

Shearer Community Center

March 5, 2026

All Trustees were present for this regular meeting presided over by Chairman Kemble. Chairman Kemble called the meeting to order by asking everyone to stand for the Pledge of Allegiance to the American Flag.

Also Attending: Rob McKain, Derek Reed, Ashley Fodrey, Dave Duncan, Renee Rambo, Fred Shaulis, Mike Glista, Dan Spicer, and Chris Putnat,

Dorene Spicer made the motion to accept the minutes seconded by Ed Samec.

RESIDENT CONCERNS

Chris Putnat, resident of Paris Township, has concern about the intersection of Wayland and Gilbert. Dave Kemble is going to take pictures of the intersection and take to the Engineers Office and explain the concerns of the intersection.

Mr. Putnat also has concerns about speeding around 4:00 pm on Wayland Road. Ed Samec contacted the Sheriff's Office of the speeding problem. This situation is taking place right at the time children are getting off the bus. Discussion took place by all in attendance about different areas in Paris Township of speeding vehicles.

ZONING

Dan Spicer reported that the next zoning meeting will be March 12, 2026 at 7:00 at the Shearer Community Center.

ZONING COMPLAINTS

Dave Duncan reported complaints at the following properties:

-6011 McMullen Aleen Road - Trash all over the yard - Letter sent and the property owners are Cleaning-up slowly

-8804 Newton Falls Road – Fire two years ago Dave Duncan is updating progress of property and that little has been done owner trying to make progress.

ZONING QUESTIONS

Dave Duncan reported that a resident called about putting up a fence.

ZONING PERMIT

Dave Duncan reported issuing zoning permit #1-2026 for an addition to garage at 9580 Newton Falls Road.

STATE EMS GRANT

Chief Reed will be applying for the State EMS Grant and needs the Board of Trustees to sign the department verification letter.

FIRE DEPARTMENT EGG HUNT

Chief Reed reported that the annual egg hunt, put on by the fire department, will be March 28, 2026 at 11:00.

RESCUE REPAIRS

Chief Reed reported replacing the taillight conversion module on the rescue truck

RUNS FOR February 2026

Fire - 6 M/A given - 5
EMS – 17 M/A received - 9

STATION STAFFING PAY PERIOD 2-01-2026 thru 2-28-2026

Days staffed with two personnel – 2
Days staffed with one person - 1
Days unstaffed - 10

PEDDI-MATE CHILD RESTRAINT SYSTEM

Chief Reed would like to purchase a Ferno, pedi-mate child restraint system for the cot. This can be purchased from Bound Tree Medical for the cost of \$547.99. University Hospital suggests for the department to purchase the item for transporting pediatric patients. Ed Samec made the motion to purchase the child restraint. This was seconded by Dorene Spicer. Roll Call: Dorene Spicer, yes; David Kemble, yes; Ed Samec, yes. Motion carried. Resolution #26-2026

SIREN FOR TANKER

Chief Reed is having problems with the siren on the tanker not shutting off and malfunctioning while in operation. Chief Reed found a replacement with a mic holder from Strobes N More at the cost of approximately \$360.00 plus shipping. Dorene Spicer made the motion to purchase a new siren for the tanker. This was seconded by Ed Samec. Roll Call: Dorene Spicer, yes; David Kemble, yes; Ed Samec, yes. Motion carried. Resolution #27-2026

OXYGEN SENSOR

Chief Reed needs to purchase a replacement oxygen sensor for the gas meter at the cost of \$385.00 plus shipping from Fire Force. Dave Kemble made the motion to purchase the oxygen sensor. This was seconded by Dorene Spicer. Roll Call: Dorene Spicer, yes; David Kemble, yes; Ed Samec, yes. Motion carried. Resolution #28-2026

RIGHT-OF-WAY WORK PERMITS

Larry Jenkins sent a letter asking for a resolution for the Portage County Engineer’s Office to issue Right-of-Way permits for Paris Township. Ed Samec made the motion to have the County Engineer’s Office issue Right-of-Way permits. This was seconded by Dorene Spicer, Roll Call: Dorene Spicer, yes; David Kemble, yes; Ed Samec, yes. Motion carried. Resolution #29-2026

CLEAN-UP DAY

Dorene Spicer reported that clean-up will be May 9, 2026 from 8-noon. The following will be at clean-up: Tire Dumpster with no charge to bring regular tires, NO farm tires, WTR will provide two 40 yard dumpsters at a cost of \$650.00/ea, Falls Recycling will provide a metal recycling bin.

ROAD SIDE CLEAN-UP

Ed Samec is working with the Sheriff’s Department to have in-mate road side clean-up.

CYBER SECURITY POLICY

Ed Samec made the motion to accept the Cyber Security Policy that is recommended by the Prosecutors office.

**Paris Township, Portage 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.

1. PURPOSE

The purpose of this policy is to establish a framework for protecting the confidentiality, integrity, and available of the Paris 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 Paris 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

Paris 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.
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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 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 Paris 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 March 5, 2026 to meet R.C. 9.64 requirements. Implementation of technical and training requirements must be completed no later than June 30, 2026

This was seconded by Dave Kemble. Roll Call: Dorene Spicer, yes; Dave Kemble, yes; Ed Samec, yes; Motion Carried. Resolution #30-2026

AM DOOR & SUPPLY

Fred Shaulis presented to Dorene Spicer a quote for replacing doors, weather striping and misc. items from AM Door & Supply at the cost of \$3,932.00.

GRANT ROAD SIGNS

Dorene Spicer reported that the road signs from the sign grant were delivered.

HALL RENTALS

Dorene Spicer reported that two additional rentals were added to the February count due to funeral dinners.

BALL FIELDS

Dorene Spicer reported that Marisole Sallaz, representative for the ball teams, turned in insurance information and that all three fields will be used this year. The association would also like to rent the community center for indoor practice using soft bouncing balls and balloons. The Trustees agreed to allow the practicing in the community center.

HALL PAINTING

Dorene Spicer reported getting a quote to have the community center painted. Dorene Spicer is working on getting more quotes.

SAVVY

Dorene Spicer reported that a conference call was completed with Jeralyn Brown from Savvy going over what all is included in the agreement. Savvy does text and do emails. An administrator needs to be appointed. Dorene Spicer also brought up needing to design a logo.

REGIONAL PLANNING

David Kemble reported that Regional Planning will be meeting on March 11, 2026 at 4:30 at the University Hospital.

Upon no further discussion David Kemble made the motion to adjourn this meeting, seconded by Dorene Spicer. Roll Call: Dorene Spicer, yes; David Kemble, yes; Ed Samec, yes. Motion Carried.