

# RECORD OF PROCEEDINGS

## Minutes of Brown Township Trustees Meeting

Held February 25, 2026

The Brown Township Trustees met on this date at 10:00 am in a special meeting form with Trustee Skinner, Trustee Ebersole, and Fiscal Officer Barrett. They meet virtually with Kyle Shumaker with the Shumaker Group regarding a Brown Township website.

Kyle from Shumaker Group spoke with the best fit for Brown Township would be a silver package for a township specific website \$1,299 initial set up and design fee. A yearly support fee of \$375.00. This package provides 15 pages, one digital form, and 100 documents. If Brown Township wants to upload documents, they will need to be Microsoft accessible.

Firewall Protection is available through Shumaker Group; Nexgen firewall provides active protection around \$1,500.00 initial and a couple hundred per yearly fee. It can slow the internet down a little.

Outlook does not have back up protection for emails. Per Ohio's new Cyber Security Laws, emails should be protected. Options available to archive every message that comes in and goes out of the account. Archive separately and pull up at a specific point.

Base email account is \$60.00 per account per year, backup and archival on top of that. Estimate for Microsoft emails with archival, set up, and back up is around \$120.00 per year. Cove is a backup system for everything on your computer which is a \$20 per month fee per computer, back ups and archives only. iDrive only restores to a certain time but cannot pull up deleted information. If do not back up computer it would only back up emails at a cost of \$5.00 per month.

Email access would be available for three Trustees, Fiscal Officer, Cemetery Sexton, Zoning, Cemetery, Zoning Secretary; possibly add additional emails if/when needed.

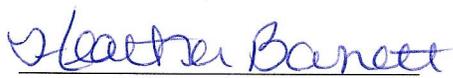
All credit card payments would be via the bank. The fee for credit cards can be added as a convenience fee.

Pre existing electronic documents, retained for record keeping purposes, will not change in the future; if a document meets this criterion, they can be moved into an archived section in the website. This will make previous documents compliant. Shumaker Group can help to make items compatible with the new Ohio Laws and website.

For the Brown Township website; make links available to county resources, Kilbourne Ball Association, etc. When residents call in, we can keep an option as to if the website could have answered those questions. Also, a possibility to let the majority of the newsletters be via the website and minimal mailed.

By June 30, 2026 we need to be cyber security compliant with emails, website, data back up, and firewall. A separate meeting in March will be scheduled to discuss further.

Trustee Skinner moved to adjourn, Trustee Ebersole seconded and meeting adjourned at 11:14 am.

  
Heather Barrett, Fiscal Officer

  
Connie Skinner, Chairperson

  
Brad Ebersole, Vice-Chairperson