

**Minutes of the Urbana Board of Trustees Meeting**  
**held Monday, November 18, 2024**

The Board of Urbana Township Trustees met on this date with Trustee Blair Stinson, Trustee Matt Harrigan, and Trustee Roger Koerner present.

Present:

Dan Evilsizor

Grace Lacke

Hackett Landefeld

Jason Dagger

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The October 21, 2024 Meeting Minutes and Financial Status Reports and the October 24, 2024 Emergency Meeting Minutes were reviewed and accepted with no additions or corrections. Mr. Koerner moved, seconded by Mr. Harrigan to approve the October 21, 2024 meeting minutes, October 24, 2024 emergency meeting minutes and current Financial Status Reports.

Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.

Mr. Stinson – Reports

Road & Maintenance - Matt forwarded a list – other than that, went over all of the trucks and is ready for snow. All the plows, salters. (see attached email) Mowing to the crop line is done. We may need another mow on our out properties.

Sean Tullis – Zoning Inspector has submitted a zoning report. (see attached)

Mr. Harrigan – Website Report – no update – questions though here and there. They have been getting taken care of.

Mr. Landefeld – Developer at Clean Energy. Developing a project southeast of town. Wanted to introduce them and make himself available if there are any questions.

Mr. Koerner- two miles?

Mr. Landefeld – It's a few miles southeast of here.

Mr. Dagger – a ½ to 2 miles.

Mr. Stinson – Bowers and Channel property. Preliminary that you are starting with.

Mr. Hackett – hoping to submit a permit next year to the Ohio power siting board. We have done some design. We have identified the parcels of land where we want to build. Very, very preliminary designs on how we would layout the project. There is still a lot more to do. Looking at late 2027 to early 2028 to start construction.

Mr. Stinson – still pretty early stage. Have to go through the Ohio Power Siting Board. Have you spoke to the commissioners?

Mr. Hackett – I am tomorrow. I am pretty new. Been there a couple of months.

Ms. Lacke – the previous developer has also introduced himself to the commissioners and been to two of their meetings. Mark Shuler was the previously developer and he has been moved to the other region. He had met with and chatted with the county commissioners. It's the same project.

Mr. Stinson – the county has had some different rule changes. My biggest thing is to keep the commissioners up to date.

Mr. Dagger – a lot of discussions to be had yet.

Mr. Stinson – we look forward to hearing what you have. If we do have anything we can reach out.

Mr. Dagger – Hackett works for me indirectly, so I will be around. I haven't been active in this area. In July, Ohio came back into my territory. RWE is the 4<sup>th</sup> largest clean energy company in the country. In my portfolio we have over 40 projects over 100 megawatts or larger. We have 2 projects under construction here in Ohio in the next 30 days. We basically have projects in 41 of the 50 states that are operational or development. In Texas alone, 3500 wind turbines and about 3,000 megawatts of solar. We just got into batteries within the last two years. This project may have a battery component. This would provide constant power to the grid. We have batteries deployed at about 6 different projects now. Just to give an update on what the company is and who we are.

Mr. Stinson – Old Business  
Letter from OTARMA

Ms. Perry – we got a letter dated November 11<sup>th</sup> from OTARMA and they were asking about follow up on that risk control survey. They had sent some recommendations 3 or 4 months ago, and they are asking me to update them on if we completed any of their suggestions.

The suggestions identified were:

Require road volunteers to sign a hold harmless form.

Written job descriptions.

Sexual Harassment Policy.

Sexual Harassment Prevention Review.

Documented monthly road and sign inspections.

Mr. Stinson and Mr. Harrigan – we have been doing that. We have always done that. Richard keeps that form in a notebook.

Motor Vehicle Record Checks – those we randomly get from the County Twp Association. I can ask Susan about that. They basically ask that you send off and get the driving record in case someone has excessive tickets.

Driving policy.

Secondary containment measure for above ground storage tank.

Install barrier to protect above ground storage tank.

Mr. Harrigan – SRM makes these barriers. They make 3 foot and 6 foot barriers. I called them and we got a 6 foot barrier. Cost of \$75.00

Ms. Perry – what about the secondary measure?

Mr. Stinson – we have a double wall tank, not a single wall tank. They wanted the barrier if there was a single or double.

The last thing was to conduct annual driver's training.

They do have it available for free. So maybe that is something when I am out here on a weekend that I ask Richard to complete this training online. I will check on the OTARMA site for the training. It says all eligible township drivers. There is no cost available at otarma.org. I will respond to her.

Mr. Stinson – the biggest thing was to get the barrier around the tank.

Ms. Perry – do you have any volunteers?

Mr. Stinson – we do.

Ms. Perry – through Job & Family services? I don't think that is what they are talking about. But I will ask.

Ms. Perry – the other old business I have is the exemption. After the Audit meeting, at the last meeting I asked you to sign an exemption from an investment policy. I got that uploaded for the State Auditor, but there is also one that has to be completed for the Treasurer of State. The Auditor of State one is a one time. The Treasurer of State is every year. The Treasurer one did not require a form. It did not require a resolution. I just had to go on to their website, and note that we are exempt.

Mr. Stinson – Matt the other old business, do you have information on the quote for the sign in the cemetery?

Mr. Harrigan – I brought it up at the last meeting about the bulletin board at Grandview Cemetery. The corkboard has all disintegrated. I took it all out and let it dry out. Thought there is a better way to make it more permanent. The sign shop here in Urbana can print what we would like to have. It would be more permanent on a 3mm aluminum sheet. We can place it inside the bulletin board. quote for sign and bulletin board at the cemetery. The quote was \$75. It should last until we change that again.

Mr. Stinson – it is magnetic, so if there is price change, they can fix it.

Mr. Harrigan – yes or some vinyl printed out over top of it. If it is encased, so it won't get damaged or anything.

Mr. Stinson – Sean gets a lot of calls about the dates for fall cleanup, so we need something. Do we have a motion? Mr. Koerner moved to accept the quote for \$75.00 to create the sign for Grandview Cemetery. Mr. Harrigan seconded the request. Roll call was as follows:

Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.

Mr. Stinson – doing report for the last thing on old business. Both trucks have had maintenance, tires and all the parts replaced as needed. On the big truck, they ran into an expense that they weren't looking at. There were a couple of other lines that needed replaced. Richard went ahead and authorized that. When they got the pickup truck out, they were going to put new brakes, but they said it didn't need brakes, so we saved about \$500 on the pickup truck. So less on the pickup, more on the big truck.

### NEW BUSINESS

Mr. Stinson – requested Audit report.

Ms. Perry – They released our audit online on November 12<sup>th</sup>. I went to our website and posted a link under notices for anyone that wants to look at it that way. The Management Letter is not on their website. Only if they had any formal finding against us, which they did not. There were not formal findings for recovery. The Management Letter is not released. It only comes to the Trustees, and they had five items on that.

We had an exit meeting, and I went, Trustee Stinson, and Trustee Harrigan went where they explained them. The first thing was where they wanted the final appropriations filed at the county auditor. I did not do that because I did not believe I needed to. So, I spoke to Richard (Ford, Mad River Township Fiscal Officer, CPA, and UAN trainer), and he told me to just go file it. So they indicated that the county Auditor couldn't give us our final certificate without that and I said, well they did, but from now on I will file our final budget with the county auditor.

Item two – is the Permissive Tax. We have Motor Vehicle License Tax (MVLT). Within the MVLT, we have a line for Permissive Tax. When we get money monthly from the county, sometimes we get a Permissive Tax, I put it in the MVLT fund 2011, under Permissive Tax. They wanted Permissive Tax to have its own fund. So I set up a fund 2402 – Permissive Tax. I spoke with Richard, and he said set up a fund, and go in and move the money you have gotten this year to that fund. We don't get a lot of money in Permissive Tax. So from now on we will have another line called Permissive Tax.

The third item is an issue with zoning deposits. There were some deposits identified where the fee is \$60 for 1,000 square feet, .06 cents a foot above 1,000, where there was not enough charged for the .06 cents and then where there was too much charged for the .06 cent overage. It ended up being a total undercharge of \$158.00. They had their legal counsel review this and their legal counsel determined we did not have to do anything about his error, but they did recommend that rather than doing this figuring of square footage, that we should have a flat fee for zoning because it doesn't take any longer to right a zoning permit about the square footage. I talked to Richard Ford, he said the same thing, and that at their township they have a flat fee for this reason that there is no discrepancy in what was charged.

The fourth item is the fraud training. We have now completed the fraud training.

The fifth item is the public record request. They pulled 5 public record requests and the ones that they had an issue with were ones for Dan Evilsizor where I redacted social security numbers. They wanted me to say I made the SSN redactions and give the legal authority in my letter to him. So, moving forward, I responded that I would do so.

There was another item, it was not numbered, but it was about bank reconciliations. They want the bank reconciliation done the exact month that I get it and I usually get it the second week in. They want it to be approved that month. I spoke to Richard about this because sometimes I don't have all of the deposit paperwork and I have to reach out to the Auditor or State about direct deposits. He suggested that I make my deposit, and then make an adjustment to the fund if needed when I have the deposit documentation. It only happened 4 times in that 2 years, so I believe its when we get our tax deposits. All in all it was a very positive experience. We paid over \$7,000 for this audit but I would do it again.

Mr. Stinson – they said every township has a few things to improve on.

Matt Harrigan – in light of that, I think we should consider that zoning fee change.

Mr. Koerner – I totally agree.

Mr. Stinson – Sean agrees. He would like as the zoning officer, a flat rate. Maybe wait until next meeting, and call some zoning officers and see what they are doing.

Ms. Perry – they charge \$200 at Mad River.

Mr. Stinson – Sean said people come in and they think it is going to be \$60, and then they find out they have to pay more. It averages out. People know what kind of funds they need to bring in. Let's think about it. We won't make a decision today.

Mr. Stinson – Roger you can call Wayne Russell. I talked to John Marquis and Randy Moore. Roger you see what they are doing for Goshen and Union through Wayne Russell. John Marquis does Harrison and Adams. Roger will do Steve Neer. Bob Purk does Jackson and Johnson and then we can make a formal motion.

Ms. Perry – next meeting we will also have our temporary budget for next year.

Mr. Stinson – next meeting will be December 16, 2024 at 5:00 P.M.

Ms. Perry – the LUC Annual Meeting is Thursday, December 21<sup>st</sup> at 6:30 P.M. The County Meeting is December 11<sup>th</sup> for the county meeting.

Mr. Harrigan - OTA Township Association conference in January. There are some things I wouldn't mind attending. After knowing what I have been through for the 8, 9, 10, months, it would have helped.

Mr. Stinson – how does that work?

Mr. Perry – you can sign up and submit for a reimbursement.

Mr. Stinson – what about the DVD they were supposed to put out?

Ms. Perry – I never did get a DVD. That was 3 years ago. Maybe they are on their website, but that year they said they were doing a DVD.

Mr. Harrigan – I have a class tomorrow 10:30 – 11:30 on OTA.

Mr. Harrigan moved, seconded by Mr. Koerner to approve the payment and distribution of checks. Roll call was as follows: Mr. Stinson – yes; Mr. Harrigan – yes; Mr. Koerner – yes.

Check No.	Date	Payee	Total Amount
	11/18/2024	BWC	\$94.03
	11/18/2024	Ohio Dept of Tax	\$131.29
	11/18/2024	City of Urbana	\$93.36
	11/18/2024	US Treasury	\$1,563.65
	11/18/2024	CT Communications	\$140.90
	11/18/2024	Pioneer	\$103.82
	11/18/2024	Urbana Township – ARP Fund Transfer	\$89,296.32
	11/18/2024	Auditor of State	\$1,775.30
20603	11/18/2024	Aaron Stevenson	\$300.00
20604	11/18/2024	ADT	\$6.59
20605	11/18/2024	AutoZone	\$28.59
20606	11/18/2024	Blair Stinson	\$500.00
20607	11/18/2024	Cintas	\$432.52
20608	11/18/2024	City of Urbana	\$28.30
20609	11/18/2024	Clayton Tire	\$718.24
20610	11/18/2024	Matt Harrigan	\$425.00
20611	11/18/2024	Richard McCain	\$25.00
20612	11/18/2024	Roberts Refuse	\$68.50
20613	11/18/2024	Roger Koerner	\$425.00
20614	11/18/2024	Sandi Perry	215.73
20615	11/18/2024	Sean m. Tullis	\$25.00
20616	11/18/2024	Walmart Community Card	\$34.39
20617	11/18/2024	Williams Hardware	\$129.81

20618	11/18/2024	Urbana Truck & Trailer	\$3,443.65
20619	11/18/2024	Heritage Cooperative	\$118.47
20620	11/18/2024	Matthew J. Harrigan	\$883.58
20621	11/18/2024	Roger Koerner	\$742.89
20622	11/18/2024	Richard McCain	\$1,361.42
20623	11/18/2024	Sandi Perry	\$1,244.05
20624	11/18/2024	Blair Stinson	\$843.66
20625	11/18/2024	Sean Tullis	\$878.07
20626	11/18/2024	OPERS	\$2,031.79
Total			\$108,108.92

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#### Public Comments

Dan Evilsizor – nothing at this time.

Mr. Koerner moved to adjourn the meeting, seconded by Mr. Harrigan.

Roll call was as follows: Mr. Stinson, yes; Mr. Koerner, yes; Mr. Harrigan, yes.



Blair Stinson, President



Sandi Perry, Fiscal Officer

# Urbana Township - Champaign County - Road and Sign Condition Report

Date: SEPTEMBER 12, 2004

Signature: Mart Janzen

(listed as see attached email)

Road No.	Road Name	Sign	Sign Visibility		Sign Condition		Comments
			Good	Poor	Good	Poor	
90	Cedar Creek Road <del>ETWASH ST SIGNS</del>	Curve - 4	✓				
		Children at Play - 2	✓				
91	Woodburn Road	Stop - 2	✓				
		R & R - 2	✓				SHARPER TURN ROAD?
		10 MPH Rough Track - 2	✓				
93	Campground Road	Curve - 4	✓				
		Reflective Sign - 4 →	✓				
95	Middle Urbana Road	Road Ahead - Knight	✓				2 STOP AHEAD -
		<del>School Bus Stop - 2</del>	✓				
96	Knight Road	Stop Ahead - 1	✓				
		Road Ahead	✓				
		Urbana - Moorefield	✓				
97	Dolly Varden						
98	Buck Creek	Stop Sign - 1	✓				ROAD SIGN - 2
100	Sloan Road	Stop Sign - 3	✓				ROAD NAME SIGN - 2
		Stop Ahead - 4	✓				
101	Dugan Road	Road Ahead - 1	✓				T.
		Stop Sign - 2	✓				CURVE - 1
		Stop Ahead - 9	✓				ROAD SIGN DUGAN - 2
		Road Ahead - 1	✓				
102	Children's Home (E)	Road Ahead - 1	✓				ROAD SIGN - 1
		Stop Sign - 1	✓				T SIGN
		Stop Ahead - 2	✓				2 STOP AND ST SIGN 2
		School Bus Stop - 2	✓				1
102	Edinger	Stop Sign - 1	✓				
		Stop Ahead - 1	✓				
		School Zone - 1					
103	Three Mile	Stop Ahead - 6	✓				T-SIGN - 2 ✓
		Road Name - 2 (Sloan)	✓				THREE MILE SIGN - 2 ✓
105	Edgewood						
117	County Line	Stop Sign - 4	✓				
		Stop Ahead - 2	✓				
121	Children's Home	City	✓				
126	Clark Road / East Lawn						
184	East Dallas Road	Stop Sign - 1	✓				ROAD SIGN - 1
		Stop Ahead - 1	✓				T-SIGN
		School Bus Stop - 1	✓				
1057	Sunset - South Ave		2/✓				STOP SIGN - 1



**11-18-24**

**Zoning**

1. Zoning permit (#24-047) yard fence Rita Steele 5431 Cedar Creek Rd.
2. Zoning permit (#24-048) 42'x50' pole barn Rita Steele 5431 Cedar Creek Rd.
3. Lot Split (#24-049) 97.090 AC Organ Farms
4. Lot Split (#24-050) 17.551 AC Organ Farms
5. Lot Split (#24-051) 94.498 AC Champaign County Infirmary
6. Zoning permit (#24-054) 32'x40' pole barn Gerald Mirtes at 1443 Three Mile Rd.
7. Zoning permit (#24-055) 32'x8'x8. Porch addition Brendon Irwin at 2260 South Dugan Rd.
8. Zoning permit (#24-056) 24'x24' garage addition Michael Miller at 4500 Urbana Moorefield Pike.
9. Zoning permit (#24-057) 30'x30' garage David Bass at 2471 Short Cut Rd.
10. Zoning permit (#24-058) 180'x 7' privacy fence Travis Henson at 1272 Knight Rd.
11. Zoning permit (#24-059) 14'x 32 house addition Jonathan Slaubaugh at 3180 Adell Drive.

**11-18-24**

**Cemetery**

1. Sold 2 grave sites (#24-052) P#224 GS# Joy Sprigs
2. Urn burial (#24-053) P#157 GS# 1 Michael Stewart on 10-23-24
- 3.



November 11, 2024

Sandi Perry, Fiscal Officer  
Urbana Township – Champaign County  
2564 State Rte. 54  
Urbana, Ohio 43078

**RE: Follow-up to July 2, 2024, Risk Control Survey**

Dear Sandi:

Urbana - Champaign CO came up for review today, and I note that I have not heard from you since my letter of July 5, 2024, concerning the recommendations I submitted as a result of my visit on July 2, 2024.

I am enclosing a copy of the recommendations previously made and would appreciate your assistance in updating our files in regards to any and all actions taken by Urbana - Champaign CO with respect to these recommendations. For your convenience, I have also enclosed a Statement of Action form that can be utilized to list action(s) taken.

If, during your review, you have any questions or KLA RISK CONSULTING can be of additional assistance, please do not hesitate to contact me at (614) 451-4199 or via e-mail at [services@klaconsulting.com](mailto:services@klaconsulting.com).

Respectfully,

*Gail DuWall*

Risk Control Consultant

Enclosures

cc: Sedgwick  
Attn: Loss Control Administrator  
300 Galleria Officentre, Suite 320  
Southfield, MI 48034

OTARMA makes no attempt to determine whether or not any place of employment, working conditions or practice complies with all federal, state or local laws, regulations or standards pertaining to safety and health.

# OTARMA – STATEMENT OF ACTION TAKEN FORM

MEMBER NAME: Urbana

COUNTY: Champaign

MEMBER NUMBER: 724

Recommendations Issued: 11

Compliance with Recommendations: 8

Please indicate the action taken with each recommendation below.

Example:

01 – 07/03/2024: Install portable fire extinguishers in all buildings.	Fire extinguishers have been installed in all buildings.
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Recommendation No:

Comments

01 - "Volunteers" are JFS employees placed her by JFS	
02 - Three Hangan working on	
03 - Reviewing	
04 - awaiting to see if OTARMA has available	
05 - we have this	
06 - we already do.	
07 - awaiting info from county to pass on	
08 - no action	
09 - we have a double wall storage tank	
10 - installed 6 foot concrete barrier	
11 - awaiting info from OTARMA if available on website	

Completed by:

Sandra Perry

Title:

Fiscal Officer

Signature:

Sandra Perry

Date:

11/28/24



# Ohio Township Association Risk Management Authority

**MEMBER NAME:** Urbana Township

**COUNTY:** Champaign

**MEMBER NUMBER:** 724

**DATE OF VISIT:** July 3, 2024

## RECOMMENDATIONS

Implementation of the following recommendations and procedures may reduce potential liability exposures.

### 01 – 07/03/2024 – REQUIRE ROADS DEPARTMENT VOLUNTEERS TO SIGN A HOLD HARMLESS FORM

The township does not require the volunteers who assist with roads department work to sign a hold harmless form.

This measure helps to protect the township in the event of a liability claim originated on behalf of the volunteer.

The township should require the volunteers to sign a contract that includes hold harmless language which favors the township.

### 02 – 07/03/2024 – CREATE A WRITTEN JOB DESCRIPTION FOR EACH TOWNSHIP EMPLOYEE POSITION

The township has not written job descriptions for each township position.

This is a liability risk for the township.

Adopt a job description for each township employee position. It is important to include a written description of the physical demands of the position. This assists in the selection of qualified employees. In the event of an injury to an employee, the job description will help the doctor formulate a back-to-work program.

Job descriptions should be reviewed by legal counsel prior to adoption. Each employee should receive a copy of his/her specific job description and sign an acknowledgement of receipt and understanding of the job description.

Job descriptions should be reviewed annually and updated when necessary. Any changes in job descriptions should be communicated to each employee in writing.



**03 – 07/03/2024 – ADOPT A WRITTEN SEXUAL HARASSMENT POLICY**

The township does not have a written sexual harassment prevention policy.

This is a liability risk for the township.

It is a best risk management practice to have a written sexual harassment prevention/anti-harassment policy. Due to the serious nature of this issue, legal counsel should review the written policy. The policy should be communicated in writing to all township elected officials and employees. The policy should be reviewed annually by all trustees and employees. The review should be documented.

**04 – 07/03/2024 – IMPLEMENT SEXUAL HARASSMENT PREVENTION REVIEW ANNUALLY**

The township does not conduct sexual harassment prevention training or a policy review annually.

This is a liability risk for the township.

The township should conduct sexual harassment prevention training or a policy review annually. Any changes to the policy should be reviewed by legal counsel and communicated in writing to all elected officials, volunteers and employees. The training and/or review should be documented.

**05 – 07/03/2024 – REQUIRE HOLD HARMLESS AGREEMENT FOR USE OF TOWNSHIP HALL**

It is not certain if the groups that utilize the township hall are required to sign an agreement with hold harmless language which favors the township.

In the event of an accident or incident, an agreement with hold harmless language could help to reduce the township's liability.

It is recommended that legal counsel provide the specific language to be utilized on the hold harmless agreement.

**06 – 07/03/2024 – PERFORM DOCUMENTED MONTHLY ROAD AND SIGN INSPECTIONS**

Inspections of the roads and signs are performed quarterly and not monthly. The inspections are not recorded.

Without documentation of monthly road and sign inspections, the township could be at risk for liability claims.

Road and sign inspections should be conducted at least monthly. These inspections should be formalized through documentation and should be reviewed by the township trustees on a regular basis. Roads and signs found to be in good condition should be noted along with those needing repair or replacement.



**07 – 07/03/2024 – REISSUED - OBTAIN MOTOR VEHICLE RECORD CHECKS**

Motor vehicle records are not obtained annually for all drivers of township vehicles.

Drivers with poor driving records pose a possible liability risk for the township.

Motor vehicle records (MVRs) should be reviewed at the time of hire/election, and annually thereafter, for employees and elected officials with driving responsibilities. The MVR will provide the status of a driver license. MVRs should be reviewed along with the township's driver acceptability standard to ensure that employees and elected officials do not have excessive violations. All copies should be kept confidential.

**08 – 07/03/2024 – REISSUED - ADOPT A WRITTEN DRIVING POLICY WITH DRIVER ACCEPTABILITY STANDARDS**

The township does not have a written driving policy outlining driver acceptability standards.

A driving policy would assist the township in limiting liability. The policy would set acceptability standards regarding:

- the number of points a driver is permitted to have on a driving license
- the acceptable number of moving violations in a one-year period

These standards will assist the township in determining whether an employee or elected official may be considered as a driver for the township or considered for continued driving privileges.

This policy should apply to elected officials and employees who are authorized to drive township vehicles. A section defining authorized drivers and passengers in roads department vehicles and equipment should be included. The policy should also state that all drivers are required to inform the township of all citations, revocations, or changes in license status. This policy should be reviewed with legal counsel and provided to all employees with a signed acknowledgement.

**Road Department**

**09 – 07/03/2024 – INSTALL SECONDARY CONTAINMENT MEASURES FOR THE ABOVEGROUND STORAGE TANK**

Aboveground fuel tanks can present significant loss exposure to the township.

Single-wall tanks are more susceptible to corrosion, accidents and leaks. A single-wall tank is required to be in a diked area that will contain 110% of the largest tank's capacity in accordance with NFPA30. A diked area typically consists of a concrete containment that retains fuel to a depth greater than one inch.

All containment devices should be inspected regularly (at least monthly) to identify and correct potential problems, such as cracks, punctures, leaks, and rainwater. Standing rainwater decreases the volume of released fuel the containment can hold and procedures for the regular removal must be implemented.





#### 10 – 07/03/2024 – INSTALL BARRIERS TO PROTECT THE ABOVEGROUND STORAGE TANKS

There is no collision protection to the aboveground storage tank from township or maintenance equipment.

This is a fire hazard to the township.

Protective barriers can include pipe bollards, wood framing, concrete pillars and/or concrete wheel stops.

#### 11 – 07/03/2024 – CONDUCT ANNUAL DRIVER'S TRAINING

Annual refresher driver training is not conducted for all eligible township drivers.

This is a liability risk for the township.

Driver training on topics such as refresher safety training, driving in hazardous conditions and distracted driving provides new information and reminders on important safety items to officers. Training has also been helpful in reducing injuries and incidents. Training videos/DVDs are available through the OTARMA Resource Library at no cost to the member. Additionally, online training is available at [www.otarma.org](http://www.otarma.org). All training should be documented.

#### DISCLAIMER

This report is not intended, and KLA CONSULTING, INC. is not expected, to identify every possible hazardous situation, risk deficiency, code/legal violation and potential areas of liability or violation of safe practices. The purpose of this Survey is to identify general areas where improvements can be made. For this reason, no party shall rely on this report as being a comprehensive identifier of each and every potential liability situation or assurance of compliance with any applicable law. Risk Control Surveys affect neither the Member's responsibilities nor the scope of the coverage provided by the Pool, which is determined solely by the provisions of the coverage documents and the Intergovernmental Contract (I.G.C.). This report does not guarantee, assure, or warrant, in any way that the Member is in compliance with any Federal, State or local laws, statutes or regulations or that compliance with the recommendations of this report will eliminate any or all hazards or prevent or eliminate incidents.