

Minutes of Regular Meeting: August 18, 2021

4:00 p.m. **Call to order by Chair Gary Britten**

Pledge of Allegiance

Roll Call: Mr. Mack, Mr. Britten, Mr. Schaller, Ms. Nelson, Mr. Celley, Mr. Hoffmann, Mr. Conner, Chief Hetrick, Chief Brice, and Mr. Warnimont.

Approval of amended agenda: Mr. Schaller moved to approve the amended agenda, Mr. Mack seconded; all yes, motion carried.

Special Presentations: Heidi Southam from Perry ProTECH spoke on network security upgrades. Dave Rees works with Perry ProTECH on managed detection response (MDR-software) for cybersecurity. MDR detects opportunities for unwanted entry and dwell time (time an intruder is in the system) that is a threat to the network before the system is compromised. He stated that they monitor the system looking for opportunities for compromise. Preventive measures are better than reactive measures, and now they have the ability to detect them in the digital world. Our service center is open 24/7 and constant digital monitoring is the key.

Mr. Celley added that for the breach that affected our system OTARMA insurance paid out over \$35,000 to forensic experts to clean our system. OTARMA's cybersecurity coverage insurance area will be changing rapidly over the next 12 months, and without some type of managed detection system, we may not be eligible for insurance coverage through them. While we did not have any loss of data in the breach, the forensic people the insurance company hired on our behalf recommended a system of this nature. The set-up fee is \$7400, with a monthly maintenance for 24/7 monitoring of \$2220 per month. OTARMA is very concerned that governments are under more attack than private businesses and managing the risk is imperative. Mr. Rees said that this is the newest version of anti-virus software, and most insurance companies are scrutinizing systems for cybersecurity measures due to ransomware. Mr. Mack asked if we are currently paying for anti-virus software, and are we seeing the differential, Ms. Southam said the current anti-virus software is being replaced with this software. He also asked the term of the current contract with Perry ProTECH, Ms. Southam responded, that she did not have the exact date, but less than one year left on the contract. A brief discussion followed. Mr. Mack stated that a total review of Perry ProTECH services and costs would be necessary at the end of the contract to protect tax payer funds since the costs are escalating. **Mr. Mack moved to approve the set-up fee of \$7400 and ongoing maintenance fees of \$2200 per month for the MDR monitoring through Perry ProTech, Mr. Schaller seconded; all yes, motion carried.**

Approval of Meeting Minutes: Mr. Britten asked for a motion to approve minutes from August 4, 2021. **Mr. Schaller moved to approve the minutes, Mr. Mack seconded, all yes; motion carried.**

Maintenance: Mr. Hoffmann spoke on ODOT Township stimulus program. Working with Tom Yurysta and Paul at Proudfoot, Mr. Celley will speak on this project. Mr. Celley stated that a

proposal with recommendations would be forthcoming for the trustee's consideration. The application is not due until November. Mr. Celley also spoke on Allied Waste's damage to area roadways, our estimate was \$23,712 for Reclaimite – their insurance adjustor said \$19,900, after talking with the adjustor, and they will pay \$21,800. **Mr. Mack moved for approval of the property damage release of \$21,800 and authorize the township administrator to sign the release, Mr. Schaller seconded; all yes, motion carried.** Mr. Hoffmann discussed the Fall Brush pick-up program, which will start September 20 and asked for it to be posted in the newspaper one time. Mr. Celley will handle the advertising. Mr. Hoffmann stated that the milling for our paving projects is scheduled to begin Monday unless they were further delays due to weather.

Fire/EMS: Chief Brice did not have a report; however, Mr. Britten if they are seeing COVID cases, he responded yes, not as many, but some people are really sick.

Police: Chief Hetrick had a PO request to replace the Tahoe K-9 vehicle due to mileage and the repairs necessary - the PO is to John Jones for a 2021 Dodge Durango police pursuit vehicle for \$44,850 from the drug fund. **Mr. Mack moved to approve the PO to John Jones for the purchase, Mr. Schaller seconded; all yes, motion carried.** Chief Hetrick also had a PO to P&R for equipment for the vehicle in the amount of \$15,079.44 again from drug fund money. **Mr. Schaller moved to approve the PO to P&R, Mr. Mack seconded; all yes, motion carried.** Chief Hetrick had a Then and Now PO to Traffic Stop Uniform Supply for uniforms for the newest officer, Jared Okoneski, for \$2605.40 from the drug fund. **Mr. Mack moved to approve the Then and Now PO to Traffic Stop, Mr. Schaller seconded; all yes, motion carried.** Chief Hetrick had one last PO to Aladtec for renewal of the scheduling software in the amount of \$2995. **Mr. Schaller moved to approve Mr. Mack seconded; all yes, motion carried.**

Recreation & Recycling: Mr. Warnimont stated that he was working on the WCPC grant which is due in September. He is looking to add a child swing to Starbright Park. Mr. Hoffmann is setting up a meeting with the Rossford School board and the trustees for a photo op at the park. (Playground equipment was donated when Glenwood School changed). Mr. Warnimont asked Mr. Celley to speak about DGL's proposal for Simmons Park. Mr. Celley had DGL bid out site work and parking for Simmons Park. DGL wants to do the project on an hourly basis rather than a contract basis. The estimate is \$11,500 to evaluate and bid the work as construction managers. Mr. Britten spoke about cost for the pond and parking lot and if funds were available. Discussion followed. Mr. Celley recommended the board approve \$15,000 and provide bid estimates to the board. Mr. Mack was supportive of moving forward and moved to approve the DGL proposal at \$15,000, Mr. Schaller seconded; all yes, motion carried.

Zoning: The ZC is proposing a RFP for hiring a consultant to update the zoning resolutions. Mr. Britten stated that he would like both boards, ZC and BZA to sit down together and review and make recommendations, then make a request. Mr. Warnimont (BZA member) mentioned that Mr. Miller would be writing a list of items to present to the board that they would like to up-date or change. Discussion followed.

Administrator: Mr. Celley discussed the COVID pay policy that expired June 30, 2021. It did not seem to be an issue going forward, but now with the resurgence of COVID variants, the policy is needed. We received over \$600,000 in Federal funds this year, and I have a policy update that I recommend you date through 12/31/2021. Mr. Britten spoke about those that had antibodies from having had COVID as well as vaccinated persons versus those that did not elect the vaccine. Mr. Britten stated that every employee has had the opportunity to get vaccinated. He does not see why any un-vaccinated employees should have their wages

covered. Chief Brice spoke about the gray areas in health department knowledge concerning COVID transmission. Businesses can require masks, but the health department cannot. Without this policy you cannot make those with a positive Covid test stay home. However, people will come to work sick rather than take their own sick or vacation time. Ms. Nelson felt that due to all the gray areas, and the punitive nature of Mr. Britten's proposal, she would like to see it approved. Mr. Britten stated that every employee needs to make a personal decision about being proactive about being vaccinated. He was hesitant to use taxpayer money to pay employees stay home. Chief Brice stated that he is not seeing any abuse of the policy, in his department, police or maintenance - in fact no one has complained regardless of the de-contamination efforts that are being required following a Covid run (1 hour or longer for each ambulance). Chief Brice felt that we need to support our employees 100% for their efforts. Discussion followed. **Mr. Mack moved to extend the COVID pay policy through December 31, 2021, Mr. Schaller seconded; all yes, motion carried.** Mr. Celley stated that since we have re-started in person meetings, we have offered Zoom access to the live meetings. Since no one has been using that service, I would like to discontinue that offering. Mr. Mack stated that he wanted that option available should anyone make a request. In future, Zoom access will be upon request by tacit approval of the board. Mr. Celley had a proposal from Perry ProTech concerning server storage; we put the current contract in place five years ago. We are running out of server storage. Perry ProTECH's proposal for server storage increase is \$17,623.39 with a life expectancy of five years. **Mr. Mack moved to approve the proposal from ProTECH for an increase in server storage for \$17,623.39, Mr. Schaller seconded, all yes; motion carried.**

Fiscal Officer: Ms. Nelson asked for approval of the 2022 budget. **Mr. Mack moved to approve the tentative 2022 budget, Mr. Schaller seconded, all yes; motion carried.** It will be sent to the county auditor.

Trustees: Mr. Britten discussed an opening on the NWWWS district, and stated that Steve Arnold was interested in continuing to serve. **Mr. Mack moved to re-appoint Steve Arnold to the NWWWS District board, Mr. Schaller seconded; all yes, motion carried.** Mr. Mack stated that he voiced his concern to Mr. Celley that he is not receiving communication or information from the planning and zoning commissions. Mr. Britten was not receiving notices either. Mr. Celley stated that their e-mails are on the agendas and other notices Ms. Moore sends. Mr. Schaller stated that he is receiving them.

Public Comments: Mr. Britten asked for public comments, hearing none, Mr. Britten asked for a motion to adjourn. Mr. Mack moved to adjourn, Mr. Schaller seconded, all yes; motion carried.

Meeting adjourned at 5:27 p.m.

Hannah Nelson – Fiscal Officer

Gary Britten -Chairman