



TRUSTEE MEETING AGENDA 4/1/2026

6:00 PM

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the audio/video recording as the Official Minutes of the March 18th Board of Trustees regular meeting.
- Bills before the Board

Public Comments

New Business

Resolutions

- Resolution No. 26-0401A- Agreement with Duke Energy for Public Works Building Easement
- Resolution No. 26-0401B- Increase of Appropriations in the Zoning Fund
- Resolution No. 26-0401C – Adopting a Cybersecurity Plan
- Resolution No. 26-0401D- Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Motions

- Amend the Hamilton Township Roster as Presented

Public Comments

Fiscal Officer's Report

Administrator's Report

Trustee Comments

Executive Session Motion to adjourn into executive session at ____ in accordance with ORC 121.22(G)(2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code.

Adjournment

The agenda is to give an idea of the various discussions before the Board. The time and order of Agenda items is subject to change in order to maintain efficiency and timeliness of the meetings. Citizens may address the Board under the Public Comment section of the agenda.

The following guidelines protect your rights as well as those of others:

1. Speakers must state their name and full address for the record.
2. The Board Chair will recognize each speaker, and only one person may speak at a time.
3. Speakers will address any and all comments to the Board of Trustees and Fiscal Officer. The Board may request further information from staff at their discretion.
4. Anyone who willfully disrupts a Board meeting may be barred from speaking further or may be removed from the meeting and detained by officers of the Hamilton Township Police Department. (ORC 505.09; ORC 2917.12)

HAMILTON TOWNSHIP ADMINISTRATION

Mark Sousa– *Board Chair*
Darryl Cordrey– *Vice Chair*
Joseph Rozzi – *Trustee*
Leah Elliott - *Fiscal Officer*

7780 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-8520

Township Administrator

Jeff Wright
(513) 683-8520

Police Department

Scott Hughes – Police Chief
Phone: (513) 683-0538

Fire and Emergency Services

Jason Jewett– Fire Chief
7684 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-1622

Public Works

Don Pelfrey– Director
Phone: (513) 683-5320

Assist. Fiscal Officer

Ellen Horman
Phone: (513) 239-2377

Human Resources

Cheryl Allgeyer
Phone: (513) 239-2384

Zoning Administrator

Cathy Walton
Phone: (513) 683-8520

Parks and Recreation

Nicole Earley
(513) 683-5360

Hamilton Township Trustee Meeting

March 18, 2026

Trustee Board Chairman, Mark Sousa, called the meeting to order at 6:00 PM. Mr. Cordrey, Mr. Rozzi, and Mr. Sousa were present.

Roll call as follows: Mark Sousa
Darryl Cordrey
Joe Rozzi

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the audio/visual as the Official Meeting Minutes of the March 4th Board of Trustees regular meeting.

Roll call as follows: Mark Sousa Yes
Darryl Cordrey Yes
Joe Rozzi Yes

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the bills as presented before the Board.

Roll call as follows: Mark Sousa Yes
Darryl Cordrey Yes
Joe Rozzi Yes

Public Comments

Mr. Sousa opened the floor to public comments at 6:02 PM, with nobody approaching he closed the floor to comments.

New Business

Resolution No. 26-0318A- Authorize Increase of Appropriations in the General Fund

Mr. Sousa made a motion with a second from Mr. Cordrey to approve resolution 26-0318A, a resolution authorizing an increase in appropriations in the General Fund

Roll call as follows: Joe Rozzi Yes
Mark Sousa Yes
Darryl Cordrey Yes

Resolution No. 0318B- Disposal of Obsolete Equipment in the Police Department

Mr. Sousa made a motion with a second from Mr. Cordrey to approve resolution 26-0318B, a resolution authorizing disposal of unneeded and unfit-for-use property in the Police Department.

Roll call as follows: Darryl Cordrey Yes
 Joe Rozzi Yes
 Mark Sousa Yes

Resolution No. 26-0318C- Authorizing Private Sale of Unneeded and Unfit-For-Use Property

Mr. Sousa made a motion with a second from Mr. Cordrey to approve Resolution 26-0318C, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

Roll call as follows: Mark Sousa Yes
 Joe Rozzi Yes
 Darryl Cordrey Yes

Resolution No. 26-0318D – Authorize Township Administrator to Enter into an Agreement for the Electric Aggregate Program

Administrator Wright explained that the Township met with its aggregation broker the previous day. Eric Burns of Independent Energy Consultants presented bids from five different companies, including three suppliers the Township has worked with previously and two that are newer to the aggregation program.

Mr. Wright noted that due to several factors including geopolitical conditions, the phased closure of coal plants, and increased demand from data centers, energy costs have increased by approximately two cents per kilowatt hour in addition to Duke Energy’s distribution rates. This resolution authorizes Mr. Wright to enter into an agreement at the appropriate time, as energy rates fluctuate daily.

Mr. Rozzi also reminded residents that the electric aggregation program was approved by voters in 2011.

Mr. Sousa made a motion with a second from Mr. Cordrey to approve resolution 26-0318D, a resolution authorizing all actions necessary to support the continuation of a governmental electric aggregation program with opt-out provisions pursuant to section 4928.20, Ohio Revised Code,

authorizing the township administrator of Hamilton Township to execute an electric supply agreement to continue the program beyond the end of the current term.

Roll call as follows: Joe Rozzi Yes
Darryl Cordrey Yes
Mark Sousa Yes

Motion- Approve Hamilton Township Roster as Presented

A motion was made by Mr. Sousa, with a second by Mr. Cordrey, to approve the Hamilton Township Roster as presented before the Board.

Roll call as follows: Mark Sousa Yes
Joe Rozzi Yes
Darryl Cordrey Yes

Public Comments

Mr. Sousa opened the floor to public comments at 6:15 PM.

Rusty Holman addressed the Board and explained that he owns a home that operates entirely on electricity and that his utility bills for the past two months have been around \$600. Mr. Holman stated that he contacted Little Miami Schools Treasurer Terry Gonda to ask what the school district pays for electricity. He noted that the school district is paying 4.8 cents per kilowatt hour under a three-year contract. Mr. Holman then asked Mr. Wright if he had spoken with Mr. Gonda to compare the rates.

Mr. Wright responded that the situations are different and explained that neither the Township nor the Board has the authority to determine commercial or residential electricity rates, as those are established through Duke Energy. He stated that the Township works with a broker to obtain the most competitive bids available, which is why the Township offers an opt-out aggregation program. Mr. Wright also noted that neighboring communities are currently seeing rates in the high nine to ten cent range. He further explained that the rate the school district receives is not available to small businesses or residents, as public organizations operate under different rate structures.

Tim Bates then addressed the Board regarding traffic concerns in the Turning Leaf subdivision and along Cochran Road. He expressed concern for the safety of children in the area due to the lack of posted speed limit signs and vehicles traveling at high speeds. Public Works Director Pelfrey stated that he would contact the developer again to request that speed limit signs be installed. He explained that the road has not yet been dedicated to the Township, and therefore the Township is currently unable to install permanent signage. Mr. Pelfrey added that if he is unable to reach the developer, temporary signs will be installed. Assistant Police Chief Short also noted that the Township has an agreement with the Turning Leaf development for a digital sign and stated that arrangements would be made to have it placed in the area.

Mr. Sousa closed the floor to public comments at 6:25 PM.

Fiscal Officer's Report

Fiscal Officer Elliott presented the February finance report. He noted that the Township is currently 17% through the fiscal year, with revenues at 8% and expenditures at 19%. Year-to-date, the Township's financial activity is trending similarly to the same period last year.

Administrator's Report

Administrator Wright reported that the Township experienced high winds on Sunday, which resulted in numerous trees being down throughout the area. He thanked the Public Works, Fire, and Police Departments for their response and assistance. Reminding residents that if a tree falls on a powerline, Duke Energy will need to cut power before we are able to remove the down tree.

He also reported that Zoning Director Walton attended the Dayton Home Builders Association monthly meeting, where she gave a presentation regarding the continued growth and development in Hamilton Township.

Trustee Comments

Mr. Rozzi reminded residents that if they observe an issue in the community, they should contact the Township first so staff can notify the appropriate department or outside organization to address the situation. His comment was in reference to a social media post regarding water issues in the Willow Pond neighborhood, noting that the Township had not been contacted prior to the matter being brought to the news.

Mr. Cordrey thanked Kroger, as well as the Police and Fire Departments, for their response and handling of the shooting that occurred a couple of Fridays ago. He also reported that he and Administrator Wright attended the Warren County Capital Drive-in, where property taxes were the primary topic of discussion. Mr. Cordrey stated that he is hopeful the Mounts Park trailhead connector project will be granted to the Township and encouraged residents to contact their state representatives in support of the project. He also reminded residents that the "Hop into Spring" event will take place this Saturday at Testerman Park.

Mr. Sousa thanked the small business that posted a video on social media of the shooting incident, noting that the footage helped pinpoint where the shots originated and ultimately assisted in making the arrest.

Executive Session

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn into executive session at 6:33 PM in accordance with ORC 121.22(G)(1) to discuss the employment of a public employee.

Roll call as follows: Mark Sousa Yes

Darryl Cordrey	Yes
Joe Rozzi	Yes

Mr. Sousa made a motion with a second from Mr. Cordrey to come out of the executive session at 6:54 PM.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Adjournment-

Mr. Sousa made a motion with a second from Mr. Cordrey to adjourn at 6:55 PM.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes



Administrator – 4/1/26 Trustee Meeting

The following motion is requested of the Board of Hamilton Township Trustees from the Township Administrator:

Motion to approve Resolution 26-0401A, a resolution authorizing the grant of easement to Duke Energy Ohio, Inc. upon certain real property owned by the Township and more particularly described as Warren County Auditor's Parcel No. 1604280019.

Duke Energy is requiring the Township to grant a utility easement on the property for the new Public Works Facility to that will contain the area for the new electric feed to the building.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on April 1, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Mark Sousa – Trustee, *Board Chairman*
Darryl Cordrey – Trustee, *Vice Chairman*
Joe Rozzi – Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NO. 26-0401A**

A RESOLUTION AUTHORIZING THE GRANT OF EASEMENT TO DUKE ENERGY OHIO, INC. UPON CERTAIN REAL PROPERTY OWNED BY THE TOWNSHIP AND MORE PARTICULARLY DESCRIBED AS WARREN COUNTY AUDITOR’S PARCEL NO. 1604280019

WHEREAS, Hamilton Township Board of Trustees owns certain real property located at 7688 S. Route 48, Hamilton Township, Ohio 45039 and identified as Warren County Auditor Parcel No. 1604280019 (the “Property”); and

WHEREAS, Hamilton Township is constructing a new public works facility on the Property (the “Project”); and

WHEREAS, in connection with the Project, Duke Energy Ohio, Inc. has requested the Board of Trustees grant an easement (the “Easement”) for the installation, maintenance, and operation of electric utilities located in, upon, along, under, through, and across a portion of the Property within an easement area on substantially the same terms and conditions as depicted and contained in the Easement attached hereto as Exhibit A; and

WHEREAS, the Board of Trustees finds that granting the Easement to Duke Energy, Ohio, Inc. will further enhance the safety, convenience, and general welfare of the Township, its residents, and the general public; and

NOW, THEREFORE, be it resolved by the Hamilton Township Board of Trustees that:

SECTION 1. The Board of Trustees hereby approves the granting of an easement upon, along, under, through, and across the Property to Duke Energy Ohio, Inc. in substantially the same form as the Easement attached hereto as Exhibit A.

SECTION 2. The Board of Trustees hereby authorizes the Township Administrator to execute the Easement in substantially the same form as the attached Exhibit A on behalf of the Board of Trustees,

and to take such other action and execute such further documents as may be necessary to accomplish the intent of that agreement and this Resolution.

SECTION 3. This resolution shall take effect on the earliest date permitted by law.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows

Darryl Cordrey -	Aye _____	Nay _____
Joseph P. Rozzi -	Aye _____	Nay _____
Mark Sousa -	Aye _____	Nay _____

Resolution adopted this 1st day of April, 2026.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Benjamin Yoder, *Law Director*

I, Leah M. Elliott Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on April 1, 2026.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Administrator
4/1/26 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Township Administrator.

Motion to approve Resolution 26-0401B- a resolution authorizing an increase in appropriations for the Zoning Fund to reconcile the budget for the calendar year of 2026.

The increase in appropriations is necessary to cover fuel expenses associated with the Planning and Code Enforcement Officer conducting inspections and carrying out other responsibilities across the township.

The Township of Hamilton, Warren County, Ohio Board of Trustees met in regular session on April 1, 2026, at 6:00 p.m. at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Mark Sousa – Trustee, *Board Chairman*
Darryl Cordrey – Trustee, *Vice Chairman*
Joe Rozzi – Trustee

Mr. _____ presented the following Resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY, OHIO
RESOLUTION NUMBER 26-0401B**

**A RESOLUTION APPROVING INCREASE OF APPROPRIATIONS IN THE ZONING
FUND TO RECONCILE BUDGETS FOR THE CALENDAR YEAR 2026**

WHEREAS, the Board of Township Trustees wishes to authorize and approve an increase in appropriations in order to reconcile budgets and appropriations for the calendar year 2026;

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

SECTION 1. The Fiscal Officer is hereby authorized and directed to increase the appropriations for the Zoning Fund, line item 1000-130-420- in the amount of \$500.00 for fuel cost.

SECTION 2. The Fiscal Officer is hereby authorized and directed to approve a Blanket Certificate in the amount of \$500.00

SECTION 3. This Resolution shall take effect on the earliest date allowed by law.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Mark Sousa– Aye _____ Nay _____
Darryl Cordrey- Aye _____ Nay _____
Joseph P. Rozzi – Aye _____ Nay _____

Resolution was adopted on this 1st day of April 2026.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Benjamin J. Yoder, *Law Director*

I, Leah M. Elliott, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of April 1, 2026.

Date: _____

Leah M. Elliott, Fiscal Officer



Office of Township Administrator

4/1/26 Trustee Meeting

The following motion is requested of the Board of Hamilton Township Trustees from the Administrator. House Bill 96 requires all local government jurisdictions to adopt a cybersecurity policy now and to have technical and training measures in place no later than June 30, 2026.

In addition to the required policy, Hamilton Township has had several protocol and systems in place to reduce our vulnerability to cyberattacks. Additionally, I have been working with our outside IT contractor and our property and casualty insurance plan to identify additional staff trainings, multifaceted authentications, and software in place to harden ourselves against attacks.

The proposed Hamilton Township Cybersecurity Program and Policy complies with Ohio Revised Code Section 9.04 and was developed by staff and the Township's IT provider, Titan Tech. The Program and Policy includes an ownership matrix that identifies the persons and organizations responsible for different components of cybersecurity. Other components of the Program and Policy include the program structure for identifying systems, backups and data storage, and protection and responses if there are incidences. The technology inventory shall be updated annually by the end of each September.

ORC Section 9.04 also requires that cybersecurity Programs and Policies include that ransomware will not be paid unless there is substantial evidence that doing so is in the best interest of the Township and a resolution to that effect is adopted by the Board of Trustees after consulting with legal counsel, our cyber insurance carrier and forensic investigators.

Motion to approve Resolution 26-0401C- a resolution adopting a cybersecurity policy.

The Township of Hamilton, Warren County, Ohio Board of Trustees met in regular session on April 1, 2026, at 6:00 p.m. at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Mark Sousa – Trustee, *Board Chairman*
Darryl Cordrey – Trustee, *Vice Chairman*
Joe Rozzi – Trustee

Mr. _____ presented the following Resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY, OHIO
RESOLUTION NUMBER 26-0401C**

**A RESOLUTION APPROVING A CYBERSECURITY POLICY FOR HAMILTON
TOWNSHIP**

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

WHEREAS, a draft Cybersecurity Policy has been prepared and reviewed by Township staff and legal counsel 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 Hamilton Township, Warren County, Ohio that:

- SECTION 1.** The attached Cybersecurity Policy is hereby adopted as the official policy of Hamilton Township.
- SECTION 2.** The Board of Trustees shall distribute the adopted policy to all Township departments, employees, and relevant contractors, and ensure compliance in partnership with IT providers and legal counsel.
- SECTION 3.** This Resolution shall be in full force and effect upon its passage and adoption by the Hamilton Township Board of Trustees.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Mark Sousa–	Aye _____	Nay _____
Darryl Cordrey–	Aye _____	Nay _____
Joseph P. Rozzi –	Aye _____	Nay _____

Resolution adopted this 1st day of April, 2026.

Attest:

Leah M. Elliott, Fiscal Officer

Approved as to form:

Benjamin Yoder, *Law Director*

I, Leah M. Elliott, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board on April 1, 2026.

Date: _____

Leah M. Elliott, Fiscal Officer

Hamilton Township Cybersecurity Program & Policy

Ohio Revised Code 9.64 (enacted via Ohio HB 96)

Draft – Editable working document (for internal review and Board adoption).

Document Control

Field	Value	Field	Value
Version	0.9	Prepared by	Titan Tech, LLC
Effective Date	TBD	Approved by	Board of Trustees
Last Review Date	TBD	Next Review	October 2026
Document Owner	Jeff Wright	Incident Response Lead	Jeff Wright

1. Purpose

This policy establishes Hamilton Township’s cybersecurity program to protect the confidentiality, integrity, and availability of Township information, systems, and technology resources, and to meet the requirements of Ohio Revised Code 9.64.

2. Scope

This policy applies to all Township trustees, officials, employees, contractors, and volunteers who use or access Township technology resources.

Township technology resources include endpoints, servers, networks, cloud services, email, VPN/remote access, backups, and any systems that store or process Township data.

3. Governance and Ownership

Hamilton Township will designate program ownership, operational leadership, and technical responsibilities to ensure accountability and timely decision-making.

3.1 Ownership Matrix (Fill In)

Role	Responsibilities (Summary)	Assigned To (Name/Title)
Board of Trustees (Legislative Authority)	Adopt program; approve major exceptions; approve any ransomware payment action by resolution.	Mark Souza
Program Owner	Maintain policy; ensure annual review; ensure training; coordinate reporting	Jeff Wright

	obligations.	
Incident Response Lead	Coordinate incident response, communications, and key decisions during an incident.	Jeff Wright
Technical Owner / IT Provider (Titan Tech)	Implement and operate controls; monitor; respond; maintain evidence; support reporting.	Titan Tech – 513-400-4072
All Users	Follow policy; complete training; report suspicious activity immediately.	All Township users

4. Cybersecurity Program Structure

Hamilton Township’s cybersecurity program follows generally accepted best-practice functions and is implemented through Township procedures and managed technical controls provided by its IT provider (Titan Tech).

Identify:

- Maintain an inventory of key systems/services (endpoints, servers, Microsoft 365, VPN/remote access, backups, key vendors).
- Identify mission-critical services and where sensitive data is stored.
- Provide the technology inventory to the Program Owner by the end of September each year (annually).

Protect:

- Enforce strong identity controls (Microsoft 365 SSO + MFA) and least privilege (AutoElevate for elevation; 2FA for admin access).
- Protect endpoints with SentinelOne and managed oversight via Huntress MDR.
- Harden email and remote access (SPF/DKIM/DMARC; secure VPN remote access with Microsoft 365 SSO + MFA).

Detect:

- Monitor endpoints/servers via Huntress MDR and SentinelOne alerting.
- Monitor Microsoft 365 activity and account compromise indicators via SaaS Alerts.
- Ensure staff reporting channels are clear and acted on promptly.

Respond:

- Triage/contain incidents, preserve evidence, remediate root cause, and document actions.
- Meet Ohio reporting deadlines (7-day DPS/Homeland Security; 30-day Auditor of State).

- Escalate ransomware decisions per governance requirements (Board resolution for any payment/compliance).

Recover:

- Restore from known-good backups and validate integrity before returning systems to service.
- Maintain layered recovery (M365 backups; on-site Veeam BDR not domain-joined; offsite copies; CrashPlan file-level backups secured with 2FA).
- Perform restore testing (recommended quarterly) and apply lessons learned after incidents.

5. Implemented Controls (Current Environment)

5.1 Endpoint Protection and Threat Response

SentinelOne antivirus is deployed for endpoint protection. Huntress MDR provides managed detection and response (MDR), threat hunting, and escalation of suspicious activity.

5.2 Identity, Authentication, and Privileged Access

Multi-factor authentication (MFA) is required for all Microsoft 365 accounts. SaaS Alerts is used to detect and alert on suspicious Microsoft 365 activity and potential unauthorized access. AutoElevate is used for privileged access management and requires 2FA for administrative login.

5.3 Secure Remote Access

A secure VPN solution is used for remote access. The VPN service is self-hosted on a cloud server hosted and maintained by Titan Tech and authenticates via Microsoft 365 single sign-on (SSO) with multi-factor authentication (MFA).

5.4 Email Domain Protection

SPF, DKIM, and DMARC are implemented for Township email domains to reduce spoofing and improve delivery integrity.

5.5 Backup, Disaster Recovery, and Ransomware Resilience

Nightly backups are stored to a server secured at Titan Tech's office and not directly accessible from the internet.

A Backup and Disaster Recovery (BDR) server runs Veeam Backup & Replication. The BDR server is not joined to the domain and uses unique credentials. Backups and replicas are written to local drives and copied offsite to Titan Tech's secured data center.

5.6 Security Awareness and Phishing Simulation

All Township staff receive security awareness training. Monthly managed phishing simulations are conducted and tracked for follow-up training where needed.

6. Minimum Control Standard

Hamilton Township will maintain, at minimum, the following baseline controls unless documented exceptions are approved with compensating safeguards:

MFA for email/cloud access, remote access, and administrative functions.

Endpoint protection and MDR monitoring on supported systems.

Patch management and vulnerability remediation processes.

Backups with restricted access and offsite copies; restore testing at an established cadence.

Email anti-spoofing controls (SPF/DKIM/DMARC).

Security awareness training and phishing simulations.

Least privilege access controls and vendor access governance.

7. Incident Response and Mandatory Reporting (R.C. 9.64)

7.1 Internal Reporting

All users must report suspected cybersecurity incidents immediately to the Incident Response Lead and/or Program Owner, and to the Technical Owner (IT provider).

7.2 Minimum Incident Handling Steps

Triage and classify severity.

Contain (isolate systems, disable accounts, block indicators).

Preserve evidence (logs, timelines, affected systems/users).

Eradicate and remediate (remove persistence, patch, credential resets).

Recover (restore from known-good backups; validate).

Post-incident review with corrective actions.

7.3 External Reporting Deadlines

Upon discovery of a cybersecurity incident or ransomware incident, Hamilton Township will notify:

Ohio Department of Public Safety / Division of Homeland Security: as soon as possible, but no later than 7 days after discovery.

Ohio Auditor of State: as soon as possible, but no later than 30 days after discovery.

Any additional parties required by law, contract, or cyber insurance.

7.4 Ransomware Payment Restriction

Hamilton Township will not pay a ransom or comply with a ransomware demand unless the Board of Trustees approves such action by resolution stating why payment/compliance is in the Township's best interest. In the event of a ransomware incident (or any incident reasonably suspected to involve extortion), the Township will promptly notify and engage its cyber insurance carrier, and will follow the carrier's required incident response procedures, including any insurer-led or insurer-approved forensic investigation and claims workflow, in coordination with the Township's Incident Response Lead, IT provider, and legal counsel as appropriate.

8. Training and Awareness

All staff will complete cybersecurity awareness training at least annually. Role-based training will be provided where appropriate (e.g., finance, administrators, privileged users). Monthly managed phishing simulations will be conducted and tracked.

9. Third-Party and Vendor Security

Vendors with access to Township systems or data should be required to use MFA where feasible, use least privilege access, and notify the Township of cybersecurity incidents affecting Township data or services.

10. Policy Maintenance, Exceptions, and Review

This policy will be reviewed at least annually and updated as required. Exceptions must be documented, time-bounded where feasible, and include compensating controls.

11. Enforcement

Violations of this policy may result in disciplinary action and/or contract remedies, and may carry civil or criminal consequences.

Appendix A – Incident Reporting Checklist (Fill In)

Use this checklist during an incident. Keep specific reporting methods (emails/URLs/forms) current in this appendix.

- Record discovery date/time and who discovered the incident.
- Identify impacted systems, accounts, and locations.
- Preserve evidence (screenshots, ransom note, logs, affected user list).
- Contain (isolate systems, disable accounts, block indicators).
- Notify Incident Response Lead / Program Owner / IT Provider.
- Start the 7-day and 30-day external reporting clocks.
- Document recovery steps and restore validation.
- Complete post-incident review and corrective actions.

Appendix B – Board Resolution Template (Ransomware Payment)

NOTE: The Township should consult legal counsel before adopting any resolution related to ransomware payment.

Resolution No. _____

A RESOLUTION AUTHORIZING PAYMENT OR COMPLIANCE WITH A RANSOMWARE DEMAND

WHEREAS, Hamilton Township experienced a ransomware incident on _____; and

WHEREAS, the Board of Trustees finds that payment/compliance is in the Township's best interest for the following reasons:

- _____
- _____

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees authorizes the following action:

Adopted this ____ day of _____, 20__.

_____ (Chair)

_____ (Trustee)

_____ (Trustee)

Attest: _____ (Fiscal Officer)



Office of Chief of Police
04/01/26 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Chief of Police

Motion to approve Resolution 26-0401D, a resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

This property involves vehicles, which were recently impounded, and their titles signed over to the police department. Most of these vehicles were ‘totaled’ in car crashes, and/or the value of the vehicle exceeds the tow bill.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on April 1, 2026, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Mark Sousa – Trustee, *Board Chairman*
Darryl Cordrey – Trustee, *Vice Chairman*
Joe Rozzi – Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 26-0401D**

A RESOLUTION AUTHORIZING PRIVATE SALE OF UNNEEDED AND UNFIT-FOR-USE PROPERTY IN THE POLICE DEPARTMENT

WHEREAS, the Board of Trustees has certain property in its Police Department, which is no longer needed for public use, is obsolete, or is unfit for the use for which it was acquired;

WHEREAS, the property which the Board of Trustees has determined to no longer be needed for public use or to be obsolete or unfit for the use for which it was acquired is as follows:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>VIN</u>
2014	Honda	Odyssey	5FNRL5H42EB104291

WHEREAS, the Board of Trustees has determined that the fair market value of the above listed items is not in excess of two thousand five hundred dollars (\$2,500.00)

WHEREAS, due to the determination of the value of the above-listed property, Section 505.10(A) (2) (a) of the Ohio Revised Code authorizes the Board of Trustees to sell the property by private sale, without advertisement or public notification.

WHEREAS, the Board of Trustees has determined that due to the nature of the above-listed items, disposal of that property by private sale is desirable.

NOW THEREFORE BE IT RESOLVED, that the above-listed property shall be sold, by private sale, without advertisement or public notification.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Joseph P. Rozzi -	Aye _____	Nay _____
Mark Sousa -	Aye _____	Nay _____
Darryl Cordrey -	Aye _____	Nay _____

Resolution adopted this 1st day of April 2026.

Attest:

Leah M. Elliott, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Leah M. Elliott, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on April 1, 2026.

Date: _____

Leah M. Elliott, Fiscal Officer



**Office of Human Resources
4/1/2026 Trustee Meeting**

The following motion(s) is/are requested to the Board of Hamilton Township Trustees from the Human Resources Manager:

Motion to approve the amendment of the Hamilton Township roster as presented.

- Approve the creation of a second full-time Assistant Chief position in the Fire Rescue Department.
- Promote Justin Cormany to full-time Assistant Chief in the Fire Rescue Department effective May 10, 2026; with starting annual base salary \$120,442.
- Off-roll full-time firefighter/paramedic Austin Boraten in the Fire Rescue Department effective April 13, 2026.