

AUSTINTOWN TOWNSHIP

MAHONING COUNTY, OHIO
82 OHLTOWN ROAD
AUSTINTOWN, OH 44515

REGULAR MEETING OF OCTOBER 6, 2025

The Regular Meeting of the Board of Trustees of Austintown Township was held Monday, October 6, 2025 at Town Hall, 82 Ohltown Road, Austintown, Ohio.

The meeting opened at 5:30 pm with a salute to the flag led by Chairperson Bruce Shepas.

Roll Call was as follows: Mrs. Deavers, present; Mr. Santos, present; and Mr. Shepas, present.

Mr. Shepas introduced the Board Members, Department Heads, and Sergeant of Arms.

RESOLUTION #25-10-06-01: Motion by Mr. Santos to approve the Minutes of the Public Staff Meeting of September 15, 2025.

Mrs. Deavers seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

PUBLIC COMMENTS

Steve Terlecki, 5600 Cider Mill Crossing:

- Questions regarding the street lights that are out.
- Commented on tree removal at Park.
- Questions about Candidate's Night – Wednesday, October 8, 2025 at Austintown Fitch High School at 6:00 pm. Doors open at 5:00 pm.
- Asked why the Levy is being promoted when before were told the Township would "survive".

ADMINISTRATOR'S REPORT

- Mr. D'Apolito addressed the paving saying if a resident has an issue to contact the Road Department.

DEPARTMENT BUSINESS

ROAD DEPARTMENT AND CEMETERY

RESOLUTION #25-10-06-02: Motion by Mr. Shepas to approve final payment to Boak and Sons for the Road Garage Roof Replacement and varying improvement projects with the following additions: 1 – additional door \$3,365.00; Door frame repair \$760.00, for a total amount of \$67,075.00.

Mrs. Deavers seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

POLICE DEPARTMENT

- Lt. Jeff Churilla presented the monthly statistics for September.

RESOLUTION #25-10-06-03: Motion by Mrs. Deavers Motion to accept retirement notice from Sergeant Chris Collins as of October 31, 2025 per email dated September 28, 2025.

Mr. Santos seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

RESOLUTION #25-10-06-04: Motion by Mr. Santos to accept resignation letter from Dispatcher Baylee Waugaman with her last day being October 11, 2025.

Mrs. Deavers seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

RESOLUTION #25-10-06-05: Motion by Mrs. Deavers to accept resignation letter from Dispatcher Gina Little, effective October 23, 2025.

Mr. Santos seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

FIRE DEPARTMENT

- Chief Schertzer presented monthly statistics for September.

ZONING DEPARTMENT

RESOLUTION #25-10-06-06: Motion by Mr. Santos to approve the following nuisance resolution:

WHEREAS: The Board of Trustees of Austintown Township has determined that the following properties constitute and are declared a public nuisance pursuant to Ohio Revised Code 505.87:

3409 Allendale Avenue

Parcel 48-001-0-121.00-0

Junk and debris including wood, wheelbarrow, awning, bicycle on west side yard;

2470 Amberly Street

Parcel 48-004-0-130.00-0

High grass and weeds in rear yard along with junk and debris stored in an exposed manner;

2476 Amberly Street

Parcel 48-004-0-129.00-0

High grass and weeds along with junk and debris stored in an exposed manner in front and rear yard;

171 North Canfield Niles Road

Parcel 48-030-0-015.00-0

High grass and weeds

124 Idlewood Road

Parcel 48-025-0-093.00-0

Junk and debris stored in an exposed manner and in front porch and rear yard along with high grass and weeds;

124 Parkgate Avenue

Parcel 48-011-0-353.00-0

High grass and weeds in rear yard;

5680 Tulane Avenue

Parcel 48-120-0-099.00-0

Junk and debris, mattress stored in an exposed manner in the driveway and front yard;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Austintown Township that the above referenced properties constitute a public nuisance and the property owners are hereby **ORDERED** to abate, control, or remove said nuisances. If said nuisances are not abated, controlled or provision for abatement, control, or removal is not made within **SEVEN (7) DAYS** or **FOUR (4) DAYS** for a repeat violation within 12 calendar months from the below date of adoption, the **BOARD OF TRUSTEES** will provide for the abatement, control, or removal, and any expenses incurred **-\$500 minimum-**by the Board of Trustees in performing that task will be entered upon the tax duplicate and will be a lien upon the land from the date of entry.

Mrs. Deavers seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

RESOLUTION #25-10-06-07: Motion by Mr. Santos to find the following motor vehicles meet all of the following criteria: 1) Three model years or older; 2) Apparently inoperable; and 3) extensively damaged, including, but not limited to, any of the following: missing wheels, tires, engine, or transmission and to declare the following vehicles public nuisances under Ohio Revised Code 505.871 and order the removal of the junk vehicles within 14 days after noticed is served to the property owner:

5077 Birchcrest Avenue - An inoperable and unlicensed La Dawri Daytona parked at the property that has been declared a public nuisance under ORC 505.86;

1031-1057 Compass West Apartments - An inoperable silver Chevrolet pickup truck license plate KKE 7797 with a flat tire and a broken rear window parked in an exposed manner within the parking lot;

2034 Fox Chase - An inoperable and unlicensed Toyota Camry parked in an exposed manner within the driveway;

1705-1739 South Raccoon Road - An inoperable tan Buick with an expired license plate (GOU 4768) parked in an exposed manner east of the lottery booth.

Mrs. Deavers seconded the motion. Roll Call Vote: Mr. Shepas, yes; Mrs. Deavers, yes; and Mr. Santos, yes.

PARK DEPARTMENT

- Todd Shaffer talked about upcoming events at the Park.
- Thanked Austintown Junior Women's League for turning the Park Pink for Breast Cancer Awareness Month.

SENIOR CENTER DEPARTMENT

- Director James Henshaw presented upcoming events.
- There will be a Health Fair on October 24, 2025.

FISCAL OFFICER

RESOLUTION #25-10-06-08: Motion by Mr. Santos to accept September Reports submitted to Board for review:

- a. Fund Status
- b. Revenue Status
- c. Appropriation Status
- d. Payment Listing over \$10,000.00

- i. Road Department:
\$144,423.00 – Boak & Sons – Roof
Replacement for Road garages.
Resolution #24-11-18-05

\$49,100.00 – DR Landscaping – Emergency
replacement service for sink hole in Spring
Meadow. Mr. D'Apolito explained the repair.
Resolution #25-09-08-03
- ii. Fire Department:
\$63,284.00 – Motorola Solutions, Inc. – MARCS
compatible radios.
Resolution #25-03-17-11

Mrs. Deavers seconded the motion. Roll Call Vote: Mr. Shepas, yes; Mrs. Deavers, yes; and Mr. Santos, yes.

RESOLUTION #25-10-06-09: Motion by Mrs. Deavers to accept the following Requisition(s):

e. Requisition(s) for Board Approval:

- i. Fire Dept.
\$15,000.00 – Phoenix Safety Outfitters
Structural Firefighting Gloves & Hoods:
\$12,500.00 will come from BWC Grant

Mr. Santos seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

RESOLUTION #25-10-06-10: Motion by Mr. Santos to approve the Transfer from General (1000) to:

\$2,362.50 to Communication Equipment (4901)

Mrs. Deavers seconded the motion. Roll Call Vote: Mr. Shepas, yes; Mrs. Deavers, yes; and Mr. Santos, yes.

RESOLUTION #25-10-06-11: Motion by Mrs. Deavers to approve the Repayment of Advances to General (1000) from:

\$500,000.00 Police (2081)
\$ 50,000.00 Park (2171)
\$ 75,000.00 Lighting District (4501)
\$ 15,000.00 Maintenance (6001)
\$ 15,000.00 Maintenance (6001)

\$300,000.00 Communications (6002)

Mr. Santos seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

NEW BUSINESS

Mr. D'Apolito outlined that on September 15, 2025 the Board authorized him, as the Township Administrator, to sign a listing agreement with Century 21 Lakeside Realty, Maureen Skowron, for the sale of parcel no. 48-041-0-051.00-0.

In response to the listing, the Township received the following offers:

- \$24,000 Cash with an escalation clause to \$38,500 and no contingencies
- \$32,000 Cash with inspection related contingencies
- \$38,000 Cash no contingencies
- \$38,500 with inspection contingencies
- \$40,200 Cash no contingencies
- \$55,000 Cash no contingencies

Additionally, offers were received after the deadline published on the MLS; these offers were not considered. After meeting with Maureen Skowron, it is my recommendation that we follow her advice and accept the highest offer of \$55,000.00.

If you have any questions regarding this transaction, I would recommend that we make a motion to enter executive session to discuss any details of any offer. If needed, our agent is here tonight with the full offers.

RESOLUTION #25-10-06-12: Motion by Mr. Shepas to approve the sale of parcel no. 48-041-0-051.00-0 for \$55,000.00; in excess of auditors appraised value, and in accordance with the purchase agreement between Austintown Township and Century 21 Lakeside Realty, and to authorize Township Administrator to execute the related purchase agreement and all documents necessary to effectuate said transfer.

Mr. Santos seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

RESOLUTION #25-10-06-13: Motion by Mr. Santos to adopt the attached Cybersecurity Policy implemented by the State of Ohio, Ohio Revised Code §9.64, as the official policy of Austintown Township and shall be in full force and effect upon its passage and adoption.

Mrs. Deavers seconded the motion. Roll Call Vote: Mr. Shepas, yes; Mrs. Deavers, yes; and Mr. Santos, yes.

RESOLUTION #25-10-06-14: Motion by Mr. Santos accept the OPERS Salary Reduction Pick-Up for the Fiscal Officer and Trustees.

Mrs. Deavers seconded the motion. Roll Call Vote: Mr. Shepas, yes; Mrs. Deavers, yes; and Mr. Santos, yes.

RESOLUTION #25-10-06-15: Motion by Mr. Santos accept the OPERS Fringe Benefit Pick-Up for Police, Communications, Clerical, Road, Maintenance, Senior Center and Park Employees.

Mrs. Deavers seconded the motion. Roll Call Vote: Mr. Shepas, yes; Mrs. Deavers, yes; and Mr. Santos, yes.

RESOLUTION #25-10-06-16: Motion by Mr. Santos to approve quote for 4 HVAC units for the Westchester Building from Gault for cost not to exceed \$39,408.40 and to be paid from the Westchester Funds.

Mrs. Deavers seconded the motion. Roll Call Vote: Mr. Shepas, yes; Mrs. Deavers, yes; and Mr. Santos, yes.

OHIO LIQUOR CONTROLL DIVISION

RESOLUTION #25-10-06-17: Motion by Mrs. Deavers whether to request a hearing on Notice to Legislative Authority for the Transfers of Ownership and Location (TFOL) permit TO SAREC Inc., Grocery Outlet of Austintown, 6000 Mahoning Ave; Youngstown, OH 44515; Permit No. 07742197-2; Permit Classes, C-1, C-2. D-6 FROM Tony Ray Martin, 403 W. Main St., Port Washington, OH 43837; Permit No. 05587814-2. No Objection.

Mr. Santos seconded the motion. Roll Call Vote: Mr. Shepas, yes; Mrs. Deavers, yes; and Mr. Santos, yes.

REMARKS FROM THE BOARD MEMBERS

TRUSTEE MONICA DEAVERS:

- Thanked Fire Department for presenting at the schools.
- Drama Club at Austintown Fitch is presenting "Clue".
- October 31st from 5:30 pm – 7:30 pm is "Trick-or-Treat".
- October 25th is the "Trunk-or-Treat" at Austintown Park.

TRUSTEE ROBERT SANTOS:

- Mentioned that Austintown's Trunk-or-Treat is scheduled for October 25, 2025 at Township Park.

- Addressed the Township property sales.

TRUSTEE BRUCE SHEPAS:

- Encouraged all to come to Candidate's Night to gather information first-hand about residents running for Trustee. Wednesday, October 8, 2025 at 6:00 pm. You will have the opportunity to ask questions.

RESOLUTION #25-10-06-18: Motion by Mrs. Deavers to recess to Executive Session at 6:08 pm.

Mr. Santos seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Santos, yes; and Mr. Shepas, yes.

RESOLUTION #25-10-06-19: Motion by Mrs. Deavers to reconvene from Executive Session at 8:15 pm.

Mr. Santos seconded the motion. Roll Call Vote: Mr. Santos, yes; Mrs. Deavers, yes; and Mr. Shepas, yes.

RESOLUTION #25-10-06-20: Motion by Mrs. Deavers to adjourn at 8:30 pm.

Mr. Shepas seconded the motion. Roll Call Vote: Mrs. Deavers, yes; Mr. Shepas, yes; and Mr. Santos, yes.

This is to certify that the foregoing is an accurate record of the proceedings of the board of township trustees at its meeting held on the date listed above.

Date: 10/20/2025



Laura L. Wolfe, Fiscal Officer

Approved: 

Bruce Shepas, Chairperson Board of Trustees

AUSTINTOWN TOWNSHIP

Mahoning County, Ohio

TRUSTEES

BRUCE N. SHEPAS
MONICA S. DEAVERS
ROBERT J. SANTOS



FISCAL OFFICER

LAURA L. WOLFE

ADMINISTRATOR

ATTY. MARK D'APOLITO

RESOLUTION # 25-10-06-12

RESOLUTION ADOPTING A CYBERSECURITY POLICY

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 risks; and

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

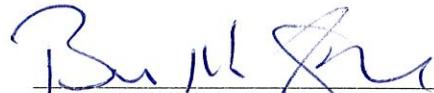
WHEREAS, a draft Cybersecurity Policy has been prepared and reviewed by staff and is recommended for adoption as a framework for compliance with Ohio Revised Code §9.64 and HB 96; and

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;

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

1. The attached Cybersecurity Policy is hereby adopted as the official policy of Austintown Township.
2. This policy shall take effect immediately, with 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.
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.
4. This resolution shall be in full force and effect upon its passage and adoption by the Austintown Township Board of Trustees.

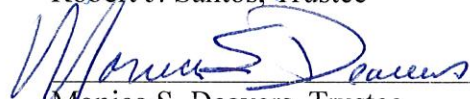
PASSED AND ADOPTED this 6th of October, 2025.



Bruce N. Shepas, Trustee



Robert J. Santos, Trustee



Monica S. Deavers, Trustee

This 6th day of October, 2025.



Laura L. Wolfe, Fiscal Officer

AUSTINTOWN TOWNSHIP

Mahoning County, Ohio

TRUSTEES

BRUCE N. SHEPAS

MONICA S. DEAVERS

ROBERT J. SANTOS



FISCAL OFFICER

LAURA L. WOLFE

ADMINISTRATOR

ATTY. MARK D'APOLITO

Austintown Township, Mahoning County

Cybersecurity Policy

Disclaimer:

This document is provided as a sample cybersecurity policy to assist Ohio townships in meeting the requirements of R.C. §9.64, as provided in Ohio HB 96 (136th G.A.). It does not constitute legal advice. Townships should consult with legal counsel and IT professionals to adapt this policy to their specific environment, risks, and compliance needs.

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1. Purpose

The purpose of this policy is to establish a framework for protecting the confidentiality, integrity, and availability of the Austintown 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 Austintown 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 (e.g., PII, financial, law enforcement, health-related, or other protected records).

3. Policy Statement

Austintown 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/Manager: Oversees policy implementation, coordinates with IT providers and legal counsel.
- IT Provider (Internal or Vendor): Implements technical safeguards, monitors for threats, and reports incidents.
- Employees/Users: Follow cybersecurity protocols, complete training, and report suspicious activity.

5. Cybersecurity Controls

5.1 Access Control

- Require unique user IDs and strong passwords.
- Enforce multi-factor authentication (MFA) for remote or administrative access.
- Limit access to sensitive data on a “least privilege” basis.

5.2 Network and System Security

- Maintain up-to-date firewalls, antivirus, and intrusion detection/prevention.
- Apply software patches and updates within 30 days of release.
- Segregate critical systems from public networks when possible.

5.3 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.

5.4 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 the manner listed:
 - (1) The executive director of the division of homeland security within 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;
 - (2) 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.
 - (3) 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.

5.5 Training and Awareness

- Require all employees to complete cybersecurity awareness training annually.
- Provide role-specific training for IT administrators and staff handling sensitive data.

5.6 Vendor and Third-Party Management

- Require vendors to comply with Austintown 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 third-party IT providers must submit evidence of compliance to the Administrator/Manager annually.

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