

THE CHARTER TOWNSHIP OF OSHTEMO
IT Board Work Session
January 23, 2018
6:00 PM

The Oshtemo Township IT Board Work Session was held at the Township Hall. Trustee Zak Ford called the meeting to order at approximately 6:00 PM.

PRESENT:

Supervisor Libby Heiny-Cogswell
Clerk Dusty Farmer
Treasurer Nancy Culp
Trustee Deb Everett
Trustee Zak Ford
Trustee Ken Hudok
Fire Chief Mark Barnes
Deputy Fire Chief Greg McComb
Public Works Director Marc Elliot
Jon Gibson
Fred Antosz

One interested person was also in attendance.

Public Comment

No public comment.

Telephone & Emergency Responder System Licenses & Budget Amendment

This item will be included in the Capital Improvement Plan in the future.

Motion by Ford, second by Hudok to approve the expenditure for telephone and emergency responder system licenses, and to authorize the Clerk to amend the budget for the increased expenditure. Motion carried 6-0, with one absence.

Website Service

Clerk Farmer shared that Kelly White Design will continue to host the Township website. Trustee Hudok recommended utilizing Western Michigan University for accessible website design. Clerk Farmer will follow up with the communication with WMU.

Central Copier Replacement

Motion by Heiny-Cogswell, second by Ford to award the central copier purchase to Canon. Motion carried 6-0, with one absence.

Acceptable Use Policy/Social Media Policy

Motion by Heiny-Cogswell, second by Ford to create a policy that will include all devices used in the Township. Motion carried 6-0 with one absence. Clerk Farmer will work with Attorney Porter to accomplish this task.

All suggestions from the committee members regarding either the Acceptable Use Policy or the Social Media policy should be sent to Clerk Farmer by February 2 to be included in the February 13 packet.

Motion by Heiny-Cogswell, second by Ford to allow the Clerk and her designee to begin posting to the Township Facebook page immediately. Motion carried 6-0, with one absence.

Records Retention Subcommittee update

Clerk Farmer noted that the next meeting of the subcommittee will be February 5.

Trustee Zak Ford adjourned the IT Board Group meeting at approximately 8:00 PM.

Prepared by: Dusty Farmer
Township Clerk