

**MONROE TOWNSHIP BOARD OF TRUSTEES
"SPECIAL" MEETING MINUTES**

1:00 PM

May 22,

17

CALL TO ORDER

Meeting called to order by Tom Peck at 1:14 pm

Roll Call: Mrs. Jowers:____; Mr. Simmons:____; Mr. Peck:____;

Mrs. Drew_____

PLEDGE OF ALLEGIANCE

PRESENTATION:

OTARMA representative Kelly Austin to review the types of claims and lawsuits OTARMA townships have been experiencing and the best practices that have helped control their liability.

The Township is self-insured via KLA, a public insurance entity risk pool. Claims services are provided by PERSO. Administration and underwriting services through YORK risk group. John Wood Insurance agents are local contacts and handle marketing.

Confirm existence of a Township plat map with a 2nd copy in a Fireproof location.

Playgrounds:

- Surfacing is #1 concern. Kelly recommends increasing surface material to ASTM standards. Routine maintenance should include measuring the depth of surface. We may want to mark 9" depth on equipment with tape.
- We may want to have a fundraising for park equipment / maintenance as part of Safety Day.

Motor Vehicles:

- Routine inspections, pre-trip inspections
- Preventative Maintenance schedules
- Driving Policy
 - What deems a driver unacceptable - # points, etc.
 - How often are we checking? Records currently checked monthly.
 - 1 record/driver/year up to \$8.50 reimbursable by OTARMA – check with Wendy French for reimbursement
 - Add driver monitoring on/off to new hire and termination checklist.

Employee Identification:

Tom Peck requested that an ID card be issued for Tom Wildey.

OTHER BUSINESS

Fire & EMS:

Fire Station HVAC concerns: Matt Carey

Leaking and improperly installed HVAC drain is causing damage to ceiling at Laurel Fire House. Matt is to contact insurance company and get an estimate for repairs.

ADJOURNMENT

Meeting adjourned by Tom Peck at 1:14pm

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Minutes submitted by Marie Drew, Fiscal Officer

Tom Peck, Trustee/Chairperson

Darlene Jowers, Trustee/Co-chairperson

Kim Simmons, Trustee

Marie Drew, Fiscal Officer