

**RECORD OF PROCEEDINGS  
TRENTON TOWNSHIP TRUSTEES' MEETING  
WEDNESDAY, NOVEMBER 5, 2025, 7 P.M.  
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**HELD AT:** Trenton Township Maintenance and Office Building, 15495 Hartford Road,  
Sunbury, OH 43074

**ROLL CALL:** Chairman Justice called meeting to order. Roll Call: Richard Fisher – here, Mark  
Almendinger – here, and Kevin Justice – here.

**MINUTES:** Fiscal Officer read minutes of October 1, 2025, meeting.  
Motion to approve: Almendinger  
Second: Fisher  
Vote: all - yes, motion carried.

**BILLS:** Motion to pay bills: Almendinger  
Second: Fisher  
Vote: all - yes, motion carried.

**MANAGEMENT  
REPORT:** Trustees signed Management Report dated November 5, 2025

**PUBLIC  
PARTICIPATION:** Glennis Dunfee from the Delaware Health Department gave info to Board about  
Christmas light recycling from November 15 thru January 19 at various locations.  
Tim Wasson and Mark Almendinger congratulated Dick Fisher and Kevin Justice for  
winning re-election.

**CEMETERY DEED:** Trustees signed Cemetery Deed for Wes Dodge

**OLD BUSINESS:** Fisher reported that Spectrum is installing fiber optic on Creek Road. He also reported  
that Creek Road had been paved and the County did a nice job.

**BSTG FIRE  
DEPARTMENT:** Fisher reported that there were 151 runs in September with 20 being in Trenton  
Township. Fire Dept. was awarded a safer grant that pays three personnel wages and  
benefits for two years. Almendinger asked what is the definition of miscellaneous on run  
breakdown.

**ZONING  
INSPECTOR  
REPORT:** Motion to open Hearing for the Trenton Township Zoning Code: Justice  
Second: Almendinger  
Vote: all – yes, motion carried.

Ben Harder from Crossroads Community Planning was in attendance for  
any questions from the Board and audience. He explained that Crossroads  
and the BZC have worked over the last year on preparing an updated Zoning  
Code for Trenton. This update will help Trenton Township to be able to offer  
developers alternatives rather than annexing with overlay districts being placed  
over the township. This update is more aligned with the ORC. Fisher asked if  
there was a change in lot sizes and Dattilo reported that the lot sizes remain  
the same.

Motion to close Hearing for the Trenton Township Zoning Code: Almendinger  
Second: Fisher  
Vote: all - yes, motion carried.

**R-25-11-01** **RESOLUTION TO AMEND THE ZONING RESOLUTION PURSUIT TO  
SECTION 519.23 OF THE O.R.C**

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The Board of Trustees of Trenton Township, Delaware County, Ohio met in a regular meeting on November 5, 2025 at 15495 Hartford Road, Sunbury, OH 43074, with the following members: Mark Almendinger, Kevin Justice, and Richard Fisher.

Trustee Justice moved the following:

**WHEREAS**, Trenton Township contracted with Crossroads Community Planning ("Crossroads") to create a comprehensive update to its entire Zoning Resolution; and

**THEREAS**, Crossroads attended several Zoning Commission working sessions to review and revise several drafts of the code revisions; and

**THEREAS**, The Board of Trustees now desires to initiate the zoning amendment process related to this comprehensive code update.

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**NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF TRENTON TOWNSHIP, DELAWARE COUNTY, OHIO, THAT THE FOLLOWING RESOLUTION BE AND IT HEREBY IS ADOPTED:**

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**Section 1.** That the Board, pursuant to ORC 519.12, initiates an amendment to the Trenton Township Zoning Resolution, and authorizes and directs the Zoning Inspector to forward a copy of the updated Zoning Resolution to the Zoning Commission and to the Delaware County Planning Commission.

**Section 2.** It is found and determined that all formal actions of this Board concerning and pertaining to the adoption of this Resolution were taken in an open meeting of this Board, and that all deliberations of the Board, and any of its committees, that resulted in such formal action were in meetings open to the public, in accordance with all legal requirements including Ohio Revised Code §121.22.

**Section 3.** This Resolution shall take effect at the earliest time provided by law.

Seconded by: Almendinger

Vote: all – yes, motion carried.

The property at 2756 CR 605 is still creating problems. Candi Smith reported that the black pit bull was outside her house. She will snap a photo of dog for dog warden.

Almendinger reported that the RV has not moved at all.

Dattilo reported that he has attended the Trustees, DPRC and BZC meetings and he has issued 31 Zoning Certificates in 2025.

Motion to receive Zoning Inspector Report: Fisher

Second: Almendinger

Vote: all - yes, motion carried.

**CEMETERY:**

**Any equipment Issues? No** Barney thought he was done with the mowing for the year. He reported that he has three funerals and three cremation services: Dorothy Souders, Jim Thatcher, Roberta Smith, Earl Glennard Day, Gordon Potter, and Helen Soderberg.

**ROADS:**

**Any equipment Issues? No** Barney reported that the road mowing was finished for the year. Barney filled the three sections of the salt shed with grit, salt and 8's.

**RECYCLING:**

Barney reported that the recycling was on schedule sometimes.

**NEW BUSINESS:**

New Cybersecurity Law Requirement Resolution

**R-25-11-02**

**RESOLUTION ADOPTING A CYBERSECURITY POLICY**

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The Board of Trustees of Trenton Township, Delaware County, Ohio ("Board") met in Regular session on November 5, 2025 with the following members present: Mark Almendinger, Kevin Justice, and Richard Fisher. Almendinger moved the adoption of the following Resolution:

**PREAMBLE**

**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**, Trenton Township, Delaware County, Ohio ("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 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;

**RESOLUTION**

**NOW THEREFORE, BE IT RESOLVED:** by the Board of Trustees of Trenton Township, Delaware County, Ohio, that:

1. The attached Cybersecurity Policy ("Exhibit A") is hereby adopted as the official cyber security policy of Trenton Township, Delaware County, Ohio.
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. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.
5. This Resolution shall be in full force and effect immediately upon adoption.

Fisher seconded the motion. Vote: all – yes, motion carried.

**EXHIBIT A**

**Trenton Township, Delaware County, Ohio  
Cybersecurity Policy**

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**1. Purpose**

The purpose of this policy is to establish a framework for protecting the confidentiality, integrity, and availability of Trenton Township, Delaware County, Ohio (“Township”) 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 the 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**

The 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.

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## **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 the Township’s records retention schedules.

### **5.4 Incident Response**

- Designate an Incident Response Lead. The Incident Response Lead is designated as **Trustee**.
- 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 the Township’s cybersecurity standards.
- Maintain contracts with cybersecurity clauses and breach notification requirements.

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**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

**ADJOURN:**

Motion to adjourn: Fisher  
Second: Justice  
Vote: all - yes, motion carried.