

Allen Township Trustees

December 6, 2016

The Allen Township Trustees met in regular session at 7:00 p.m. in the Allen Township Center with all members present.

The minutes of November 1, 2016 were read and approved as corrected with a clarification to the Chagrin Valley Project cost break-down.

The Fiscal Officer presented a list of warrants and electronic payments totaling \$71,058.65. Flanagan moved to pay these bills. The motion was seconded by Huffman. Roll call - all yes.

Schimmoeller advised that he met with Becky Ames of KLA Risk Consulting on 10/4/16 to perform a risk assessment (Loss Control) on Allen Township. OTARMA has contracted with KLA Risk Consulting to perform risk assessments periodically to provide townships with recommendations to limit their liability exposure. A letter dated 10/31/16 has been received from Becky with her four (4) recommendations from that meeting. Liability insurance riders for the various sports groups using the Sportsplex; certificate of insurance for contract work, requirement of a contract with hold harmless language for all contractors; and the adoption of a records retention policy. Becky advised that the state auditor's office will be looking for pre-trip and road inspection form documentation during the next audit. A written response is due before the end of the year.

Fire Chief Hickman presented the Fire Runs Report for 12/2015 -11/2016. The Allen Township Volunteer Fire Department made 215 responses for the period resulting in 2,241 fireman responses which equates to \$29,133 in "Fire-Run" payments. The average response time was 7 minutes and 6 seconds. There were 93 medical assists and 46 auto accidents.

Stacy advised that there is nothing new report on the TR 218 drainage project at this time. He has been attempting to make contact with ODNR personnel to establish an installation date.

The Fiscal Officer presented a Contract to Furnish Emergency Management Service between Hancock County and Allen Township for the period 1/1/2017 through 12/31/2018 at an annual amount of \$992.25. Flanagan moved to enter into the contract with Huffman seconding the motion. Roll call - all yes.

The Trustees performed the annual review of the Cemetery Policy for potential adjustments. All rules, regulation and rates will remain unchanged for 2017.

Flanagan moved that Allen Township reimburse the Trustees and Fiscal Officer if they choose to attend the OTA Winter Convention in 2017. Huffman seconded the motion. Roll call – all yes

Huffman moved that Health Insurance continue to be made available to all township trustees and the fiscal officer for the year 2017 in accordance with Resolutions 12-01-15, 12-28-15 and 12-28-15. Flanagan seconded the motion. Roll call – all yes.

Huffman moved that Life Insurance continue to be made available to all township trustees and the fiscal officer for the year 2017. Flanagan seconded the motion. Roll call – all yes.

Flanagan moved that for 2017 the Trustees prepare a Payroll Certification Form to facilitate the ability to allocate their salaries between a road fund and the general fund in accordance with Auditor of State Bulletin 2011-007. Huffman seconded the motion. Roll call – all yes.

The Trustees set January 3, 2017 at 7:00 p. m. for the Allen Township Trustee's 2017 Organizational Meeting.

Meeting adjourned at 9:15 p.m.

Approved,

Mark J. Schimmoeller, Fiscal Officer
(Proper notice given by publishing & posting)

Michael Stacy, Chairman