



OHIO TOWNSHIP ASSOCIATION RISK MANAGEMENT AUTHORITY

Service Center 315 S. Kalamazoo Mall Kalamazoo, MI 49007
Telephone: 1-888-748-7966 x3136 Fax: 1-269-276-4095

June 24, 2016

Russell Township, Geauga County
Mr. Chuck Walder
PO Box 522
Novelty, OH 44072

RECEIVED JUN 30 2016

Dear Member:

Your annual OTARMA coverage renewal date is quickly approaching. In order to continue receiving all of your current OTARMA benefits:

- Please complete the enclosed anniversary questionnaire, review your current schedules, and notify me of any changes. If you have a current inventory list, please provide a copy. This will allow us to calculate your renewal contribution for the upcoming year.
- Review above address / contact name and advise of any corrections.
- You can return this information in the enclosed self-addressed envelope, by fax to 269.276.4095, or via e-mail to wfrench@bfgroup.com.
- To ensure a timely renewal of your OTARMA coverage, this information is needed no later than 07/23/2016.

If you have any questions regarding the renewal process or any coverage concerns, please contact me at 888.748.7966 ext. 3136. I am always happy to hear from you, and am willing to help in anyway that I can.

Thank you for the privilege of serving you. We look forward to our continued relationship with the leading property and casualty program in Ohio – OTARMA.

Sincerely,

Wendy French
OTARMA Customer Service Representative

Enclosures

Sales Center
6500 Taylor Road
Blacklick, Ohio 43004
Phone 1-800-748-0554 Fax: 1-614-861-1486
www.OTARMA.org

Claims
1-866-907-3776
Loss Control
1-866-537-7775

OTARMA RENEWAL QUESTIONNAIRE

Russell Township, Geauga County

Member Number:

RE: Renewal

MEETING DATE & TIME: _____

MEETING LOCATION: _____

Please complete the following information (where applicable): Please return completed form within 35 days.

_____ # of Full Time Employees (<i>not including fire/police personnel</i>)	_____ Population at last census
_____ # of Part Time Employees (<i>not including fire/police personnel</i>)	_____ # of Elected Officials
_____ # of Seasonal Employees	_____ # of Full Time Police Officers
_____ # of Firefighters (including volunteers)	_____ # of Part Time Police Officers
_____ # of EMTs (<i>not included in Vol. Fire Fighters</i>)	_____ # of Auxiliary Police Officers
	_____ # of Police Personnel w/o Arrest Authority
	_____ # of Police Dogs

Total Expenditures – All Funds (actual expenditures for prior year) \$ _____

Total Capital Improvements – Amounts expended for the purchase of Vehicles, Equipment, Buildings, Bondable Items and their Interest, Etc. \$ _____

Independent Contractors – Amounts expended for *contracted*: \$ _____ (total of a-g)

- a. police protection: \$ _____
- b. fire /rescue protection: \$ _____
- c. attorney fees: \$ _____
- d. auditing fees: \$ _____
- e. road constr./repair: \$ _____
- f. engineering: \$ _____
- g. Other: \$ _____

You may provide us with an appropriation status report in lieu of completing this section.

Debt Service (*amount spent for principal and interest on loans, notes, and bonds*) \$ _____

Police Expenditures (*all expenditures relating to your department, including payroll*) \$ _____

PAYROLL -Excluding elected/appointed officials and benefits (*from W-2*)

\$ _____ Fire/EMS Department	\$ _____ Road/Cemetery Employees
\$ _____ Sewer Department	\$ _____ Park Employees
\$ _____ Water Department	

Any major changes to your operations? _____
Additional information: _____

Who provides your Police Protection, if not your own department? _____
Is there a contract in place? _____ (If yes, a copy of the formal agreement or contract is required)
If there is no formal contract, please explain the type of arrangement you have for police protection for your township. _____

e-mail address

 X _____
Signature

**OHIO TOWNSHIP ASSOCIATION
RISK MANAGEMENT AUTHORITY**

Service Center 315 S. Kalamazoo Mall Kalamazoo, MI 49007
Telephone: 1-888-748-7966 x3136 Fax: 1-269-276-4095

TO: OTARMA Members

FROM: OTARMA Board of Directors

RE: Commercial Driver License-Random Drug Testing Reimbursement

Over the past several years, Commercial Drivers Licenses (C.D.L.) and Random Drug Testing has been an issue for all of us. Your Ohio Township Association Risk Management Authority (OTARMA) Board of Directors agrees that those Ohio Township required to have C.D.L.'s should comply with state regulations.

We are continuing this exclusive OTARMA Membership benefit as an incentive to help with your expenses. OTARMA will provide reimbursement for a portion of your cost of any Random Drug or Alcohol Test. We will pay \$25.00 per test.

In order to receive this credit on your next OTARMA renewal contribution, **simply complete the bottom of this form, in full, and return it with your anniversary application to OTARMA, 315 S. Kalamazoo Mall, Kalamazoo, MI or fax it to 269-276-4095.**

We're glad to assist you in this way, and hope this makes it even easier for you to obtain the credit you deserve. If you have any questions or need more information please call 1-888-748-7966, ext 3136.

Thank you!

Russell Township, Geauga County
Township and County

Of Alcohol Tests in last 12 months

Signature

Of Drug Tests in last 12 months

List CDL drivers /persons tested names: (attach an additional sheet if needed)

*All above information is required for eligibility.
Please do not include any documents with social security numbers on them*

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RISK MANAGEMENT AUTHORITY**

Service Center 315 S. Kalamazoo Mall Kalamazoo, MI 49007
Telephone: 1-888-748-7966 x3136 Fax: 1-269-276-4095

TO: OTARMA Members

FROM: OTARMA Board of Directors

RE: Motor Vehicle Record Reimbursement (MVR's)

The OTARMA Board of Directors supports the review of employee and elected officials Motor Vehicle Records (MVRs) as part of an effective risk management program.

Therefore, OTARMA will reimburse members for the cost of requesting MVRs for any employee and elected official that drive a vehicle on behalf of the township. This is limited to one (1) MVR per person/per year and \$8.50 maximum per MVR. **In order to receive reimbursement, simply complete the bottom of this form, in full, and return it with your anniversary application** as the reimbursement will be deducted from your annual contribution.

If you have any questions or need more information please call 1-888-748-7966, ext 3136.

Thank you!

Date

Russell Township, Geauga County
Township and County

\$ _____
Amount

Motor Vehicle Records in last 12 months

Signature

List driver's names: (attach an additional sheet if needed)

*All above information is required for eligibility.
Please do not include any documents with social security numbers on them*

OTARMA (1/08)

Obtaining Motor Vehicle Records

How to obtain get Ohio Motor Vehicle Records forms via the Internet and assistance in completing the necessary paperwork:

1. Go to http://bmv.ohio.gov/bmv_forms.stm
2. Click on BMV form 1173. (Record Request Form)
3. The Record Request Form can be printed off by going to the file print menu.
4. Once printed, fill out the necessary information including Part C on page 2.
5. On the top of the form, in the first section where it says, "This request is being made by:" check "Other."
6. In the next section on the form where it says, "I am requesting the following personal information contained in the Bureau of Motor Vehicle Records," check the first box "Driving Record (\$5.00)." (There is a \$3.50 fee per record added only if the request is made in person at the Bureau of Motor Vehicle Registrar's)
7. In Part A, the full personal information about you, the person requesting the driving record, should be completed. Make certain to put the name of your township under "COMPANY." Most likely, the township does not have a BMV Account Number, so do not worry about this box. If your township does have one, please note it.
8. Be sure to sign at the top of section A where indicated.
9. Part B is the personal information about the driver for whom you are requesting the Driving Record.
10. Note that at the bottom of the page, you can check the box to attach more than one Record Request. If you attach more than one record, you do not have to fill out Section A on all of the attached forms. However, please note that all of the subsequent request forms must be stapled to the first form with the requester's information on it.
11. On the second page, check #5 under Part C if the record is for a non-CDL driver and #5 and #13 if the record is for a CDL Driver.
12. Next, when inquiring about another individual's driving record, BMV Form 5008 must also be completed, notarized, and submitted with BMV Form 1173. The 5008 form should be filled out by the person whose Driving Record you are requesting.
13. Send the completed documents with a check or money order payable to: Treasurer, State of Ohio. Mail to: Ohio Bureau of Motor Vehicles, Attn: Record Request, P.O. Box 16520, Columbus, OH 43216-6520. Results will be mailed to requester. Please allow 14-21 days.



Schedule of Covered Vehicles

Russell Township, Geauga
County

Effective Date: 10/01/2016

Printed on: 06/24/2016

Year	Make	Model	VIN	Type	Value	Valuation	Comp	Ded	Coll	Ded		
1	2003	Braun		Ambulance	S#5034	Ambulances	157,850	SA	Y	\$1,000	Y	\$1,000
2	2009	Braun		Ambulance	S#5641	Ambulances	170,616	RC	Y	\$1,000	Y	\$1,000
3	1996	Freightliner		Ambulance	S#3583	Ambulances	82,810	SA	Y	\$1,000	Y	\$1,000
4	2001	Freightliner		Dump Truck	S#0339	Dump Trucks		ACV	Y	\$1,000	Y	\$1,000
5	2000	Mack		Dump Truck	S#0446	Dump Trucks		ACV	Y	\$1,000	Y	\$1,000
6	2002	Mack		Dump Truck	S#3115	Dump Trucks		ACV	Y	\$1,000	Y	\$1,000
7	2012	Mack		Single Axle Dump Truck	S#1599	Dump Trucks		ACV	Y	\$1,000	Y	\$1,000
8	2004	Sterling		Dump w/ Plow	S#0178	Dump Trucks		ACV	Y	\$1,000	Y	\$1,000
9	2006	Sterling		Dump w/ Plow	S#6665	Dump Trucks		ACV	Y	\$1,000	Y	\$1,000
10	2008	Sterling		Dump Truck w/ Plow	S#8365	Dump Trucks		ACV	Y	\$1,000	Y	\$1,000
11	1998	Freightliner		Pumper	S#4143	Fire Trucks	225,355	RC	Y	\$1,000	Y	\$1,000
12	1988	Pierce		Pumper	S#0600	Fire Trucks	208,000	RC	Y	\$1,000	Y	\$1,000
13	1992	Pierce		Pumper	S#0565	Fire Trucks	265,830	RC	Y	\$1,000	Y	\$1,000
14	2005	Pierce		Quantum Pumper	S#5319	Fire Trucks	482,310	RC	Y	\$1,000	Y	\$1,000
15	2002	Chevrolet		D2500 Pickup Truck	S#5182	Passenger Car/Vans/Pic kups		ACV	Y	\$1,000	Y	\$1,000
16	2008	Chevrolet		Pickup	S#3110	Passenger Car/Vans/Pic kups		ACV	Y	\$1,000	Y	\$1,000
17	1996	Dodge		Pickup	S#3730	Passenger Car/Vans/Pic kups		ACV	Y	\$1,000	Y	\$1,000
18	2003	Ford		Explorer	S#2349	Passenger Car/Vans/Pic kups		ACV	Y	\$1,000	Y	\$1,000
19	2003	Ford		Explorer	S#7417	Passenger Car/Vans/Pic kups		ACV	Y	\$1,000	Y	\$1,000
20	2008	Ford		Crown Victoria Police Car	S#7442	Police		ACV	Y	\$1,000	Y	\$1,000



Schedule of Covered Vehicles

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Printed on: 06/24/2016

21	2008 Ford	Expedition	S#7780	Passenger Car/Vans/Pic kups	ACV	Y	\$1,000	Y	\$1,000
22	2009 Ford	F450 Truck	S#8199	Lt. Med Trucks	ACV	Y	\$1,000	Y	\$1,000
23	2010 Ford	F250 Pick Up (Road)	S#3638	Passenger Car/Vans/Pic kups	ACV	Y	\$1,000	Y	\$1,000
24	2010 Ford	Explorer Police Car	S#4346	Police	ACV	Y	\$1,000	Y	\$1,000
25	2011 Ford	Pick Up (Maintenance)	S#8253	Passenger Car/Vans/Pic kups	ACV	Y	\$1,000	Y	\$1,000
26	2012 Ford	Expedition Fire Car	S#3014	Passenger Car/Vans/Pic kups	ACV	Y	\$1,000	Y	\$1,000
27	2013 Ford	Interceptor Police Car	S#2770	Police	ACV	Y	\$1,000	Y	\$1,000
28	2013 Ford	Interceptor Police Car	S#7658	Police	ACV	Y	\$1,000	Y	\$1,000
29	2007 GMC	Pickup	S#8103	Passenger Car/Vans/Pic kups	ACV	Y	\$1,000	Y	\$1,000
30	1999 Trailer	Eager Beaver Trailer	S# TBD	Trailers	ACV	Y	\$1,000	Y	\$1,000
31	2006 Trailer	Little Guy Trailer	S# TBD	Trailers	ACV	Y	\$1,000	Y	\$1,000
32	2014 Ford	Taurus Police Car	S#0293	Police	ACV	Y	\$1,000	Y	\$1,000
33	2015 Ford	Taurus Police Interceptor	S#2660	Police	ACV	Y	\$1,000	Y	\$1,000
34	2015 Mack	Dump Truck	S#2251	Dump Trucks	ACV	Y	\$1,000	Y	\$1,000
35	2015 Ford	Taurus Police Interceptor	S#7802	Police	ACV	Y	\$1,000	Y	\$1,000
36	1986 Miscellaneous	Hudson Brothers Trailer	S#0096	Trailers	ACV	Y	\$1,000	Y	\$1,000

Total Location Vehicle Value: 1,592,771

Total ACV Value: 1,320,513

Total RC Value: 1,352,111

Total SA Value: 240,660

Grand Total Vehicle Value: 1,592,771

As of: 10/01/2017



Additional Property Statement of Values

Russell Township, Geauga
County

Effective Date: 10/01/2016

Printed on: 06/24/2016

Line	Classification	Description	Serial No	Coverage Limit	Valuation	Deductible
1	Miscellaneous Property Scheduled	LTI Total Station System		\$11,000	RC	\$1,000
2	Miscellaneous Property Scheduled	Leased Rented Borrowed equipment		\$50,000	RC	\$1,000
3	Miscellaneous Property Scheduled	2009 Komatsu 4 Wheel Loader	S#5179	\$84,977	RC	\$1,000
4	Miscellaneous Property Scheduled	Scag Tractor/Mower		\$5,700	RC	\$1,000
5	Miscellaneous Property Scheduled	Scag Turf Tractor/Mower		\$6,600	RC	\$1,000
6	Miscellaneous Property Scheduled	48 Motorola Radios w/Operating Equipment		\$91,345	RC	\$1,000
7	EDP - Hardware	Miscellaneous EDP per 12/1/14 Appraisal, including Software		\$105,670	RC	\$1,000
8	EDP - Hardware	3 Canon C2030 Copiers @ \$4,809. each		\$14,427	RC	\$1,000
9	Miscellaneous Property Scheduled	2005 Bomag Vibratory Asphalt Roller	S#2144	\$10,500	RC	\$1,000
10	Miscellaneous Property Scheduled	Side Mount Mower		\$6,300	RC	\$1,000
11	Miscellaneous Property Scheduled	4 LifePak Defibrillators @ \$30,550. each	S#6457/S# 4181/S# 2815/S#4876	\$122,200	RC	\$1,000
12	Miscellaneous Property Scheduled	2013 New Holland TS6.110 Tractor w/Two Mowing Heads	S#638M	\$84,997	RC	\$1,000
13	Miscellaneous Property Scheduled	Alamo 17' Versa Boom Mower w/Joystick	S#7827	\$57,131	RC	\$500
14	Miscellaneous Property Unscheduled	Unscheduled Miscellaneous Property - Limit per occurrence, \$3,500 maximum limit per any one item		\$55,356	RC	\$1,000
15	Miscellaneous Property Scheduled	2006 Gradall XL3100 Excavator w/Extra Buckets	S#8085	\$188,150	RC	\$1,000
16	Miscellaneous Property Scheduled	1996 Vermeer Wood Chipper	S#5424	\$18,500	RC	\$1,000
17	Miscellaneous Property Scheduled	2008 Boss 7'6" Plow		\$4,100	RC	\$1,000
18	Miscellaneous Property Scheduled	2008 Wausau Plow		\$8,854	RC	\$1,000
19	Miscellaneous Property Scheduled	2001 Wausau Plow		\$5,860	RC	\$1,000



Additional Property Statement of Values

Russell Township, Geauga
County

Effective Date: 10/01/2016

Printed on: 06/24/2016

20	Miscellaneous Property Scheduled	Firearms-per Industrial Appraisal daetd 12/1/14		\$27,000	RC	\$1,000
21	Miscellaneous Property Scheduled	2004 Snow Plow		\$6,645	RC	\$1,000
22	Miscellaneous Property Scheduled	2009 Wausau Plow Power Broom		\$11,387	RC	\$1,000
23	Miscellaneous Property Scheduled	1999 Crafcro Tar Kettle Crack Sealing Machine	S#8283	\$13,945	RC	\$1,000
24	Miscellaneous Property Scheduled	2001 Mauldin 690E Asphalt Paver Machine	S#0063	\$31,900	RC	\$1,000
25	Miscellaneous Property Scheduled	2002 Komatsu Mini Excavator	S#3094	\$34,485	RC	\$1,000

Total Location EDP - Hardware	\$120,097
Total Location Miscellaneous Property Scheduled	\$881,576
Total Location Miscellaneous Property Unscheduled	\$55,356
Total Location Additional Property Scheduled Value	\$1,057,029
Grand Total EDP - Hardware	\$120,097
Grand Total Miscellaneous Property Scheduled	\$881,576
Grand Total Miscellaneous Property Unscheduled	\$55,356
Grand Total Additional Property Scheduled Value	\$1,057,029



Statement of Values

Russell Township, Geauga
County

Effective Date: 10/01/2016

Printed on: 06/24/2016

Location Description	Area	# of Flrs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
<hr/>											
	Value			Valuation			Deductible				
EDP - Hardware	120,097			RC			\$1,000				
Miscellaneous Property Scheduled	57,131			RC			\$500				
Miscellaneous Property Scheduled	824,445			RC			\$1,000				
Miscellaneous Property Unscheduled	55,356			RC			\$1,000				
Total Location TIV	1,057,029										
<hr/>											
1 - 1: 8501 Kinsman Road Novelty, OH Administration Building	7,414	1		1980		1	5	Y	N	N	Y
<hr/>											
	Value			Valuation			Deductible				
Building	1,075,890			RC			\$500				
Personal Property	110,885			RC			\$500				
Total Location TIV	1,186,775										
<hr/>											
1 - 2: 8501 Kinsman Road Novelty, OH Flag Pole & Signs						1	5	Y	N	N	Y
<hr/>											
	Value			Valuation			Deductible				
Building	12,989			RC			\$500				
Total Location TIV	12,989										
<hr/>											
2 - 3: 14890 Chillicothe Road Novelty, OH Meeting Hall	2,502	1		1850		1	5	Y	N	N	Y
<hr/>											
	Value			Valuation			Deductible				
Building	331,047			RC			\$500				
Personal Property	21,424			RC			\$500				
Total Location TIV	352,471										
<hr/>											
2 - 4: 14890 Chillicothe Road Novelty, OH Lighting						1	5	Y	N	N	Y
<hr/>											
	Value			Valuation			Deductible				
Building	5,791			RC			\$500				
Total Location TIV	5,791										



Statement of Values

Russell Township, Geauga
County

Effective Date: 10/01/2016

Printed on: 06/24/2016

Location Description	Area	# of Firs	Auto Spklr	Year Built	Year Reno	Con Code	Pro Class	Equip Break	FL	EQ	Blank Limit
7 - 17: 8455 Fairmont Road Novelty, OH Storage Shed	160	1		2000		1	5	Y	N	N	Y
	Value					Valuation				Deductible	
Building	5,904					RC				\$500	
Personal Property	100					RC				\$500	
Total Location TIV	6,004										
7 - 18: 8455 Fairmont Road Novelty, OH Fencing						1	5	Y	N	N	Y
	Value					Valuation				Deductible	
Building	9,200					RC				\$500	
Total Location TIV	9,200										
9 - 20: 14820 Chillicothe Road Novelty, OH New Police Station	7,142	1		2008		4	5	Y	N	N	Y
	Value					Valuation				Deductible	
Building	2,141,026					RC				\$500	
Personal Property	268,314					RC				\$500	
Total Location TIV	2,409,340										
9 - 22: 14820 Chillicothe Road Novelty, OH Fence, Lights, Flag Pole & Sign		1		2012		1	5	Y	N	N	Y
	Value					Valuation				Deductible	
Building	329,601					RC				\$500	
Total Location TIV	329,601										

Total Blanket TIV	\$10,908,081
Building	\$9,420,060
Personal Property	\$1,488,021
EDP - Hardware	\$120,097
Miscellaneous Property Scheduled	\$881,576
Miscellaneous Property Unscheduled	\$55,356
Total TIV	\$11,965,110