# EMERGENCY TOWNSHIP MEETING

## AUGUST 27, 2025

**Attendees: Trustee Paul Porter, Trustee Mervin Miller, Trustee Dave Hauser, Fiscal Officer Mary Ann Pierce, ADP representatives: Frank Attenucci, Chief Deputy Administrator, Zach McLeod, Director, and Joe Birli, Deputy Director**

**Meeting called to order at 9:00 am.**

**Pledge of Allegiance**

**Motion to go into executive session per ORC121.22G6 by Mervin Miller, seconded by Dave Hauser. Went into executive session at 9:05.**

**Discussed with ADP the e-mail breach. Was given a confidential security document with a summary of the incident. Mr. Antenucci said the e-mail from Ms. Pierce was sent out to many users including other township fiscal officers. Two of the fiscals reported this to ADP who checked the email and determined that it was a phishing email. They contacted Mr. Porter and Ms. Pierce to confirm that the system had been compromised. Auditor Chuck Walder, the ADP Board Administer really supports the townships and ADP was instructed to do whatever was necessary to assist us. There are no logs in Yahoo so it was not determined when this threat was done or how long they were in the account.**

**Executive session ended at 9:20 am.**

**Public session was opened up at 9:20 am. ADP explained their services and what services they could provide for the township. ADP has 12 members on the Board and has a democrat and a republican representative also. Chuck Walder is the Chief Administrator of the Board. There are 3 departments that make up ADP. There are currently 12 townships and 3 municipalities that use the ADP services as well as all of the Geauga County offices.**

**Ms. Pierce asked what steps would be included in the agreement to use ADP services. Mr. Antenucci stated it would come in stages. The first step would be to get Ms. Pierce set up with a new e-mail account. They would contact all county employees informing them of the new e-mail and we would be responsible for informing our vendors. The e-mail would be under the Geauga County umbrella and would have a .gov address. Ms. Pierce will receive a new computer that will be newly formatted and will receive instructions to get into the computer. It will have much more security to get into the computer. The UAN computer will still have to be used for UAN work until they can get the two computers connected. They will also set up the trustees with new emails and security. They will also look at our internet and our domain and make more secure.**

**The question of cost came up and Mr. Antenucci explained that they are not allowed to make a profit on this service. They will look at and discuss with Ms. Pierce what the township has in the budget to work with for this service. They will make discounts accordingly and implement a plan. The domain will have a yearly renewal and the township will have to take care of that.**

**Upon consideration of all the facts and knowing that these cyber attacks are happening more often, Mervin Miller motioned for Middlefield Township to agree to services from ADP. Dave Hauser seconded the motion. All were in favor. Resolution #2025-9 was signed by Chairman Porter to enforce that agreement. Mr. Antenucci will take care of getting the prosecutor and Mr. Walder's signatures and will forward a copy back to the township.**

**Mr. McLeod and Mr. Birli will be back on-site Tuesday, August 2nd to get Ms. Pierce set up with the new computer and email address. Follow up work will be scheduled from there.**

**Meeting was adjourned at 9:55 am.**