

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held MINUTES OF ELLSWORTH TOWNSHIP BOARD OF TRUSTEES 20

SPECIAL MEETING

September 27, 2025

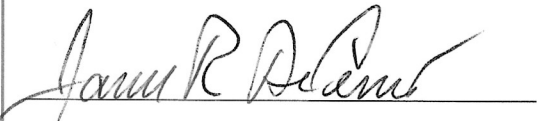
Chairman William Spellman called the September 27, 2025, special meeting of the Ellsworth Trustees to order at 9:00 am. The Pledge of Allegiance was recited.

A roll call was taken to establish a quorum: Chairman William Spellman – present, Vice Chairman Fredrick Houston – present, Trustee Robert Toman – absent. Also present was Fiscal Officer James DeCenso.

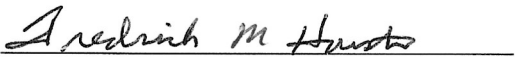
Chairman Spellman explained that the Special Meeting was called to discuss and implement a Cybersecurity Policy. Ohio Revised Code Section 9.64, enacted through HB 96, requires every jurisdiction to have a cybersecurity policy in place by September 30, 2025, with full implementation by June 30, 2026. This policy helps protect our community’s data, technology, and public services from cyber threats. Because a policy template and rules provided by the Ohio Township Association were not available until after the September 10th Regular Meeting, this Special Meeting was called to assure compliance with ORC 9.64 by September 30, 2025.

The Board proceeded to review the proposed Cybersecurity Policy, as provided by the Ohio Township Association. Chairman Spellman highlighted the importance of establishing clear roles and responsibilities regarding cybersecurity practices, including regular staff training, incident reporting procedures, and periodic system audits. The Trustees discussed the necessity for ongoing updates to the policy to address emerging threats and ensure compliance with state and federal regulations. Fiscal Officer DeCenso noted that all Township employees would be required to acknowledge receipt and complete annual training. He advised that training videos are available on the Ohio Auditor’s website. After thorough discussion, it was agreed that the policy would be formally adopted and communicated to all relevant parties before the mandated deadline. With only one resident in attendance, the Board and attendee agreed to bypass reading the proposed policy. **MOTION 2025-101** was made by Trustee Spellman to adopt the Cybersecurity policy. Trustee Houston seconded the motion. The roll call was all in favor.

At 9:30 am, **MOTION 2025-102** was made by Trustee Spellman to adjourn. Trustee Houston seconded the motion. The roll call was all in favor.


Fiscal Officer


Chairman


Trustee

Trustee Toman – Absent
Trustee