

**KINGSVILLE TOWNSHIP SPECIAL MEETING**  
**August 22, 2018**

Wednesday, August 22, 2018 at 5:30pm at the Fire Hall.

The meeting was called to order by Jim Branch, Chairman, at 5:30pm.

Present: Trustee Jim Branch, Trustee Karl Brunell, Trustee Mike Cliff, Fiscal Officer Sarah Patterson, and Road Superintendent Neal Stewart.

The purpose of the special meeting was to meet with Kelly Austin, PsyD of KLA Risk Consulting to discuss best practices to avoid lawsuits as a Township. This is a service provided by our insurance provider, the Ohio Township Association Risk Management Authority (OTARMA). Ms. Austin covered a variety of topics including keeping employees' driver license information up to date, performing regular road checks, and vehicle inspection reports. After going over best practices and reviewing our current procedures, Ms. Austin was prepared to create a report to provide the Township with her recommendations for ways to decrease our potential for a claim or lawsuit. This report will be provided at a later date.

Karl Brunell made a motion to adjourn the August 22, 2018 special meeting. Mike Cliff seconded; all yes.

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Jim Branch, Chairman

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Sarah Patterson, Fiscal Officer