

## **Jonesfield Township Special Meeting**

**June 8, 2021**

### **Meeting Minutes**

**PRESENT:** Brown, Parker, Stanley, Nock and Glazier

**ABSENT:** None

**GUEST:** Larry Fleming – Jonesfield Township resident & past assessor, Kyle O’Meara – representative for Fahey, Schultz, Burzych, Rhodes

- I. Pledge of Allegiance
- II. Call to order of the Jonesfield Township Board – Supervisor Brown called the special meeting to order at 7:05 p.m.
- III. The purpose of this special meeting is to discuss and adopt by resolution a Freedom of Information Act (FOIA) procedures, policies and guidelines for the Township. - Supervisor Brown opened meeting with discussing the purpose and need for the new FOIA resolution, policy and procedures. Kyle O’Meara from Fahey, Schultz, Burzych, Rhodes presented the updated documentation (attached) and the purpose for each.
- IV. Discussion around the afore mentioned documents – Discussion was held by the board members regarding the updated policies and procedures.
- V. Public Comment – Larry Fleming asked a question regarding how FOIA applies to emails on personal computers – Discussion was held by the board with Kyle included. Emails related to township information would apply to a FOIA if requested.
- VI. Action Items:
  - a.) Motion to adopt the resolution discussed addressing Freedom of Information Act (“FOIA”) procedures, policies and guidelines for the Township – Trustee Glazier

made a motion to adopt the updated FOIA policies, procedures and guidelines as presented by Kyle O’Meara. Second by Trustee Nock. Roll called vote by Clerk Stanley. Ayes: Brown, Parker, Nock, Glazier and Stanley. Nays: None. Carried.

- VII. Adjourn: Motion made by Supervisor Brown to adjourn at 8:00 p.m. Second by Trustee Glazier. Carried.

Signed,

Marcia J. Stanley  
Jonesfield Township Clerk