



Perry Township Board of Trustees

3025 Johnsville-Brookville Road, Brookville, Montgomery County, Ohio 45309
Office: 937-833-3045 | 937-833-6491 • Fax: 937-833-5219

BOARD OF TRUSTEES MEETING MINUTES April 14, 2026 @ 6:00 p.m.

Location: Administrative Building
3025 Johnsville Brookville Rd, Brookville, OH 45309

Meeting was called to order by Trustee Heeter @ 6:00 p.m.

Pledge of Allegiance

Roll Call:

	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Acker	X			
Trustee Heeter	X			

Attendance was as follows:

		Present	Absent
Albert Acker	Trustee	X	
Blaine Heeter	Trustee	X	
Boyd Warner	Trustee	X	
Amy Hoover	Fiscal Officer	X	

Spectrum

Broadband Expansion Presentation-Sam Bain (Spectrum, government affairs), with Kevin Rich and Tyler (Sunrise contractor)-Ohio Residential Broadband Expansion Grant-31,000 locations in 17 counties-1,800 locations in Montgomery County-175 locations in Perry Township-Work in design/permitting in 2025; entering construction phase (underground fiber, mostly following power)

Questions/Answers

Notification to residents-door tags by Doreen (Sunrise)-List of roads named in the project (to be served under this grant) Westbrook Rd, Sulphur Springs Rd, Diamond Mill Rd, Air Hill Rd, Providence Pike, South Wolf Creek Pike, Heeter Rd, Little Richmond Rd, Amity Rd, Johnsville Brookville Rd, Crawford Toms Runs Rd, Old Dayton Rd and portions of Preble County Line Rd. Depth of fiber & tile concerns-approx. 48" depth; procedures around culverts/tiles; repair commitments if tile is hit. Map availability-Spectrum can provide a map or confirm individual addresses; map may be shared on township social media. Construction methods-follow the power, use bump poles or "flowerpot" boxes for drops, mostly underground if no existing aerial plant. Damage/claims-Spectrum commits to return and fix tiles even if issues show up later. Electric / EMF questions-clarified fiber uses light; only limited powered equipment using transformed DC Project timing-must be completed by end of 2026 due to federal funding; start date depends on Montgomery County permits. Permitting situation-county permits required for county roads; no formal permitting for township roads, but Spectrum appears to notify and coordinate as a "good neighbor" cabinet location on Amity Rd & Sulphur Springs-proposed cabinet location described Spectrum to email POC info to Perry Township offices.

Public Comments

Rhonda Behnken-Asks why has hours changed from 7-3:30p to 6-2:30p; will they go back? Bob responds-Preference for 6a start for snow/ice, mowing at first light, funeral coverage still being handled. She questions about whether a new mower was purchased after last year's theft. Bob responds with the resolution on purchase coming later in the meeting; Trustee Heeter states he is now convinced road department can use the mower and trailer and he will support it.

Daryl Warner-Concerned about the lack of striping on last paved section of Amity Road trouble seeing if foggy. Bob believes earlier motion for striping may have been for Air Hill, not Amity; needs to be checked with PACE/paving contractor. There is a tile and drainage issue where road/culvert settled and clogs with debris. Trustee Heeter asks for pictures of the culvert to share with Bob after the meeting.

Trustee Warner thanks Sheriff's deputy for slowing down and moving over for mower; board agrees to pass along to Sheriff's Department.

Trustee Heeter made a motion to accept the consent agenda, 2nd by Trustee Warner

Acceptance of the following minutes

- o March 10, 2026- Regular Meeting
- o March 31, 2026- Special Meeting

Acceptance of bills being paid:

- o Check numbers 39129 through 39152
- o Electronic warrant numbers 90-2026 through 150-2026

Approval of Blanket Certificates:

- o Blanket Certificate 18-2026 through 47-2026

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Acker	X			
Trustee Heeter	X			

Trustee Heeter-Police Department Report:

Chief Roy reported a change involving the third contract deputy assigned to Perry Township-Deputy Mercado traded with Deputy Dennis, so Deputy Mercado will now be assigned to the third watch car for Perry Township. This is a personnel swap only; patrol coverage remains at the current contracted level. Calls for Service & Activity-For the month of March 2026 the Sheriff's Office reported the following activity within Perry Township: **Total calls for service: 186-82 incidents, 2 crashes, 2 crash investigations, 10 reports generated, 31 traffic stops, 5 citations issued, 1 felony arrest, 1 misdemeanor arrest.** Chief Roy noted that there were no other calls or incidents in March that specifically required separate notification to Perry Township officials beyond this report. A request for law enforcement-related emails has been completed by the Sheriff's Office. The relevant data is saved on a thumb drive, but Chief Roy indicated they cannot access the data to review it at this time. The office is awaiting further instruction from the requester; there has been no response from the requester as of the date of this report. A new public records request was recently received and completed. The vacant house check log has been uploaded into the Sheriff's Office's internal communication platform, so that all deputies working in Perry Township can see which properties require checks and any related notes. Upcoming Sheriff's Office "Impact Meeting" Chief Roy has requested to schedule a Montgomery County Sheriff's Office "impact meeting" for the residents of Perry Township in May, the purpose is to provide an interactive public session where residents can meet Sheriff's Office personnel, ask questions about services, enforcement, and patrols in the township, learn more about how the contract works and what coverage is provided. Trustees discussed that it should be in the evening so more residents can attend and emphasized the need for good notice and publicity. Fleet/Equipment Status-The two Dodge Durango patrol vehicles assigned under the township's contract are awaiting a RAM (computer) update to their onboard processors and the update is expected to be completed within a few days (from the report date), after which the vehicles can be deployed to Perry Township and put into service. Trustee Heeter reported that the four old cruisers parked out back have been sold: One cruiser has already been picked up the remaining three will be picked up once final arrangements with the buyers are completed. Contract Financial Summary-Chief Roy provided a financial update on the Perry Township-Sheriff's Office law enforcement contract (fiscal status as of March 26)-Monthly expenditure for March-\$40,138.05 remaining contract balance: \$498,736.99 still available against the current contract. All financial reports related to the contract were sent to Trustee Blaine Heeter, and Fiscal Officer Amy Hoover.

Fiscal Officer Report: March bank records completed, Audit extended to April 30; awaiting state's response. Two public records requests pending

Road and Cemetery Report-Bob

On March 17 the road department spread salt on township roads due to ice conditions that morning. Completed installation of warning ("W") signs on Heeter and Schoolhouse Rd. These signs were part of a previous contract from a couple of years ago and were not yet fully installed. Bob reported that he had now finished the remaining sign installations under that earlier contract. The township is still waiting on one additional sign at the end of Schoolhouse Rd. AES/Dayton has not been out for about a week to set the pole or hardware needed to mount that sign. On Amity Road, there are two specific locations near the township building that are scheduled to be ground up and repaved by the paving contractor. Bob requested that the contractor add approximately 40 additional feet to the planned repair area because there is a crack down the middle of the road extending beyond the initially marked section. Extending the repair by that 40 feet should help ensure the crack is properly addressed and does not break away again soon after paving. Estimated cost for this additional 40 ft is reported as less than \$900, and trustees discussed obtaining that amount in writing before authorizing the extra work. The road department has started mowing for the season, continued cleaning up and servicing equipment following winter operations, preparing mowers and other equipment for summer roadside maintenance, ensuring plows and winter gear are cleaned and stored properly. Cemetery Operations-since the last meeting, the following cemetery activity was reported Pymont Cemetery-1 grave sold, 1 cremation burial, 1 traditional burial. Pleasant Hill Cemetery-2 traditional burials. Bob noted that, in addition to the above, graves have been seeded following burials to restore the turf. The township has had a credit application approved with CF Poeppelman Inc this will be used primarily for purchasing concrete needed for foundations, possible small road and culvert-related concrete work, other township infrastructure needs as appropriate.

Zoning Administrator report- Missi

BZA meetings March 12 & April 13 (shed, garage addition, lot split)-Zoning Commission meeting became informational due to public concern about a data center-clarified township is only working on regulations, not approving a specific project another zoning meeting scheduled Thursday to continue work. Recent permits: solar panel barn, carport attached to barn, new house, coordination with Clay Township and others regarding data center regulations; outreach to Montgomery County zoning (awaiting response).

Unfinished Business- Trustee Warner

WRCG Trash Contract Update-WRCG collaboration between Jackson, Perry, German Townships, and Village of Farmersville. The bidding notices were posted April 6 and April 30. The sealed bids are due May 7 at 6:15 p.m. in Farmersville (meeting to open and review bids). Trustee Warner requested two bid structures: Township continues billing/receiving payments -Hauler manages billing, payments, customer service (to provide more payment options) expect to report back by May trustee meeting.

Trustee Acker gave an update on Nuisance Property / Environmental Issue (15019 Dayton Eaton Pike) he has been in contact with Mary McDonald's office. David Young sent an email on the 1st of April that he addressed this issue specifically and it has been referred to Ohio Attorney General's Office; expectation EPA will be ordered to clean up EPA hopes to have

information by mid-summer, begin work by early fall. Trustee Acker has personally updated affected residents and will continue to do so as emails arrive.

New Business

Resolution 26-25 Resolution to adopt a cybersecurity policy

Trustee Heeter made a motion to accept Resolution 26-25, Trustee Warner 2nd.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Acker	X			
Trustee Heeter	X			

Resolution 26-27 – New Line Item in Cemetery Fund (2401 to receive/use insurance money for mower/trailer)

Trustee Heeter made a motion to accept Resolution 26-27, Trustee Acker 2nd.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Acker	X			
Trustee Heeter	X			

Resolution 26-28 – Supplemental Appropriations (Cemetery Fund)

Make supplemental appropriations within Cemetery Fund for purchase of equipment

Trustee Heeter made a motion to accept Resolution 26-28, Trustee Acker 2nd.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Acker	X			
Trustee Heeter	X			

Resolution 26-26 – ODOT Road Salt Contract Participation (2026-27 Season)

Authorizing participation in ODOT road salt contracts awarded in 2026

Trustee Heeter made a motion to accept Resolution 26-26, Trustee Acker 2nd.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Acker	X			
Trustee Heeter	X			

Resolution 26-29 – Expenditure of Insurance Proceeds (Mower & Trailer)

Authorize expenditure of insurance proceeds received from theft of mower and trailer

Trustee Heeter made a motion to accept Resolution 26-29, 2nd by Trustee Acker.

Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Acker	X			
Trustee Heeter	X			

Discussion – Extra 40 Feet of Paving on Amity Road

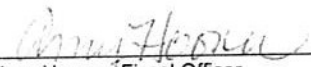
Bob requests confirmation to add extra 40 feet (\$800–\$900) to paving work Trustee Acker wants pricing in writing; verify in writing before proceeding, scheduling concerns contractor may start earlier than expected; mention that a special meeting might be needed if a formal decision is required.

Adjourn- Trustee Heeter motions to adjourn and is 2nd by Trustee Warner.

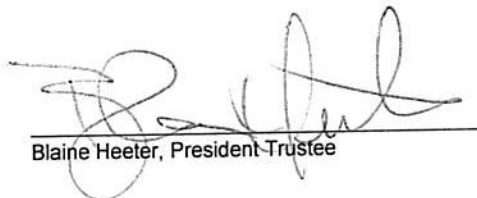
Vote:	Yes	No	Abstain	Absent
Trustee Warner	X			
Trustee Acker	X			
Trustee Heeter	X			

Vote: Trustees approve

Meeting adjourns at 6:42pm



 Amy Hoover, Fiscal Officer



 Blaine Heeter, President-Trustee



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RESOLUTION NO. 26:25 RESOLUTION ADOPTING A CYBERSECURITY POLICY

WHEREAS, the State of Ohio has enacted Ohio Revised Code §9.64 through House Bill 96 (136th General Assembly), requiring all local governments and jurisdictions to adopt a cybersecurity policy by September 30, 2025; and

WHEREAS, the purpose of this requirement is to strengthen the protection of public data, information systems, and technology resources against cybersecurity threats and risks; and

WHEREAS, The Board of Trustees of Perry Township, Montgomery County, Ohio, recognizes the importance of safeguarding sensitive and confidential information entrusted to the township by its residents and stakeholders; 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 House Bill 96; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Perry Township, Montgomery County, Ohio, that:

Section 1. The attached Cybersecurity Policy is hereby adopted as the official policy of the Board of Trustees Perry Township, Montgomery County, Ohio.

Section 2. The Board of Trustees of Perry Township, Montgomery County, Ohio, shall ensure the distribution of the adopted policy to all township departments, employees, and relevant contractors, and shall oversee compliance in coordination with IT service providers and legal counsel.

Section 3. This policy shall take effect immediately. Adoption is required by September 30, 2025, and implementation of technical and training components shall be completed no later than June 30, 2026, in accordance with guidance from the Ohio Auditor of State.

Section 4. This resolution shall be in full force and effect upon its passage and adoption by the Board of Trustees of Perry Township, Montgomery County, Ohio.

Motion Made by: Blaine Heeter 2nd by: Warner

PASSED AND ADOPTED by the Perry Township Board of Trustees, Montgomery County, Ohio, on this 14 day of April, 2026.

APPROVED:
[Signature]
Trustee
[Signature]
Trustee
[Signature]
Trustee

[Signature]
Fiscal Officer

Where the highest of distinctions is service to others

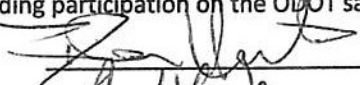
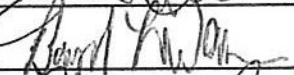
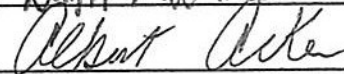
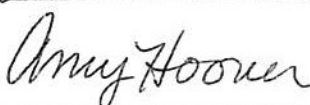
Blaine Heeter	Albert Acker	Boyd Warner	Amy Hoover
Trustee	Trustee	Trustee	Fiscal Officer
937-833-3045	937-417-0931	937-608-0937	937-833-3045

**RESOLUTION 26-26 AUTHORIZING PARTICIPATION
IN THE ODOT ROAD SALT CONTRACTS AWARDED IN 2026**

WHEREAS, Perry Township, Montgomery County (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees that each party hereto shall be responsible for liability associated with that party's own errors, actions, and failures to act.
- d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 85% of its electronically submitted salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, May 1, by 5:00 p.m. The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

	(Authorized Signature)	<u>4/14/26</u>	Approval Date
	(Authorized Signature)	<u>4/14/2026</u>	Approval Date
	(Authorized Signature)	<u>04/14/2026</u>	Approval Date
		<u>4/14/26</u>	

THIS RESOLUTION MUST BE UPLOADED TO THE SALT PARTICIPATION WEBSITE BY NO LATER THAN MAY 1, 2026.

PLEASE NOTE: THE DEPARTMENT WILL NOT ACCEPT TYPED SIGNATURES. PARTICIPATION AGREEMENTS SUBMITTED WITH TYPED SIGNATURES WILL BE INVALID AND INELIGIBLE FOR APPROVAL. YOU CANNOT SUBMIT A WORD DOCUMENT VERSION OF THIS PARTICIPATION AGREEMENT. NO EXCEPTIONS.



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RESOLUTION NO. 26:27

RESOLUTION TO AUTHORIZE THE CREATION AND ACTIVATION OF A NEW LINE ITEM WITHIN THE CEMETERY FUND (FUND 2401)

WHEREAS, the Board of Trustees of Perry Township, Montgomery County, Ohio, is responsible for the management and oversight of township funds, including the Cemetery Fund; and

WHEREAS, the Board has determined that it is necessary to establish a new line item within the Cemetery Fund to accurately track expenses related to grave opening and closing services; and

WHEREAS, the creation of a separate line item will promote transparency, accountability, and proper financial reporting in accordance with the requirements of the State of Ohio and the Ohio Uniform Accounting Network (UAN);

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Perry Township, Montgomery County, Ohio, that:

Section 1. That the Perry Township Fiscal Officer is hereby authorized and directed to create and activate the following line item within the Cemetery Fund:

- **Fund:** 2401 – Cemetery Fund
- **Account Code:** 2401-760-740-0000
- **Line-Item Name:** Purchasing machinery, equipment and furniture
- **Purpose:** To account for expenditures associated with the purchasing of machinery, equipment and furniture.

Section 2. That the Fiscal Officer is authorized to make any necessary adjustments and to properly record all transactions associated with this line item in accordance with Ohio Revised Code, Auditor of State guidelines, and UAN accounting standards.

Section 3. This resolution shall be in full force and effect upon its passage and adoption by the Board of Trustees of Perry Township, Montgomery County, Ohio.

Motion Made by: Blaine Heeter 2nd by: Albert Acker

PASSED AND ADOPTED by the Perry Township Board of Trustees, Montgomery County, Ohio, on this 14TH day of April, 2026.

APPROVED:
[Signature]

Trustee

[Signature]

Trustee

[Signature]

Trustee

[Signature]
Fiscal Officer

Where the highest of distinctions is service to others

Blaine Heeter	Albert Acker	Boyd Warner	Amy Hoover
Trustee	Trustee	Trustee	Fiscal Officer
937-833-3045	937-417-0931	937-608-0937	937-833-3045



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RESOLUTION NO. 26:28

RESOLUTION MAKING SUPPLEMENTAL APPROPRIATIONS WITHIN THE CEMETERY FUND FOR THE PURCHASE OF EQUIPMENT

WHEREAS, the Board of Trustees of Perry Township, Montgomery County, Ohio, has previously authorized the creation of a new line item within the Cemetery Fund for the purpose of purchasing cemetery equipment; and

WHEREAS, it is necessary to appropriate funds to said line item to allow for the lawful expenditure of monies; and

WHEREAS, the Fiscal Officer has certified that sufficient funds are available for appropriation and are not otherwise appropriated.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Perry Township, Montgomery County, Ohio, that:

Section 1. To provide for the necessary expenditures for the purchase of cemetery equipment, the following supplemental appropriation is hereby made:

- **Fund:** 2401– Cemetery Fund
- **Account Code:** 2401-760-740-0000
- **Line-Item Name:** Cemetery Equipment
- **Amount Appropriated:** \$25,000

Section 2. That the source of funds for this supplemental appropriation shall be (select and complete as applicable):

- Unencumbered balance in the Cemetery Fund
- Additional revenue received in the Cemetery Fund
- Transfer from another fund (specify): _____
- Other (specify): _____

Section 3. That the Fiscal Officer is hereby authorized and directed to amend the official appropriation records to reflect the above supplemental appropriation and to take any actions necessary to ensure compliance with Ohio law and UAN accounting procedures.

Section 4. This resolution shall be in full force and effect upon its passage and adoption by the Board of Trustees of Perry Township, Montgomery County, Ohio.

Motion Made by: Blaine Heeter 2nd by: Albert Acker

PASSED AND ADOPTED by the Perry Township Board of Trustees, Montgomery County, Ohio, on this 14TH day of April, 2026.

APPROVED:

Blaine Heeter
Trustee

Boyd Warner
Trustee

Albert Acker
Trustee

Amy Hoover
Fiscal Officer

Where the highest of distinctions is service to others

Blaine Heeter	Albert Acker	Boyd Warner	Amy Hoover
Trustee	Trustee	Trustee	Fiscal Officer
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RESOLUTION NO. 26:29

A RESOLUTION AUTHORIZING THE EXPENDITURE OF INSURANCE PROCEEDS RECEIVED FROM THE THEFT OF A MOWER AND TRAILER

WHEREAS, The Board of Township Trustees of Perry Township, Montgomery County, Ohio, experienced the theft of a township-owned mower and trailer; and

WHEREAS, The Board of Trustees has received insurance proceeds as compensation for said loss; and

WHEREAS, The Board of Trustees has determined that it is necessary and in the best interest of the Township to utilize said insurance funds for the replacement of equipment and for repairs and improvements to Township property, including the E Building.

NOW, THEREFORE, BE IT RESOLVED by the Board of Township Trustees of Perry Township, Montgomery County, Ohio:

Section 1. That the insurance proceeds received as a result of the theft of the mower and trailer are hereby authorized to be expended for Township purposes, including but not limited to the replacement of the stolen equipment.

Section 2. That the Board of Trustees funds such expenditures are necessary for the continued operation and maintenance of Township services and facilities.

Section 3. This Resolution shall take effect and be in force immediately upon its adoption.

Motion Made by: Blaine Heeter 2nd by: Albert Acker

PASSED AND ADOPTED by the Perry Township Board of Trustees, Montgomery County, Ohio, on this 14TH day of April, 2026.

APPROVED:

[Signature]
Trustee

[Signature]
Trustee

[Signature]
Trustee

[Signature]
Fiscal Officer

Where the highest of distinctions is service to others

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Trustee	Trustee	Trustee	Fiscal Officer
937-833-3045	937-417-0931	937-608-0937	937-833-3045

Cybersecurity Policy

Executive Summary

Disclaimer: This summary is provided for guidance only and does not constitute legal advice. Each jurisdiction should consult with legal counsel and IT staff to finalize and implement cybersecurity policies.

Why This Policy Matters

Ohio Revised Code §9.64, enacted through House Bill 96, requires every jurisdiction to adopt a cybersecurity policy by September 30, 2025, with full implementation by June 30, 2026.

This policy is designed to protect our community's data, technology infrastructure, and public services from cyber threats.

Who Drafted the Policy

VC3 is the nation's largest IT firm dedicated to serving local government organizations. They support over 1,200 counties, cities, towns, townships, and villages across the United States.

VC3 provides full-service managed security solutions (MSSP) with certified security officers on staff and operates as a true 24/7/365 partner. All support is provided by live, in-house personnel—never outsourced.

For more information, visit <https://www.vc3.com> or contact Senior Account Executive Randy Allen at 800-787-1160 ext. 8205.

Our Commitment

Protecting sensitive data (financial, personal, law enforcement, and health records).

Training staff to recognize and prevent cyber risks.

Responding quickly to cybersecurity incidents.

Partnering with IT providers and vendors to maintain secure systems.

Key Practices

Strong Passwords & MFA: All users must use secure passwords; remote access requires multi-factor authentication.

System Protection: Firewalls, antivirus software, and regular system updates are mandatory.

Data Backup: Critical files are backed up regularly and can be restored when needed.

Incident Response: A defined process is in place to report and respond to cybersecurity incidents.

Annual Training: All employees receive annual cybersecurity awareness training.

Vendor Oversight: Contractors and vendors must comply with our cybersecurity standards.

Roles and Responsibilities

Board of Trustees: Approves the policy and provides oversight.

Administrator/Manager: Ensures implementation and coordinates with IT providers.

Employees: Follow safe practices and report suspicious activity.

IT Provider: Maintains systems, applies security controls, and responds to incidents.

Timeline

Policy Adoption Deadline: September 30, 2025

Full Implementation Deadline: June 30, 2026

Perry Township, Montgomery County – ICT Use Policy

Perry Township, Montgomery County

Information & Communications Technology (ICT) Use Policy

1. Purpose

This policy establishes minimum requirements for the secure, lawful, and efficient use of Township technology resources, including computers, mobile devices, email, internet access, Wi-Fi, and social media.

2. Scope

This policy applies to all elected officials, employees, contractors, consultants, temporary workers, interns, volunteers, and any third parties who access Township systems.

3. Definitions

- Township Systems/Resources: All Township-owned or managed hardware, software, networks, cloud services, data, and accounts.
- Confidential Information: Information protected by law, contract, or policy.
- MFA: Authentication requiring two or more verification factors.
- Social Media: Online platforms enabling user interaction.

4. Acceptable Use

Township Systems are primarily for official business. Limited personal use is permitted if it does not interfere with duties or create risk. Prohibited activities include unauthorized software installation, sharing credentials, inappropriate content, and bypassing security controls.

5. Township Email Policy

Township email accounts must be used for official business. Email may constitute a public record. MFA and encryption must be used where applicable.

6. Internet Use Policy

Internet access is for Township business. Prohibited categories include illegal content, malware, adult content, and unauthorized VPNs.

7. Wi-Fi Policy

Internal Wi-Fi is restricted to Township-managed devices. Guest Wi-Fi is segmented and internet-only. Unauthorized access points are prohibited.

8. Password Requirements

Minimum 14 characters, unique, strong passphrases recommended. Do not reuse passwords. Use Township-approved password managers.

9. Multi-Factor Authentication (MFA)

MFA is required for email, cloud services, financial systems, remote access, and any privileged accounts.

10. Social Media Policy

Official accounts must be approved and managed with multiple administrators. Content must be professional and compliant with records laws.

11. Data Protection

Confidential information must be encrypted and shared only through approved systems.

12. Remote Work & Mobile Devices

Remote access must use Township-approved devices. Report lost or stolen devices immediately.

13. Incident Reporting

Report suspected security incidents immediately to IT and supervisors.

14. Enforcement

Violations may result in disciplinary action, termination, or legal consequences.

15. Acknowledgment

All users must sign an acknowledgment form before accessing Township Systems.