning County Trustees on the 6th day of October, 2026 during an open regular meeting.

Resolution: 2026-1006-04

Certified by Susan Terry, Fiscal Officer: _____

PUBLIC RECORDS POLICY FOR SMITH TOWNSHIP

This public office documents its operations and functions through records. Our public records are available for inspection and copying in accordance with the Ohio Public Records Act (R.C. 149.43).

You have the right to:

- Inspect public records promptly during regular operational hours or by set meeting as required.
- Receive copies of public records within a reasonable timeframe.
- Request records without giving your name, putting the request in writing, or explaining why you want them.
- Receive written explanation, including specific legal authority, if any part of your request is denied.

Copying Costs:

- Paper copies: $.10 per page.
- Electronic delivery via email: Free of charge.
- Mailing/shipping: Actual cost of postage and packaging material.

All costs associated with copying must be provided in advance.

For questions or to submit a Township public records request, please contact the Township Fiscal Officer via email: Fiscal@smithtwpmcoh.gov

For questions or to submit a Smith Township Police Department public records request, please contact the Records Clerk via email: Smithtwppd@sbcglobal.net

SMITH TOWNSHIP, MAHONING COUNTY, OHIO
PUBLIC RECORDS REQUEST FORM

Under **Ohio Revised Code § 149.43**, you are **not legally required** to provide your name, contact information, or your reason for making this request. This form includes explicit legal reminders so that the township staff cannot improperly deny your request.

You may provide your request via email (fiscal@smithtwpmcoh.gov) or US Mail: 846 N. Johnson Rd., Sebring, OH 44672

Township Name: Smith Township, Mahoning County, Ohio
Date of Request: _____

Notice to Requester: *Under the Ohio Public Records Act, you are NOT required to put your request in writing, disclose your identity, or state the intended use of the records. Providing contact information is completely voluntary and is requested solely to help us deliver the records to you as quickly as possible.*

1. REQUESTER CONTACT INFORMATION *(OPTIONAL)*

- **Name:** _____
- **Mailing Address:** _____
- **City, State, Zip:** _____
- **Phone Number:** _____
- **Email Address:** _____

2. DESCRIPTION OF REQUESTED RECORDS

Please be as specific as possible. Include relevant names, timeframes, date ranges, subject matter, or case numbers to assist the township in accurately locating the records.

_____

_____

_____

_____

3. PREFERRED DELIVERY METHOD *(CHOOSE ONE)*

_____ **Inspection Only:** I wish to inspect the original records at the township office during standard business hours (Free of charge). *An appointment may be required due to location of records and/or availability of Township personnel.*

_____ **Electronic Copy (Email):** Please email the files to the address provided above (Free of charge).

_____ **Paper Copies via US Mail:** Please print and mail the records to my address provided above. *(Standard statutory fees apply—typically $0.10 per page plus actual postage costs).*

_____ **Physical Pickup:** Please prepare paper copies or electronic media (CD/USB) for pickup. (*There will be associated costs required prior to picking up the records). A scheduled appointment may be required due to location of the records and/or availability of Township personnel.*

FOR TOWNSHIP INTERNAL USE ONLY *(DO NOT WRITE BELOW THIS LINE)*

- **Staff Member Receiving Request:** _____
- **Date & Time Received:** _____
- **Method Received:** [ ] Email [ ] In-person [ ] Phone [ ] Mail
- **Total Pages Generated:** _____ **Total Cost Assessed:** $_____
- **Date Request Completed:** _____
- **Method of Fulfillment:** [ ] Email [ ] In-person [ ] Phone [ ] Mail
- **Staff Member who Fulfilled the Request:** _____
- **Legal Redactions Applied (if any):** [ ] No [ ] Yes *(Cite statutory exemption below)*
    - *Exemption Authority (ORC § 149.43):*

_____

_____

_____

SMITH TOWNSHIP, MAHONING COUNTY

EMPLOYEE RECEIPT AND ACKNOWLEDGMENT OF PUBLIC RECORDS POLICY

Ohio Revised Code Section 149.43(E)(1) requires that the public records policy adopted by the Township be distributed to, and receipt acknowledged by, the employee who serves as the custodian of records or whose duties involve the management of public records.

I hereby acknowledge that I have received a copy of the Smith Township Public Records Policy (Resolution No. 2026-1006-04/Exhibit A). I understand that it is my responsibility to read, familiarize myself with, and follow the guidelines and rules set forth in this policy when handling public records requests on behalf of the Township.

_____

Employee/Records Custodian Signature

_____

Printed Employee Name

_____

Date

Instructions to Fiscal Officer: Maintain this signed and dated acknowledgment form in the employee's personnel file or the township's master compliance file.