

Minutes of the Board of Licking Township Trustees, Regular Meeting held at Licking Township Fire Station #600 at 7:00 p.m. on May 4, 2026.

Mr. Cormican called the meeting to order with the following members present: John Cormican, Dave Miller, Greg Smith, Andrea Lynch.

Others Present: Emma Farmer; Stephanie Crockatt; Kyle Weekly; Jon Lynch; Dave Moraine (\*)  
(\*) present but did not sign in

The Pledge of Allegiance was recited.  
The meeting was not recorded .

Minutes of the previous meeting were approved as presented.

Mr. Cormican made a motion to approve the expenditures totaling \$96,143.57  
Mr. Miller seconded the motion.  
Roll Call: Cormican, yes; Miller, yes; Smith, yes.

There are funds on hand or in the process of collection to pay the attached listed bills. \_\_\_\_\_, Fiscal Officer.

#### CORRESPONDENCE:

- 1) Ford Motor re: Recall Notice 2022 F550 for windshield wiper arm
- 2) Levy Timeline

The Fiscal Officer led a discussion regarding the finalized Social Media/IT Policy and thanked Capt. Sam Broska for his work on this project.

Mr. Cormican made a motion that the LTWP Trustees adopt the Social Media and Information Technology Acceptable Use Policy effective 05/04/26 as follows:

#### 1. Purpose

This policy establishes acceptable use standards for information technology systems and social media use by Licking Township employees, officials, contractors, and volunteers. The policy is intended to protect township systems, data, reputation, and the public trust while ensuring compliance with Ohio law and cybersecurity best practices.

#### 2. Scope

This policy applies to all Licking Township employees, officials, contractors, volunteers, and all users of Licking Township-owned or managed information technology resources, including computers, networks, email, internet access, mobile devices, cloud services, and social media platforms, whether used on-site or remotely.

#### 3. Acceptable Use of IT Resources

Township IT resources are provided for official business purposes. Limited personal use is permitted provided it does not interfere with operations, violate policy, consume excessive resources, or expose the township to cybersecurity or legal risk.

Users shall:

- Use strong passwords and protect login credentials
- Lock devices when unattended
- Report suspected cybersecurity incidents immediately as per the Township Cyber Security Policy
- Use township systems in a lawful and professional manner
- Comply with all cybersecurity training and security controls

Users shall not:

- Install unauthorized software or hardware

- Disable or bypass security controls
- Access, transmit, or store offensive, illegal, or inappropriate material
- Use township systems for political campaigning or personal business
- Share confidential or nonpublic information without authorization from the Township Trustees or their designee.

#### 4. Email and Internet Use

Email and internet access are township-owned resources. Users should have no expectation of privacy when using township systems. All communications may be monitored, logged, or disclosed as permitted by law.

### REVISED SECTION 5 – SOCIAL MEDIA USE (REPLACING PRIOR DRAFT)

#### Definition of Social Media

For purposes of this policy, “Social Media” means any internet-based or cellular network platform that allows users to create, share, or exchange information, ideas, photographs, videos, audio, text, or other multimedia content. This includes, but is not limited to, social networking sites, microblogging platforms, blogs, wikis, discussion forums, comment sections, photo and video sharing platforms, and similar technologies.

#### Official Township Social Media Accounts

Official Licking Township social media accounts may only be created with prior approval of the Board of Trustees and shall be managed by a site administrator designated by the Township Trustees or Township Clerk. All official Township social media accounts exist for the purpose of disseminating Township information and government speech.

Content posted on official Township social media accounts must:

- Be directly related to Township business;
- Be accurate, professional, and respectful;
- Be non-political and non-partisan;
- Comply with public records, records retention, and applicable Ohio law;
- Not include personal opinions or personal information.

#### Public Comment Moderation and Removal

Licking Township values First Amendment rights while also maintaining a safe, respectful, and lawful platform for public communication. Township social media pages are subject to moderation in certain circumstances.

The Township reserves the right to remove comments or posts containing the following:

- Comments not related to the topic being discussed
- Vulgar, profane, obscene, violent, or sexually explicit language or content
- Defamatory statements or personal attacks
- Threats or encouragement of violence or illegal activity
- Comments or content that is intended to incite riot or provoke a violent reaction (fighting words)
- Content supporting or opposing political candidates, campaigns, or ballot issues
- Commercial solicitations, spam, or advertising
- Discriminatory content based on protected characteristics recognized by Ohio and/or federal law, including but not limited to race, age, creed, color, gender, religion, marital status, sexual orientation, or national origin
- Hate speech of any kind, threats, intimidation, abuse, harassment, or personal attacks
- Content violating privacy, confidentiality, copyright, trademark, or other legal rights
- Information that may compromise public safety or Township system security
- Repetitive posting of the same comment(s) and/or content more than once
- Comments, speech, or content that is impermissible under Ohio and/or federal law

When comments or posts are removed, the Township shall document the date, time, content, and username associated with the removed material.

Township social media sites are not continuously monitored. For emergencies, call 911.

#### Personal Use of Social Media by Township Employees

Employees, officials, and volunteers shall not represent personal views as official Township positions, use Township logos or insignia without authorization, disclose confidential information, or engage in harassing, discriminatory, or threatening conduct online. Township email addresses and passwords shall not be used in connection with personal social media accounts.

Speech related to official duties, whether on or off duty, may not be protected and may result in discipline if detrimental to Township operations or public trust.

## 6. Data Protection and Confidentiality

Users must protect sensitive and confidential information, including personnel records, financial data, law enforcement information, and protected personal information. Data shall only be stored and transmitted using approved township systems and/or devices.

## 7. Monitoring and Privacy

Licking Township reserves the right to monitor, access, copy, maintain and audit all township IT systems and communications to ensure security, compliance, and operational integrity, consistent with Ohio law.

## 8. Violations and Enforcement

Violations of this policy may result in disciplinary action up to and including termination of employment, limitations or revocation of system access, and possible civil or criminal penalties.

## 9. Acknowledgment

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mr. Miller seconded the motion.

Roll Call: Smith, yes; Cormican, yes; Miller, yes.

Chief Kyle Weekly gave the fire report. There were 107 runs for April consisting of 42 Fire, 65 EMS (43 billable) bringing the YTD total to 406 runs.

Chief Weekly provided LTFC updates:

- New grass truck will be delivered to Coughlin 6/8/26 then sent to ACE.
- Water leak in Utility Room - repaired by Houston Plumbing & Heating
- Touch a Truck Day for Lakewood
- Distributed additional data for levy consideration
- Thanked Road Dept for recent repairs to chainsaw
- Dark Star Jubilee May 22-24. Fireworks permit pending submission.

Zoning Inspector Dave Moraine gave the Zoning Report. There was 1 permit issued w/payment and 1 variance application received w/payment :

- GLR Family LLC - 49 Woodland Rd - Room Addition & Covered Porch - 125.00
- Carol Sieffert - 49 Lakeview Rd - Garage- Variance - \$300.00

\*\*Zoning Permits in process: McConaha; Dodson

\*\*Zoning Variance applications in process: Dobransky

Mr. Moraine provided an update on the following:

1) Zoning violations

2) Attendance at recent LCPC meeting for Race Trac gas station project on Jacksontown Road.

Mr. Miller led a discussion regarding 2 road issues in Harbor Hills that LTWP Road Department are handling (Cornell tapering & Arden Place pipe repair).

Mr. Miller led a discussion regarding increased fuel prices specific to the 2026 cemetery mowing contract.

Mr. Miller made a motion that due to the recent surge in both diesel and unleaded fuel prices, the Licking Township Board of Trustees approve a \$50/week (\$200.00 per month) increase to the 2026 Cemetery Mowing Contract with Somerset Lumber & Landscaping for fuel surcharge effective 5/1/26 OR until fuel prices return to less than \$4.00/gallon for the 2026 mowing season.

Mr. Smith seconded the motion.

Roll Call: Cormican, yes; Miller, yes; Smith, yes

Mr. Miller provided the following updates:

- 1) Obtaining estimate from Ours for security cameras. Will set something up with Ours and Capt Broska.
- 2) Obtaining estimates on new Road Dept building. Mr. Cormican suggested estimate specs for a 30x40x14 building with 12' door, 20' wide single door, and pass through door.

New Business: none

Old Business: Township Hall records move - Mr. Smith reported no update. Will be putting together a plan to present at future meeting.

Public Comments:

- Emma Farmer & Stephanie Crockatt (Dawes Arboretum) said they attended just for observation.

Mr. Cormican made a motion to adjourn the meeting @ 7:34 pm

Mr. Miller seconded the motion.

Roll call: 3 ayes

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Attest

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May 4, 2026