

Williamsburg Township Board of Trustees Minutes

September 30, 2025

The Williamsburg Township Board of Trustees held a Special Meeting on Tuesday, September 30, 2025 at the Williamsburg Township Hall, for the following purpose: to discuss a Cybersecurity Policy and related Information Technology Policies and all other matters that may come before the Board. Mr. Bainum called the meeting to order at 9:00 a.m., and all joined in the Pledge of Allegiance to the Flag. Guy Bainum and Gary Jordan answered the roll call. Also present was Fiscal Officer Doug Lefferson. Trustee Henning was not present at the meeting.

Fiscal Officer Lefferson said he and Maintenance Supervisor Brian Tatman are recommending a 2026 road resurfacing program budget of \$80,000.00. The Clermont County Engineer's Office provided an estimate of \$69,910.10 to repave Ashton Road and perform a full depth repair only on Musgrove Road. Mr. Jordan motioned to establish a budget of \$80,000.00 for the 2026 road resurfacing program with the Clermont County Engineer. Mr. Bainum second. All yeas.

Mr. Lefferson discussed two Emergency Services Department items. The pickup truck upgrade for the cap and decked system was approved at the last meeting. Mr. Lefferson, on behalf of Chief McCarthy who was in training, requested approval to spend an additional \$1,205.00 for installation and lighting to complete the upgrade project with Citizens First Fire Training, a quote from Citizens First was provided to the Trustees. Mr. Bainum motioned to approve installing the cap, decking, scene lighting, and moving the emergency lighting on the Emergency Services Department pickup truck through Citizens First Fire Training Chillicothe, Ohio at a cost of \$1,205.00. Mr. Jordan second. All yeas. Mr. Lefferson discussed officially accepting the FEMA Fiscal Year 2024 Assistance to Firefighters Grant. Mr. Jordan motioned to accept the FEMA Fiscal Year 2024 Assistance to Firefighters Grant in the amount of \$54,860.95 with a 5% of total budget Township match of \$2,743.05 to be used for sending two Williamsburg Township Emergency Services employees to paramedic certification classes, and for fire hose and appliances. Mr. Bainum second. All yeas.

Mr. Lefferson discussed recently enacted Ohio Revised Code (ORC) Section 9.64 through House Bill 96 regarding cybersecurity. He indicated his research into the new code included:

- Reading ORC Section 9.64
- Reading numerous updates from the Ohio Township Association (OTA)
- Watching a video interview with Auditor of State Keith Faber
- In person discussion and review of materials with Aaron Willis, Cyber Risk Services Advisor, Ohio Township Association Risk Management Authority

Mr. Lefferson said among these sources there was still mixed messages about whether a Cybersecurity Policy was required to be adopted by September 30, 2025. He said it is clear that effective September 30, 2025, the Township is required to report any cybersecurity incident to Ohio Homeland Security and the Auditor of State following specific guidelines. ORC Section 9.64 does require the Township to adopt a cybersecurity "program". Guidance from the Auditor of State requires implementation of technical and training components be completed no later than June 30, 2026. Mr. Lefferson recommended adopting the Cybersecurity Policy based on a framework supplied by the OTA and provided to the Trustees in advance. Mr. Lefferson said work will continue on the implementation of technical and training components. Mr. Jordan discussed cybersecurity training and the need to begin that sooner than later. Mr. Jordan also discussed reviewing dedicated laptops for the Trustees for 2026. Mr. Jordan and Mr. Bainum provided additional feedback on the draft Cybersecurity Policy. Mr. Bainum motioned to adopt Resolution No. 2025-17 Adopting a Cybersecurity Policy that provides guidance on access control, system security, data protection, incident response, employee training, and vendor management. Mr. Jordan second. All yeas.

There being no further business, Mr. Jordan motioned to adjourn at approximately 9:33 a.m. Mr. Bainum second. Roll call: Mr. Jordan – Yea and Mr. Bainum – Yea.

Fiscal Officer

Chairperson