

**WESTFIELD TOWNSHIP TRUSTEES**  
**SPECIAL MEETING**  
**May 17, 2007**  
**1:00 PM**

Chairman, Jeff Plumer, called the meeting to order.

**Trustees in attendance:** Jeff Plumer, Carolyn Sims  
Fiscal officer/clerk, Martha Evans attending taking minutes.  
**Resident:** Dennis Delagrange

The purpose of this meeting is to clear up most of the minutes that have not been approved and work on cell phone, computer & Internet, vehicle & equipment use policies.

December 6, 2006 – Tabled

May 3, 2007

Carolyn made a motion to approve the May 3, 2007 minutes with the following corrections/and or amendments, seconded by Jeff. Page 1- 8<sup>th</sup> paragraph, end of 1<sup>st</sup> sentence add “off Lake Road”. Page 2 – Discussion- Carolyn’s statement should read “Carolyn voiced her opinion that there was nothing wrong with the way the proposed vacation schedule for all full-time employees was printed because it gives the air of consentience... Unanimous.

April 16, 2007- Tabled until the statement concerning Seville Road on page 4 is clarified.

April 10, 2007 - Special meeting – Tabled

April 2, 2007 - Regular meeting

Jeff made a motion to approve the April 2, 2007 minutes with the following corrections and/or amendments, seconded by Carolyn. Page 2 – 3<sup>rd</sup> paragraph Should read “Jeff” suggested...Page 3 last sentence should read “Carolyn suggested that Gary write and ask Ruhlin, Kokosing and other contractors with staging areas and/or borrow pits to come in with a site plan.” Page 4- 2<sup>nd</sup> paragraph after word meeting insert “requested by zoning commission”. Page 4- 3<sup>rd</sup> paragraph insert “ A question was asked” who can..... Unanimous

March 13, 2007 –

Jeff made a motion to approve the March 13, 2007 minutes with the following corrections and/or amendments, seconded by Carolyn. Unanimous  
Under September 6, 2006 minutes – 2<sup>nd</sup> sentence should read “ Marlene put together the September 6, 2006 minutes as best as she could with the information that Trustees Jeff and Carolyn provided to her, such as personal notes and agendas. The former fiscal officer’s notes were lost.”  
Page 1 – 8<sup>th</sup> paragraph should read “Carolyn also mentioned that she....”

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Page 2 – omit “(because she could not find her copy and just read Tim’s copy)  
Page 2 – next to the last sentence change anywhere to “nowhere”.

Carolyn asked what about the September 6, 2006 minutes? Jeff, “I am not prepared”.  
Carolyn replied, “We must get these done, it’s been too long”. Jeff, “OK”

**September 6, 2006 –**

Jeff made a motion to approve with one correction (1<sup>st</sup> page 7<sup>th</sup> paragraph should read **Trustee Sims inquired.....**) seconded by Carolyn. Unanimous. (See dialog on page 1 under the March 13, 2007 minutes)

**POLICIES:**

**Cell phone:** Westfield Township Trustees find it is both a proper public purpose and necessary to carry on the work of this community in an efficient manner to provide cell phones to the township maintenance personnel as they deem needed. Personal calls are to be kept to a minimum and the bills will be monitored, by both the Fiscal Officer/Clerk and Trustees. Township Employees issued cell phones will have \$5.00 deducted from their monthly salary for personal use. If an employee chooses to use his/her personal cell phone may be reimbursed for calls township related business not to exceed \$20 per month.

The Board of Trustee’s prior to purchase will approve all cell phone equipment. Any loss or damage of cell phones will be the responsibility of the Township if such accident/incident occurred during business operations.

We ask that all non-emergency personnel abide by the following cell phone procedures:

- Avoid using cell phones while operating a Township motor vehicle.
- Do not take notes or look up phone numbers or other information which takes your attention from driving.
- Avoid stressful or emotional conversations while driving.
- Place calls only when stationary or before pulling out into traffic. If this is not possible or feasible, you are encouraged to notify your supervisor and/or immediate supervisor.
- Immediate supervisors in those departments, which use cell phones frequently when on the road, shall investigate the acquisition of hand-free cell phone systems.

*Township issued cellular phones are to be used for Township business and limited personal use. Department issued cell phones are to be used strictly for business reasons. Personal cell phones are to be used only on breaks, or in cases of emergency. Personal cell phone use may be permitted, please check with your immediate supervisor for specific guidelines.*

Carolyn expressed that she does not like Guilford’s wording above beginning with **We ask....** Because it was irrelevant. Jeff wants it in the policy for safety.

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**Vehicle and/or equipment use:**

Westfield Township Trustees hereby resolve that township vehicles are to be used for the proper public purpose of carrying out the official business of Westfield Township, including but not limited to the maintenance and repair of roads, public buildings, cemeteries, and parks. The Trustees will monitor their usage.

**Computer and Electronic Media Policy**

Jeff recommended the Guilford's computer and electronic media policy be adopted. He also suggested that lap top computer needs to be inserted in the policy.

Producing, exchanging and retrieving information electronically by taking advantage of computer technology presents valuable opportunities for Guilford Township. While employees are encouraged to use this new technology, its use carries important responsibilities. Employees are expected to exhibit the same high level of ethical and business standards when using this technology as they do with more traditional workplace communication resources.

Computers, computer systems and electronic media equipment (including computer systems, electronic mail, voice mail, and voice recording systems) at the Township are provided for the use of employees for Township business-related use. It is the responsibility of employees to see that these information systems are used in an efficient, ethical and lawful manner.

Employees who utilize Guilford Township's computer and electronic media systems must adhere to these policies and, procedures and guidelines. The use of information systems is a privilege extended by the Township and may be withdrawn at any time. A violation of the provisions of this policy may result in disciplinary action up to and including termination.

- A. The Township's computer systems, electronic mail and voice mail systems are public property and are intended solely for use in furtherance of Township business.
- B. These systems are intended to be used for legitimate business reasons with the goal of improving our service to the public.
- C. These systems may not be used for personal, non-business related communications in a manner inconsistent with established policies, procedures and guidelines.
- D. An employee should seek appropriate guidance from supervision before sending confidential information over Internet e-mail.
- E. Messages must be non-partisan, non-political and shall not be designed to influence elections or legislation, public or private.
- F. Messages must not be written in a degrading or demeaning manner.
- G. Messages must not be obscene, libelous, vulgar or defamatory.
- H. The Township does not guarantee the privacy of documents and messages stored in its computer system, electronic mail system, or voice mail.
- I. The Township retains the right to access and review all information in its computer system, electronic mail system, or voice mail system for any reason, including but not limited to the following:

1. Retrieve business information.
  2. Trouble-shoot hardware or software problems.
  3. Prevent system misuse.
  4. Assure compliance with software distribution policies.
  5. Comply with legal and regulatory requests for information.
  6. Protect trade secrets.
  7. Protect privacy rights of members of the public.
  8. Ensure quality control.
  9. Ensure compliance with policies and procedures.
- J. In order to avoid copyright infringement issues and the spread of computer viruses, employees may not download software from the Internet without prior approval.

## **Internet and E-mail Use**

Guilford Township provides Internet and E-mail access to assist you in performing your work more efficiently and thereby improving our service to the public. This policy is designed to address what are, and are not appropriate uses for these important business tools.

The explicit Internet and E-mail privileges and restrictions set forth below cannot possibly cover every situation that may arise in connection with the sum of these new forms of electronic communications. More important than any explicit statement made below is our Internet and E-mail usage philosophy, which you are expected to understand and respect. This philosophy governs all of your on-line activities and you are expected to act in accordance with it all times.

First and foremost, Internet and E-mail access are provided to you as tools for conducting Township business. That means you are expected to use you access primarily for business-related purposes. All of The Township's computer systems are public records and are subject to the Ohio Public Record Law and are considered the property of Guilford Township and may be subject to review without notice by Township Officials.

The Township insists that you conduct yourself honestly and appropriately on the Internet and in the use of E-mail, and respect the copyrights, software license provisions, property rights, privacy and prerogatives of others, just as you would in any other business dealings.

You must be aware at all times that your Internet and E-mail activities will be traceable to the Township and will impact the reputation of the Township.

The Township's direct connection to the Internet and extension of E-mail privileges offer many benefits and can enhance the productivity of Township employees in all areas. At the same time, they open the door to risks to the Township's data and systems if appropriate security measures are not maintained. You must not download files from sources which you may have reason to believe may be untrustworthy nor should you open and read files attached to E-mail transmissions unless you have knowledge that they originate from a trustworthy source. Downloaded files and attachments may contain viruses or hostile applications that could damage The Township's systems. You will be held accountable for any breaches of security caused by files obtained for non-business purposes.

Specifically, the following provisions apply:

- A. The Township reserves the right to inspect any and all files stored on computers or other electronic devices which are the property of Guilford Township in order to assure compliance with this policy.
- B. The Township's computer systems are intended to be used for legitimate business reasons with the goal of improving our service to the public.
- C. Township employees must seek approval from a supervisor before downloading any software from the Internet.
- D. E-mail and Internet communications are considered public records subject to disclosure to the public pursuant to the Ohio Public Record's Act.

- E. The display of any kind of sexually explicit image or document on any Township system is a violation of the Township's policy on sexual harassment.
- F. No employee should send any messages of an obscene, libelous, vulgar or defamatory nature.
- G. All communications and messages by Township employees must not solicit support for or opposition to any partisan candidates, nor shall Township employees use their official capacity to attempt to influence, interfere with or affect the results of any election unless doing so comports with the employee's job duties.
- H. No employee may use the Internet for operating a business for personal gain, sending chain letters, soliciting money for religious or political causes, or any other purpose that interferes with normal Township business activities.
- I. No employee may use Township electronic communications facilities to deliberately propagate any viruses or other hostile computer program of file, to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
- J. Each employee using Township electronic communications facilities should identify him or herself honestly, accurately and completely at all times.
- K. No employee should grant a non-Township employee access to Township electronic communications facilities.
- L. Township employees shall not use any electronic communications device to transmit, download or print obscene, pornographic, threatening or racially, sexually, or religiously harassing materials.

Basic rule of thumb: *if in doubt, don't.*

Violations of this policy may result in disciplinary action, up to and including termination of employment.

Outstanding minutes to be approved:  
December 6, 2006  
April 10, 2007  
April 16, 2007  
May 7, 2007

Other items need to be scheduled:  
Policies: Records Retention  
Cell Phone  
Vehicle and/or Equipment  
Computer and Electronic Media  
Internet/E-mail Use


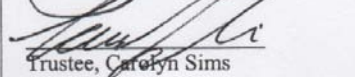
**Carolyn made a motion to go into executive session (personnel), seconded by Jeff Unanimous.**

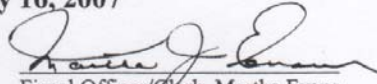
**Jeff made a motion to return to regular session, seconded by Carolyn. Unanimous.**

**No decision was made.**

**Jeff adjourned the meeting.**

**APPROVED July 16, 2007**

  
Chairman, Jeffrey Plumer  
  
Trustee, Carolyn Sims

  
Fiscal Officer/Clerk, Martha Evans