

**TWIN TOWNSHIP TRUSTEES
REGULAR MEETING
APRIL 13, 2026
MINUTES**

The Twin Township Trustees' regular meeting was called to order at 6 p.m. at the Twin Township Firehouse, 11521 US Rt. 50, Bourneville, Ohio by President Bryan Bethel.

Roll call: present were Township Trustees President Bryan Bethel, Vice President William Jones, Trustee-at-Large Dylan Estep and Fiscal Officer Kimberly Litter. Also present were Fire Chief Shaun Allen and Asst. Fire Chief Chris Benson; Volunteers Cheyenne Wells, Hunter Bennett, Courtland Hasting and Duane Johnson; Residents Ricky Cutright, Holli Johnson and Todd Johnson; Rep from AFLAC Keith Cooper.

Public Participation

Keith Cooper presented AFLAC information for employees.

Todd Johnson wanted to commend Fire Department for working so hard to build department back up and was pleased to see volunteers at firehouse on a regular basis.

Minutes

Mr. Jones moved to accept the minutes from previous meeting. Mr. Estep 2nd. All voted in favor. Motion passed.

Financials

Mr. Bethel moved to pass the financials of Payment listing, Receipt listing, Fund Summary, Purchase Orders and Blanket Certificates, and Bank Reconciliation. Mr. Estep 2nd. All voted in favor. Motion passed.

Correspondence

1. Mr. Jones informed Trustees during March 13 storm, limbs were removed from Harris Station and Potts Hill.
2. Mr. Jones informed Trustees vandalism had occurred in the cemetery with a vehicle running over several graves. Chad and Jerry were able to fix most of them but one foundation was broke and Southern Ohio Monument will replace that foundation.

Old Business

1. **Alley Abandonment— Resolution 2026-04-13-02**

Mr. Bethel moved "In accordance with Ohio Revised Code 5553.045, the Twin Township Board of Trustees hereby petition the Ross County Commissioners to vacate Twin Township Road 1109, consisting of .037 acres, and being an alley existing between the residence of Don and Linda Carroll of 11565 U.S. Rt. 50, and Kenneth Cutright of 11509 U.S. Rt. 50, in the un-incorporated village of Bourneville, Ohio 45617. Twin Township Road 1109 begins at U.S. Rt. 50 and terminates at North Alley Street." Mr. Estep 2nd. All voted in favor. Resolution passed.

Fiscal Officer will forward resolution to Ross County Commissioners.

Chad will chip out asphalt at top of alley so Mr. Cutright can fill with dirt.

2. **Road Garage Doors**

The doors are scheduled to be installed on Tuesday, April 14. Crew will have access via phone or key fob.

3. **Road Garage-Chicken Wire**

Skaggs Construction has completed this project but crew has noticed a few birds getting access through eye beams. Dylan will contact contractor to check out the situation.

4. **NOVO Solutions**

Mr. Jones reported after investigation it would not be a good program for our township.

5. **Cemetery Cleanup**

Cemetery Rules were evaluated. It came to attention that the rules on the website are not up-to-date. Kim will contact webmaster to put new rules in place.

Mr. Jones will talk to crew to cut shrubs and spray with chemicals to begin the cleanup process. Mr. Jones has a list of items needing cleared.

6. **Berm chute and pins**

Mr. Bethel spoke to Alamo again concerning the order and waiting on response if ordered and delivery date.

7. **Items for Auction**

All items have been sold at auction. Township has received a deposit for \$10,625 for the trucks. Expecting approximately another \$13,600 for other items.

8. **Zero Turn Mower**

Mr. Jones recommended not to sell at this time. He has been in contact with Ross County Probation Officer to have smaller cemeteries mowed for free by individuals needing community service hours. Mr. Jones will follow-up on the details of this project and report back to Trustees at next meeting.

9. **550 Spreader**

Mr. Bethel is waiting on a return call to finalize the purchase. Fiscal Officer sent paperwork to company to open an account.

New Business

1. **Computer at Road Garage**

Resolution 2026-04-13-03

Mr. Jones moved Trustees purchase a computer for road garage spending up to \$1,000. The old one is running slow and not available for updates. Mr. Estep 2nd. All voted in favor. Motion passed. Mr. Jones will look for a computer; Fiscal Officer will order and have sent to Mr. Jones to set it up for crew.

2. **Road Crew Checklist**

Mr. Jones will contact crew to start using the new Road Crew Checklist. This list will be completed each week to investigate our roads and document areas needing repairs.

Crew has been checking culverts and catch basins on Scott Road to prepare for paving.

Mr. Jones will contact OUPS to get culverts marked.

3. **Cybersecurity Plan**

Resolution 2026-04-13-01

Mr. Jones moved to accept the attached Cybersecurity Plan and resolution to meet the Ohio HB 96 requirements. All employees are required to complete the Cybersecurity Training.

Fire Department and Chief Report

1. Monthly Report

The full Fire Report was emailed to Trustees prior to meeting and attached to minutes.

2. R.D. Holder

Mr. Bethel moved to pay R.D. Holder for filling the diesel tank at Firehouse. Mr. Estep 2nd. All voted in favor. Motion passed.

3. Diesel Tank

Resolution 2026-04-13-04

Mr. Jones moved for Fire Department to purchase bulk fuel through R.D. Holder or at gas station whichever is more efficient and necessary. Mr. Bethel 2nd. All voted in favor. Motion passed.

Mr. Jones will contact Par Mar and see if way to have a continuous account on file for our Fire Department so if Chief is not available with credit card, volunteers may still purchase gas.

4. Spectrum

Chief Allen called Spectrum and Fire Department is not under contract. Chief Allen will handle purchasing and setting up Star Link.

Mr. Jones moved to enter into Executive Session at 7:15 pm concerning personnel issues. Executive Session included Trustees, Chief and Fiscal Officer. Exited Executive Session at 7:30 pm.

Motion made by Mr. Bethel and seconded by Mr. Jones to adjourn at 7:30 p.m. All voted in favor. Meeting adjourned.

Bryan Bethel, President

William Jones, Vice-President

Dylan Estep, Trustee-at-Large

Twin Township, Ross County Cybersecurity Policy

1. Purpose

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

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

3. Policy Statement

Twin Township, Ross County is committed to safeguarding its information systems against cybersecurity threats and ensuring compliance with R.C. §9.64 by:

- a. Establishing baseline cybersecurity practices.
- b. Providing ongoing cybersecurity awareness training.
- c. Preparing for detection, response, and recovery from incidents.
- d. Reviewing and updating cybersecurity policies annually.

4. Roles and Responsibilities

- a. **Board of Trustees:** Approves cybersecurity policy and ensures resources are allocated.
- b. **Administrator/Manager:** Oversees policy implementation, coordinates with IT providers and legal counsel.
- c. **IT Provider (Internal or Vendor):** Implements technical safeguards, monitors for threats, and reports incidents.
- d. **Employees/Users:** Follow cybersecurity protocols, complete training, and report suspicious activity.

5. Cybersecurity Controls

5.1 Access Control

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

5.2 Network and System Security

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

5.3 Data Protection

- a. Encrypt sensitive data at rest and in transit.
- b. Regularly back up critical data and test restoration procedures.
- c. Retain records according to Ohio records retention schedules.

5.4 Incident Response

- a. Designate an **Incident Response Lead**.

- b. Establish procedures for detecting, reporting, and escalating incidents.
- c. 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.
- d. Conduct a post-incident review and update policies as needed.
- e. Establish procedures for the repair and subsequent maintenance of infrastructure after a cybersecurity incident.

5.5 Training and Awareness

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

5.6 Vendor and Third-Party Management

- a. Require vendors to comply with Twin Township's cybersecurity standards.
- b. Maintain contracts with cybersecurity clauses and breach notification requirements.

6. Compliance and Review

- a. This policy will be reviewed annually and updated to reflect changes in technology, law, and organizational needs.
- b. 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 April 13, 2026, to meet R.C. §9.64 requirements. Implementation of technical and training requirements must be completed no later than June 30, 2026.

RESOLUTION 04-13-2026_1

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 Twin Township recognizes the importance of safeguarding sensitive and confidential information entrusted to Twin Township; and

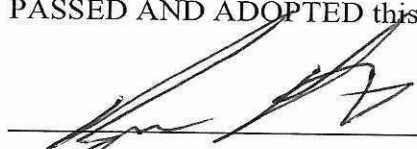
WHEREAS, a draft Cybersecurity Policy has been prepared and reviewed by staff and is recommended for adoption as a framework for compliance with Ohio Revised Code §9.64 and HB 96; and

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 Twin Township, Ross County, Ohio, that:

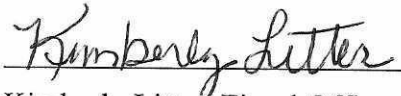
1. The attached **Cybersecurity Policy** is hereby adopted as the official policy of Twin Township.
2. This policy shall take effect immediately, with adoption required by September 30, 2025, and implementation of technical and training requirements no later than June 30, 2026, as provided by the Ohio 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 Twin Township Board of Trustees.

PASSED AND ADOPTED this 13th of April, 2026.


Bryan Bethel, President


William Jones, Vice President


Dylan Estep, Trustee-At-Large


Kimberly Litter, Fiscal Officer

March 2026 Fire Department Report

Fire Run Summary

- **Total Calls Received:** 12
- **Total Calls Answered:** 12
- **Mutual Aid Responses:** Mutual aid was provided on 5 calls.

March Operational Update

- On March 18 we received notification that Twin Township Fire was chosen to receive the David Meade Massey Trust grant, totaling a \$5,000 total payout. This will be used to purchase various items to support the staff including personnel lights, Nomex hoods, structural gloves, CO detector, and scene lights.
- On Sunday March 22, water movement training was conducted on station with 8 members in attendance, this was not mandatory training. It was just an option for anyone that needed a refresher or wanted to attend.
- On March 24th, we received the signed agreement from the Division of Forestry to finalize the purchasing agreement of the slide-in skid unit to be purchased for Brush Unit 1603.
- The 20' storage unit had arrived and was placed on March 27th. We have begun painting the exterior of the unit to make it more presentable. We are currently developing a sign that will be placed on the exterior wall and will be visible from the roadway.
- On March 29th, Kim received \$1,000 from Otarma. This was the grant award that had applied for previously. This will be used to purchase new officers fire helmets.

New Business

- Late in the month of March, Chief Allen had received notification that the fuel tank at the station was empty. At that time, he contacted Kim to ask for the fuel company contact so that fuel could be ordered. She had provided the contact and had suggested giving a call to Trustee Bethel to discuss prior to ordering. That call was made and the discussion was had. At that Point, Chief Allen contacted the fuel company and had ordered fuel. Chief Allen later learned that a resolution had been made previously to not fill the on-station tanks moving forward and only fill the trucks at the local fueling station. Once this information had been received, the chief directed the members to notify him when the trucks were below $\frac{3}{4}$ tank and he would take them to the filling station to get them filled. If they go below that level, they are to fill them from the tank that is on station. At this time, the chief would ask the board to reconsider the resolution for various reasons that can be discussed. It is worth noting, the day of the tank filling, the cost of the fuel when refilling the tank was \$4.07 a gallon. The cost to purchase fuel from the local filling station that day was \$5.15 a gallon. Of course this isn't

always going to be the case, but it is something that is worth monitoring as we move forward.

- Twin FD is being invited to various training activities from the neighboring departments and has already participated in a few of those.
- Chief Allen is working with an instructor from Union Township to hold a 36-hour firefighter training. Twin currently has 5 candidates that need to take this class.
- Members of the department have met with Citizens First Fire and have been sized for new gear. Currently 7 sets have been ordered.
- The new SCBA units have arrived at the vendor facility and will be brought to the department for fitting and hand-off during the week of April 13th.
- Twin Fire partnered with Cornerstone Church on Easter Sunday and participated in a "Candy Shower" event after their church service. This was a great time, and we were pleased to have had the opportunity to participate. We have been asked to do this again next year.
- Items have started to be ordered that are to be purchased through the David Meade Maseey Grant. Once all items have been purchased, purchasing verification will be provided to the fiscal officer for record keeping.
- One firefighter has been placed on a 30-day suspension for a disciplinary reason. The chief has advised the firefighter to participate in additional training prior to his reinstatement. They will meet on or after May 4 to review the situation.

April 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	Chey 9:00-16:00 Bennett 18:00-00:00 Trent 12:00-08:00	Bill 10:00-14:30 Bennett 9:00-16:00 George 04:00-13:00	11 Wyatt 10:00-18:00	12 Mike 08:00-16:00 England 12:00-19:00 Court 09:00-16:00
13	14 Benson 22:00-06:00	15	16	Bill 10:00-14:30	18	19 Hastings 09:00-17:00 Duane 12:00-17:00
20 Rudy 19 th 15:00-07:00 on	21 Benson 22:00-06:00	22	23	24	25 Shaun 12:00-20:00	26 Duane 12:00-17:00 Shaun 12:00-20:00
27	28 Benson 22:00-06:00	29	30			