

**SPECIAL MEETING
JANUARY 15, 2026**

Meeting location: 6699 Buffham Rd, Seville OH 44273

Jim Likley called the special meeting to order at 5:25pm

Roll call: Joe Doty, Jim Likley

Others in attendance: Julie Carr, Tera Seiwerth

Likley shares that this meeting is called to discuss website design and IT services with Shannon Colonna, who is hired to provide this support to the Township. Likley shares that by improving the website this will bring more information to the township. He would like a front page that gives valuable information and wants feedback from everyone at the meeting.

Ideas discussed were:

- A split screen on the front page of the website, with township on one side and fire on the other.
- Showing the number of calls the fire department went on and a running tally for the year.
- Sharing all agendas for the meetings
- Show meeting information- dates and times.
- Share meeting minutes
- Improve contact information on the site; Clearly providing names, phone numbers and emails
 - J Carr will add this information now while the new site is being worked on
- Colonna shared that information under community events should have been more upfront and visible to township residents- suggesting a link to all fire levy information. Likley agreed a tab for levy information is needed.
- Adding new pictures on the front of the township buildings; hall and fire station.
- Adding payment listings and revenue for township and fire department expenses.
 - T Seiwerth said the documents are already created and could be easily added
- Creating a tab for resolutions
- Using Microsoft one drive and sharing folders with township employees
- Using PDF's only vs word docs, non-editable versions posting on the site
- Colonna wants simplicity. Likley shared he really likes the look of the Westfield Village website. (board looked at the website together) They like the tabs on top.
- Having archived files on our website and on our shared drives.
- Correcting the capitalization on the site
- Adding a calendar of all meetings on the front page of the website.

- Having our logo prominent on the front page of the website.
- Colonna shared that you must be aware of how it looks from a website perspective and a cell phone perspective. She will make sure this looks correct.
- Being able to track website traffic, looking for spikes or what pages are most commonly referenced.
- Board discussed social media and does not have an interest in pursuing this currently. Doty shared the struggles of commenting since it would require a vote amongst the trustees.
- Post on the website important changes- examples are changes to zoning resolutions or resolutions signed by trustees.
- Archived listings of agendas, minutes, payments
- Zoning regulations having clickability, known as hyperlinks in the table of contents
- A fillable PDF form for zoning applications.
- Improving the presentation on who to call page and the information such as who to call, roads vs county, part of the township, links leading to the correct place
- Change or amending applications around zoning for simplicity. Adding a new home build application and a complaint form.
- Colonna suggested a license for adobe acrobat to make the fillable versions of forms
- Admins on the website will be T Seiwert, J Carr and Shannon Colonna
- Adding a running tally for donations to the fire station; going back years and listing prior donations as well.

Likley's goals are a better way to provide information to the township residents and to make the job of the township administrator and fiscal officer easier when possible.

Carr discussed all the prior support roles the township has had and who do we need going forward. Seiwert discussed who all the township has been paying such as go daddy, Big Impact, website hosting, core support partners, and domain listings. Seiwert shared we need more information on why we are paying so many support people and asked Colonna to help figure all this out. Doty asked Colonna to make a recommendation to the Trustees so we are not overlapping support/payments. Go Daddy is linked to prior fiscal officer's personal email; Doty asked for Tera to reach out to her and get that changed.

The Board discussed the future of the website and if wordpress is the best platform to build the website one. Colonna shared this is a great platform to use.

Trustees discussed getting the computers they were given wiped and starting clean. The computers were given to Shannon. J Carr shared there is a hard drive in locked room that can be used if needed to back up information on.

Seiwert said we need a cyber security policy as required by the State.

Next Regular meeting Jan. 19 @ 7:00

MOTION TO ADJOURN

Doty made a motion to adjourn at 6:23pm

Likley seconded the motion.

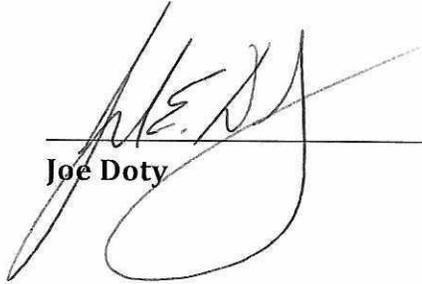
Roll Call- Doty- aye, Likley- aye. Motion passed.

Minutes prepared by Township Administrator, Julie Carr.

Signed:



Jim Likley



Joe Doty



Kent Patterson

Date approved 2-2-2026