

RECORD OF PROCEEDINGS

VILLAGE OF PLYMOUTH

Rules and Village Administration Committee

Held October 28, 2025

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The Village of Plymouth convened in Rules and Administration Committee on October 28, 2025 at 5:45PM in person. The following members and visitors were present:

Mrs. Susan Moore Present
Mr. Jeff Brown Present
Ms. Susan Broderick Present

EMPLOYEES: *DiAnn Jamerson, Fiscal Officer; Montel Gordon, Police Chief; James Burton, Administrator; Rebekah Fearing, Tax/Court Clerk; and Mayor Fryman.*

VISITORS: *None*

Mrs. Moore called the meeting to order.

Overview

- Reviewed and updated records retention policies for the entire village, not just the police department.
- Discussed Records Commission structure and meeting requirements; must meet at least twice a year.
- Outlined secure destruction of sensitive records, including use of shredding companies and security protocols.
- Reviewed and proposed updates to public records request fees (paper, CD, DVD, USB, body cam video).
- Clarified body cam video charges: \$1.25 per minute, not \$75/hour; discussed redaction workload.
- Addressed need for a cybersecurity policy by July next year due to state requirements.
- Proposed utility billing changes: increase reconnect fee to \$60, eliminate late notices, and clarify payment arrangements.
- Explained the impact and communication challenges of the village's solar field on utility rates.

Records Retention Policy Overhaul

- Records retention policy aligned with state and other municipalities' guidelines.
- Records Commission consists of mayor (chair), fiscal officer, legal counsel, and one citizen; meets at least twice a year.
- Commission is responsible for rules on retention/disposal, reviews applications for one-time disposal, and retention schedules.
- State approval required for changes must list all records for disposal (e.g., police case files, pay records from 1995).
- Failure to follow retention policy can result in lawsuits; shredding company (Christy Lane) can be used for record destruction.

Public Records Request Fees & Policy Updates

- Records room is full; many records are damaged and need disposal.
- Body cam video requests charged at \$1.25/minute plus flash drive cost; not \$75/hour.
- Redaction of video (faces, SSNs) is time-consuming; 30-minute video may take 1 hour to process.
- Policy update needed for records retention and media costs (paper, CDs, DVDs, USBs) to reflect actual costs.
- Cybersecurity policy required by July next year; cyber incidents must be reported to the state within 5 days.

Cybersecurity Policy Mandate

- Multiple Ohio cities experienced cyber incidents; Mansfield lost over \$60,000, others near Cincinnati lost almost \$100,000.

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- Legislation requires all communities to adopt updated cybersecurity and IT policies to address endemic issues.
- Net2Serve provides mandatory cybersecurity training (Overwatch) for all staff with village email accounts.
- Policies cover data backup, incident response, and IT contacts; many current policies are outdated (from the 1980s).
- Goal to update and standardize all policies, job descriptions, and council rules by **end of year**; some departments' documents remain unapproved or inconsistent.

Utility Billing & Fee Structure Changes

- Current reconnect fee is \$25; proposals to increase to \$60 or use a percentage (e.g., 10%) of bill.
- Late fee is 10% of bill; late and disconnect dates appear on utility bill, not separate notices.
- No extensions or payment arrangements granted except for extraordinary cases (e.g., large water leak).
- Other towns require higher deposits (e.g., 125% of highest bill) and charge for both shutoff and reconnect.
- Policy changes proposed to take effect January 1; communication via newsletters and bills.

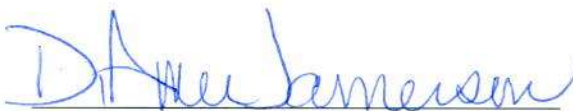
Solar Field & Utility Rate Communication

- Utility bills to consolidate late and shut-off notices into single bill effective January 1, pending council approval.
- Late and shut-off fees proposed at \$30 each, totaling \$60; no separate late/shut-off notices to be sent.
- Solar field generates renewable energy credits, sold for approximately \$30,000, applied to reduce rolling average utility costs.
- Solar field does not directly benefit water/sewer plants but helps prevent rate increases for residents in electric costs, savings not directly visible on individual bills.
- Other communities face higher power increases; local approach helps offset peak power purchasing, but exact savings percentage not specified.

Action Items

- **Update Records Retention Policy** Revise and organize the records retention policy, list obsolete records for destruction, and prepare necessary forms for state approval.
- **Revise Public Records Fees** Work with John Studeman to update the records request fee schedule for paper, CDs, DVDs, USBs, and body cam video.
- **Draft Cybersecurity Policy** Coordinate with IT and insurance providers to prepare a draft cybersecurity policy for review and council approval.
- **Prepare Utility Billing Policy Changes** Draft new utility reconnect fee structure and eliminate late/shutoff notices, targeting January 1st for implementation.
- **Communicate Policy Changes** Include updates about utility billing changes and policy updates in the village newsletter as directed.

Meeting adjourned at 6:45PM.



DiAnn Jamerson, MMC, Fiscal Officer

All formal actions of the Village of Plymouth concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.