UNION TOWNSHIP – WARREN COUNTY

BOARD OF TRUSTEES – Regular Meeting – October 6, 2025

CALLING THE MEETING TO ORDER: The regular meeting of the Union Township Board of Trustees was called to order by Chairperson of the Board, Fred Vonderhaar on Monday, 10/6/25 at 6:00 p.m. at the Union Township Building. Trustees in attendance: Fred Vonderhaar, Rhonda Cockerham & Chris Koch. The prayer was led by Mr. Koch. Mrs. Cockerham led everyone in The Pledge of Allegiance.

POLICE SUMMARY: Sergeant Adams reported there is a change of deputies in the area from his department.

ROAD SUPERINTENDENT'S REPORT: Mr. Sandlin said he should have the new cameras in Deerfield Cemetery installed this week. He should have access to the crack seal machine shortly.

CHIEF'S REPORT: Chief Napier said "Trick or Treat" hours in Union Township would follow suit with the City of South Lebanon on October 31, 2025, from 6 p.m. to 8 p.m.

FISCAL OFFICER'S REPORT: The Fiscal Officer presented the bills to pay, fund status, cemetery deeds, etc. through October 6, 2025. All were signed and approved by Mr. Vonderhaar, Mrs. Cockerham, & Mr. Koch.

NEW BUSINESS: Mr. Koch made a motion to adopt Resolution # 10062025-02, Adopting Cybersecurity Policy (see attached), seconded by Mr. Vonderhaar. The motion was carried by all "yeas". Mr. Koch made a motion to pay the bills, seconded by Mr. Vonderhaar. The motion was carried by all "yeas". Mr. Koch stated there had been a complaint from a resident concerning field run-off around 1361 Shawhan Road.

Mrs. Cockerham made a motion to accept the meeting minutes from 9/15/25, seconded by Mr. Koch. The motion was carried by all "yeas".

After discussion concerning a possible annexation on Bunnell Road (in conjunction with Turtlecreek Township) to the City of Mason, Mr. Koch made a motion, seconded by Mr. Vonderhaar, to allow Bruce McGary from the Warren County Prosecutor's Office to negotiate on behalf of the Union Township Trustees on a new taxation rate to start in seven to ten years and last for twelve years based on a new value. The motion was carried by all "yeas".

ADJOURNMENT: There being no further business, Mr. Vonderhaar made a motion, seconded by Mrs. Cockerham, to adjourn the meeting at 6:58 p.m. The motion was carried by all "yeas". The next regular meeting will be held on Monday, October 20, 2025, at 6:00 p.m.

UNION TOWNSHIP BOARD OF TRUSTEES
WARREN COUNTY, OHIO

Resolution Number: 10062025-02 Date of Resolution: 10-6-25

TOPIC OF RESOLUTION: ADOPTING CYBERSECURITY POL ICY

RESOLUTION

WHEREAS, the State of Ohio has implemented Ohio Revised Code 9.64, enacted in HB 96 (136th G.A.), requiring all local governments and jurisdictions to establish a cybersecurity policy by September 30, 2025; and

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

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

WHEREAS, a draft Cybersecurity Policy has been prepared and reviewed by staff and is recommended for adoption as a framework for compliance with Ohio Revised Code 9.64 and HB 96; and

WHEREAS, the policy provides guidance on access control, system security, data protection, incident response, training, and vendor management, while requiring consultation with IT professionals and legal counsel for implementation and customization.

THEREFORE, BE IT RESOLVED by the Board of Trustees of Union Township, Warren County, Ohio, at least a majority of all Trustees casting a vote concur as follows:

Section 1: The attached Cybersecurity Policy is hereby adopted as the official policy of Union Township.

Section 2: This policy shall take effect immediately, with the adoption required by September 30, 2025, and implementation of technical and training requirements no later than June 30, 2026, as provided by the Ohio Auditor of State.

Section 3: The Board of Trustees shall distribute the adopted policy to all township departments, employees, and relevant contractors, and to ensure compliance in partnership with IT providers and legal counsel.

Section 4. This resolution shall be in full force and effect upon its passage and adoption by Union Township Board of Trustees.

Chris Koch moved adoption of the foregoing Resolution, being seconded by Fred Vonderhaar. Upon call of the roll, the following vote resulted:

Mr. Vonderhaar - yes
Mr. Koch - yes
Ms. Cockerham - yes

Resolution adopted this 6th day of October, 2025.

UNION TOWNSHIP TRUSTEES

Shelley Lamb

By: Shelley Lamb, FISCAL OFFICER

CERTIFICATION

I hereby certify that the foregoing is a true, accurate, and complete copy of foregoing Resolution No. 100625-02 adopted Oct 6, 2025, by Union Township Board of Trustees.

UNION TOWNSHIP TRUSTEES

Shelley Lamb

By: Shelley Lamb, FISCAL OFFICER

UNION TOWNSHP CYBER SECURITY POLICY

1. **Purpose**

   The purpose of this policy is to establish a framework for protecting the confidentiality, integrity, and availability of Union Township's 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 Springfield Township's technology resources, including but not limited to:

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

3. **Policy Statement**

   Union 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.
   - ***Administrator:*** Oversees policy implementation, coordinates with IT providers and legal counsel.
   - ***IT Provider:*** Implements technical safeguards, monitors for threats, and reports incidents.
   - ***Employees/Users:*** Follow cybersecurity protocols, complete training, and report suspicious activity.

5. **Cybersecurity Controls**
    a. ***Access Control***
        - Require unique user ID's and strong passwords
        - Enforce multi-factor authentication (MFA) for remote or administrative access.
        - Limit access to sensitive data on a "least privilege" basis.
    b. ***Network and System Security***
        - Maintain up-to-date firewalls, antivirus, and instruction detection/prevention.
        - Apply software patches and updates within 30 days of release.
        - Segregate critical systems from public networks when possible.
    c. ***Data Protection***
        - Encrypt sensitive data at rest and in transit.
        - Regularly back up critical data and test restoration procedures. - Retain records according to Ohio records retention schedules.
    d. ***Incident Response***
        - Designate an Incident Response Lead
        - Establish procedures for detecting, reporting, and escalating incidents.
        - In the event of a cybersecurity incident, notify the following parties in manner listed:
            - o The executive director of the division of homeland security with the department of public safety, 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.
            - o The auditor of state, in a manner prescribed by the auditor of state, as soon as possible but not later than thirty days after the political subdivision discovers the incident.
            - o Any other parties as required by law.
        - Conduct a post-incident review and update policies as needed.
        - Establish procedures for the repair and subsequent maintenance of infrastructure after a cybersecurity incident.
    e. ***Training and Awareness***
        - Require all employees to complete cybersecurity awareness training annually
        - Provide role-specific training for staff handling sensitive data.
    f. ***Vendor and Third-Party Management***
        - Require vendors to comply with Springfield Township's cybersecurity standards.
        - Maintain contracts with cybersecurity clauses and breach notification requirements.

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

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 September 30, 2025, to meet R.C 9.64 requirements. Implementation of technical requirements must be completed no later than June 30, 2026.