

The February meeting of the East Otto Town Board was called to order at 6:00 PM by Deputy Supervisor Dave Forster on Tuesday February 12, 2019. Dave led the pledge to the Flag.

Present were councilmen: Sid Barber and Angela Sherman. Highway Superintendent Tom Benz, and Clerk Deanna Bowen.

Guests present were Bob Bowen, Sean Lexer, Tammie Herr, Brittanie Phillips, and Brian Church.

A motion was made by Sid Barber and seconded by Angela Sherman to authorize the Supervisor to pay all general and highway fund bills audited. Forster, Barber, and Sherman were in favor. Motion carried.

	Abstract #	Claim #	Amount
Highway 3	301	001-014	\$ 13,926.92
Highway 4	401	001-003	\$ 6,923.80
Highway E41	E41	01	\$ 2,432.20
General	002	05-017	\$ 3,828.40

A motion was made by Sid Barber and seconded by Angela Sherman to approve and waive the reading of the January 8, 2019 meeting minutes with the correction. Forster, Barber, and Sherman were in favor. Motion carried.

Clerk paid to Supervisor \$206.18 for January 2019 fees and commissions.

Public Comment: Planning Board members: Brian Church, Brittanie Phillips and Tammie Herr were present. They presented the board with their ideas and thoughts on events that they would like to implement in the town. Such ideas include: Community Easter Egg Hunt, Movie night, and Town Cleanup.

Highway: Tom told presented the agreement to spend highway funds to be signed. Work is being done on the trailer. The bid on the Peterbilt truck came in at \$34,100.

Town clerk: Told the board there are issues with some of the thermostats in the basement. Two of them need to be replaced. Chris Shattuck was able to repair the others.

CEO Report: Jeff completed 3 inspections, issued 1 permits, answered 9 phone calls and attended 16 hours of code enforcement training.

A motion was made by Sid Barber and seconded by Angela Sherman to enter into executive session discussion to include safety and security information that was brought forth in the audit. Forster, Barber, and Sherman were in favor. Motion carried.

A motion was made by Angela Sherman and seconded by Sid Barber to come out of executive session. Forster, Barber, and Sherman were in favor. Motion carried.

A motion was made by Angela Sherman and seconded by Sid Barber to adopt the following Information Technology Policy for the Town of East Otto. Forster, Barber, and Sherman were in favor. Motion carried.

Town of East Otto Information Technology Policy

This policy applies to all Town of East Otto entities, their employees, and all others, including third parties (such as local governments, consultants, vendors, and contractors), that use or access any Town of East Otto ITS.

Acceptable Use

All uses of information technology resources must comply with State policies, standards, procedures, and guidelines, as well as any applicable Federal, State and local laws, including copyright laws and licensing agreements.

Consistent with the foregoing, acceptable use of information technology resources encompasses the following duties:

- Protection of confidential information from unauthorized use or disclosure;
- Observing authorized levels of access and utilizing only approved information technology devices or services; and
- Immediately reporting suspected computer security incidents to the appropriate manager and the Information Security Officer (ISO)/designated security representative.

Unacceptable Use

The following list is not intended to be exhaustive, but is an attempt to provide a framework for activities that constitute unacceptable use. Users, however, may be exempted from one or more of these restrictions during the course of their authorized job responsibilities, after approval from TE management, in consultation with the TE IT staff (e.g., storage of objectionable material in the context of a disciplinary matter).

Unacceptable use includes the following:

- Distributing, transmitting, posting, or storing any electronic communications, material or correspondence that is threatening, obscene, harassing, pornographic, offensive, defamatory, discriminatory, inflammatory, illegal, or intentionally false or inaccurate;
- Purporting to represent the TE in matters unrelated to official authorized job duties or responsibilities;
- Connecting unapproved devices to the Town network or any Town information technology resource;
- Connecting Town information technology resources to unauthorized networks;
- Connecting to any wireless network while physically connected to a Town wired network;
- Installing, downloading, or running software that has not been approved following appropriate security, legal, and/or IT review in accordance with TE policies;
- Connecting to commercial email systems (e.g., Gmail, Hotmail, Yahoo) without prior management approval (TEs must recognize the inherent risk in using commercial email services as email is often used to distribute malware);

- Using Town information technology resources to circulate unauthorized solicitations or advertisements for non-Town purposes including religious, political, or not-for-profit entities;
- Providing unauthorized third parties, including family and friends, access to the TE IT resources or facilities;
- Using Town information technology resources for commercial or personal purposes, in support of “for-profit” activities or in support of other outside employment or business activity (e.g., consulting for pay, business transactions);
- Propagating chain letter, fraudulent mass mailings, spam, or other types of undesirable and unwanted email content using Town information technology resources; and
- Tampering, disengaging or otherwise circumventing Town of East Otto or third-party IT security controls.

Occasional and Incidental Personal Use

Occasional and incidental personal use of information technology resources is permitted, provided such use is otherwise consistent with this policy and the requirements of Executive Order No. 7, is limited in amount and duration, and does not impede the ability of the individual or other users to fulfill the TE’s responsibilities and duties, including but not limited to, extensive bandwidth, resource, or storage utilization, TEs may revoke or limit this privilege at any time.

For example, users may make occasional and incidental personal use of information technology resources to schedule a lunch date, cancel a sports practice, check their bank accounts or other personal investments, or to communicate with a volunteer charity organization.

Your judgment regarding incidental and occasional personal use is important. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in the exercise of good judgment by providing the above guidelines. If you are unclear about the acceptable “personal” use of a town-provided resource, seek authorization from your immediate supervisor.

Individual Accountability

Individual accountability is required when accessing all IT resources. Each individual is responsible for protecting against unauthorized activities performed under their user ID. This includes locking your computer screen when you walk away from your system and protecting credentials (e.g., passwords, tokens or similar technology) from unauthorized disclosure, including sharing. Credentials must be treated as confidential information and must not be disclosed or shared.

Restrictions on Off-Site Transmission and Storage of Information

Users must not transmit non-public, confidential, sensitive, or restricted TE information to or from personal email accounts (e.g., Gmail, Hotmail, Yahoo) or use a personal email account to conduct Town business unless explicitly authorized. Users must not store non-public, confidential, sensitive or restricted TE information on a non-Town issued device, or with a third party file storage service that has not been approved for such storage by the TE.

Devices that contain TE information must be attended at all times or physically secured and must not be checked in transportation carrier luggage systems.

User Responsibility for Information Technology Equipment

Users are routinely assigned or given access to information technology equipment in connection with their official duties. This equipment belongs to the Town and must be immediately returned upon request or at the time an employee is separated from TE service. Users may be financially responsible for the value of equipment assigned to their care if it is not returned to the TE. Should Town IT equipment be lost, stolen or destroyed, users are required to provide a written report of the circumstances surrounding the incident. Users may be subject to disciplinary action which may include repayment of the replacement value of the equipment. The TE has the discretion to not issue or re-issue information technology devices and equipment to users who repeatedly lose or damage Town IT equipment.

Use of Social Media

The use of public social media sites to promote TE activities requires written pre-approval of the TE Public Information Office (PIO). Approval is at the discretion of the PIO and may be granted upon demonstration of a business need and review and approval by the PIO will define the scope of the approved activity, including, but not limited to, identifying approved users.

Unless specifically authorized by the TE, the use of TE email addresses on public social media sites is prohibited. In those instances in which users access social media sites on their own time utilizing personal resources, they must remain sensitive to expectations that they will conduct themselves in a responsible, professional, and secure manner with regard to references to the TE and TE staff. These expectations are outlined below.

-Use of Social Media within the Scope of Official Duties

The TE, PIO, or designee, must review and approve the content of any posting of public information, such as blog comments, tweets, video files, or streams, to social media sites on behalf of the TE. However, PIO approval is not required for postings to public forums for technical support, if participation in such forums is within the scope of the user's official duties, has been previously approved by his or her supervisor, and does not include the posting of any sensitive information, including specifics of the TE's information, technology infrastructure. In addition, PIO approval is not required for postings to private TE approved social media collaboration sites (e.g., Yammer). Blanket approvals may be granted, as appropriate.

Accounts used to manage the TE's social media presence are privileged accounts and must be treated as such. These accounts are for official use only and must not be used for personal use. Passwords of privileged accounts must follow New York State information security standards, be unique on each site, and must not be the same as passwords used to access other TE information technology resources.

Information posted online on behalf of the TE may be subject to the record retention/disposition provisions of the Arts and Cultural Affairs Law and may be subject to Freedom of Information Law (FOIL) requests.

-Guidelines for Personal Use of Social Media

Staff should be sensitive to the fact that information posted on social media sites clearly reflects on the individual and may also reflect on the individual's professional life.

Consequently, staff should use discretion when posting information on these sites and be conscious of the potential perceptions of and responses to the information. It is

important to remember that once information is posted on a social media site, it can be captured and used in ways not originally intended. It is nearly impossible to retract, as often lives on in copies, archives, backups, and memory cache.

Users should respect the privacy of TE staff and not post any identifying information of any TE staff without permission (including, but not limited to, names, addresses, photos, videos, email addresses, and phone numbers). When you choose to post comments on social media sites, you are legally responsible for those comments.

If a personal email, posting or other electronic message could be construed to be an official communication, a disclaimer is strongly recommended. A disclaimer might be: "The views and opinions expressed are those of the author and do not necessarily reflect those of the TE name or State of New York."

Users should not use their personal social media accounts for TE official business, unless specifically authorized by the TE. Users are strongly discouraged from using the same passwords in their personal use of social media sites as those used for work, in order to prevent unauthorized access to TE resources in the event that the password is compromised.

Compliance

This policy shall take effect upon publication. Compliance is expected with all enterprise policies and standards. The Town of East Otto may amend its policies and standards at any time; compliance with amended policies and standards is expected.

If compliance with this policy is not feasible or technically possible, or if deviation from this policy is necessary to support a business function, Town Entities shall request an exception through the Chief Information Security Officer.

Any violation of this policy may subject the user to disciplinary action, civil penalties, and/or criminal prosecution. The TE will review alleged violations of this policy on a case-by-case basis and pursue recourse, as appropriate.

A motion was made by Sid Barber and seconded by Angela Sherman to adjourn at 7:30 PM. Forster, Barber, and Sherman were in favor. Motion carried.

The next meeting will be March 12, 2019 at 6:00pm.

Respectfully Submitted

Deanna Bowen
Town Clerk

