

*Proudly serving residents since 1893*



2015 Christmas Parade



# Meeting Agenda



5:30 p.m. Executive Session (to consider the employment and compensation of public employees - ORC 121.22 (G)(1)):	Chairman Pautke
6:30 p.m. Invocation & Pledge of Allegiance	Trustee Batchler
Celebratory Events	Administrator Hershner
Committee Updates: Finance, Green Space / Parks, & Economic Development Committee	Administrator Hershner
Pierce 2020 Plan (OGSM)	Administrator Hershner
Trustee Updates	Pautke/Batchler/Freeman
Approval of Minutes, Motions & Resolutions	Administrator Hershner
Open Floor Questions	Chairman Pautke
Adjournment	Chairman Pautke

Department Reports are available on the Township website 24 hours before the second Wednesday of each month.

## Board of Trustees

## Regular Monthly Meeting

**January 13, 2016**

### Pierce Priorities:

- Culture
- Quality of Life
- Pierce 2035

## *Celebratory Events*



- Public Works Department – Received a compliment on the over and above job completed on Maplewood & White Oak
- Public Works Department – Received five compliments on the new “Inform Us” on the website
- Fire Department awarded \$9,747.00 grant from Fire House Subs for Hydraulic Rescue tool upgrades

# Motions and Resolutions



A **Motion** is made, based upon the recommendation of Fire Chief Wright, that the Board accept the resignation of full time Firefighter/Paramedic Evan Michael Dunkelman effective January 5, 2016.

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Mrs. Batchler \_\_\_\_\_  
Mr. Pautke \_\_\_\_\_  
Mr. Freeman \_\_\_\_\_

A **Motion** is made, based upon the recommendation of Assistant Chief Light that the Board hire William Thomas Sefton as part-time firefighter paramedic effective at the established rate.

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Mrs. Batchler \_\_\_\_\_  
Mr. Pautke \_\_\_\_\_  
Mr. Freeman \_\_\_\_\_

# Motions and Resolutions



A **Motion** is made, based upon the recommendation of Clermont County Engineer, the Board approve the 2015 Township Highway System Mileage Certification of 57.348 miles.

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Mrs. Batchler \_\_\_\_\_  
Mr. Pautke \_\_\_\_\_  
Mr. Freeman \_\_\_\_\_

A **Motion** is made, based upon the recommendation of Public Works Director Koehler, the Board approve the bid from Eads Fence Company, Inc. to repair fence in cemetery in the amount of \$3,430.00

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Mrs. Batchler \_\_\_\_\_  
Mr. Pautke \_\_\_\_\_  
Mr. Riebel \_\_\_\_\_

# Motions and Resolutions



A **Motion** is made, based upon the recommendation of Public Works Director Koehler, the Board accept the bid from Sullivan Service for the 2016 Grounds Maintenance Contract, in the amount of \$17,920.00.

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Mrs. Batchler \_\_\_\_\_  
Mr. Pautke \_\_\_\_\_  
Mr. Riebel \_\_\_\_\_

A **Motion** is made, based upon the recommendation of Public Works Director Koehler, the Board accept the bid from Sullivan Service for the 2016 Grounds Fertilization Contract, in the amount of \$4,562.17.

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Mrs. Batchler \_\_\_\_\_  
Mr. Pautke \_\_\_\_\_  
Mr. Riebel \_\_\_\_\_

# Motions and Resolutions



A **Motion** is made, based upon the recommendation of Assistant to the Fiscal Officer Carroll, that the Board approve the invoices from 12/30/2015 in the amount of \$181,503.07 as previously presented.

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Mrs. Batchler \_\_\_\_\_  
Mr. Pautke \_\_\_\_\_  
Mr. Freeman \_\_\_\_\_

A **Motion** is made, based upon the recommendation of Assistant to the Fiscal Officer Carroll, that the Board approve the payroll direct deposit from 12/30/2015 in the amount of \$19.33 as previously presented.

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Mrs. Batchler \_\_\_\_\_  
Mr. Pautke \_\_\_\_\_  
Mr. Freeman \_\_\_\_\_

# Motions and Resolutions



A **Motion** is made, based upon the recommendation of the Finance Committee, that the Board accept the bid from Travelers Insurance Company (Gallagher) for the risk insurance in an annualized amount not to exceed \$77,343.00.

1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Mrs. Batchler \_\_\_\_\_  
Mr. Pautke \_\_\_\_\_  
Mr. Freeman \_\_\_\_\_

# Police Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Total Service Calls:	609/625	7,595/7,667
Offense Reports:	42/76	704/836
Offenses Closed:	29/58	591/717
Incident Reports:	16/16	194/231
Traffic Stops:	94/72	1,317/933
Traffic Citations:	17/16	303/167
Juvenile Arrests:	5/7	49/57
Felony Arrests:	4/7	41/57
Misdemeanor Arrests:	30/46	416/511
Minor Misdemeanor Summons:	7/2	63/72
Adult Arrests:	29/48	417/515
Warrants Arrest:	9/8	151/102

# Police Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Court Details:	12/19	102/60
Mediation Referral:	0/0	28/48
Traffic Accidents:	8/5	100/53
Traffic Warnings:	51/49	554/313
Vehicles Towed:	4/2	25/14
Assist other Jurisdictions.:	54/48	558/533
Service Requests:	1,237/1,378	16,263/12,519
Burglar Alarms:	72/44	791/860
Open Places Found:	7/3	65/82
Business Checks:	2,251/1,112	21,620/12,055
Miles Driven:	19,178/8,073	199,251/180,785
Missing Reports:	1/1	8/10

## *Police Department Monthly Report*



- December 11- Officers attended Mobile Crisis training held by Clermont County Child Focus.
- December 11- Officers and staff took 5 children shopping for Christmas gifts for themselves and their families. Children were picked by the three grade schools that are in Pierce Township. Money was raised by donations from business 's and police staff.
- December 17- Locust Corner School Safety Meeting.
- December 22- Police department Christmas lunch.
- December 23- Retirement luncheon for clerk Nancy Larbes after 26 years at Pierce Township.
- December 30- Meeting with Clermont County Narcotics Unit regarding staffing and summery of 2015.
- December 30- End of year Trustee Meeting.

# Police Department Monthly Report



## Shop with a COP



## Nancy Larbes Retirement

# Fire Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Fire Details:	52 / 35	842
EMS Details:	142 / 138	2,602
Pierce Twp. Details:	140 / 126	1,243
Ohio Twp. Details:	53 / 32	397
Mutual Aid Given:	1 / 15	61
Mutual Aid Received:	0 / 0	20
Full Staffing:	23 / 45	406
One-short Staffing:	6 / 17	114
Minimum Staffing:	2 / 0	60
Mandations:	2 / 2	29
Hydrants Serviced:	80 / 0	2,362
Gear Inspections:	4 / 5	28

# Fire Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Trainings:	14 / 4	161
Training Hours:	30 / 19	274
Qlty. Assurance Check:	194 / 158	1,748
Inspections:	33 / 10	143
Re-inspections:	4 / 32	78
Violations:	38 / 26	335
System Tests:	0 / 1	16
Plan Reviews:	0 / 2	20
Pre Plans:	21 / 8	98
Public Education:	4 / 5	167
Knox System Installs:	0 / 0	5
Civil Defense Siren Tests:	12 / 12	108

# Fire Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Public Records Req.:	5 / 1	59



Person Pinned under car



Duke Energy Truck Rollover

# *Fire Department Monthly Report*



- Many hours spent completing year end work to prepare for new year to start
- Furnace fire Legendary Run Maint. Building – very minimal structural damages
- Duke bucket truck rollover MVA S.R. 132 – No injury / major property damages
- Stove fire Culvert Court ranch apartments – 1 resident to Hosp. breathing issue
- New ambulance arrival – in process of stocking it – photo op in near future
- Employee appreciation luncheon preparations – 01-22-16 @ Stillmeadow C.C.
- “Presents from Pierce” – crews shopped, wrapped and delivered to 4 children
- Miller property clean up and demolition – A/C Light and Admin. Hershner
- Death of Captain Gary Whites mother– attended services to support family
- Squad #3 (Pierce owned) down with bad head gaskets – major work to repair
- CDBG grant for Ohio Twp. – Chief Wright working with Trustee Frank Renn
- Fire House Subs grant awarded - \$9,747.00 for Hydraulic Rescue tool upgrades
- New part time employees started orientation – should be ready for January
- Comm Center having problems activating sirens – A/C Light addressed County to get issue resolved

# Public Works Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Roadway Maintenance (minor):	38/45	512
Roadway Maintenance (major):	2/6	11
Roadway Patching Projects:	3/1	17
Resurfacing (linear ft.):	0/6,779	24,252
Culvert Pipe (repair, replace, new):	2/0	76
Catch Basin (repair, replace, new):	1/0	16
Curb-Gutter (repair, replace, new):	0/0	28
Roadway striping (linear ft.):	0/7,300	13,754
Roadside Mowing (hours):	0/72	577
Street Sign Install (replace, new):	2/0	531
Ditching (linear ft.):	710/0	21,296
Snow/Ice Events:	0/0	15

# Public Works Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Salt Application (tons):	0/0	607
Cemetery Sales (# of lots):	4/4	44
Cemetery Mowing/Maint. (hours):	12/22	750
Cemetery Instals. (footers, etc.):	6/0	151
Funeral Services:	12/2	71
Playground Inspections:	0/0	11
Mulching – All Facilities:	0/0	282
Park Maintenance (hours):	4/5	158
Cemetery Sales entered:	4/265	815
Cemetery Burials entered:	12/296	1,257

# Public Works Department Monthly Report



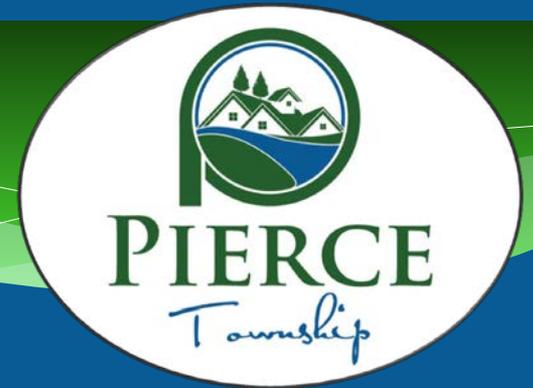
Statistical Data	Month 2015/2014	YTD
Cemetery Deeds Printed:	5/0	276
Cemetery Records reviewed:	0/4	244
Phone Calls Forwarded to Laura:	39/0	733
Road Cut Permits Approved:	0/0	19
Inform Us from Website:	5/0	14

# Zoning Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Zoning Permits Issued:	3/1	158
Single-Family Home Permit:	0/0	18
Accessory Structure Permit:	0/0	13
Strategic Planning Meetings:	0/0	0
Zoning Commission Meetings:	0/0	7
Board of Zoning Appeal Meetings:	0/1	5
Greenspace Committee Meetings:	1/1	12
Zoning Violation Notices Issued:	7/20	148
“Good Neighbor” Letters Issued:	0/0	0
Voluntary Compliance:	1/3	70
Mediation/Legal Action Taken:	0/0	0
Text Amendments Approved:	0/0	0

# Zoning Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Rezoning Approved:	0/0	0
Variances Approved:	0/1	7
Other Permits Issued		
Deck/Porches Permit:	0/0	12
Fence Permit:	0/0	28
Swimming Pool Permit:	0/0	10
Garage Sale Permit:	0/0	15
Sign – Free Standing Permit:	0/0	5
Sign – Wall Mounted Permit:	0/0	5
Commercial Change of Use:	1/0	7
Commercial-Industrial Bldg.:	0/0	0
Total Valuation Reported:	52,000/85,000	6,810,866

# Administration Department Monthly Report



Statistical Data	Month 2015/2014	YTD
Requests - Services/Information:	202/165	3,086
Trainings/Seminars Attended:	0/0	9
HR FLMA & Workers Comp. Claims:	0/0	5
HR Personnel Actions ( New Hires, etc.):	5/0	25
Public Records Requests:	1/0	11
Purchase Orders Processed:	12/0	183
Invoices Processed:	136/0	1,206
Payroll Checks Processed:	289/0	3,175
Website updates:	22/12	151
Township Meetings:	2/3	19
Motions & Resolutions:	7/13	151
Policy Manual revisions:	0/0	1

# Administration Department Monthly Report



Statistical Data	Month 2015/2014	YTD
<b>Township - Facebook Post:</b>	30/18	275
New Fans:	2,320/17	14,596
Likes Post:	133/109	1,135
People Reached:	4,547/2,022	68,791
Share:	10/4	267
<b>Police Department - Facebook Post:</b>	15/3	157
New Fans:	4,716/54	25,865
Likes Post:	305/7	3,210
People Reached:	19,241/29	236,354
Share:	63/0	5,067
Cerkl:	15/0	102
Cerkl Subscribers:	(23)/0	597

# Administration Department Monthly Report



Statistical Data	Month 2015/2014	YTD
<b>Website:</b>		
Sessions	1,375/0	1,375
Average session duration:	3:25/0	3:25
Pageviews:	4,411/0	4,411
<b>Top Pages &amp; # of Pageviewers:</b>		
Home Page:	1,407/0	1,407
Police/About the Department:	37/0	37
Police/Meet the Officers:	34/0	34
About the Fiscal Office:	31/0	31
About the Trustees:	27/0	27

# Administration Department Monthly Report



Statistical Data	Month 2015/2014	YTD
<b>Top Pages &amp; # of Pageviewers Cont'd:</b>		
Police/Police Academy:	100/0	100
Trustee Meeting Minutes:	152/0	152
2015 Meeting Minutes:	77/0	77
News & Update:	31/0	31
Contact:	81/0	81
New to Pierce:	31/0	31
Greenspace Committee Meeting Minutes:	29/0	29
Zoning/Meet the Staff:	22/0	22

# *Administration Department Monthly Report*



- Participated in the Emerging Land Use Patterns meeting with Center for Local Govts.
- Clermont Chamber of Commerce Year End Review
- Clermont County Township Association Annual Year End Dinner
- End of Year & Term Review with Trustee Riebel
- Coordination meeting with Fiscal Officer Schwey and Gill Gilpin
- IT meetings to set up new Township Server
- Chamber & Union Township Ribbon Cutting for Otterbein Home
- Miller property clean up and demolition
- Death of Captain Gary Whites mother– attended services to support family
- Trustee Freeman Swearing In Ceremony at Judge Haddad Chambers
- Zoning Clarification meeting with Tom Keating, Trustee Batchler & Scott Melvin
- Greenspace (Parks) Funding meeting
- Otarma, Traveler's & Ohio Plan Risk Insurance meetings
- 2015 Records Commission and Clean Up meetings

Pierce Township Trustees  
Meeting  
Minutes

December 30,2015

The Records Commission of Pierce Township, Clermont County, Ohio met in Special Session at 2:45 PM, on Wednesday, December 30, 2015 at the Pierce Township Administration Building, 950 Locust Corner Road.

**CALL TO ORDER**

Chairman Robert Pautke called the meeting to order. Board members answering roll call: Trustee Robert Pautke and Fiscal Officer Debbie Schwey. In attendance Assistant to the Fiscal Officer Claudia Carroll and Administrator Tim Hershner.

**No Records for Disposal**

Trustee Pautke noted that there were no records before the Board for disposal, Fiscal Officer Schwey concurred, and therefore no action was needed.

**Proposed Changes Retention Records Program**

Administrator Hershner and Assistant to the Fiscal Officer Carroll proposed to change G-19,Catalogs, Manuals, Magazines, Publications-solicited from 1 year retention to until superseded and G-21 Grant Applications/Agreements from permanent to 5 years following audit.

**ADJOURNMENT**

At 2:55 PM, Trustee Pautke made a motion, seconded by Fiscal Officer Schwey to adjourn the Records Commission meeting. Roll call on motion: All aye.

**ATTESTED:**

The Pierce Township Records Commission approved the foregoing minutes of the Records Meeting on: December 30, 2015

\_\_\_\_\_  
Robert Pautke Chairman  
Pierce Township Board of Trustees

\_\_\_\_\_  
Debbie Schwey, Township Fiscal Officer

Pierce Township Trustees  
Meeting  
Minutes

December 30, 2015

The Board of Trustees of Pierce Township, Clermont County, Ohio met in Special Session at 3:04PM, on Wednesday, December 30, 2015 at the Pierce Township Administration Building, 950 Locust Corner Road.

**PLEDGE OF ALLEGIANCE**

Trustee Batchler asked everyone to join the Board in the Pledge of Allegiance.

**CALL TO ORDER**

Chairman Robert Pautke called the meeting to order. Board members answering roll call: Trustee Bonnie Batchler, Trustee Robert Pautke and Trustee Richard Riebel. Also present were Police Chief Jeff Bachman, Township Administrator Tim Hershner, Public Works Manager, John Koehler, Assistant to the Fiscal Officer, Claudia Carroll, Fire Chief Craig Wright, Assistant Fire Chief Scott Light, Trustee Elect Allen Freeman and Jenny Newcome.

**Motions and Resolutions**

A Motion is made, based upon the recommendation of Public Works Director Koehler, the Board approve the additional cost of \$10,149.45 for the 2014 Paving Program thru Clermont County Engineers Office. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Public Works Director Koehler, the Board approve the additional cost of \$20,718.61 for Paving Program thru Clermont County Engineers Office. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Public Works Director Koehler, the Board appropriate in 2016 \$10,000.00 for gravel for the unimproved roads in Pierce Township. Trustee Batchler made the motion to approve and Trustee Riebel seconded the motion. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Administrator Hershner, the Board approve the 2016 Pierce Township Meeting Schedule. Trustee Batchler made the motion to approve and seconded by Trustee Riebel. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Administrator Hershner, the Board approve the 2016 Community Event Calendar. Trustee Riebel made the motion to approve seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Administrator Hershner, the Board approve funding the 2016 Park/Recreation Program to organize and promote park events for an amount not to exceed \$5000.00. Trustee Batchler made the motion to approve and seconded by Trustee Riebel. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Administrator Hershner, the Board approve the 2016 Memorial Day Services for the three Pierce Township Cemeteries in the amount of \$650.00. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Administrator Hershner, the Board approve the 2016 Winter Ohio Township Association convention and other associated meeting where attendance by the Elected Officials and designated employees would be beneficial to the Township. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Resolution is made, based upon the recommendation of Administrator Hershner, the Board approve Resolution #015-021 amends and supplements prior Resolution #015-018 passed on December 9, 2015 declaring a public nuisance on property at 624 Old US 52, also known as Clermont County Auditor Parcel #272811C108. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Fiscal Officer Schwey, the Board authorize the Fiscal Officer to make all necessary intra-fund transfers during the year of 2016. Trustee Batchler made the motion to approve and seconded by Trustee Riebel. Roll call on the motion: All aye.

A Motion is made, based upon the recommendation of Fiscal Officer Schwey, the Board approve the mileage rate of \$.54 per mile for the current IRS rate established for business mileage for Section 10.19.1 Mileage Reimbursement in the Pierce Township Personnel Policies Procedures manual. Trustee Riebel made the motion to approve and seconded by Trustee Riebel. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Fiscal Officer Schwey, the Board approve the final amended certificate for 2016 retroactive to December 22, 2015 due to the Auditors Office on December 23, 2015. Trustee Batchler made the motion to approve and seconded by Trustee Riebel. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Fiscal Officer Schwey, the Board adopt Resolution #015-020 for a temporary 2016 Appropriation Resolutions in all necessary line items to pay January, February and March 2016 bills. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Fiscal Officer Schwey, the Trustees and Fiscal Officer continue on salary method per the Ohio Revised Code Section 502-24 and 507-09 and that the compensation and benefits for the Trustees and Fiscal Officer be deducted from the General Fund. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Fiscal Officer Schwey, the Board to appoint Township Trustee Batchler and Fiscal Officer Schwey as representatives to the Volunteer Fire Fighter's Department Fund Board along with Fire Chief Wright as the Fire Department's representative. Trustee Batchler made the motion to approve and seconded by Trustee Riebel. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Fiscal Officer Schwey, that the Board request for Advance of Taxes collected in 2016 for first half (February) and second half (July) tax periods. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Resolution #015-023 is made, based upon the recommendation of Fiscal Officer Schwey, the Board to adopt and approve Resolution #015-023 for Health Care Insurance. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Assistant to the Fiscal Officer Carroll, that the Board approve the invoices from 12/12/2015 in the amount of \$21,716.69 as previously presented. Trustee Batchler made the motion to approve and seconded by Trustee Riebel. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Assistant to the Fiscal Officer Carroll, that the Board approve the invoices from 12/17/2015 in the amount \$248,521.32 as previously presented. Trustee Batchler made the motion to approve and seconded by Trustee Riebel. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Assistant to the Fiscal Officer Carroll, that the Board approve the invoices from 12/22/2015 in the amount of \$20,116.71 as previously presented. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Assistant to the Fiscal Officer Carroll, that the Board approve the payroll from 12/02/2015 in the amount of \$123,685.37 as previously presented. Trustee Batchler made the motion to approve and seconded by Trustee Riebel. Roll call on motion: All aye.

A Motion is made based upon the recommendation of Assistant to the Fiscal Officer Carroll, that the Board approve the payroll from 12/16/2015 in the amount of \$136,832.81 as previously presented. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of Assistant to the Fiscal Officer Carroll, that the Board approve the payroll from 12/30/2015 in the amount of \$108,656.02 as previously presented. Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of the Records Commission, that the Board approve the change to the "Records Retention Schedule (RC-2)" General Schedule Applicable to all Departments Part 2, Schedule number G-19 Record Title and Description to read:

"Catalogs, Manuals, Magazines Newspapers, Publications-solicited" With a Retention Period of: "Until Supersceded (RC-3 not required)". Trustee Batchler made the motion to approve and seconded by Trustee Riebel. Roll call on motion: All aye.

A Motion is made, based upon the recommendation of the Records Commission, that the Board approve the change to the "Records Retention Schedule (RC-2)" General Schedul Applicable to Departments Part 2, Schedule number G-21 with a Retention Period to:

"5 Years after audit". Trustee Riebel made the motion to approve and seconded by Trustee Batchler. Roll call on motion: All aye.

**December 9, 2015-Minutes Approved**

Trustee Riebel made a motion, seconded by Trustee Batchler approve the minutes of December 9, 2015 Regular Meeting Minutes as amended. Roll call on motion: All aye.

**ADJOURNMENT**

At 3:57 PM, Trustee Batchler made a motion to adjourn the meeting and seconded by Trustee Riebel. Roll call on motion: All aye.

ATTESTED:

The Pierce Township approved the foregoing minutes of the Board of Trustees on:

\_\_\_\_\_  
Debbie Schwey, Township Fiscal Officer

\_\_\_\_\_  
Robert Pautke, Chairman  
Pierce Township Board of Trustees

Dear Chief

I want to sincerely thank you for the opportunity to serve the residents of Pierce Township.

As you are aware I have been offered a position with the City of Dayton Fire Department, although I am deeply rooted here with Pierce Township, I feel it is in the best interest for my career. Please accept this letter as my official resignation; I am requesting to continue working in full time capacity until January 7<sup>th</sup>, 2016.

I wish you and the department continued growth and success.

Sincerely

Evan M. Dunkelman FF, NRP



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**Asst. Chief Scott Light**

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**From:** evan dunkelman <edunkelman@gmail.com>  
**Sent:** Friday, December 18, 2015 11:53 AM  
**To:** Asst. Chief Scott Light  
**Subject:** Final shift

RECEIVED  
12/18/15  
SL

Chief,  
Please amend the notice I submitted on 12/18/15 to request 01/04/2016 as my final date of full time employment.  
I apologize for the inconvenience this has caused.

Evan M Dunkelman

--  
Dunkelman  
Sent from my iPhone



## CLERMONT COUNTY ENGINEER'S OFFICE

*"improving your commute"*

December 3, 2015

Pierce Township Trustees  
950 Locust Corner Road  
Cincinnati, Ohio 45245

Re: 2015 Road Mileage Certification

Dear Trustees:

Enclosed are the Annual Township Highway System Mileage Certifications for the calendar year of 2015.

Please review the new mileage totals for 2015 and execute the enclosed forms. Keep one for your records and submit one to ODOT by April 1, 2016 at the following address.

Ohio Department of Transportation  
Office of Technical Services  
Mail Stop #3210  
1980 West Broad Street, 2<sup>nd</sup> Floor  
Columbus, Ohio 43223  
Attn: Michael Greenwood (614) 466-2852

If you have any questions, please contact me at [crisner@clermontcountyohio.gov](mailto:crisner@clermontcountyohio.gov) or 732-8876.

Sincerely,

Craig Risner, P.S.  
Deputy Surveyor  
Clermont County Engineer's Office



# Ohio Department of Transportation

Office of Technical Services

## 2015 Township Highway System Mileage Certification

Note: This form must be submitted to ODOT no later than April 1, 2016, or county mileage will be certified by default based on the best information available.

The total certified mileage at the end of Calendar Year 2014 for PIERCE Township  
in CLERMONT County was 57.348 miles

as certified by the Board of Township Trustees or reported by the Director of Transportation,  
in accordance with the provisions specified in the Ohio Revised Code, Section 4501.04.

Consider all mileage changes that occurred in CY 2015 and determine the net increase or decrease in mileage.  
Add the net change to the 2014 certified mileage above and fill in the new total below.

We the undersigned, hereby certify that as of December 31, 2015,

the township was responsible for maintaining 57.348 miles of public roads.

\_\_\_\_\_  
Signature of Chairman of Board of Township Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date

*Paula May*  
County Engineer Signature

11.30.15

\_\_\_\_\_  
Date

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return a completed, signed copy of this form along with proper documentation of any changes made to:

Ohio Department of Transportation  
Office of Technical Services  
Mail Stop #3210  
1980 West Broad St. 2nd Floor  
Columbus, Ohio 43223  
Attn: Michael Greenwood (614) 466-2852



# Ohio Department of Transportation

Office of Technical Services

## 2015 Township Highway System Mileage Certification

**Note: This form must be submitted to ODOT no later than April 1, 2016, or county mileage will be certified by default based on the best information available.**

The total certified mileage at the end of Calendar Year 2014 for PIERCE Township  
in CLERMONT County was 57.348 miles

as certified by the Board of Township Trustees or reported by the Director of Transportation,  
in accordance with the provisions specified in the Ohio Revised Code, Section 4501.04.

Consider all mileage changes that occurred in CY 2015 and determine the net increase or decrease in mileage.  
Add the net change to the 2014 certified mileage above and fill in the new total below.

We the undersigned, hereby certify that as of December 31, 2015,

the township was responsible for maintaining 57.348 miles of public roads.

\_\_\_\_\_  
Signature of Chairman of Board of Township Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trustee Signature

\_\_\_\_\_  
Date

*Paul Mays*  
County Engineer Signature

11.30.15

\_\_\_\_\_  
Date

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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A SIGN OF QUALITY Since 1980

www.eadsfence.com

Proposal - Contract - Invoice

EADS Fence Company, Inc.

131 Broadway
Loveland, Ohio 45140
(513) 677-4040
Fax (513) 677-4045



Serving All of the Tri-State Area



Customer Pierce Township John Koehler Date 12-18-2015
Billing Address 950 Locust Corn Rd. Cincinnati Ohio Zip 45245
Home Phone Office Phone 947-2021 Source previous
Cell Phone 236-7604 Email jkoehler@piencetownship.org
Job Location
County Intersecting street Township

We propose to furnish all labor and material and perform the following work listed below:

\*Repair & Fence in front of Cemetery\*

Existing Fence is: Ornamental Alum. by Special SW #4, Black, 6' Long Panels, 4' tall, 3" Rail on 2" sq. Post BALL TOP POST CAPS.

Replumb Appx. 90 EA. 2" Post

- Most Post to Receive pea gravel
• Replace 4 EA. Panels (Deer jumping)
• Reset Approx 3 post (sunk or heaved)
• Replace Broken Post Cap(s)
• Replace Missing Screws
• Mounting Brackets as Needed
• Rework Gate, drags ground

# Price Good 30 days.
# Terms Net 30

The above to be done for the sum of (\$ 3,430.00)
Down payment received BALANCE DUE ON COMPLETION OF JOB

Terms: All accounts past due are subject to a service charge of 2% per month or 24% annum on invoices that are unpaid and over 10 days old. Should action be brought to collect any sums past due, Eads Fence Company shall be entitled to recover collection costs, court costs and attorney's fees. Invoices not paid in full void any and all warranties and all materials remain the property of Eads Fence Company until invoices are paid in full. THIS IS YOUR INVOICE.

Conditions: Installations and workmanship will be consistent with the generally recognized standards in the industry. Eads Fence Company shall not be responsible for damage or delays due to strikes, fires, accidents, weather, seasonal business conditions, soil conditions, late shipment of materials or other causes beyond our reasonable control. However, all efforts will be made to complete work on time. Eads Fence Company is not responsible for compensation to the customer for any consequential damages including but not limited to time lost from work. This agreement, when accepted by the purchaser named above, shall become a contract under the laws of the state in which the job is located and shall be so construed. All changes or alterations in measurements or materials will be treated as an entirely new contract. If installation is suspended at the purchaser's request the ensuing expense for time and travel and/or the installer to complete the job is to be paid by purchaser. In consideration of the price herein quoted, the purchaser agrees that the fence lines will be clear of all obstructions and that the line will be properly marked by him, by stakes or otherwise. The removal of rocks larger than holes being dug, tree roots, buried foundations, debris, shale and other obstructions, will be added to the contract price as an additional cost to the purchaser. There are no warranties expressed or implied including the warranty of merchantability on the materials used in the construction of the above proposal except those warranties extended by the manufacturer. 15% Restocking fee on cancelled jobs/orders. No refund of non-stock materials. Due to lumber being a product of nature, we cannot warranty warping, splitting, or cracking for any and all wood products. Rust may also appear on gate hardware. EADS Fence sign must be on your completed fence or any and all warranties are voided.

Eads Fence Company assumes no responsibility for underground utilities, public or private, drain lines, dog containment wires, sprinkler systems, pool or hot tub water or electric lines, landscaping, sod or the like. For public underground utilities to be marked, CALL-Ohio 800-362-2764. Permits cost extra where required. Our employees are fully covered by workers' compensation insurance.

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature
Date of Acceptance

EADS Fence Company
By Bill Bennett Cell 314-6045

# Fence Communication Checklist

Salesperson Bill Bennett Customer Name Pierce Trp.

N/A

PERMIT	By customer	By EADS
HOME OWNERS ASSOC. APPROVAL	By customer	By EADS
UNDERGROUND UTILITIES -PUBLIC	By customer	By EADS
UNDERGROUND UTILITIES -PRIVATE	By customer	Eads assumes no responsibility for damages to Private Utilities.

ESTABLISHED LINE BY CUSTOMER	To survey	Verbal Approval	To stake	Place where old fence was
FRONT YARD / CORNER LOT SET BACK	By customer		By EADS	
TEAR OUT	By customer		By EADS	
HAUL AWAY	By customer		By EADS	
CLEAR FENCE LINE	By customer		By EADS	

APPROVED SPACING BETWEEN HORIZONTAL OR VERTICAL BOARDS OR PICKETS	_____	ft. / inches
APPROVED HEIGHT OF FENCE	_____	ft. / inches
MESH / FABRIC SIZE	_____	inches

Re- SETTING OF POST	cement	<u>gravel</u>	<u>Dirt tamped</u>	Driven	Plated
IF POSTS CEMENTED	Level with grade		Down from grade		
TOP OF FENCE	Straight across	Follow contour	Step down		
BOTTOM OF FENCE	Follow contour	On ground	Hold up _____ inches		
FABRIC PLACEMENT	Inside	Outside	Other _____		
WOOD PANEL PLACEMENT	Inside	Outside	Other _____		
TYPE OF WOOD	Explain: _____				

DIRT / SPOILS	Leave by Post: <u>Spread / Pile</u>	Move but stays on site	Haul off site
	<b>NO CHARGE</b>	LOCATION: \$ <u>X</u>	\$ <u>X</u>

GATE POSITION	Tops level with fence	Tight to ground	Grade gate
GATE SWING DIRECTION	<u>in</u>	out	<del>both</del>
GATE HINGE	right	left	other
SELF CLOSURE SPRING NEEDED	yes	no	
PAYMENT TERMS: Deposit required, balance due day of completion	YES	<u>(OTHER, SEE PROPOSAL)</u>	

CUSTOMER SIGNATURE: X DATE: X

# **2016 GROUNDS MAINTENANCE CONTRACT**

**Pierce Township, Clermont County, Ohio**

**Robert Pautke**  
Chairperson

**Allen Freeman**  
Trustee

**Bonnie Batchler**  
Trustee

**Debbie S.  
Schwey**  
Fiscal Officer

## **EEO/AFFIRMATIVE ACTION STATEMENT**

Pierce Township, Clermont County, Ohio pledges to provide equal opportunity without regard to race, color, creed, national origin, sex or age. This pledge applies to all employees and applicants for employment in connection with hiring, placement, upgrading, transfer or demotion; recruiting, advertising or solicitation for employment; treatment during employment; rates of pay or other forms of compensation; selection for training; layoff or termination of employment.

Pierce Township, Clermont County, Ohio pledges to provide equal opportunity without regard to race, color, creed, national origin, sex or age to all interested bidders who are interested in submitting a bid for said Township.

This statement is made in accordance with Title VI of the Civil Rights Act of 1963, Executive Order 11246, dated September 23, 1965, Executive Order 11375, dated October 13, 1969, and with Title I of the American with Disabilities Act of 1990.

## NOTICE TO CONTRACTOR

The 2016 Pierce Township GROUNDS MAINTENANCE CONTRACT is for the following locations; Administrative Complex, Athletic Fields, Nature Park, Walking Trail Park, Harley Clark Cemetery, Ten-Mile Cemetery, Spresser Hill Cemetery, and Vacant Lot at Locust Corner and Behymer Roads.

The contractor must provide a copy of certification issued by the State of Ohio, Industrial Commission and Bureau of Workers' Compensation for the period covered by the contract. The contractor must also provide the Fiscal Officer a copy of his liability insurance holding the Pierce Township Board of Trustees harmless during the period of the contract.

The contractor must also provide an affidavit that all indebtedness of such contractor on account of material incorporated into the work, or delivered on the site of the improvement and labor performed has been paid, according to Revised Code Section 5575.04.

The contractor must provide a notarized statement that at the time renewal he was not charged with any delinquent personal property taxes on the general tax list of personal property of Clermont County, according to Revised Code Section 5719.042.

The contractor must comply with the Civil Rights Act that prohibits discrimination in hiring due to race, color, national origin, religion or sex.

BOARD OF TRUSTEES  
PIERCE TOWNSHIP  
CLERMONT COUNTY

DEBBIE S. SCHWEY  
FISCAL OFFICER

## GENERAL NOTES

### 1.1.0 GENERAL INSTRUCTIONS

#### GROUNDS MAINTENANCE CONTRACT:

##### 1.1.1 Compliance with instructions

All contract renewals submitted to the Pierce Township Board of Trustees must comply with these instructions. These instructions set forth minimum requirements as terms and conditions of the Service Contract, therefore, if any time frames or surety requirements set forth herein are in conflict with stated requirements in the specifications, the specification requirements shall prevail.

##### 1.1.2 Prices

All prices must be firm for the entire mowing season of 2016.

##### 1.1.3 Township tax exempt

Pierce Township is exempt from payment of Federal Excise Tax, Transportation Tax and Ohio Sales Tax. Prices shall not include these taxes.

##### 1.1.4 Workers' Compensation

The contractor must provide the Fiscal Officer with a copy of the certification issued to the bidder by the State of Ohio, Industrial Commission and Bureau of Workers' Compensation for the period covered by the contract. The contractor must also provide the Clerk a copy of his liability insurance holding the Board of Trustees harmless during the period of the contract.

##### 1.1.5 Insurance

The Contractor will furnish the following insurance coverage from a commercial insurance carrier satisfactory to Pierce Township.

- A. Comprehensive General Liability Insurance in an amount not less than \$1,000,000.00 per occurrence with respect to personal injury or death, and \$500,000.00 with respect to property damage.
- B. Workers' compensation insurance, in accordance with the laws of the State of Ohio, covering the Contractor's employees while on Pierce Township's premises.

The Contractor shall furnish to Pierce Township certificates evidencing such insurance coverage prior to commencing work and shall cause each policy to provide that it shall not be canceled or changed without at least ten (10) days prior written notice to Pierce Township. Any deductibles under the policies shall be borne by the Contractor, but in no event shall any deductible exceed \$1,000.00.

Each policy shall name Pierce Township and its officers and trustees as additional assureds.

##### 1.1.6 Affidavit required - indebtedness

The contractor must also provide the Fiscal Officer with an affidavit that all indebtedness of such contractor on account of material incorporated into the work, or delivered on the site of the improvement and labor performed has been paid, according to Revised Code Section 5575.04.

#### 1.1.7 Civil Rights compliance

The contractor must comply with the Civil Rights Act that prohibits discrimination in hiring due to race, color, national origin, religion or sex.

#### 1.1.8 Affidavit required – tax delinquency

The attention of the contractor is called to Ohio Revised Code 5719.042. The contractor shall submit to the Township Fiscal Officer a statement affirmed under oath that the person with whom the contract is to be made not charged with any delinquent personal property taxes on general tax list of personal property in Clermont County, or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due in unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the Township Clerk to the Clermont County Treasurer within thirty (30) days of the date it is submitted. A copy of the statement shall also be incorporated into the contract and no payment shall be made with respect to any contract to which this section applies, unless such statement has been so incorporated as a part thereof.

#### 1.1.9 Non-Assignability

No portion of this contract or any work to be performed under this contract shall be assigned to any other person or business without the express written consent of the Township.

#### 1.1.10 Mechanics Lien Law (ORC 1311.25 to 1311.32):

Every sub-contractor, material men or laborer who is performing or has performed labor or work, or is furnishing or has furnished material for any public improvement, shall submit an affidavit to the public authority stating that they have received payment in full for labor, work or materials. All payments due them from the Contractor will be held in escrow for a period up to one hundred twenty (120) days from the date that work was last performed unless said affidavits are received.

#### 1.1.11 References

The contractor shall furnish a reference listing of similar contracts within sixty (60) miles of Pierce Township, Clermont County, in the years 2012 and 2013. This list shall include the name and telephone number of a contact person representing the accepting agency.

#### 1.1.12 Submissions

Contractor is required to submit a completed copy of: Certificate of Interest; Personal Property Tax Affidavit; EEO Affidavit. Any exception must be detailed on the EXCEPTION page. Contractor failing to meet these requirements will not be accepted.

#### 1.1.13 Default on service

Every effort shall be made by the contractor to deliver services as designated in the contract. Any delinquency in such delivery without satisfactory written explanation directed to the Pierce Township Trustees may result in cancellation of the contract. The defaulting contractor shall be liable for any increased costs or expenses incurred as a result of such default.

#### 1.1.14 Failure to perform

Pierce Township reserves the right to cancel the contract if the contractor fails to perform any of the provisions in the contract.

### 1.1.15 Procuring Other Services

In case of default by the contractor, Pierce Township may procure the services from other sources without further advertising and shall hold the contractor responsible for any excess costs occasioned thereby, including any reasonable expenses incurred in procuring the articles or services.

## 1.2.0 ACCEPTANCE AND FINAL PAYMENT

### 1.2.1 Payment due date

Final payment shall be due (30) days after completion of the work, provided the work be then fully completed and the contract fully performed.

### 1.2.2 Satisfaction of Lien Law

Before the final payment is made (the last month payment) the Contractor will satisfy the requirements of Paragraph 1.1.13 Mechanics Lien Law, of this contract.

### 1.2.3 Subcontractors

If any subcontractor or material supplier refuses to furnish Contractor with a final lien waiver, Contractor upon Pierce Township's request shall furnish Pierce Township with a bond, satisfactory to Pierce Township, indemnifying Pierce Township against the claim or any lien, or Pierce Township at its option, may withhold from the final payment a sum equal to the amount of the claim. If a lien is filed against Pierce Townships property at any time and, if within 30 days after notice if the filing has been given by Pierce Township to Contractor, the lien remains unsatisfied or is not bonded satisfactory to Pierce Township, Pierce Township shall thereafter be entitled, regardless of whether the claim is disputed, to pay the full amount of the claim secured by the lien and deduct the cost thereof from the contract sum; or if final payment has been made, Contractor shall promptly reimburse Pierce Township for the amount so expended.

### 1.2.4 Indemnification

Contractor shall indemnify and hold harmless Pierce Township from and against any and all claims, liens, suits, losses, damages, and expenses, including attorney fees, by whomsoever asserted, including claims for personal injury or property damage, related to or arising out of the work performed or material supplied to the project.

### 1.2.5 Documents provided

Contractor agrees to furnish Pierce Township any reasonable documentation, including, without limitation, payroll records, invoices or canceled checks, which Pierce Township may request to confirm payment of all indebtedness related to the work as a condition precedent to final payment.

### 1.2.6 Contractor non-payment of subcontractor(s)

In the event that a subcontractor or material supplier has not been paid for labor performed or materials furnished in connection with the work, Pierce Township in addition to all remedies available at law or in equity, may pay the Contract Sum Due the Contractor by a check made payable to the order of Contractor and such subcontractor or material man and in an amount for which the subcontractor or material supplier is due based upon the reasonable judgment of Pierce Township. Payment by such a joint check shall constitute payment of the Contract Sum.

### 1.2.7. Payment

Any payment not made to a sub-contractor, material man or laborer by the Contractor within one hundred twenty (120) days from the date that work was last performed shall be deducted from the Contractor's final payment.

Payment for lawn maintenance services will be made as soon as possible after receipt of invoice (in triplicate) by Pierce Township, Clermont County, Ohio. Invoice shall be itemized as to the type of service and location of facility and will be paid per area mowed as stated in the Agreement between Contractor and Pierce Township, Paragraph 3.

### 1.3.0 EXCEPTIONS PAGE

If the contractor has any additions, alteration or corrections to make to this proposal or specifications, he is asked to list them on this page or on a plain white sheet of 8-1/2" x 11" paper and affix them firmly to this proposal.

Exceptions may be allowed where it is demonstrated that such exception is equal to or superior to the purchaser's stated specification. Total exception to the specifications is not permitted.

### 1.4.0 SPECIFICATIONS

#### 1.4.1 Scope of Work

The contractor shall furnish all labor, equipment, and supplies necessary for performing the work specified. The Township shall not provide any equipment or supplies during the performance of this contract. Grass mowing proposals should be based on approximately (30) weeks of mowing.

#### 1.4.2 Frequency of Mowing

Mowing shall be performed weekly Monday through Friday between 7:30 A.M. and 6:30 P.M., or less frequently as directed by the Pierce Township representative. The contractor may perform mowing services outside the time specified through written permission from Pierce Township. Notice of cutting is to be provided by the contractor 24 hours in advance. A telephone message can be left 24 hours a day at 513-947-2021.

#### 1.4.3 Grass Cutting

Grass shall be cut before the grass reaches the height of 4" from the ground, and shall be cut no shorter than 2" from the ground. Mowing equipment shall be kept in good working condition. Mower blades must be sharpened and deck cleaned frequently. Under no circumstances will cut grass be clumped together and left piled on top of the grounds. The contractor will remove clumped piles of grass. Cutting shall be accomplished in such a manner as to prevent clippings from being blown onto or left on: air-conditioning condensers landscape areas, mulched trees, flower beds, head stones, cars, streets, and sidewalks. Contractor shall be responsible for cleaning up all cut grass.

#### 1.4.4 Rutting

Contractor shall maintain all areas so as to be rut free regardless of conditions while mowing. Contractor shall own various sizes of equipment to facilitate grass cutting in all weather conditions. Contractor will repair ruts within 7 working days by rolling or filling area with soil, seed and straw.

#### 1.4.5 Litter collection

All litter including loose adornments shall be picked up prior to each mowing. Litter must be taken from the area and properly disposed. Removed cemetery adornments shall be placed in flower box at the Pierce Township Public Works Department when mowing is completed.

#### 1.4.6 Trimming

Trimming of grass and other vegetation shall be performed at each mowing. All trimming shall be accomplished to present a uniform height with surrounding areas. Trimming shall be done around all trees, fences, walkways, roadways, and head stones (Damage to trees, fences and headstones by string trimmers is not acceptable. This item will be inspected on a regular basis.)

#### 1.4.7 Hand weeding

All mulched or landscaped areas will be weeded by hand and shall be performed at each mowing. String trimming of these areas is not acceptable. Preen or Roundup may be applied to reduce labor. (This item will be inspected on a regular basis. Weeds will not be tolerated)

#### 1.4.8 Bumper guards on mower decks

All mower decks and outside hard surfaces of any mower performing work in the cemeteries shall have rubber bumper guards installed to protect the headstones from accidental contact. Damage to headstones will be billed to contractor. Bumping, shoving of head stones will not be tolerated.

#### 1.4.9 Head Stones

Maintenance around headstones will be accomplished with string trimmers. **Herbicides will not be permitted**

#### 1.4.10 Hourly Rate

Contractor shall provide an hourly rate for performing additional landscaping services such as tree replacement, improving, or constructing additional landscape areas. Any project will be performed as a change order at the hourly rate bid.

#### 1.4.11 Inspection of Work

The Township will check all areas on a regular basis. Should the Township identify service or maintenance levels that do not meet the specifications of this contract, the Township shall contact the contractor to notify of any deficiencies. Contractor shall make corrections to deficiencies within no less than 7 days or within a sooner period if deemed necessary by the Township. Failure to correct deficiencies may be grounds for the Township to void the remaining period of the Contract.

All work reported will be inspected on the next normal working day and will be matched against submitted invoices. Any invoices for work performed must match inspection requests in order to be paid.

#### 1.4.12 Pesticide Certification

Contractor is required to submit a copy of their Commercial Applicator's License for the application of pesticides as issued by the Ohio Department of Agriculture. Certification must remain in effect for the duration of the 2016 Ground Maintenance Contract.

## Grounds Maintenance Contract

Areas included are:

- Administrative Complex on Locust Corner Road (approx. 4.7 acres)
- Athletic Fields on Locust Corner Road (approx. 9.5 acres)
- Nature Park on Locust Corner Road (approx. 3.5 acres)
- Walking Trail Park including Township House Area on Locust Corner Road (approx. 6.8 acres)
- Ten-Mile Cemetery on Ten-Mile Road (approx. 1.5 acres)
- Spresser Hill Cemetery on Spresser Hill Road (approx. 0.5 acres)
- Vacant Lot on Locust Corner Road at Behymer Road (approx. 1.5 acres)
- Pierce Township Cemetery (to be determined)

The acreage as presented above is only an approximation. Contractor is responsible for measuring the areas listed above prior to submitting their proposal. Contractor will be granted access to all areas listed by calling (513) 947-2021.

Should you have any questions concerning the specifications please call John Koehler at (513) 947-2021.

1.5.1 Certificate of Interest

The undersigned proposes to furnish the services as outlined on the preceding pages of this proposal for Pierce Township.

The detailed specifications are hereby made a part of the proposal, and the contractor hereby acknowledges that he/she has read and understands them.

The contractor or his/her duly authorized agent will sign this page in the space provided below signifying that he/she has read the proposal and specifications and understands them.

If the contractor has any additions, alterations, or correction to make to this proposal or specifications, he/she is asked to list them on the EXCEPTION page.

COMPANY: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

EEO AFFIDAVIT

State of \_\_\_\_\_)

SS:

County of \_\_\_\_\_)

I, \_\_\_\_\_, being duly sworn hereby states that I am  
(Affiant)

\_\_\_\_\_ of \_\_\_\_\_  
(Title) (Company)

and that said Company pledges to provide equal opportunity to all employees or applicants for employment without regard to race, color, creed, national origin, sex, or age. Said pledge applies to all matters pertaining to employment including hiring, placement, upgrading, transfer, demotion, removal, recruitment, pay, training, and layoff. This statement is made in accordance with Title VI of the Civil Rights Act of 1963.

Affiant

Sworn to before me subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
Notary Public

County of \_\_\_\_\_, State of \_\_\_\_\_

My commission expires:

PERSONAL PROPERTY TAX AFFIDAVIT

State of \_\_\_\_\_)

SS:

County of \_\_\_\_\_)

I, \_\_\_\_\_, after being duly cautioned and sworn hereby state that I am

\_\_\_\_\_ of \_\_\_\_\_  
(Title) (Company)

and that said company, officer, Pierce Township, or partner of said is not charged with any delinquent personal property taxes on the general tax list of personal property in Clermont County, Ohio or that said company, officer, employee, or partner is charged with delinquent taxes in the amount of \_\_\_\_\_.

Affiant

Sworn to before me subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Notary Public

County of \_\_\_\_\_, State of \_\_\_\_\_

My commission expires:



4. WORKMANSHIP

The workmanship called for by the specifications shall be of the highest quality in every respect, as usually recognized in the lawn maintenance industry.

5. INSURANCE

The Contractor shall procure and maintain during the term of this Contract, at its sole expense, the following insurance coverage from a commercial insurance carrier satisfactory to Owner.

- A. Comprehensive General Liability Insurance in an amount not less than \$1,000,000.00 per occurrence with respect to personal injury or death, and \$500,000.00 with respect to property damage.
- B. Workers' compensation insurance, in accordance with the laws of the State of Ohio, covering the Contractor's employees while on Owner's premises.

The Contractor shall furnish to Owner certificates evidencing such insurance coverage prior to commencing work and shall cause each policy to provide that it shall not be canceled or changed without at least ten (10) days prior written notice to Owner. Any deductibles under the policies shall be borne by the Contractor, but in no event shall any deductible exceed \$1,000.00.

Each policy shall name Owner and its officers and trustees as additional assureds.

6. LAWS, ORDINANCES, RULES AND REGULATIONS

The Contractor shall comply with all laws, ordinances, rules and regulations bearing on the project. If the Contractor furnishes any work, which is not in conformance with such laws, ordinances, rules and regulations, and without written notice to the Owner, he shall bear all costs arising from the correction thereof.

7. PERFORMANCE BONDS

Performance Bonds are not required.

8. NON-ASSIGNABILITY

No portion of this contract or any work to be performed under this contract shall be assigned to any other person or business without the express written consent of the Township. In the event work is assigned to subcontractors final payment shall not be made without a release signed by the subcontractor or assignee.

9. OWNERS RIGHT TO TERMINATE CONTRACT

If the Contractor shall be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should persistently or repeatedly refuse or should fail, except in case for which extension of time is provided, to supply enough properly skilled workmen or proper materials to keep the project on schedule, or if he should fail to make prompt payment to subcontractors or for

material or labor, or disregard laws, ordinances, rules, regulations or the instructions of the Owner, or otherwise be guilty of a substantial violation of any provision of the Contract, or fail to provide or maintain the insurance herein required, then the Owner may, without prejudice to any other right or remedy and after giving the Contractor three (3) days' notice, terminate the employment of the Contractor and take possession of the premises and all materials, tools and appliances thereon and finish the project by whatever method the Owner may deem expedient. In such case the Contractor shall not be entitled to receive any further payment except as provided below.

If the unpaid balance of the Contract Price shall exceed the expense of finishing the project, including compensation for the Owner's additional services, such excess shall be paid to the Contractor. If such expense of finishing the project shall exceed such unpaid balance, the Contractor shall pay such excess to the Owner.

10. MECHANICS LIEN LAW (ORC 1311.25 to 1311.32)

Every sub-contractor, material men or laborer who is performing or has performed labor or work, or is furnishing or has furnished material for any public improvement, shall submit an affidavit to the public authority stating that they have received payment in full for labor, work or materials. All payments due them from the Contractor will be held in escrow for a period up to one hundred twenty (120) days from the date that work was last performed unless said affidavits are received.

11. ACCEPTANCE AND FINAL PAYMENT

Final payment shall be due (30) days after completion of the work, provided the work be then fully completed and the contract fully performed.

Upon receipt of written notice from the contractor that the work is ready for final inspection and acceptance, the Owner shall promptly make such inspection. When the Owner finds the work acceptable under the contract and the contract fully performed, the entire balance due the Contractor shall thereupon be payable.

Before the final payment is made, the Contractor will satisfy the requirements of Paragraph 10 Mechanics Lien Law, of this contract.

If any subcontractor or material supplier refuses to furnish Contractor with a final lien waiver, Contractor upon Owner's request shall furnish Owner with a bond, satisfactory to Owner, indemnifying Owner against the claim or any lien, or Owner at its option, may withhold from the final payment a sum equal to the amount of the claim. If a lien is filed against Owners property at any time and, if within 30 days after notice if the filing has been given by Owner to Contractor, the lien remains unsatisfied or is not bonded satisfactory to Owner, Owner shall thereafter be entitled, regardless of whether the claim is disputed, to pay the full amount of the claim secured by the lien and deduct the cost thereof from the contract sum; or if final payment has been made, Contractor shall promptly reimburse Owner for the amount so expended.

Contractor shall indemnify and hold harmless Owner from and against any and all claims, liens, suits, losses, damages, and expenses, including attorney fees, by whomsoever asserted, including claims for personal injury or property damage, related to or arising out of the work performed or material supplied to the project.

Contractor agrees to furnish Owner any reasonable documentation, including, without limitation, payroll records, invoices or canceled checks, which Owner may request to confirm payment of all indebtedness related to the work as a condition precedent to final payment.

In the event that a subcontractor or material supplier has not been paid for labor performed or materials furnished in connection with the work, Owner in addition to all remedies available at law or in equity, may pay the Contract Sum Due the Contractor by a check made payable to the order of Contractor and such subcontractor or material man and in an amount for which the subcontractor or material supplier is due based upon the reasonable judgment of Owner. Payment by such a joint check shall constitute payment of the Contract Sum.

12. THE CONTRACT DOCUMENTS

Included in this contract are the Contractor's rates and the Pierce Township Specifications for Grounds Maintenance/Landscaping Contract, signed and dated \_\_\_\_\_, 2016.

IN WITNESS WHEREOF, the parties hereto have executed this Contract, the day and year first above written

Contractor:

By \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Witness (for Contractor)

Owner: Pierce Township

By \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_  
Witness (for Owner)

Pursuant to Authorization by the  
Board of Trustees

CERTIFICATION OF FUNDS

I hereby certify that the funds necessary to pay this contract are available within the treasury of Pierce Township or are in the process of collection.

Purchase Order # \_\_\_\_\_

\_\_\_\_\_  
Debbie S. Schwey  
Fiscal Officer, Pierce Township

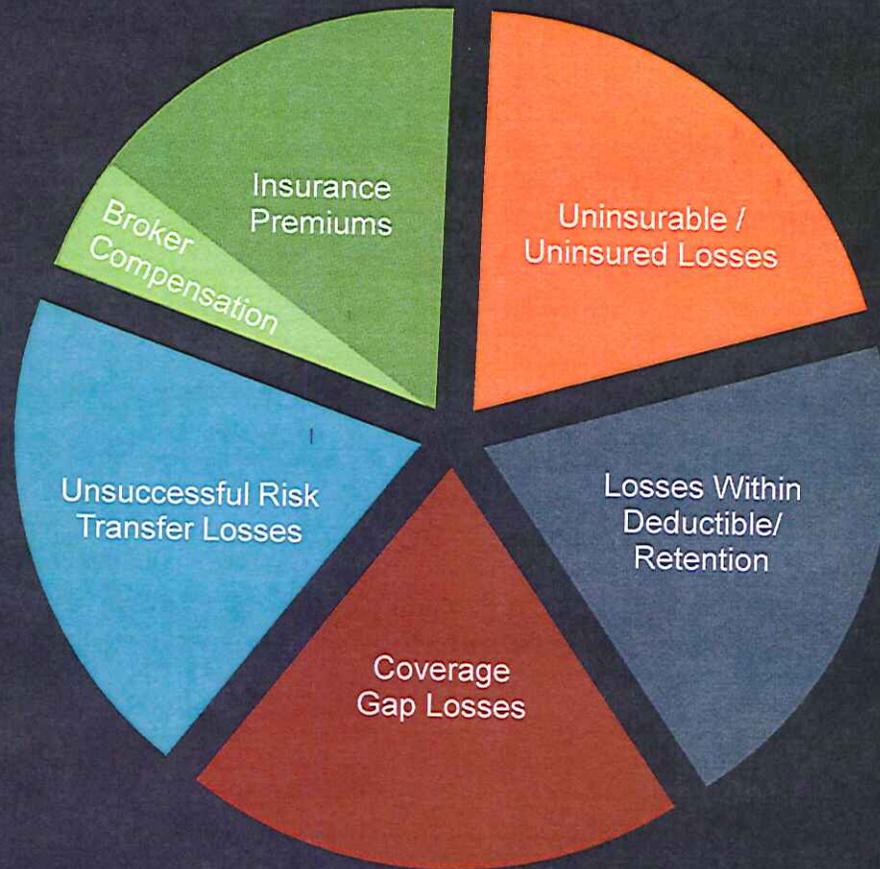
APPROVED AS TO FORM:

\_\_\_\_\_  
Township Law Director

# Gallagher Tools to Reduce Client's Total Cost of Risk (TCOR)

- Renewal Strategy
- Market Leverage
- Benchmarking
- Submission Quality
  - ✓ Present to Market
  - ✓ Marketing Reports
- Program Structure Tools
  - ✓ Loss Stratification
  - ✓ Loss Picks
  - ✓ Property CAT Modeling
  - ✓ Mod Analysis
- Continuous Renewal Cycle

- Niche Expertise and Knowledge
- Contract Review
- Certificate Tracking



- ERM Risk Assessment
- Business Continuity Planning
- Insurable Risk not purchased
  - ✓ Insufficient Limits
  - ✓ Cyber
  - ✓ Trade Credit
  - ✓ Product Recall
  - ✓ Environmental Liability
  - ✓ E&O
  - ✓ Surety
  - ✓ Reps & Warranties (M&A)
- Captive Funding (Artex):
  - ✓ Single Parent 831a
  - ✓ Single Parent 831b
  - ✓ Group
  - ✓ Rent-a-Captive

- Casualty Risk Assessment
- Claims Advocacy
- Property Inspections
- Loss Control/Safety
  - ✓ Inspections
  - ✓ Training
  - ✓ OSHA Compliance

- Gallagher Policy Audit (GPA)
- MLP Direct Advantage
- Umbrella Advantage
- Norton-Bastion D&O Coverage Index

# Insurance Proposal Prepared For

## PIERCE TOWNSHIP

950 Locust Corner Road  
Cincinnati, OH 45245

Presented: December 4, 2015



### Arthur J. Gallagher & Co.

David E. Schawe Jr., CLCS  
Area Vice President

Brad Forsythe  
Regional Director- Trade Credit & Political Risk

Arthur J. Gallagher Risk Management Services, Inc.  
1 West 4th Street, Suite 1300  
Cincinnati, OH 45202

David\_Schawe@ajg.com  
Brad\_Forsythe@ajg.com  
www.ajg.com

# Pierce Township

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Pierce Township

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Our Team and Commitment

# Pierce Township

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## Service Team

David Schawe & Brad Forsythe have primary service responsibility for your company. We operate using a team approach. Your Service Team consists of:

NAME	PHONE / ALT. PHONE	EMAIL	ROLE
David Schawe, CLCS	513-977-3147	David_Schawe@ajg.com	Area Vice President
Brad Forsythe	513-977-8714	Brad_Forsythe@ajg.com	Regional Director- Trade Credit & Political Risk
Natasha Thompson, CISR	513-977-3114	Natasha_Thompson@ajg.com	Account Manager
Chris Ferneding	513-977-3119	Chris_Ferneding@ajg.com	Client Service Associate
Nancy Wood, AIC, CWCP	630-694-5487	Nancy_Wood@ajg.com	Claims Advocate
George Best, CSP, ARM	513-977-3185	George_Best@ajg.com	Loss Control
Bob Higgins, ARM, ARMP, CRM, CIC, CRIS	513-977-3188	Bob_Higgins@ajg.com	Enterprise Risk Management

Arthur J. Gallagher Risk Management Services, Inc.  
Main Office Phone Number: 513-977-3147

Pierce Township

Your Program

# Pierce Township

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## Named Insured

LINE OF COVERAGE	NAMED INSURED
All Lines of Coverage included in this proposal	Pierce Township, Clermont County

**Note:** Any entity not named in this proposal may not be an insured entity. This may include partnerships and joint ventures.

# Pierce Township

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## Marketplace Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE
Travelers Indemnity Co of America	All Lines of Coverage	Recommended Quote
One Beacon	All Lines of Coverage	Declined- Cannot Compete with Target Pricing

# Pierce Township

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## Location Schedule

LINE OF COVERAGE	LOC # / BLDG #	LOCATION ADDRESS
All Lines included in this proposal	1/1 - 7	950 Locust Corner Road Cincinnati, OH
	2/8	Nature Park-Locust Corner Rd Cincinnati, OH
	3/9	Cemetery-Locust Corner Rd Cincinnati, OH
	4/10	Various Cincinnati, OH

# Pierce Township

## Program Details

Coverage: Property  
 Carrier: Travelers Insurance Company  
 Policy Period: 1/1/2016 to 1/1/2017

The following is a general summary of the Insuring Agreement. Refer to actual policy form for complete terms and conditions.

### Coinsurance or Agreed Amount:

DESCRIPTION	AGREED AMOUNT	COINSURANCE %
Building & Your Business Personal Property	N/A	90 %
Business Income with Extra Expense	N/A	50 %

### Coverage:

DESCRIPTION	LIMIT	BASIS	LOCATION DETAILS
Building & Your Business Personal Property	\$4,919,616		
Business Income with Extra Expense	\$100,000		
Electronic Data Processing Equipment	\$50,000		
Electronic Data Processing Data & Media	\$50,000		
Extended Business Income	90 days		
Ordinary Payroll	Included		
Equipment Breakdown	Covered		

### Deductibles/SIR:

COVERAGE	AMOUNT
Building & Your Business Personal Property	\$500
Business Income with Extra Expense	72 Hours
Electronic Data Processing Equipment	\$500
Electronic Data Processing Data & Media	\$500

### Additional Coverage:

DESCRIPTION	LIMIT	BASIS	LOCATION DETAILS
Building and Personal Property Coverage Form - Additional Coverages:			
Debris Removal - Additional amount at each described premises	\$25,000		
Pollution Clean Up and Removal - 12 Month Aggregate Limit	\$25,000		
Preservation of Property	Policy Limit		

# Pierce Township

## Program Details (Cont.)

### Additional Coverage:

DESCRIPTION	LIMIT	BASIS	LOCATION DETAILS
Increased Cost of Construction - At Each Described Premises	\$10,000		
Fire Protective Equipment Discharge	\$5,000		
Building and Personal Property Coverage Form - Coverage Extensions:			
Valuable Papers & Records - At Each Described Premises	\$10,000		
Temporary Relocation of Prop	\$50,000		
Fire Department Service Charge – Increased Limit	\$25,000		
Reward Coverage – Increased Limit	\$10,000		
Ordinance or Law	\$100,000		
Newly Acquired or Constructed Property – Increased Limit and Extended Coverage Period			
- Buildings	\$1,000,000		
- Extended Coverage Period	180 Days		
Personal Effects	\$50,000		
Personal Property of Others	\$25,000		
Valuable Papers and Records – Cost of Research – Increased Limit	\$100,000		
Property Off-Premises – Extended Coverage and Increased Limits			
- At any Fair, Trade Show or "Exhibition"	\$50,000		
- At any installation premises or temporary storage	\$10,000		
- At any other premises	\$50,000		
Outdoor Property	\$50,000 / \$2,500 Per Item		
Claim Data Expense – Increased Limit	\$10,000		
Accounts Receivable – Increased Limit	\$100,000		
Covered Property In Transit – Increased Limit	\$50,000		
Fine Arts	\$50,000		
Money and Securities:			
- Inside Premises	\$10,000		
- Outside Premises	\$5,000		
- Utility Services – Direct Damage	\$50,000		
- Spoilage – Direct Damage	\$10,000		
- Confiscated Property	\$100,000		
Sewer or Drain Back-Up Extension	\$50,000		
-Your Business Personal Property, Personal Property of Others, "Electronic Data Processing Equipment" and "Electronic Data Processing Data and Media"	\$500,000		

# Pierce Township

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## Program Details (Cont.)

### Additional Coverage:

DESCRIPTION	LIMIT	BASIS	LOCATION DETAILS
Cause of Loss - Equipment Breakdown			
- Spoilage	\$250,000		
- Expediting Expense	\$250,000		
- Ammonia Contamination	\$250,000		
- Hazardous Substance	\$250,000		

### Valuations:

DESCRIPTION	LIMITATIONS
Replacement Cost	Building & Your Business Personal Property, Electronic Data Processing Equipment, Electronic Data Processing Data & Media

### Perils Covered:

TYPE	DESCRIPTION
Special Form Perils	Applies

### Endorsements include, but are not limited to:

DESCRIPTION
Public Sector Service Additional Coverage Endorsements
Public Entity Property Endorsement CP T4 02
Commercial Property Conditions
Causes of Loss - Special Form
Public Entity Extend Endorsement
Fungus, Rot, Bacteria & Other Causes of Loss Changes
Building & Personal Property Coverage Form
Cap on Losses Certified Act of Terrorism
Additional Covered Property CP 14 10

### Exclusions include, but are not limited to:

DESCRIPTION
Earth Movement Exclusion
Flood Exclusion
Government Action Exclusion
War Exclusion

# Pierce Township

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## Program Details (Cont.)

Exclusions include, but are not limited to:

DESCRIPTION
Nuclear Hazard, Power Failure
Date Related Losses
Exclusion of Loss Due to Virus or Bacteria
Exclusion of Certain Computer Related Losses

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
TRIA Premium of 3% of the total Property Coverage premium
Important Notice Regarding Compensation Disclosure

# Pierce Township

## Program Details (Cont.)

### Statement of Values (SOV)

LOC # / BLDG #	LOCATION ADDRESS / BLDG DESCRIPTION	SUBJECT OF INSURANCE	CAUSE OF LOSS	AMOUNT OF INSURANCE	VAL
1/1	950 Locust Corner Road Cincinnati, OH 45245/ Fire Department, Town Hall & Police Department	Building	Special (Including theft)	\$2,021,601	Replacement Cost
1/1	950 Locust Corner Road Cincinnati, OH 45245/ Fire Department, Town Hall & Police Department	Business Personal Property	Special (Including theft)	\$61,000	Replacement Cost
1/2	950 Locust Corner Road Cincinnati, OH 45245/ Maintenance & Equipment Storage	Building	Special (Including theft)	\$158,765	Replacement Cost
1/2	950 Locust Corner Road Cincinnati, OH 45245/ Maintenance & Equipment Storage	Business Personal Property	Special (Including theft)	\$25,000	Replacement Cost
1/4	950 Locust Corner Road Cincinnati, OH 45245/ Equipment Storage	Building	Special (Including theft)	\$356,859	Replacement Cost
1/4	950 Locust Corner Road Cincinnati, OH 45245/ Equipment Storage	Business Personal Property	Special (Including theft)	\$40,000	Replacement Cost
1/9	950 Locust Corner Road Cincinnati, OH 45245/ Salt Building	Building	Special (Including theft)	\$240,124	Replacement Cost
1/10	950 Locust Corner Road Cincinnati, OH 45245/ Car Port	Building	Special (Including theft)	\$114,132	Replacement Cost
1/14	950 Locust Corner Road Cincinnati, OH 45245/ Locust Corner Road / Radio Tower	Building	Special (Including theft)	\$1,640	Replacement Cost
1/15	950 Locust Corner Road Cincinnati, OH 45245/ Grills, Picnic Tables, Playground Equipment, Benches, Tra	Building	Special (Including theft)	\$26,100	Replacement Cost
2/11	Nature Park - Locust Comer Rd Cincinnati, OH / Open Picnic Shelter	Building	Special (Including theft)	\$16,200	Replacement Cost
3/12	Cemetery - Locust Comer Rd Cincinnati, OH / Gazebo	Building	Special (Including theft)	\$55,914	Replacement Cost
4/16	Various - as on file Cincinnati, OH / 8 Early Public Warning Sirens incl. RTU's, a Banshee & an ACA	Building	Special (Including theft)	\$69,603	Replacement Cost
<b>Grand Total</b>				<b>\$3,186,848</b>	

Client Signature

# Pierce Township

## Program Details

Coverage: Equipment Floater- Inland Marine

Carrier: Travelers Insurance Company

Policy Period: 1/1/2016 to 1/1/2017

The following is a general summary of the Insuring Agreement. Refer to actual policy form for complete terms and conditions.

### Coinsurance or Agreed Amount:

DESCRIPTION	AGREED AMOUNT	COINSURANCE %
Applies	Yes	N/A

### Coverage:

DESCRIPTION	LIMIT	BASIS
Contractor's Equipment (IM PAK)		
- Listed Items	\$338,241	
Scheduled Property (IM PAK)		
- Scheduled Items	\$615,093	

### Deductibles/SIR:

COVERAGE	AMOUNT
Contractor's Equipment (IM PAK)	
- Basic Deductible	\$250
- Windstorm Deductible	\$250
Scheduled Property (IM PAK)	
- Basic Deductible	\$250
- Windstorm Deductible	\$250

### Additional Coverage:

DESCRIPTION	LIMIT	BASIS
Newly Acquired Contractors Equipment	\$250,000	
Replacement Items		
- Rental Cost	\$5,000 per item	
- Loss to any one Replacement Item	\$100,000 per item	
Maximum Amount of Payment	\$338,341	

# Pierce Township

## Program Details (Cont.)

### Valuations:

DESCRIPTION	LIMITATIONS
Replacement Cost	Scheduled Property (IM PAK)

### Endorsements include, but are not limited to:

DESCRIPTION
Cap on Losses Certified Act of Terrorism

### Exclusions include, but are not limited to:

COVERAGE TYPE	DESCRIPTION
Inland Marine	Cranes & Rigging Equipment
Inland Marine	Mechanical or Equipment Breakdown
Inland Marine	Exclusion of Loss Due to Virus or Bacteria
Inland Marine	Exclusion of Certain Computer Related Losses

### Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
TRIA Premium of 1% is included under Proposed premium
Important Notice Regarding Compensation Disclosure

### Equipment Schedule:

DESCRIPTION	MODEL	ID# / SERIAL NUMBER	YEAR	AMOUNT
Case IHC Tractor w/Boom Mower		4314		\$29,873.00
Ford Diesel 4WD Mower & Loader		7062	1991	\$13,669.00
Exmark Turf Ranger Mower		2601	2004	\$5,519.00
Kustom Signal Speed Display Trailer		8261		\$13,190.00
Leased Electronic Equipment		X83657100010		\$14,790.00
John Deere ZTrack Mower			2002	\$6,105.00
2 Genesis Hydraulic Rescue Tool				\$12,000.00
MSA 5000 Thermal Imaging Camera				\$9,500.00
Breathing Air Cascade System				\$19,000.00

# Pierce Township

## Program Details (Cont.)

### Equipment Schedule:

DESCRIPTION	MODEL	ID# / SERIAL NUMBER	YEAR	AMOUNT
6 - Zoll Defibrillators @ 19,000 each				\$114,000.00
Thermal Imaging Camera				\$9,500.00
SCBA Test Equipment				\$15,000.00
Wascomat W630 Washer				\$4,392.00
331 Mini Excavator		6105		\$32,817.00
Cronkhite Trailer		0520	2006	\$4,500.00
John Deere 6330 Tractor w/Tiger Mower		9179		\$54,961.00
2 Inflatable Boats & Suzuki Motors		TBD		\$28,000.00
Jon Boat & Equipment		B303	2003	\$10,000.00
Triton Boat & Equipment		A303	2003	\$13,500.00
Koehler Emergency Power Generator		3389	2008	\$21,176.00
Huebusch Comm. Clothes & Gear Dryer		TBD	2006	\$4,000.00
Miscellaneous Fitness Equipment			2003	\$70,000.00
Case 580SN Loader Backhoe		5107	2012	\$86,953.00
2 JD 997 60" Mowers @ 20,043 each		TBD	2013	\$40,086.00
Bobcat T190 Skidsteer		2652	2012	\$37,682.00
Savin 4035E Copier		0010260766001		\$8,136.00
Computer System		0055		\$9,900.00

### Unscheduled Equipment:

DESCRIPTION	MAXIMUM ITEM	AMOUNT OF INSURANCE	COINSURANCE %
Unscheduled Misc Prop(Ded-\$250)		\$145,185.00	N/A
Miscell Fire Equip(Ded-\$250)		\$120,000.00	N/A

# Pierce Township

## Program Details

Coverage: Crime

Carrier: Travelers Insurance Company

Policy Period: 1/1/2016 to 1/1/2017

### Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR LITIGATION DATE
Crime	Discovery	Not Applicable	Not Applicable

### Coverage:

DESCRIPTION	LIMIT	BASIS
Employee Theft - Per Loss	\$50,000	Per Occurrence
Forgery or Alteration	\$20,000	Per Occurrence
Inside the Premises-Theft of Money & Securities	\$10,000	Per Occurrence
Inside the Premises-Robbery or Safe Burglary of Other Property	\$10,000	Per Occurrence
Outside Premises	\$20,000	Per Occurrence

### Deductibles/SIR:

COVERAGE	AMOUNT
Employee Theft - Per Loss - Per Occurrence	\$500
Forgery or Alteration - Per Occurrence	\$250
Inside the Premises-Theft of Money & Securities - Per Occurrence	\$250
Inside the Premises-Robbery or Safe Burglary of Other Property - Per Occurrence	\$250
Outside Premises - Per Occurrence	\$250

### Exclusions include, but are not limited to:

DESCRIPTION
Third Party Employee Dishonesty
Government Action Exclusion
Accounting or Arithmetic Errors
Voluntary Parting of Property
Loss in which the existence of such loss is only proved by a profit and loss comparison or inventory records
Any theft or criminal act committed by a partner of the insured
Loss Due to Employee Dishonesty
Date Related Losses

# Pierce Township

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## Program Details (Cont.)

Exclusions include, but are not limited to:

DESCRIPTION
Treasurer or tax collector excluded under Employee Theft
Employees required by law to be individually bonded excluded under Employee Theft.
Exclusion of Certain Computer Related Losses

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
TRIA Premium of 1% is included under Proposed premium
Important Notice Regarding Compensation Disclosure

# Pierce Township

## Program Details

**Coverage:** General Liability  
**Carrier:** Travelers Insurance Company  
**Policy Period:** 1/1/2016 to 1/1/2017

### Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR LITIGATION DATE
General Liability	Occurrence	Not Applicable	Not Applicable
Employee Benefits Liability	Claims Made	1/1/1989	

### Coverage:

DESCRIPTION	LIMIT	BASIS
General Aggregate Limit	\$3,000,000	
Products Completed Operations Aggregate Limit	\$3,000,000	
Personal and Advertising Injury Liability Any One Person or Organization Limit	\$1,000,000	
Each Occurrence Limit	\$1,000,000	
Damage to Premises Rented to You Limit (Any One Premises)	\$100,000	
Abuse or Molestation Aggregate Limit	\$2,000,000	
Each Abuse Or Molestation Offense Limit	\$1,000,000	
Employee Benefits Liability:		
- Aggregate Limit	\$3,000,000	
- Each Employee Limit	\$1,000,000	

### Deductibles/SIR:

COVERAGE	AMOUNT
Employee Benefits Liability - Each Employee Deductible - Loss Only	\$1,000

### Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:

COVERAGE	CONTINUITY DATE	LIMITS	CONDITIONS
Employee Benefits Liability	--		

### Claims Made Coverage:

Should you elect to change carriers (if a new retro-active date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within ([Days To Extend]) days of the expiration date. The cost of this extended reporting period is [Percent Cost]% of the annual premium and is fully earned. The extended reporting period extends only to those claims that occurred prior to the expiration date and would have been covered by the

# Pierce Township

## Program Details (Cont.)

policy. Claims must be reported to the carrier within ([Days To Report]) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

### Definition of Claim:

DESCRIPTION
Refer to attached policy form

### Incident or Claim Reporting Provision:

DESCRIPTION
Refer to attached policy form

### Extended Reporting Period (ERP) Options\*:

DESCRIPTION	PREMIUM AMOUNT	PREMIUM DUE DATE	LENGTH
Refer to attached policy form	--	--	

\*If ERP coverage is desired, then that request must be in writing to the carrier.

### Additional Coverage:

DESCRIPTION	LIMIT	BASIS
Owned Watercraft - Exception to Aircraft, Auto Or Watercraft Exclusion	Less Than 25 Feet	
Non-Owned Watercraft - Exception to Aircraft, Auto Or Watercraft Exclusion	50 Feet Long or Less	

### Endorsements include, but are not limited to:

DESCRIPTION
Amendment of Coverage B - Personal & Advertising Injury
Amendment - Pollution Exclusion
Public Entity Xtend
Mobile Equipment Redefined - Public Entities
Cap on Certified Acts of Terrorism
Professional Health Care & Social Services - (CGD481)

### Exclusions include, but are not limited to:

COVERAGE TYPE	DESCRIPTION
General Liability	Bodily Injury and Property Damage from pollutants - Absolute Exclusion
General Liability	Losses arising from the ownership maintenance or use of aircraft, autos, or watercraft, with some minor exceptions including certain contractual obligations

# Pierce Township

## Program Details (Cont.)

Exclusions include, but are not limited to:

COVERAGE TYPE	DESCRIPTION
General Liability	Employment Related Practices Exclusion
General Liability	Liquor Liability Exclusion
General Liability	Aircraft Products Exclusion
General Liability	Professional Liability Exclusion
General Liability	Real Property in Your Care, Custody, and Control Exclusion
General Liability	Absolute Asbestos Exclusion
General Liability	Absolute Lead Exclusion
General Liability	War and Nuclear Hazard
General Liability	Date Related Losses
General Liability	Mold / Fungus
General Liability	Medical Payments Exclusion
General Liability	Employers Liability Exclusion
General Liability	Asbestos
General Liability	Injury to Volunteer Firefighters
General Liability	Law Enforcement Activities Or Operations
General Liability	Employees And Volunteer Workers As Insureds For Certain Bodily Injury, Personal Injury And Property Damage
General Liability	Exclusion - Access or Disclosure of Confidential Or Personal Information
General Liability	Unsolicited Communications
General Liability	Public Use Of Private Property
General Liability	Fungi or Bacteria
General Liability	Discrimination
General Liability	Professional Health Care Services - Public Entities
General Liability	Exclusion - Consumer Financial Protection Laws
General Liability	Exclusion - Failure To Supply
EBL	Dishonest, fraudulent, criminal or malicious act or omission
EBL	Bodily Injury or Property Damage or Personal Injury
EBL	Failure of performance of contract
EBL	Failure of any investment to perform as represented by you
EBL	Failure to comply with mandatory provisions of any law concerning Workers Compensation, unemployment insurance, social security or disability benefits
EBL	Wrongful termination of an employee

# Pierce Township

## Program Details (Cont.)

Exclusions include, but are not limited to:

COVERAGE TYPE	DESCRIPTION
EBL	Coercion, demotion, reassignment, discipline or harassment of an employee
EBL	Discrimination against an employee

## Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
<p>Coverage features include:                      Reasonable Force Property Damage – Exception to Expected Or Intended Injury Exclusion                      Damage to Premises Rented to You – Exception to Damage To Property Exclusion                      Good Samaritan Services Coverage                      Unintentional Omission will not prejudice rights under insurance                      Blanket Waiver of Subrogation                      Aircraft Chartered With Pilot - Exception to Aircraft, Auto Or Watercraft Exclusion                      Increased Supplementary Payments For Bail Bonds                      Contractual Liability - Railroads                      Knowledge and Notice of Occurrence or Offense</p>
<p>Pollution Coverage - broadening endorsement includes coverage for bodily injury and property damage arising out of certain discharges or releases of pollutants caused by:</p> <ul style="list-style-type: none"> <li>• Pesticide, herbicide, fungicide or fertilizer application;</li> <li>• Chlorine, sodium hypochlorite or any other chemical use in sewage treatment, water purification or swimming pool maintenance;</li> <li>• Use of substances in providing, or training for, fire-fighting or emergency response services; or</li> <li>• Sewage back-up into a building from any named insured's sewage treatment facility or sanitary sewer.</li> </ul>
<p>Your Law Enforcement Activities or Operations, including jail premises, are excluded. Coverage may be available under Law Enforcement Liability agreement                      Employment-related practices are excluded. Coverage may be available under the Employment-Related Practices Liability - Claims-Made agreement</p>
<p>Employee Benefits Liability: Features &amp; Benefits                      This coverage form is designed to provide coverage for damages that the insured is legally obligated to pay because of a negligent act, error or omission committed in the administration of the named insured's employee benefit program, as that term is defined in the coverage form. Administration includes counseling employees, including their dependents and beneficiaries, with respect to the employee benefit program and handling records in connection with the employee benefit program.</p>
<p>TRIA Premium of 1% is included under Proposed premium</p>
<p>Important Notice Regarding Compensation Disclosure</p>

# Pierce Township

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## Program Details

Coverage: Law Enforcement Liability  
 Carrier: Travelers Insurance Company  
 Policy Period: 1/1/2016 to 1/1/2017

Form Number:

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR LITIGATION DATE
Law Enforcement Liability	Occurrence	Not Applicable	Not Applicable

Coverage:

DESCRIPTION	LIMIT	BASIS
Aggregate Limit	\$2,000,000	
Each Wrongful Act Limit	\$1,000,000	

Deductibles/SIR:

COVERAGE	AMOUNT
Each Wrongful Act Deductible - Damages and Defense Expenses	\$5,000

Additional Coverage:

DESCRIPTION	LIMIT	BASIS
Additional Supplementary Payment	\$25,000 / for personal property of others	

Endorsements include, but are not limited to:

DESCRIPTION
Amendment of Common Policy Conditions-Prohibited Coverage- Unlicensed Insurance and Trade or Economic Sanctions
Cap On Losses From Certified Acts of Terrorism

Exclusions include, but are not limited to:

DESCRIPTION
Mobile Equipment Redefined-Exclusion of Vehicles Subject to Motor Vehicle Laws
Fungi or Bacteria Exclusion

# Pierce Township

## Program Details (Cont.)

### Defense Limitations:

COVERAGE TYPE	DEFENSE COST DOLLAR LIMIT	DEFENSE COST TYPE / COMMENTS
	Applies	Other / Defense outside limits

### Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
<p>Features &amp; Benefits:</p> <p>This coverage is designed to cover the premises and operations exposures and the professional liability of law enforcement agencies, including your jail operations. It covers amounts any insured is legally required to pay as damages for covered bodily injury, property damage or personal injury that is caused by a wrongful act committed by you or on your behalf while conducting law enforcement activities or operations. Wrongful act is defined as any act, error or omission. Insurance applies to:</p> <ul style="list-style-type: none"> <li>• Bodily Injury, Personal Injury and Property Damage;</li> <li>• Injury due to the use of mace, pepper spray or tear gas;</li> <li>• Mental Anguish, Emotional Distress;</li> <li>• Violation of Civil Rights protected under any federal, state or local law;</li> <li>• Injury caused by electric mobility devices not subject to compulsory/financial responsibility law;</li> <li>• Authorized Moonlighting;</li> <li>• Canine &amp; Equine Exposures;</li> <li>• False Arrest, Detention or Imprisonment;</li> <li>• False or Improper Service of Process;</li> <li>• Mutual Aid Agreements.</li> </ul>
<p>Pay on behalf of basis (Deductible Options Only).            Duty to defend claims and suits even if allegations are groundless, false, or fraudulent (Deductible Options Only).            Damages include plaintiff's attorney fees if awarded or paid in settlement.            Contractual Liability Exclusion does not apply to injury or damage if insured would have liability for damages even without the contract            Professional Health Care Services Exclusion does not apply to providing first aid or to certain services performed by non-medical staff            Coverage for jail nurses providing professional health care services can be added by endorsement            Limits not reduced by payment of deductible or self-insured retention</p>
<p>TRIA Premium of 1% is included under Proposed premium</p>
<p>Important Notice Regarding Compensation Disclosure</p>

# Pierce Township

## Program Details

Coverage: Public Entity Management Liability

Carrier: Travelers Insurance Company

Policy Period: 1/1/2016 to 1/1/2017

Form Number:

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR LITIGATION DATE
Public Entity Management Liability	Claims Made	1/1/1989	

Coverage:

DESCRIPTION	LIMIT	BASIS
Aggregate Limit	\$2,000,000	
Each Wrongful Act Limit	\$1,000,000	

Deductibles/SIR:

COVERAGE	AMOUNT
Each Wrongful Act Deductible - Damages and Defense Expenses	\$2,500

Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:

COVERAGE	CONTINUITY DATE	LIMITS	CONDITIONS
Public Entity Management Liability	--		

Claims Made Coverage:

Should you elect to change carriers (if a new retro-active date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within ((Days To Extend)) days of the expiration date. The cost of this extended reporting period is [Percent Cost]% of the annual premium and is fully earned. The extended reporting period extends only to those claims that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ((Days To Report)) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

Definition of Claim:

DESCRIPTION
Refer to attached policy form

# Pierce Township

## Program Details (Cont.)

### Incident or Claim Reporting Provision:

DESCRIPTION
Refer to attached policy form

### Extended Reporting Period (ERP) Options\*:

DESCRIPTION	PREMIUM AMOUNT	PREMIUM DUE DATE	LENGTH
Refer to attached policy form	--	--	

\*If ERP coverage is desired, then that request must be in writing to the carrier.

### Endorsements include, but are not limited to:

DESCRIPTION
Amendment of Network & Information Security Wrongful Act Definition
Cap On Losses From Certified Acts of Terrorism
Amendment of Common Policy Conditions-Prohibited Coverage- Unlicensed Insurance and Trade or Economic Sanctions

### Exclusions include, but are not limited to:

DESCRIPTION
Airport, Health Care Facilities: Clinics, Health Care Facilities: Hospital, Health Care Facilities: Blood Banks, Health Care Facilities: Nursing Homes, Health Care Facilities: Rehabilitation Facilities, Port Authorities, Transit Authorities, Gas Utilities, Electric Utilities, Housing Authorities, Schools or School Districts, Joint Powers Authority

### Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Deductibles apply to damages & defense expenses unless required otherwise by state regulation.

# Pierce Township

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## Program Details (Cont.)

### Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
<p>Features and Benefits: This coverage is designed to cover damages any insured is legally required to pay for covered loss that is caused by a wrongful act committed while conducting duties by or on behalf of a public entity or its boards. Wrongful act is defined as any act, error or omission. (Excludes coverage for bodily injury, personal injury, advertising injury, property damage and employment-related loss.) Pay on behalf of basis, (Deductible options only). Duty to defend claims and suits even if allegations are groundless, false, or fraudulent (Deductible Options Only). Professional health care services and law enforcement activities or operations exclusions apply. Coverage for insured persons appointed at the named insured's request to serve on outside nonprofit tax-exempt entity. Breach of Contract Exclusion does not apply to loss arising out of the breach of a mutual aid agreement. Definition of "suit" includes arbitration/alternative dispute resolution proceeding seeking money damages. Coverage for Limited Special Expense Reimbursement – Key Employees. (Available premium charge required for endorsement). Coverage for "your boards" operating under your jurisdiction and part of total operating budget. Coverage extends to employed: lawyers, architects, engineers, accountants and other professional "employees" while performing duties related to the conduct of your business (Professional Health Care Services Exclusion and certain other exclusions apply, however). Coverage applies to zoning disputes that seek damages, provided that such claims do not amount to a of "taking or controlling of private property for public use or benefit, including the diminution in value for such property".</p>
TRIA Premium of 1% is included under Proposed premium
Important Notice Regarding Compensation Disclosure

# Pierce Township

## Program Details

Coverage: Public Entity Employment-Related Practices Liability

Carrier: Travelers Insurance Company

Policy Period: 1/1/2016 to 1/1/2017

Form Number:

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR LITIGATION DATE
Public Entity Employment-Related Practices Liability	Claims Made	1/1/1989	

Coverage:

DESCRIPTION	LIMIT	BASIS
Aggregate Limit	\$2,000,000	
Each Wrongful Employment Practice Offense Limit	\$1,000,000	

Deductibles/SIR:

COVERAGE	AMOUNT
Each Wrongful Employment Practice Offense Deductible - Damages and Defense Expenses	\$5,000

Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:

COVERAGE	CONTINUITY DATE	LIMITS	CONDITIONS
Public Entity Employment-Related Practices Liability	--		

### Claims Made Coverage:

Should you elect to change carriers (if a new retro-active date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within ([Days To Extend]) days of the expiration date. The cost of this extended reporting period is [Percent Cost]% of the annual premium and is fully earned. The extended reporting period extends only to those claims that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ([Days To Report]) days of the end of the policy period. The extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

Definition of Claim:

DESCRIPTION
Refer to attached policy form

# Pierce Township

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## Program Details (Cont.)

### Incident or Claim Reporting Provision:

DESCRIPTION
Refer to attached policy form

### Extended Reporting Period (ERP) Options\*:

DESCRIPTION	PREMIUM AMOUNT	PREMIUM DUE DATE	LENGTH
Refer to attached policy form	--	--	

\*If ERP coverage is desired, then that request must be in writing to the carrier.

### Endorsements include, but are not limited to:

DESCRIPTION
Amendment of Network & Information Security Wrongful Act Definition
Amendment of Common Policy Conditions-Prohibited Coverage- Unlicensed Insurance and Trade or Economic Sanctions
Cap On Losses From Certified Acts of Terrorism

### Exclusions include, but are not limited to:

DESCRIPTION
Exclusion - Other Employment Laws
Airport, Health Care Facilities: Clinics, Health Care Facilities: Hospital, Health Care Facilities: Blood Banks, Health Care Facilities: Nursing Homes, Health Care Facilities: Rehabilitation Facilities, Port Authorities, Transit Authorities Gas Utilities, Electric Utilities, Housing Authorities, Schools or School Districts, Joint Powers Authority

### Defense Limitations:

COVERAGE TYPE	DEFENSE COST DOLLAR LIMIT	DEFENSE COST TYPE / COMMENTS
	Applies	Other / within the limits

# Pierce Township

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## Program Details (Cont.)

### Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
<p>Features and Benefits:</p> <p>This coverage is designed to cover damages any insured is legally required to pay for covered employment loss caused by a wrongful employment practice offense. (Excludes coverage for bodily injury and property damage.)</p> <p>Wrongful employment practice offense is defined to include discrimination; wrongful termination; harassment; retaliatory action; wrongful discipline; wrongful hiring, supervision, demotion, or failure to promote; and employment-related misrepresentation, defamation, libel, slander, disparagement, and invasion of privacy.</p> <p>Broad Definition Wrongful Employment Practice Offense.</p> <p>Duty to defend suits that are governmental administrative hearings seeking injunctive relief, such as EEOC proceedings.</p> <p>Defense expenses are payable within the limits of insurance. Damages include attorneys' fees of the person making or bringing the claim or suit if the insured is legally required to pay them under the law which was violated.</p> <p>Breach of Contract Exclusion applies only to written contracts (not verbal).</p> <p>Damages include Back/Front Pay if awarded.</p> <p>Third Party Sexual Harassment coverage available (Additional premium charge required for endorsement.</p> <p>Defense obligation for criminal, dishonest, fraudulent or malicious wrongful employment practice offenses or knowing violations of rights or laws provided until it has been admitted or determined in a legal proceeding that such wrongful employment practice offense was committed by that insured or with consent or knowledge of that insured.</p> <p>Contractual Liability Exclusion does not apply to employment loss if insured would have liability for damages even without the contract.</p> <p>Pay on behalf of basis (Deductible options only).</p> <p>Duty to defend claims or suits even if allegations are groundless, false, or fraudulent (Deductible Options Only).</p>
TRIA Premium of 1% is included under Proposed premium
Important Notice Regarding Compensation Disclosure

# Pierce Township

## Program Details

Coverage: Cyber First Liability  
 Carrier: Charter Oak Fire Insurance Company  
 Policy Period: 1/1/2016 to 1/1/2017

Form Number:

Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR LITIGATION DATE
Cyber first liability	Claims Made	1/1/2016	

Coverage:

DESCRIPTION	LIMIT	BASIS
Aggregate Limit	\$25,000	
Third-Party Liability		
- Network And Information Security Liability Coverage Form	\$25,000	Each Wrongful Act
First-Party Liability - Cyber First Expense Reimbursement Coverage Form:		
- Security Breach Notification and Remediation Expenses	\$10,000	
- Crisis Management Service Expenses	\$10,000	

Deductibles/SIR:

COVERAGE	AMOUNT
Third-Party Liability: applies to damages & defense expenses unless required otherwise by state regulation	\$1,000
First-Party Liability - Cyber First Expense Reimbursement Coverage	
- Security Breach Notification and Remediation Expenses	\$1,000
- Crisis Management Service Expenses	\$1,000

Any Other Continuity or Specific Dates/Limits applicable to the Claims-Made Conditions:

COVERAGE	CONTINUITY DATE	LIMITS	CONDITIONS
Cyber first liability	--		

### Claims Made Coverage:

Should you elect to change carriers (if a new retro-active date is provided) or non-renew this policy, a supplemental extended reporting endorsement may be available subject to policy terms and conditions. You must request the extended reporting period in writing to the carrier within ((Days To Extend)) days of the expiration date. The cost of this extended reporting period is [Percent Cost]% of the annual premium and is fully earned. The extended reporting period extends only to those claims that occurred prior to the expiration date and would have been covered by the policy. Claims must be reported to the carrier within ((Days To Report)) days of the end of the policy period. The

# Pierce Township

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extended reporting period does not increase the limits of liability and is subject to all policy terms, conditions and exclusions.

**Definition of Claim:**

DESCRIPTION
Refer to attached policy form

**Incident or Claim Reporting Provision:**

DESCRIPTION
Refer to attached policy form

**Extended Reporting Period (ERP) Options\*:**

DESCRIPTION	PREMIUM AMOUNT	PREMIUM DUE DATE	LENGTH
Refer to attached policy form	--	--	12 months
	--	--	24 months
	--	--	36 months
	--	--	60 months or of unlimited duration

\*If ERP coverage is desired, then that request must be in writing to the carrier.

**Endorsements include, but are not limited to:**

DESCRIPTION
Cap On Losses From Certified Acts of Terrorism
Cyber First Network and Information Security Coverage Form
Cyber First Communications And Media Liability Coverage Form
Cyber First Expense Reimbursement Coverage Form

**Exclusions include, but are not limited to:**

DESCRIPTION
Exclusion - Employment Related Practices
Exclusion - Designated Boards, Commissions or Governmental Units or Departments
Airport, Health Care Facilities: Clinics, Health Care Facilities: Hospital, Health Care Facilities: Blood Banks, Health Care Facilities: Nursing Homes, Health Care Facilities: Rehabilitation Facilities, Port Authorities, Transit Authorities, Gas Utilities, Electric Utilities, Housing Authorities, Schools or School Districts, Joint Powers Authority

# Pierce Township

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## Defense Limitations:

COVERAGE TYPE	DEFENSE COST DOLLAR LIMIT	DEFENSE COST TYPE / COMMENTS
	Applies	Other / Are Payable Within, And Are Not In Addition To, The Limits Of Insurance

## Binding Requirements:

DESCRIPTION
Subject to receipt of a completed and signed application must be submitted prior to the proposed effective date.

## Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Cyber liability and first-party coverage provided through a modular policy structure. The policy contains the Cyber First General Provisions Form and the Cyber First Network and Information Security Liability Coverage Form. The insured can also purchase the Cyber First Communications and Media Liability Coverage Form and the Cyber First Expense Reimbursement Coverage Form if first-party coverages are desired;
World-wide coverage – covers wrongful acts committed anywhere and claims made or suit's brought anywhere in the world, unless prohibited by law or regulation;
<p>Cyber First Network and Information Security Coverage Form:            Coverage for the following wrongful acts committed by or on behalf of an insured in the conduct of your business:</p> <ul style="list-style-type: none"> <li>- Failure to prevent the transmission of a computer virus;</li> <li>- Failure to provide any authorized user of your web-site or your computer or communications network with access to such website or such computer or communication network;</li> <li>- Failure to prevent unauthorized access to, or use of, electronic data containing private or confidential information of others;</li> <li>- Failure to provide notification of any actual or potential unauthorized access to, or use of, data containing private or confidential information of others as required by any security breach notification law that applies to you.</li> </ul>
<p>Cyber First Communications And Media Liability Coverage Form (Optional coverage - not included unless noted above)            Covers the following wrongful acts committed by or on behalf of an insured in the conduct of the Named Insured's business:</p> <ul style="list-style-type: none"> <li>- Unauthorized use of any advertising material, or any slogan or title, of others in the advertising of the business, premises, products, services, work or complete work of others;</li> <li>- Infringement of copyright, title, slogan, trademark, trade name, trade dress, service mark, or service name in your covered material;</li> <li>- Plagiarism or unauthorized use of a literary or artistic format, character or performance in your covered material.</li> </ul>
<p>Cyber First Expense Reimbursement Coverage Form (Optional coverage – not included unless noted above)            Provides the following first-party reimbursement coverages for the Named Insured:</p> <ul style="list-style-type: none"> <li>- Business Interruption &amp; Additional Expenses Coverage;</li> <li>- Extortion Expenses Coverage;</li> <li>- Computer Program and Electronic Data Restoration Expenses Coverage;</li> <li>- Computer Fraud;</li> <li>- Funds Transfer Fraud Coverage;</li> <li>- Telecommunications Service Theft Coverage;</li> <li>- Security Breach Notification Expenses Coverage;</li> <li>- Crisis Management Service Expenses Coverage;</li> </ul>
TRIA Premium of 1% is included under Proposed premium
Important Notice Regarding Compensation Disclosure

# Pierce Township

## Program Details

Coverage: Automobile  
 Carrier: Travelers Indemnity Co of America  
 Policy Period: 1/1/2016 to 1/1/2017

### Coverage:

DESCRIPTION	LIMIT	COVERED AUTOS
Uninsured/Underinsured Motorist	\$100,000	2
Medical Payments	\$5,000	2
Liability	\$1,000,000	1
Automobile Physical Damage Coverage	\$2,726,974	2
- Collision	ACV, cost to repair or replace, or stated amount, whichever is less	
- Comprehensive	ACV, cost to repair or replace, or stated amount, whichever is less	

### Deductibles/SIR:

COVERAGE	AMOUNT
Collision	\$500
Comprehensive	\$500

### Covered Autos:

SYMBOL	SYMBOL NAME	DESCRIPTION OF COVERED DESIGNATION SYMBOLS
1	Any Auto	Can only be used for Liability insurance. Its use provides coverage for any auto with which the insured has contact, including owned and non-owned, hired vehicles, and newly acquired vehicles. It includes coverage for non-owned auto, no-fault insurance, uninsured motorists, or physical damage insurance
2	Owned Autos Only	Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins.
3	Owned Private Passenger Autos Only	Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins.
4	Owned Autos Other Than Private Passenger Autos Only	Only those autos you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins.
5	Owned Autos Subject To No-Fault	Only those autos you own that are required to have No-Fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have No-Fault benefits in the state where they are licensed or principally garaged.

# Pierce Township

## Program Details (Cont.)

### Covered Autos:

SYMBOL	SYMBOL NAME	DESCRIPTION OF COVERED DESIGNATION SYMBOLS
6	Owned Autos Subject To A Compulsory Uninsured Motorists Law	Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists' requirement.
7	Specifically Described Autos	Only those autos described in Item Three of the Declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to any power unit described in Item Three).
8	Hired Autos Only	Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent, or borrow from any of your employees, partners (if you are a partnership), members (if you are a limited liability company) or members of their households.
9	Nonowned Autos Only	Only those autos you do not own, lease, hire, rent or borrow that are used in connection with your business. This includes autos owned by your employees, partners (if you are a partnership), members (if you are a limited liability company), or members of their households but only while used in your business or your personal affairs.
19	Mobile Equipment Subject To Compulsory Or Financial Responsibility Or Other Motor Vehicle Insurance Law Only	Only those autos that are land vehicles and that would qualify under the definition of mobile equipment under this policy if they were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where they are licensed or principally garaged.

### Additional Coverage:

DESCRIPTION	LIMIT	BASIS
- Bail Bonds		\$3,000
- Insureds Expenses		\$500 A Day
Auto Physical Damage coverage if written is extended to provide:		
Auto Liability coverage if written is extended to provide:		
- Airbags		\$1,000
- Personal Property		\$400
- Transportation Expenses		\$50 A Day / \$1,500 Maximum
- Hired Auto Physical Damage		Loss of Use \$65 A Day/\$750 Maximum

### Endorsements include, but are not limited to:

DESCRIPTION
Professional Services Not Covered
Amendment of Bodily Injury Definition
Public Entity Auto Extension

# Pierce Township

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## Program Details (Cont.)

Exclusions include, but are not limited to:

DESCRIPTION
Excluded Drivers
Expected or Intended Injury
Contractual - added back as noted
Workers' Compensation
Employers Liability
Property Damage to Property Owned or Transported by you
Pollution
Other standard policy exclusions apply
Terrorism
Emergency Vehicles - Volunteer Firefighters' & Workers' Injuries Excluded

## Binding Requirements:

DESCRIPTION
Subject to 2016 Drivers List with name, driver's license, and date of birth

## Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Automobile Liability and Physical Damage Features & Benefits: Auto Liability coverage if written is extended to provide: - Transit Rodeo - Expected or Intended Injury if Protecting a Person or Property - Blanket Waiver or Subrogation - Unintentional Errors or Omissions Auto Physical Damage coverage if written is extended to provide: - Waiver of Deductible - Repaired Glass Only - Freezing of Fire Truck Equipment - Customized Equipment for Emergency Vehicles and Public Transportation Autos
TRIA Premium of 1% is included under Proposed premium
Important Notice Regarding Compensation Disclosure

Subject to Audit: Composite Rated

## Auditable Exposures:

DESCRIPTION	EXPOSURE
Number of autos, excluding trailers	38

# Pierce Township

## Program Details (Cont.)

Vehicles:

COMP#	VEH#	YEAR	MAKE / MODEL	VIN	COST NEW	GARAGE ADDRESS	RADIUS	RATING CLASS	GVW	DEDUCTIBLE			STATED AMOUNT
										OTC	SCL	COLL	
	1	1997	Ford / Pick Up (PW)	S#1159						\$250.00		\$250.00	
	2	2001	Int'l / 4900 Dump Truck w/Pl	S#2446						\$250.00		\$250.00	
	3	1999	Ford / Contour (Zoning)	S#4059						\$250.00		\$250.00	
	4	2003	Ford / Crown Victoria Policy	S#8251						\$250.00		\$250.00	
	5	2002	Int'l / Dump Truck w/Plow &	S#6989						\$250.00		\$250.00	
	6	2004	Ford / Crown Victoria Policy	S#4372						\$250.00		\$250.00	
	7	2004	Ford / Crown Victoria Policy	S#4371						\$250.00		\$250.00	
	8	2006	Ford / F250 Pick Up (Maint.	S#2383						\$250.00		\$250.00	
	9	2005	Ford / Crown Victoria Policy	S#6157						\$250.00		\$250.00	
	10	2005	Ford / Crown Victoria Policy	S#6156						\$250.00		\$250.00	

# Pierce Township

## Program Details (Cont.) (Cont.)

Vehicles:

COMP#	VEH#	YEAR	MAKE / MODEL	VIN	COST NEW	GARAGE ADDRESS	RADIUS	RATING CLASS	GVW	DEDUCTIBLE			STATED AMOUNT
										OTC	SCL	COLL	
	11	2006	Ford / Crown Victoria Policy	S#3806						\$250.00		\$250.00	
	12	2006	Inti / Dump Truck (PW)	S#7348						\$250.00		\$250.00	
	13	2007	Dodge / Durango Fire Car	S#8494						\$250.00		\$250.00	
	14	2007	Dodge / Durango Fire Car	S#8495						\$250.00		\$250.00	
	15	2008	Ford / Crown Victoria Policy	S#5499						\$250.00		\$250.00	
	16	2008	Ford / Crown Victoria Policy	S#5498						\$250.00		\$250.00	
	17	2009	Int'l / Dump Truck (PW)	S#4132						\$250.00		\$250.00	
	18	2009	Ford / Crown Victoria Policy	S#6771						\$250.00		\$250.00	
	19	2009	Ford / Crown Victoria Policy	S#6770						\$250.00		\$250.00	
	20	2010	Ford / Crown Victoria Policy	S#2978						\$250.00		\$250.00	

# Pierce Township

## Program Details (Cont.) (Cont.)

Vehicles:

COMP#	VEH#	YEAR	MAKE / MODEL	VIN	COST NEW	GARAGE ADDRESS	RADIUS	RATING CLASS	GVW	DEDUCTIBLE			STATED AMOUNT
										OTC	SCL	COLL	
	21	2008	Ford / Crown Victoria Police	S#1334						\$250.00		\$250.00	
	22	2011	Inti / Dump Truck w/Plow &	S#1267						\$250.00		\$250.00	
	23	2010	Ford / Expedition Fire Car	S#6155						\$250.00		\$250.00	
	24	2010	Ford / Expedition Fire Car	S#6156						\$250.00		\$250.00	
	25	2011	Ford / F350 Dump Truck w/Pl	S#3630						\$250.00		\$250.00	
	26	2011	Ford / F350 Pick Up (PW)	S#1946						\$250.00		\$250.00	
	27	2012	Ford / Explorer Police Car	S#4144						\$250.00		\$250.00	
	28	2013	Ford / Fusion Police Car	S#0255						\$250.00		\$250.00	
	29	2013	Ford / Explorer (Admin.)	S#3972						\$250.00		\$250.00	
	30	1957	GMC / Pumper	S#2066	\$15,001.00					\$250.00		\$250.00	
	31	1991	Chev / Water Truck	S#1719	\$58,000.00					\$250.00		\$250.00	

# Pierce Township

## Program Details (Cont.) (Cont.)

Vehicles:

COMP#	VEH#	YEAR	MAKE / MODEL	VIN	COST NEW	GARAGE ADDRESS	RADIUS	RATING CLASS	GVW	DEDUCTIBLE			STATED AMOUNT
										OTC	SCL	COLL	
	32	1991	ER / One Fire Pumper	S#3947	\$195,000.00					\$250.00		\$250.00	
	33	2004	Ford / Horton Life Squad	S#2521	\$119,928.00					\$250.00		\$250.00	
	34	2002	Spartan / Pumper	S#1860	\$285,000.00					\$250.00		\$250.00	
	35	2006	Ford / Horton Life Squad	S#4598	\$137,774.00					\$250.00		\$250.00	
	36	2008	Ford / F350 Fire Support V	S#6775	\$50,000.00					\$250.00		\$250.00	
	37	2008	Sutphen / Pumper	S#3138	\$331,271.00					\$250.00		\$250.00	
	38	2013	Asphalt / Hopper	S#7128	\$36,627.00					\$250.00		\$250.00	

Radius: 1 Local 0-50 miles  
 2 Intermediate 50-200 miles  
 3 Over 200 miles

Gross Vehicle Weight: L Light 10,000lbs or less  
 M Medium 10,001-20,000  
 H Heavy 20,001-45,000  
 X Extra Heavy Over 45,000lbs

# Pierce Township

## Program Details

Coverage: Umbrella  
 Carrier: Travelers Indemnity Company  
 Policy Period: 1/1/2016 to 1/1/2017

### Form Type:

COVERAGE	FORM TYPE	RETROACTIVE DATE	PENDING & PRIOR LITIGATION DATE
Umbrella	Occurrence	Not Applicable	Not Applicable

### Coverage:

DESCRIPTION	LIMIT	BASIS
General Aggregate Limit	\$2,000,000	
Each Wrongful Act Limit	\$2,000,000	
Each Wrongful Employment Practice Offense Limit	\$2,000,000	
Products / Completed Operations Aggregate Limit	\$2,000,000	
Personal and Advertising Injury Any One Person or Organization Limit	\$2,000,000	
Each Occurrence Limit	\$2,000,000	

### Deductibles/SIR:

COVERAGE	AMOUNT
Retained Limit Any One Occurrence or Offense	\$10,000

### Underlying Policies:

COVERAGE	DESCRIPTION	LIMIT	CARRIER	EFFECTIVE DATE	EXPIRATION DATE
General Liability	General Liability	--		--	--
Employee Benefits Liability	Employee Benefits Liability	--		--	--
Law Enforcement Liability	Law Enforcement Liability	--		--	--
Automobile Liability	Automobile Liability	--		--	--
Public Entity Management Liability	Public Entity Management Liability	--		--	--
Employment-Related Practices Liability	Employment-Related Practices Liability	--		--	--

# Pierce Township

## Program Details (Cont.)

### Underlying Policies:

COVERAGE	DESCRIPTION	LIMIT	CARRIER	EFFECTIVE DATE	EXPIRATION DATE
Cyber First Liability	Cyber First Liability	--		--	--

### Endorsements include, but are not limited to:

DESCRIPTION
Amendment of Coverage B - Personal & Advertising Injury
Amendment of Who is an Insured
Cap on Losses from Certified Acts of Terrorism
Amendment of Contractual Liability Exclusion
Amendment Of Watercraft Or Aircraft Exclusion
Amendment of Damage to Property Exclusion
Amendment of Damage To Your Work Exclusion
Amendment Pollution Exclusion

### Exclusions include, but are not limited to:

DESCRIPTION
Workers Compensation, Auto No Fault, Uninsured/ Underinsured Motorists, Disability, and Unemployment Compensation Laws
Pollution (Hostile Fire Exception)
Physical Damage to Property in Insured's Care, Custody, or Control
Auto First-party Coverage
Pollution (Auto)
Products Recall
Date Related Losses
Employment Related Practices Exclusion
Total Pollution Exclusion
Professional Liability Exclusion
Retained Limit
Injury To Volunteer Firefighters Exclusion - Limited Following Form
Asbestos Exclusion
War Exclusion
Public Use Of Private Property Exclusion
Exclusion - Access or Disclosure of Confidential Or Personal Information
Professional Health Care Services Limited Following Form - Public Entities
Fungi or Bacteria Exclusion

# Pierce Township

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## Program Details (Cont.)

Exclusions include, but are not limited to:

DESCRIPTION
Unsolicited Communications
Discrimination
Abuse or Molestation
Exclusion - Consumer Financial Protection Laws

Other Significant Terms and Conditions/Restrictions:

DESCRIPTION
Features & Benefits: This main purpose of this coverage is to provide excess limits above primary coverage for bodily injury, property damage, personal injury and advertising injury, as well as for other types of coverage when the Umbrella policy includes an excess coverage endorsement for such other coverage. Examples of such other coverage may include Law Enforcement Liability, Public Entity Management Liability, Employment –Related Practices Liability and Cyber First Liability coverage.
TRIA Premium of 1% is included under Proposed premium
Important Notice Regarding Compensation Disclosure

# Pierce Township

## Premium Summary

The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE	EXPIRING PROGRAM		PROPOSED PROGRAM		
	CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST	
Property	Premium	OTARMA	-	Charter Oak Fire Insurance	\$5,147.00
	Estimated Cost		-	Company (Travelers Group)	<b>\$5,147.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
Equipment Floater- Inland Marine	Premium	OTARMA	-	Charter Oak Fire Insurance	\$3,843.00
	Estimated Cost		-	Company (Travelers Group)	<b>\$3,843.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
Crime	Premium	OTARMA	-	Charter Oak Fire Insurance	\$698.00
	Estimated Cost		-	Company (Travelers Group)	<b>\$698.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
General Liability	Premium	OTARMA	-	Charter Oak Fire Insurance	\$10,391.00
	Estimated Cost		-	Company (Travelers Group)	<b>\$10,391.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
Law Enforcement Liability	Premium	OTARMA	-	Charter Oak Fire Insurance	\$6,616.00
	Estimated Cost		-	Company (Travelers Group)	<b>\$6,616.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
Public Entity Management Liability	Premium	OTARMA	-	Charter Oak Fire Insurance	\$8,619.00
	Estimated Cost		-	Company (Travelers Group)	<b>\$8,619.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
Public Entity Employment-Related Practices Liability- Employee Benefits Liability	Premium	OTARMA	-	Charter Oak Fire Insurance	\$7,450.00
	Estimated Cost		-	Company (Travelers Group)	<b>\$7,450.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
Cyber First Liability	Premium	OTARMA	-	Charter Oak Fire Insurance	\$601.00
	Estimated Cost		-	Company (Travelers Group)	<b>\$601.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
Automobile	Premium	OTARMA	-	Travelers Indemnity Co of	\$24,742.00
	Estimated Cost		-	America (Travelers Group)	<b>\$24,742.00</b>
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
Umbrella	Premium	N/A	-	Travelers Indemnity Company	\$9,236.00

# Pierce Township

## Premium Summary (Cont.)

LINE OF COVERAGE		EXPIRING PROGRAM		PROPOSED PROGRAM	
		CARRIER	EXPIRING COST	CARRIER	ESTIMATED COST
	Estimated Cost		-	(Travelers Group)	\$9,236.00
	Annualized Cost		-		N/A
	TRIA Premium		-		Included
<b>Total Estimated Program Cost</b>			<b>\$90,515.00</b>		<b>\$77,343.00</b>

Quote From Charter Oak Fire Insurance Company (Travelers Group) is valid until 1/1/2016  
 Quote From Travelers Indemnity Co of America (Travelers Group) is valid until 1/1/2016  
 Quote From Charter Oak Fire Insurance Company (Travelers Group) is valid until 1/1/2016  
 Quote From Charter Oak Fire Insurance Company (Travelers Group) is valid until 1/1/2016  
 Quote From Charter Oak Fire Insurance Company (Travelers Group) is valid until 1/1/2016  
 Quote From Charter Oak Fire Insurance Company (Travelers Group) is valid until 1/1/2016  
 Quote From Charter Oak Fire Insurance Company (Travelers Group) is valid until 1/1/2016  
 Quote From Travelers Indemnity Company (Travelers Group) is valid until 1/1/2016  
 Quote From Charter Oak Fire Insurance Company (Travelers Group) is valid until 1/1/2016  
 Quote From Charter Oak Fire Insurance Company (Travelers Group) is valid until 1/1/2016  
 Quote From Charter Oak Fire Insurance Company (Travelers Group) is valid until 1/1/2016

Gallagher is responsible for the placement of the following lines of coverage:  
 Property  
 Equipment Floater- Inland Marine  
 Crime  
 General Liability  
 Law Enforcement Liability  
 Public Entity Management Liability  
 Public Entity Employment-Related Practices Liability  
 Cyber First Liability  
 Automobile  
 Umbrella

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.

# Pierce Township

## Payment Plans

CARRIER	LINE OF COVERAGE	PAYMENT SCHEDULE	PAYMENT METHOD
<p>Charter Oak Fire Insurance Company (Travelers Group)</p>	<p>All Lines of Coverage</p>	<p>Agency Bill Payment Plan Options:            2 Pay - 50% Due At Inception, 50% Due At 6th Month            4 Pay - 25% Due At Inception, 25% Due At 4th, 7th &amp; 10th            Full Payment - Due At Inception            Direct Bill Payment Plan Options: (No Service Charge Applies To Policies Of \$25,000 Premium Or Greater, Except In Florida.)            Full Pay - Lump Sum            2 Pay (50% And 1), Paid In Full 6 Months Prior To Expiration. (Semi-Annually) \$6.00 Per Installment            4 Pay - (25% And 3), Paid In Full 2 Months Prior To Expiration (Quarterly Billing) \$6.00 Per Installment</p>	<p>Direct Bill</p>

# Pierce Township

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## Coinsurance Illustration

### Coinsurance Formula:

Insurance Carried ÷ Insurance Required x Loss - Deductible = Settlement

### Example of Coinsurance formula applied to a hypothetical loss situation:

Property Value	=	\$1,000,000
Coinsurance Amount	=	80%
Deductible	=	\$500
Insurance Required	=	\$800,000 (80% of \$1,000,000)
Insurance Carried	=	\$400,000
Loss Incurred	=	\$200,000

Settlement determined by applying the coinsurance formula:

\$400,000

$$\frac{(\text{Insurance Carried})}{(\text{Insurance Required})} \times \$200,000 (\text{Loss}) - \$500 (\text{Deductible}) = \$99,500 \text{ Settlement}$$

**Note:** If the property in the above example is insured for the full insurance required (\$800,000), the insured will recover \$199,500. In the above example, the insured will suffer a \$100,000 penalty for not being insured to the proper limit.

# Pierce Township

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## Changes / Developments

It is important that we be advised of any changes in your operations that may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

1. Changes in any operation such as expansion to other states or new products.
2. Mergers and/or acquisition of new companies.
3. Any newly assumed contractual liability, granting of indemnities, or hold harmless agreements.
4. Circumstances which may require increased liability insurance limits.
5. Any changes in fire or theft protection, such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to same.
6. Immediate advice of any changes to scheduled equipment such as contractors' equipment, electronic data processing, etc.
7. Property of yours that is in transit, unless we have previously arranged for the insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed, or occupied.

No Changes and/or Developments

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Pierce Township

Proposal Disclosures

# Pierce Township

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## Proposal Disclosures

The following disclosures are hereby made a part of this proposal. Please review these disclosures prior to signing the Client Authorization to Bind or e-mail confirmation.

### Proposal Disclaimer

**IMPORTANT:** The proposal is an outline of certain terms and conditions of the insurance proposed by the insurers, based on the information provided by your company. It does not include all the terms, coverages, exclusions, limitations and/or conditions of the actual policy contract language. The insurance policies themselves must be read for those details. Policy forms for your reference will be made available upon request.

We will not be operating in a fiduciary capacity, but only as your broker, obtaining a variety of coverage terms and conditions to protect the risks of your enterprise. We will seek to bind those coverages based upon your authorization; however, we can make no warranties in respect to policy limits or coverage considerations of the carrier. Actual coverage is determined by policy language, so read all policies carefully. Contact us with questions on these or any other issues of concern.

### Compensation Disclosure

One of the core values highlighted in The Gallagher Way states, "We are an Open Society," and our open society extends to the compensation Gallagher receives. In general, Gallagher may be compensated as follows:

1. Gallagher Companies are primarily compensated from the usual and customary commissions or fees received from the brokerage and servicing of insurance policies, annuity contracts, guarantee contracts and surety bonds (collectively "insurance coverages") handled for a client's account, which may vary from company to company and insurance coverage to insurance coverage. As permitted by law, Gallagher companies occasionally receive both commissions and fees.
2. In placing, renewing, consulting on or servicing your insurance coverages, Gallagher Companies may participate in contingent and supplemental commission arrangements with intermediaries and insurance companies. Contingent commissions provide for additional contingent compensation if underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Gallagher with the insurance company and/or through the intermediary, not on an individual policy basis. Some insurance markets, including Gallagher-owned intermediaries, have modified their commission schedule with Gallagher, resulting in an increase in some commission rates. These additional commissions, commonly referred to as "supplemental commissions" are known as of the effective date, but some insurance companies are paying this commission later and apart from when commission is normally paid at policy issuance. As a result, Gallagher may be considered to have an incentive to place your insurance coverages with a particular insurance company. Note: Upon request, your Gallagher representative can provide more specific market information regarding contingent and supplemental commission related to your insurance coverage.
3. Gallagher Companies may also receive investment income on fiduciary funds temporarily held by them, such as premiums or return premiums.
4. Gallagher Companies may access other facilities, including wholesalers, reinsurance intermediaries, captive managers, underwriting managers and others that act as intermediaries for both Gallagher and other brokers in the insurance marketplace. Gallagher Companies may own some of these facilities, in whole or in part. If such a facility was utilized in the placement of a client's account, the facility may have earned and retained customary brokerage commission or fees for its work.
5. Gallagher assists its customers in procuring premium finance quotes and unless prohibited by law may earn compensation for this value added service.
6. From time to time, Gallagher may participate in insurance company promotional events or training and development that insurers provide for Gallagher employees.
7. Gallagher strives to find appropriate coverage at a competitive price for our customers. In order to achieve these goals, we gather and analyze data about our customers and their insurance coverage. This data and the resulting analytical tools help us better understand the current marketplace, more

# Pierce Township

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## Proposal Disclosures (Cont.)

accurately predict future trends and offer tailored solutions to our customers. The data may also be provided to insurers pursuant to consulting service agreements from which we earn fees.

If you have specific questions about the compensation received by Gallagher and its affiliates in relation to your insurance placements, please contact your Gallagher representative for more details.

In the event you wish to register a formal complaint regarding compensation Gallagher receives from insurers or third parties, please send an e-mail to [Compensation\\_Complaints@ajg.com](mailto:Compensation_Complaints@ajg.com) or send a letter to:

Compliance Officer  
Arthur J. Gallagher & Co.  
Two Pierce Place, 20th Floor  
Itasca, IL 60143

### TRIA/TRIPRA Disclaimer

If this proposal contains options to purchase TRIA/TRIPRA coverage, the proposed TRIA/TRIPRA program may not cover all terrorism losses. While the amendments to TRIA eliminated the distinction between foreign and domestic acts of terrorism, a number of lines of coverage excluded under the amendments passed in 2005 remain excluded including commercial automobile, burglary and theft insurance; surety insurance, farm owners multiple perils and professional liability (although directors and officers liability is specifically included). If such excluded coverages are required, we recommend that you consider purchasing a separate terrorism policy. Please note that a separate terrorism policy for these excluded coverages may be necessary to satisfy loan covenants or other contractual obligations. TRIPRA includes a \$100 billion cap on insurers' aggregate liability.

The TRIPRA program increases the amount needed in total losses by \$20 million each calendar year before the TRIPRA program responds from the 2015 trigger of \$100 million to \$200 million by the year 2020.

TRIPRA is set to expire on December 31, 2020. There is no certainty of extension, thus the coverage provided by your insurers may or may not extend beyond December 31, 2020. In the event you have loan covenants or other contractual obligations requiring that TRIA/TRIPRA be maintained throughout the duration of your policy period, we recommend that a separate "Stand Alone" terrorism policy be purchased to satisfy those obligations.

### Property Estimator Disclaimer

These property values were obtained using a desktop Property Estimator software operated by non-appraisal professionals. These property values represent general estimates which are not to be considered a certified appraisal. These property values include generalities and assumptions that may produce inaccurate values for specific structures.

### Actuarial Disclaimer

The information contained in this proposal is based on the historical loss experience and exposures provided to Arthur J. Gallagher Risk Management Services, Inc.. This proposal is not an actuarial study. Should you wish to have this proposal reviewed by an independent actuary, we will be pleased to provide you with a listing of actuaries for your use.

# Pierce Township

## Insurance Company Ratings and Admitted Status

PROPOSED INSURANCE COMPANIES	A.M. BEST'S RATING	ADMITTED / NON-ADMITTED
Charter Oak Fire Insurance Company	A++ XV	Admitted
Travelers Indemnity Co of America	A++ XV	Admitted
Travelers Indemnity Company	A++ XV	Admitted

If the above indicated coverage is placed with a Non-Admitted Carrier, the carrier is doing business in the state as a surplus lines or non-admitted carrier. As such, this carrier is not subject to the same regulations which apply to an admitted carrier nor do they participate in any insurance guarantee fund applicable in that state.

\*The above A.M. Best Rating was verified on the date the proposal document was created.

### Guide to Best Ratings Rating Levels and Categories

LEVEL	CATEGORY	Financial Size Categories (In \$000 of Reported Policyholders' Surplus Plus Conditional Reserve Funds)			
A++, A+	Superior	FSC I	Up to 1,000	FSC IX	250,000 to 500,000
A, A-	Excellent	FSC II	1,000 to 2,000	FSC X	500,000 to 750,000
B++, B+	Good	FSC III	2,000 to 5,000	FSC XI	750,000 to 1,00,000
B, B-	Fair	FSC IV	5,000 to 10,000	FSC XII	1,000,000 to 1,250,000
C++, C+	Marginal	FSC V	10,000 to 25,000	FSC XIII	1,250,000 to 1,500,000
C, C-	Weak	FSC VI	25,000 to 50,000	FSC XIV	1,500,000 to 2,000,000
D	Poor	FSC VII	50,000 to 100,000	FSC XV	2,000,000 or more
E	Under Regulatory Supervision	FSC VIII	100,000 to 250,000		
F	In Liquidation				
S	Suspended				

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.

A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. View the A.M. Best Important Notice: Best's Credit Ratings for a disclaimer notice and complete details at <http://www.ambest.com/ratings/notice>.

Best's Credit Ratings are under continuous review and subject to change and/or affirmation. For the latest Best's Credit Ratings and Best Credit Reports (which include Best Ratings), visit the A.M. Best website at <http://www.ambest.com>. See Guide to Best's Credit Ratings for explanation of use and charges. Copies of the Best's Insurance Reports for carriers listed above are also available upon request of your Gallagher representative.

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Gallagher companies use A.M. Best Company's rating services to evaluate the financial condition of insurers whose policies we propose to deliver. Gallagher companies make no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

# Pierce Township

## Insurance Company Ratings and Admitted Status (Cont.)

GUIDE TO BEST'S FINANCIAL STRENGTH RATINGS			
A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.			
Best's Financial Strength Ratings			
	Rating	Descriptor	Definition
Secure	A++, A+	Superior	Assigned to companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
	A, A-	Excellent	Assigned to companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
	B++, B+	Good	Assigned to companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Vulnerable	B, B-	Fair	Assigned to companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C++, C+	Marginal	Assigned to companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C, C-	Weak	Assigned to companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
	D	Poor	Assigned to companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.
	E	Under Regulatory Supervision	Assigned to companies (and possibly their subsidiaries/affiliates) placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal, ongoing insurance operations.
	F	In Liquidation	Assigned to companies placed in liquidation by a court of law or by a forced liquidation.
	S	Suspended	Assigned to rated companies when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
Rating Modifiers			
Modifier	Descriptor	Definition	
u	Under Review	Indicates the rating may change in the near term, typically within six months. Generally is event driven, with positive, negative or developing implications.	
pd	Public Data	Indicates rating assigned to insurer that chose not to participate in A.M. Best's interactive rating process. (Discontinued in 2010)	
s	Syndicate	Indicates rating assigned to a Lloyd's syndicate.	
Rating Outlooks			
Indicates potential direction of a Best's Financial Strength Rating over an intermediate term, generally defined as 12 to 36 months.			
Positive	Indicates possible rating upgrade due to favorable financial/market trends relative to the current rating level.		
Negative	Indicates possible rating downgrade due to unfavorable financial/market trends relative to the current rating level.		
Stable	Indicates low likelihood of a rating change due to stable financial/market trends.		
Under Review Implications			
Indicates the potential direction of a Best's Financial Strength Rating that is in Under Review status based on information currently available.			
Positive	Indicates there is a reasonable likelihood the company's rating will be raised as a result of A.M. Best's analysis of a recent event.		
Negative	Indicates there is a reasonable likelihood the company's rating will be lowered as a result of A.M. Best's analysis of a recent event.		
Developing	Indicates there is uncertainty as to the final rating outcome, but there is a reasonable likelihood the company's rating will change as a result of A.M. Best's analysis of a recent event.		
Not Rated Designation			
NR: Assigned to companies that are not rated by A.M. Best.			
Rating Disclosure			
A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. The ratings are not assigned to specific insurance policies or contracts and do not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. A Best's Financial Strength Rating is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In arriving at a rating decision, A.M. Best relies on third-party audited financial data and/or other information provided to it. While this information is believed to be reliable, A.M. Best does not independently verify the accuracy or reliability of the information. For additional details, see A.M. Best's <i>Terms of Use</i> at <a href="http://www.ambest.com">www.ambest.com</a> .			
Best's Financial Strength Ratings are distributed via press release and/or the A.M. Best website at <a href="http://www.ambest.com">www.ambest.com</a> and are published in the <i>Credit Rating Actions</i> section of <i>Best's Journal</i> <sup>TM</sup> . Best's Financial Strength Ratings are proprietary and may not be reproduced without permission. Copyright © 2014 by A.M. Best Company, Inc. <span style="float: right;">Version 080114</span>			



Pierce Township



Client Signature Requirements



# Pierce Township

## Client Authorization to Bind Coverage

After careful consideration of Gallagher's proposal we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

		LINE OF COVERAGE	CARRIER
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		Property	Charter Oak Fire Insurance Company (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		Equipment Floater- Inland Marine	Charter Oak Fire Insurance Company (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		Crime	Charter Oak Fire Insurance Company (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		General Liability	Charter Oak Fire Insurance Company (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		Law Enforcement Liability	Charter Oak Fire Insurance Company (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		Public Entity Management Liability	Charter Oak Fire Insurance Company (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		Public Entity Employment-Related Practices Liability	Charter Oak Fire Insurance Company (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		CyberFirst Liability	Charter Oak Fire Insurance Company (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		Automobile	Travelers Indemnity Co of America (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		Umbrella	Travelers Indemnity Company (Travelers Group)
<input type="checkbox"/> Accept <input type="checkbox"/> Reject		TRIA Coverage	

# Pierce Township

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## Client Authorization to Bind Coverage (Cont.)

Producer/ Insured Coverage Amendments and Notes:

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\_\_\_\_\_  
Client Initials

# Pierce Township

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## Client Authorization To Bind Coverage

It is understood this proposal provides only a summary of the details; the policies will contain the actual coverages.

We confirm the values, schedules, and other data contained in the proposal are from our records and acknowledge it is our responsibility to see that they are maintained accurately.

We agree that your liability to us arising from your negligent acts or omissions, whether related to the insurance or surety placed pursuant to these binding instructions or not, shall not exceed \$20 million, in the aggregate. Further, without limiting the foregoing, we agree that in the event you breach your obligations, you shall only be liable for actual damages we incur and that you shall not be liable for any indirect, consequential or punitive damages.

By:

\_\_\_\_\_  
Specify: owner, partner or corporate officer

\_\_\_\_\_  
Print Name

Date:

\_\_\_\_\_

# Pierce Township

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## Appendix

# Pierce Township

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## Client Commitment

Our clients are our top priority, and we use every tool at our disposal to ensure that we honor that commitment.

- Managing our client's risks is our highest commitment.
- We try to anticipate our client's needs in advance.
- We seek to understand the client's business, not just our own.
- We always recommend that which is in the client's best interest, even if it diminishes our revenues.
- We lead our clients to more effective risk management techniques.
- We seek long-term relationships, not quick profits.
- Getting the order is only the beginning of our commitment, not the end.
- We never promise what we cannot produce.
- Honesty and integrity are paramount. If we make a mistake, we admit it, and we make it right.
- Every client, large or small, has full access to all of our expertise and capability.

# Pierce Township

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Arthur J. Gallagher & Co is one of the largest and fastest growing brokers and risk management service providers in the insurance industry. Since 1927, our company has been helping businesses and industries manage risk by performing the traditional insurance broker's function of planning and placing insurance.

Basic to our success is a commitment to meeting each client's particular needs. This commitment has enabled the company to grow from a two-person organization to our present ranking as one of the largest insurance brokers in the world.

The expansion of our company into a nationwide organization has been dramatic. We were true pioneers in the concept of risk management. We created the first self-insurance service organization, which was set up to administer all lines of coverage – Property, Workers Compensation, Auto, General and Professional Liability. This followed our early recognition of the changing needs of Risk Managers and has been accelerated by a rapidly changing environment.

Today Arthur J. Gallagher & Co. has over 250 production offices throughout the U.S. and the world. Additionally, we have access to the important London Market through Arthur J. Gallagher – UK and the third market in Bermuda via Arthur J. Gallagher Bermuda, Ltd.

# Pierce Township

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## The Gallagher Way

Shared values at Arthur J. Gallagher & Co. are the rock foundation of the Company and our Culture. What is a Shared Value? These are concepts that the vast majority of the movers and shakers in the Company passionately adhere to. What are some of Arthur J. Gallagher & Co.'s Shared Values?

1. We are a **Sales and Marketing Company** dedicated to providing excellence in **Risk Management Services** to our clients.
2. We support one another. We believe in one another. We acknowledge and respect the ability of one another.
3. We push for professional excellence.
4. We can all improve and learn from one another.
5. There are no second-class citizens – everyone is important and everyone's job is important.
6. We're an open society.
7. Empathy for the other person is not a weakness.
8. Suspicion breeds more suspicion. To trust and be trusted is vital.
9. Leaders need followers. How leaders treat followers has a direct impact on the effectiveness of the leader.
10. Interpersonal business relationships should be built.
11. We all need one another. We are all cogs in a wheel.
12. No department or person is an island.
13. Professional courtesy is expected.
14. Never ask someone to do something you wouldn't do yourself.
15. I consider myself support for our Sales and Marketing. We can't make things happen without each other. **We are a team.**
16. Loyalty and respect are earned – not dictated.
17. Fear is a turn-off.
18. People skills are very important at Arthur J. Gallagher & Co.
19. We're a very competitive and aggressive Company.
20. We run to problems – not away from them.
21. We adhere to the highest standards of moral and ethical behavior.
22. People work harder and are more effective when they're turned on – not turned off.
23. We are a warm, close Company. This is a strength – not a weakness.
24. We must continue building a professional Company – together – as a team.
25. Shared values can be altered with circumstances but carefully and with tact and consideration for one another's needs.

When accepted Shared Values are changed or challenged, the emotional impact and negative feelings can damage the Company.

— Robert E. Gallagher – May 1984

# Pierce Township

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Gallagher Bassett Services, Inc.

Gallagher Bassett Services, Inc. is a division of Arthur J. Gallagher & Co. Whether your insurance program is a traditional first-dollar approach or a self-insured program, Gallagher Bassett Services, Inc. can assist you in your risk management program. Under a self-insured program, the benefits of Gallagher Bassett Services, Inc. are highlighted.

If your program is a more traditional approach, Arthur J. Gallagher & Co. as your broker, will work with you and the insurance carrier to use, the claims servicing and loss prevention services of the insuring company as effectively as possible. There may be problems that need special attention, in either loss prevention or claims, and Gallagher Bassett Services, Inc. can be used.

Areas of specialization of Gallagher Bassett Services, Inc. are:

- Claims servicing
- Loss prevention
- Property appraisals
- Special services
- Safety program development
- Hazardous communication program
- Supplement insurance carriers for special loss prevention problems, such as carpal tunnel syndrome
- Assist in adjustment of catastrophic losses under conventional insurance programs

Fees for each will be quoted on a per project basis.

# Pierce Township

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Gallagher Benefit Insurance Services  
A Subsidiary of Arthur J. Gallagher & Co.

Gallagher Benefit Services, a subsidiary of Arthur J. Gallagher & Co. provides complete brokerage and consulting services to clients. Our focus is on creating unique solutions to each client's program goals by finding the best alternatives to meet clients' needs.

We provide services in three areas:

- Our brokerage capabilities extend from traditional coverage to specialty programs in the excess marketplace, including London. Gallagher Benefit Services is a leader in the development managed care reinsurance and other programs.
- Our consulting services focus on helping clients identify and structure the best combination of alternatives, using both traditional marketplace solutions, and creating new programs. Gallagher Benefit Services is a leader in managed care consulting, focusing on provider arrangements and cost management potential.
- We utilize the capacity of Gallagher Benefit Services, Inc., our wholly-owned third-party administrator, to deliver administrative services to both businesses and the provider community.

Our account executives form teams to service accounts, calling on our international expertise in the employee benefit arena. Each account executive is solely responsible for the long-term success of each client relationship. We believe in partnership, and deliver results.

National practice areas

- Retirement plan administration
- Tax-sheltered annuity plans
- Executive compensation programs

# Pierce Township

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## Claims Reporting By Policy

### Direct Reporting

Immediately report all claims for the following lines of coverage to the insurance carrier.

- Property, Inland Marine, Business Auto, General Liability, Crime, Law Enforcement Liability, Public Entity Management Liability, Public Entity Employment-Related Practices Liability, Umbrella, CyberFirst Liability
  - Charter Oak Fire Insurance Company, Travelers Indemnity Co of America, Travelers Indemnity Company
  - Phone#: 1-800-238-6225

# Pierce Township

## Bindable Quotations & Compensation Disclosure Schedule

Client Name: Pierce Township

COVERAGE(S)	CARRIER NAME(S)	EST. ANNUAL PREMIUM <sup>1</sup>	COMM.% OR FEE <sup>2</sup>	NAME <sup>3</sup>	WHOLESALER, MGA OR INTERMEDIARY	
					COMM.% OR FEE <sup>4</sup>	AJG OWNED? YES/NO
Property	Charter Oak Fire Insurance Company (Travelers Group)	\$5,933.00	15 %	N/A		
Equipment Floater- Inland Marine	Charter Oak Fire Insurance Company (Travelers Group)	\$3,057.00	15 %	N/A		
Crime	Charter Oak Fire Insurance Company (Travelers Group)	\$698.00	15 %	N/A		
General Liability	Charter Oak Fire Insurance Company (Travelers Group)	\$12,142.00	15 %	N/A		
Law Enforcement Liability	Charter Oak Fire Insurance Company (Travelers Group)	\$6,616.00	15 %	N/A		
Public Entity Management Liability	Charter Oak Fire Insurance Company (Travelers Group)	\$8,619.00	15 %	N/A		
Public Entity Employment-Related Practices Liability	Charter Oak Fire Insurance Company (Travelers Group)	\$7,258.00	15 %	N/A		
CyberFirst Liability	Charter Oak Fire Insurance Company (Travelers Group)	\$601.00	15 %	N/A		
Automobile	Travelers Indemnity Co of America (Travelers Group)	\$24,742.00	15 %	N/A		
Umbrella	Travelers Indemnity Company (Travelers Group)	\$9,236.00	15 %	N/A		

## Bindable Quotations & Compensation Disclosure Schedule (Cont.)

Some carriers pay Gallagher supplemental or contingent commissions in addition to the policy commission. Contingent commissions are typically contingent upon performance factors such as growth, profit, volume or retention, while supplemental commissions are not. These supplemental or contingent commissions may range from less than 1% up to 10% of the policy premium. Please refer to the Compensation Disclosure or contact your Gallagher representative for additional information.

1 \* A verbal quotation was received from this carrier. We are awaiting a quotation in writing. The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

\*\* A written quotation was received from this carrier. The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

2 The commission rate is a percentage of annual premium excluding taxes & fees.

\* Gallagher is receiving 15% commission on this policy. The fee due Gallagher will be reduced by the amount of the commissions received.

3 We were able to obtain more advantageous terms and conditions for you through an intermediary/ wholesaler.

4 \* The non-Gallagher intermediary/wholesaler did not provide their compensation information for this proposal. The usual and customary compensation to a wholesaler/ intermediary ranges from 5% to 12%, but we cannot verify that range is applicable in connection with this proposal.



Arthur J. Gallagher & Co.  
BUSINESS WITHOUT BARRIERS™

# ANY CHALLENGE. ANY RISK. ANYWHERE IN THE WORLD.

Grow your business with confidence by protecting your future and ensuring that your employees are securely invested in it. Gallagher's holistic approach keeps your best interests in focus.

## SUSTAINED GROWTH. STEADY FOCUS ON QUALITY.



AJG: NYSE

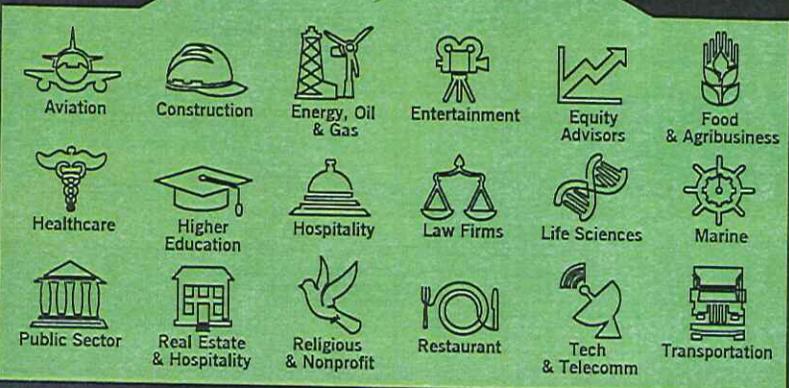
**\$3.2B**  
TOTAL REVENUE  
in 2013

**26%**  
REVENUE GROWTH  
in 2013

**\$384MM**  
ACQUIRED REVENUES  
record revenues reached in 2013

- Organic growth
- Mergers and acquisitions
- Productivity and quality enhancements
- Unique, team-oriented sales culture

### Commercial Insurance & Risk Management



## GLOBAL REACH. LOCAL PRESENCE.

**140+**

countries with client service capabilities



**500+**

sales & service offices



**16,000+**

employees



## SHARED VALUES + PASSION FOR EXCELLENCE = PROMISES DELIVERED

### The Gallagher Way

25 tenets that have guided a team-oriented culture for 30 years

### Social Responsibility

Company-wide focus on Ethical Conduct, Employee Health and Welfare, Environmental Integrity and Community Service

### World's Most Ethical Companies – 2012, 2013 & 2014

Named by Ethisphere Institute

### Best Companies for Leaders – 2013

Named by Chief Executive magazine



Arthur J. Gallagher & Co.

## Solutions for Counties and Parishes

### You need an expert risk management partner, not just a provider.

Counties and parishes have a wide range of operations that generate a variety of risks and risk management challenges. In addition, emerging risks constantly create new liabilities and responsibilities. Questions about coverage, exposures, costs and data management are nonstop. You need answers.

### Smarter experts deliver smarter solutions.

Gallagher's Public Sector practice is comprised of specialists who have in-depth knowledge of county and parish activities and risk management needs. Our experts understand the distinct exposures that counties and parishes encounter as well as the environment in which they operate. Each county and parish is unique and has different challenges and tolerance for risk. We will work with you to design a comprehensive, cost-effective risk management program that addresses your specific challenges and risks.

### How can we help you?

Arthur J. Gallagher & Co. provides a wide range of risk management services, including:

- Violent & Malicious Acts Coverage
- Disaster Management Services
- FEMA Experience
- RMIS
- Benchmarking
- Contract Review
- Loss Analysis, Trends & Stratification
- Environmental Risks
- Cyber Risks
- Risk Control & Safety Training Programs
- Policy & Procedure Review
- Policy Analysis
- Claims Advocacy
- CAT Property-Data Analytics
- Claims Advocacy

### You need to be engaged in the public sector to serve it.

Gallagher is a leader in public sector risk management. With more than 40 years of experience, we are committed to your success. That's why we are active participants in the public sector organizations that matter to our clients and we lead through participation, sponsoring and by sharing our expertise. Our team of experienced professionals will use their public sector industry knowledge to evaluate your specific insurance requirements and maximize coverages and pricing with insurance carriers.





# Loss Control Services

## Client Focused

- Integrated Broker Service Program
- Experienced Loss Control Consultants
- On-Site, Hospitality Assistance, Webcast and Teleconference
- Services and Programs Referenced Against Best Practices
- Work Closely with Client and Carrier to Address Concerns

## Customized Solutions

- Programs Targeted to Loss Drivers and Operations
- Focus on Areas That Will Make an Impact on Losses
- Services are Directed at Lowering Cost of Risk
- Hospitality-Specific Services
- Results-Oriented, Not Inspection-Driven

## ACCIDENT ANALYSIS

- |                      |              |
|----------------------|--------------|
| First-Aid Log        | Loss Runs    |
| Investigation Report | Root Cause   |
| OSHA Log             | Benchmarking |

## ASSESSMENTS

- |                      |                               |
|----------------------|-------------------------------|
| Slip, Trip and Fall  | Safety Program                |
| Sprain and Strain    | Mock OSHA                     |
| Security             | OSHA Regulatory Compliance    |
| Ergonomic            | Personal Protective Equipment |
| Workplace            | Emergency Response Plan       |
| Machine Safeguarding |                               |
| Job Safety           |                               |

## PROGRAM DEVELOPMENT

- |                            |                      |
|----------------------------|----------------------|
| Safety Rules               | Safety Committee     |
| Employee Safety Handbook   | Work Method          |
| Policy, Procedure, Program | Early Return to Work |
| Safety Manual              | OSHA Compliance      |

## SAFETY TRAINING

- |                                   |                   |
|-----------------------------------|-------------------|
| 10- and 30-Hour Outreach Training | Hazard Awareness  |
| OSHA 300 Log Recordkeeping        | Defensive Driving |
|                                   | Ergonomics        |

## OSHA CITATION ASSISTANCE

- Consultation Service
- Participation in Settlement Meeting
- Abatement Services

## SUPERVISORY SKILL DEVELOPMENT

- |                              |                                 |
|------------------------------|---------------------------------|
| Fraud Prevention             | Safety Meetings & Communication |
| Insurance 101                | Selling Safety to Management    |
| Personal Liability Awareness | Workplace Violence              |
| Hazard Awareness             | Sexual Harassment               |
| Managing Safety & Culture    |                                 |
| Incident Investigation       |                                 |

## PROPERTY FIRE PROTECTION ENGINEERING

- |                                  |                                  |
|----------------------------------|----------------------------------|
| Property Loss Control Advocacy   | Account Engineering Coordination |
| Evaluate Fire Protection Systems | Evaluate Loss Expectancies       |
| Provide Property Risk Reports    | HPR Guidance and Assistance      |
|                                  | Flood Exposure Assessments       |

## OTHER SERVICES

- |                                           |                                          |
|-------------------------------------------|------------------------------------------|
| Onboarding with New Carrier               | Compliance                               |
| Carrier Service Management Recommendation | Stewardship Report                       |
|                                           | Marketing Safety Efforts to Underwriters |





## Services

### Claim Reviews

- Coverage advocacy
- Reserve advocacy/reductions
- Aggressive POA
- Thorough investigations
- Medical management
- Litigation management
- Fraud awareness and defense
- Identify systemic problems
- Push for resolution and closure

### Claim Audits

- Best practices review
- Compliance with special handling requests/instructions
- Compensability verification AOE/COE
- Reserve adequacy—recognition of changes impacting reserves
- Detailed file review of adjusting activity
- Confirm file/adjuster supervision and directions
- Cost-containment litigation management
- Timely resolution-structured settlement considered if appropriate

### Coverage Advocacy

- Coverage intervention and resolution
- Coverage resolution

### Complex Claims Consulting

- Analysis and strategy development
- Troubleshooting/intervention
- Damage control
- Cost control
- Timely and appropriate vendor list
- Negotiation/resolution strategy
- Mediation and pretrial preparation and participation

### CAT Management

- Vendor resources/immediate responders
- Off-site coordination of team
  - Client
  - Adjuster
  - Consultant
  - Forensic accountant
  - Construction manager
  - And others as necessary
- Facilitating advance payments
- Proactive claim management
- Assist with documentation

### Claim-Needs Analysis

- Interview client
- Determine goals and exposures
- Outline carriers requirements
- Develop service plan and timeline
- Ensure accountability

### Special Handling Instructions

- Client-needs analysis
- Negotiation with carrier regarding claim handling instructions
- Implement
- Ensure compliance

### Seminars/Workshops

- Internal training sessions
- WC, GL, Products, EPL, Auto, Fraud, Medical Management, New Legislation



Arthur J. Gallagher & Co.

# Taking the Management out of your Risk!

## The Risk Management Center (RMC)

The RMC is a secure, web-based risk management and safety platform designed to ease compliance, improve risk prevention efforts and results, and relieve regulatory pain points for any industry, including construction, retail, medical, logging, non-profit, agriculture, and more.

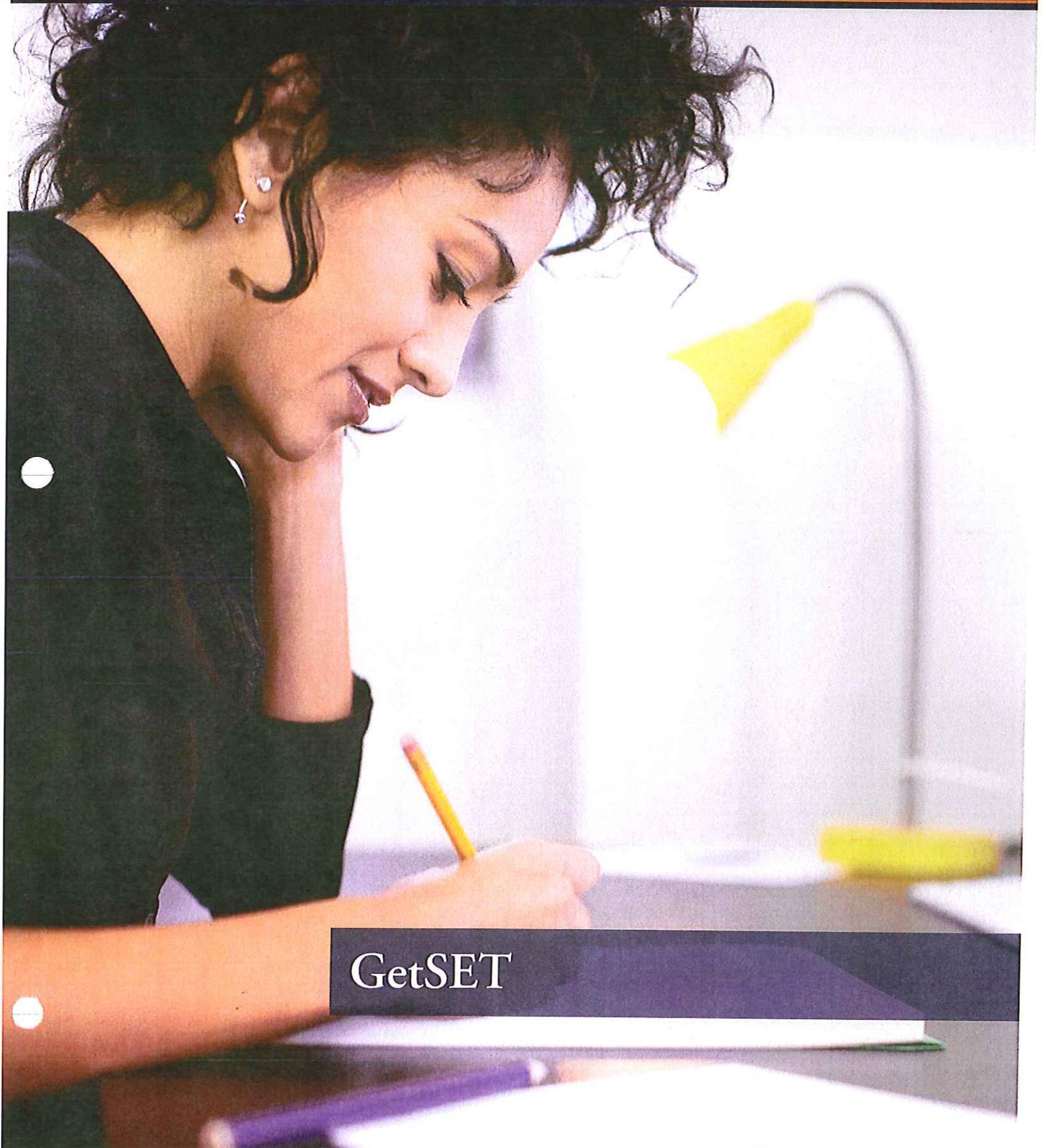
The programs are simple to set up and easily create a comprehensive and cost-effective risk management and safety program that can be utilized by all departments.

The RMC is designed to allow for the oversight and management of multiple locations and departments, making it a perfect resource for the safety-conscious organization.

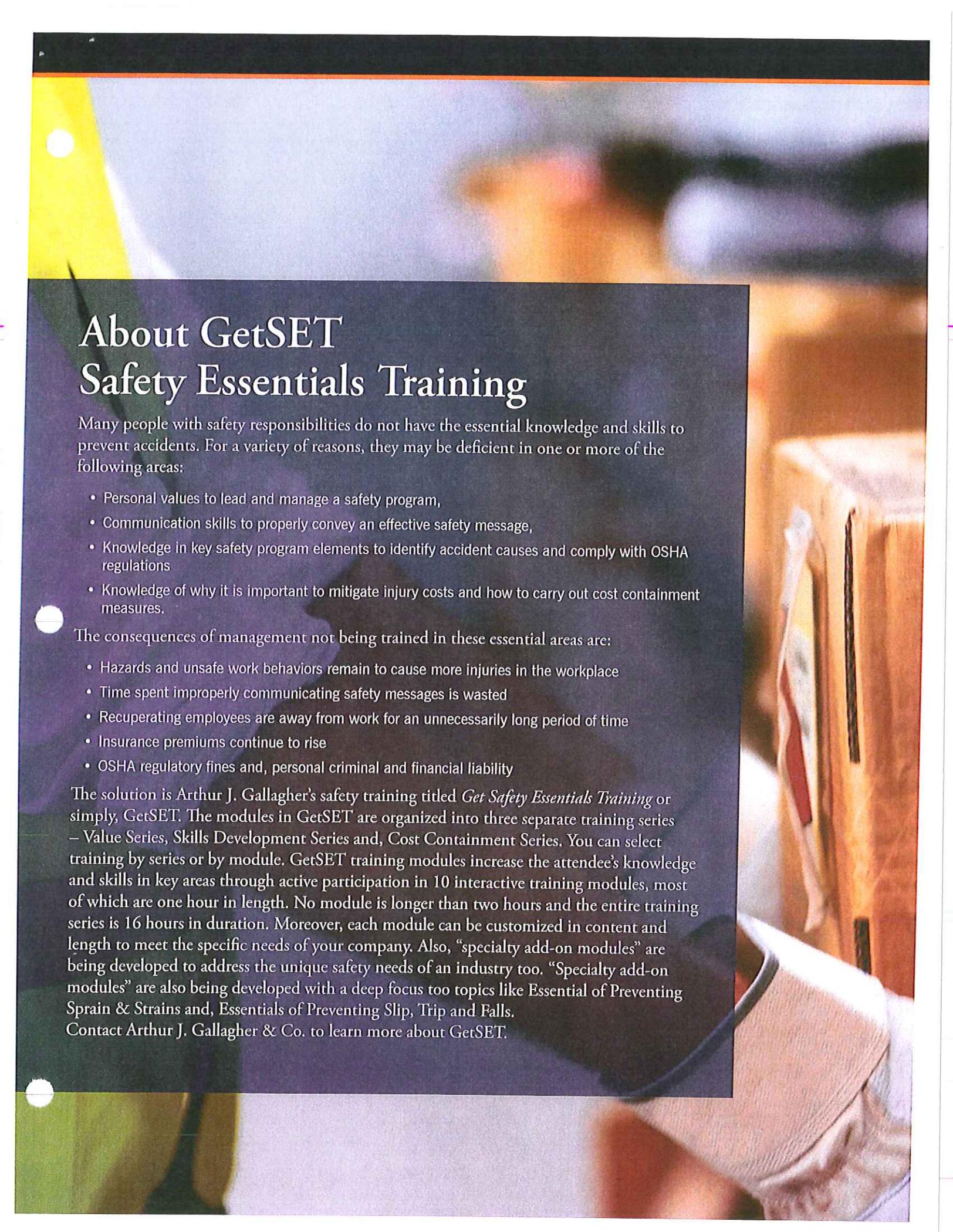


Arthur J. Gallagher & Co.

LOSS CONTROL



GetSET



## About GetSET Safety Essentials Training

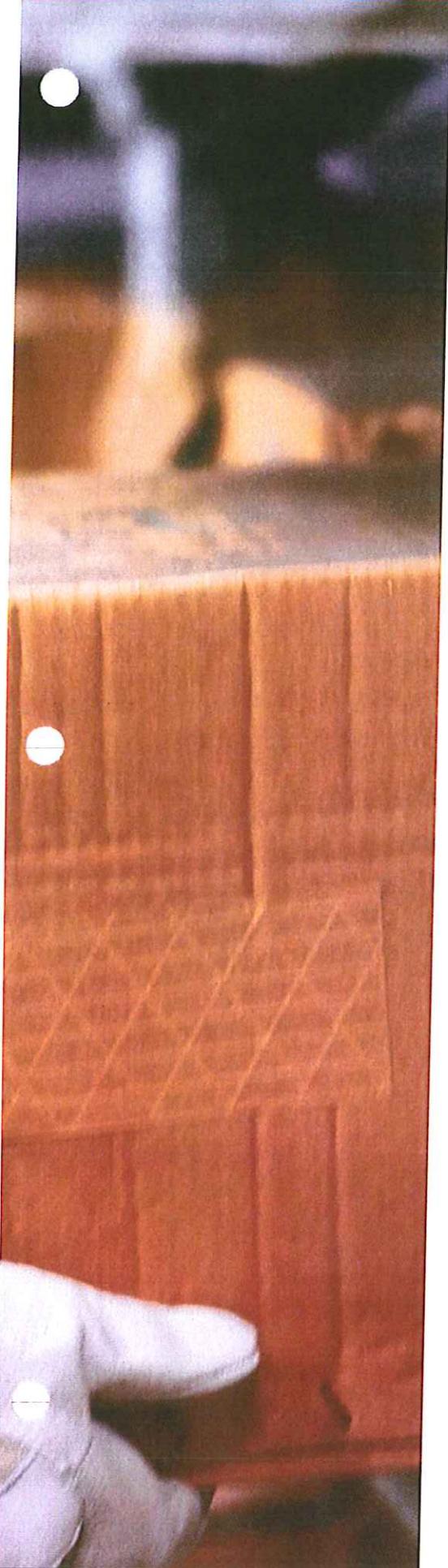
Many people with safety responsibilities do not have the essential knowledge and skills to prevent accidents. For a variety of reasons, they may be deficient in one or more of the following areas:

- Personal values to lead and manage a safety program,
- Communication skills to properly convey an effective safety message,
- Knowledge in key safety program elements to identify accident causes and comply with OSHA regulations
- Knowledge of why it is important to mitigate injury costs and how to carry out cost containment measures.

The consequences of management not being trained in these essential areas are:

- Hazards and unsafe work behaviors remain to cause more injuries in the workplace
- Time spent improperly communicating safety messages is wasted
- Recuperating employees are away from work for an unnecessarily long period of time
- Insurance premiums continue to rise
- OSHA regulatory fines and, personal criminal and financial liability

The solution is Arthur J. Gallagher's safety training titled *Get Safety Essentials Training* or simply, GetSET. The modules in GetSET are organized into three separate training series – Value Series, Skills Development Series and, Cost Containment Series. You can select training by series or by module. GetSET training modules increase the attendee's knowledge and skills in key areas through active participation in 10 interactive training modules, most of which are one hour in length. No module is longer than two hours and the entire training series is 16 hours in duration. Moreover, each module can be customized in content and length to meet the specific needs of your company. Also, "specialty add-on modules" are being developed to address the unique safety needs of an industry too. "Specialty add-on modules" are also being developed with a deep focus too topics like Essential of Preventing Sprain & Strains and, Essentials of Preventing Slip, Trip and Falls. Contact Arthur J. Gallagher & Co. to learn more about GetSET.



## GetSET Modules & Series

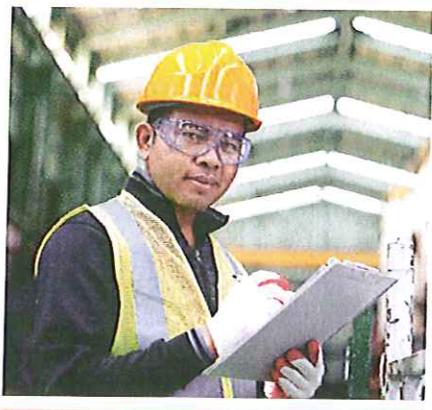
<b>SAFETY VALUES ESSENTIALS</b> Essential values a person needs to be an effective leader.	<b>Value Series</b>
<b>PERSONAL LIABILITY ESSENTIALS</b> Essential awareness of personal financial and criminal liability are addressed	

<b>SAFETY BENCHMARK ESSENTIALS</b> How to analyze accidents and benchmark them to other companies.	<b>Skill Development Series</b>
<b>JOB HAZARD ANALYSIS ESSENTIALS</b> How to analyze a job task for hazards and develop practical control measures	
<b>SUPERVISION ESSENTIALS</b> How to lead, motivate and provide feedback and discipline to employees.	
<b>COMMUNICATION ESSENTIALS</b> How to communicate one-on-one, in meetings, using bulletin boards, etc.	
<b>INCIDENT INVESTIGATION ESSENTIALS</b> How to conduct a thorough incident investigation and properly document it.	

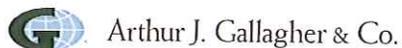
<b>INSURANCE ESSENTIALS</b> Understand how a supervisor can impact the workers compensation insurance premium.	<b>Cost Containment Series</b>
<b>RECOGNITION ESSENTIALS</b> How to implement an OSHA compliant and effective recognition/incentive program.	
<b>OSHA REGULATION ESSENTIALS</b> Overview of OSHA regulations and the importance of being in compliance.	

## About Arthur J. Gallagher Loss Control

Arthur J. Gallagher's Loss Control organization of over 80 consultants provides assistance in evaluating your exposures to loss and consults with you on how you can reduce the risk of incurring accidents and operate a safer and more profitable business. Gallagher's loss control services utilizes industry experienced consultants who offer individual consultation to educational webcasts to customized safety training and programs to reduce accidents that lead to a lower cost of insurance.



Gallagher recognizes that every business has unique operations. That's why we work closely with you to develop an effective, realistic and attainable service plan that is designed to meet your specific needs. We can help you take an in-depth look at your equipment, material and people so you can better prevent accidents.



### Brad Forsythe

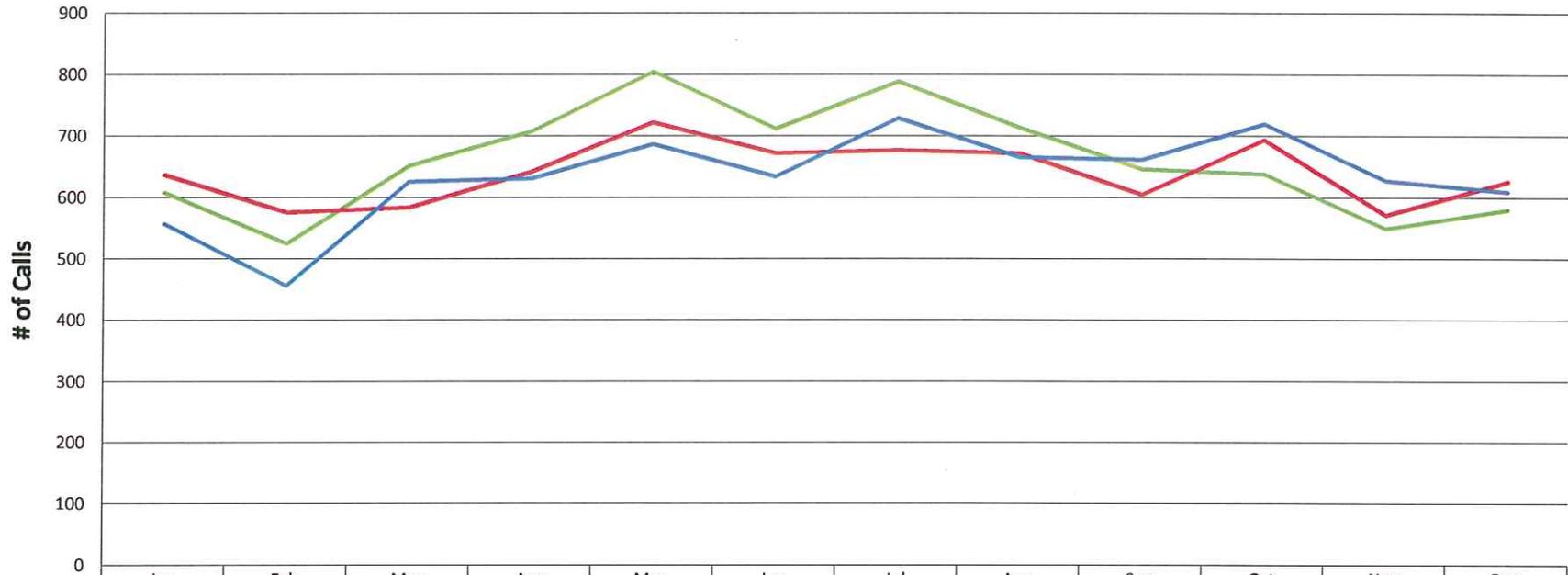
1 W. 4th Street, Suite 1300  
Cincinnati, OH 45202

Phone Number: 513-325-2912

Email: [brad\\_forsythe@ajg.com](mailto:brad_forsythe@ajg.com)

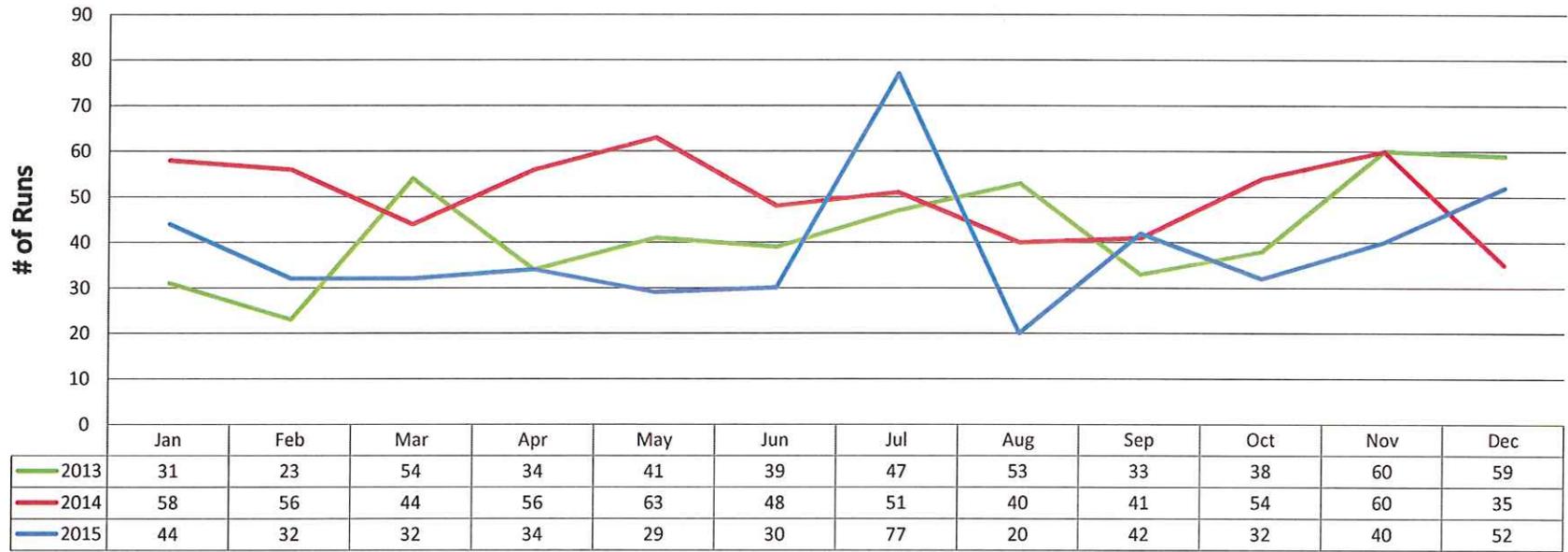
[www.ajg.com](http://www.ajg.com)

## Police Department Service Calls

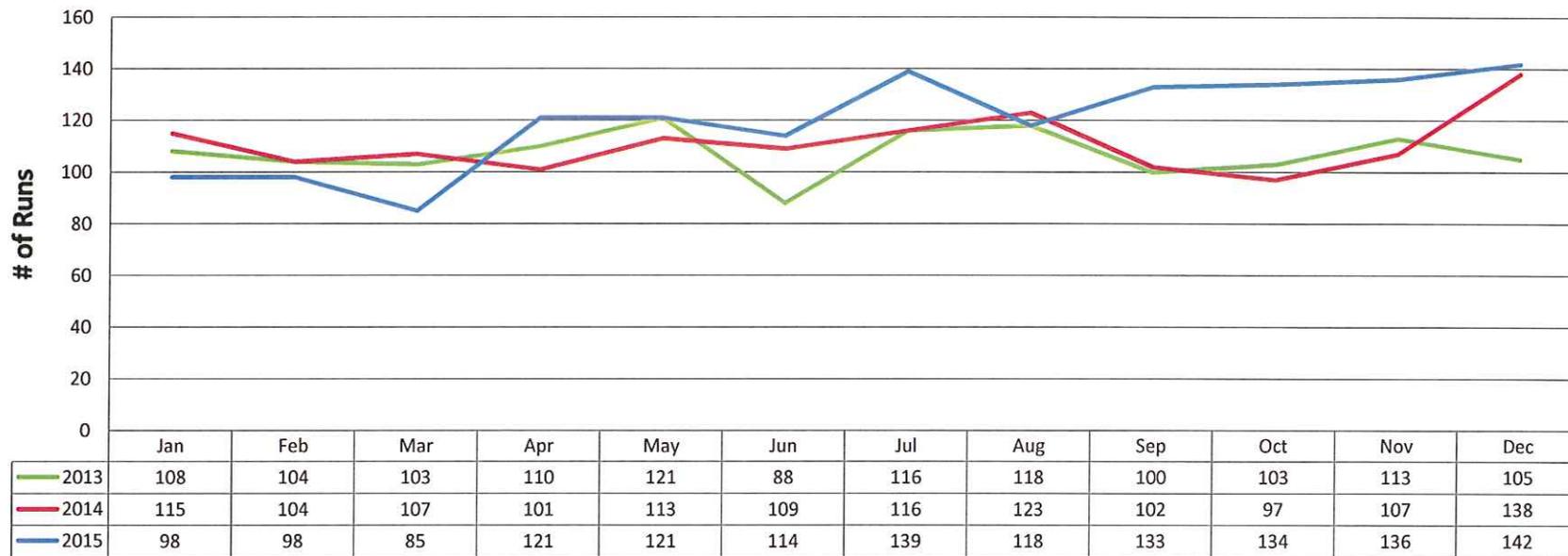


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	607	524	651	707	804	711	788	713	646	638	549	580
2014	636	575	583	641	721	671	676	671	604	693	571	625
2015	556	456	625	630	686	633	728	665	661	719	627	609

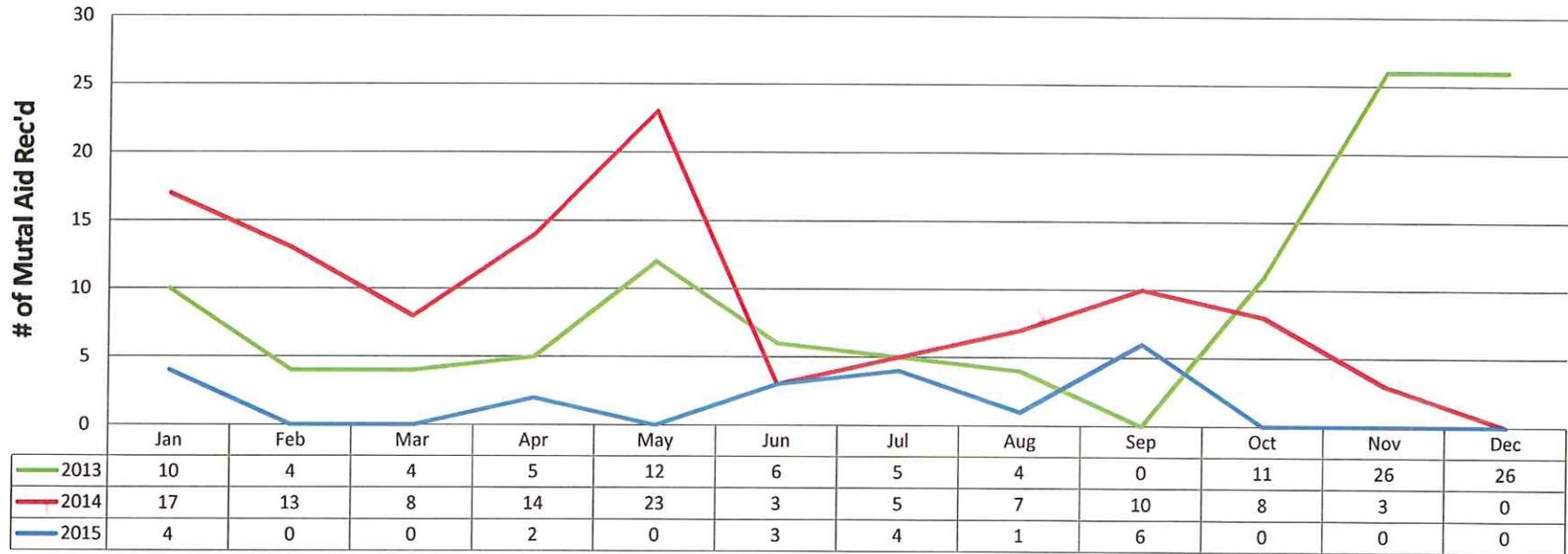
## Fire Runs



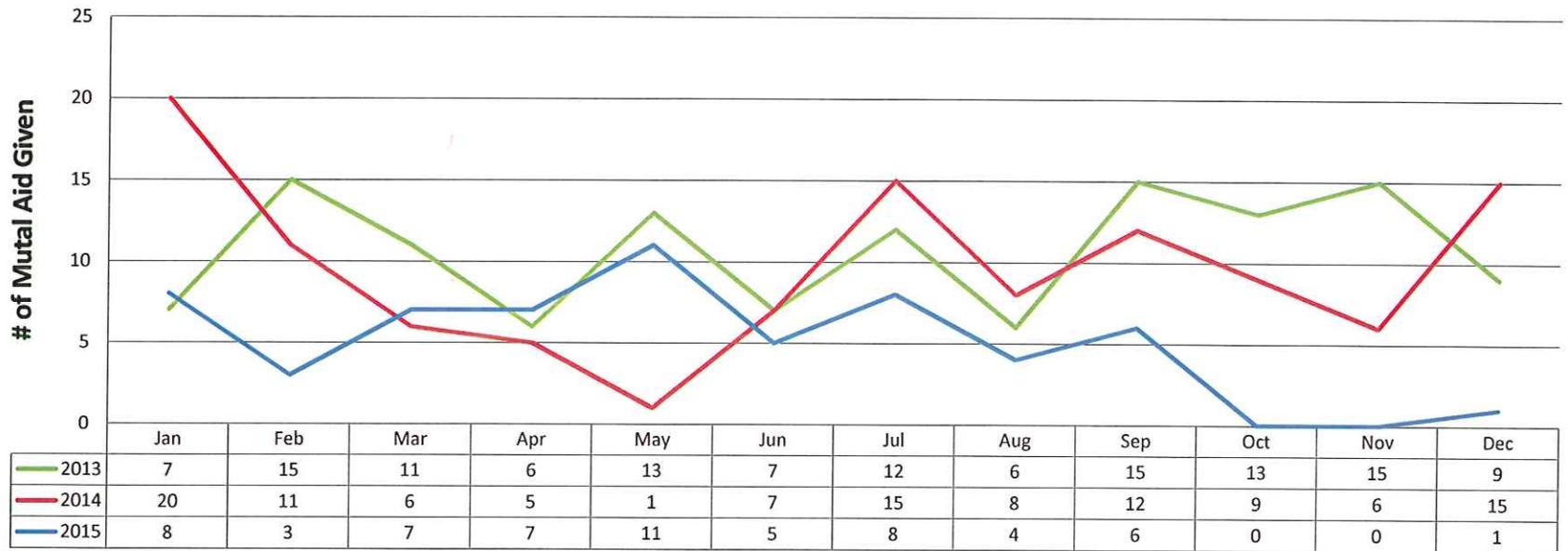
## EMS Runs



## Mutual Aid RECD



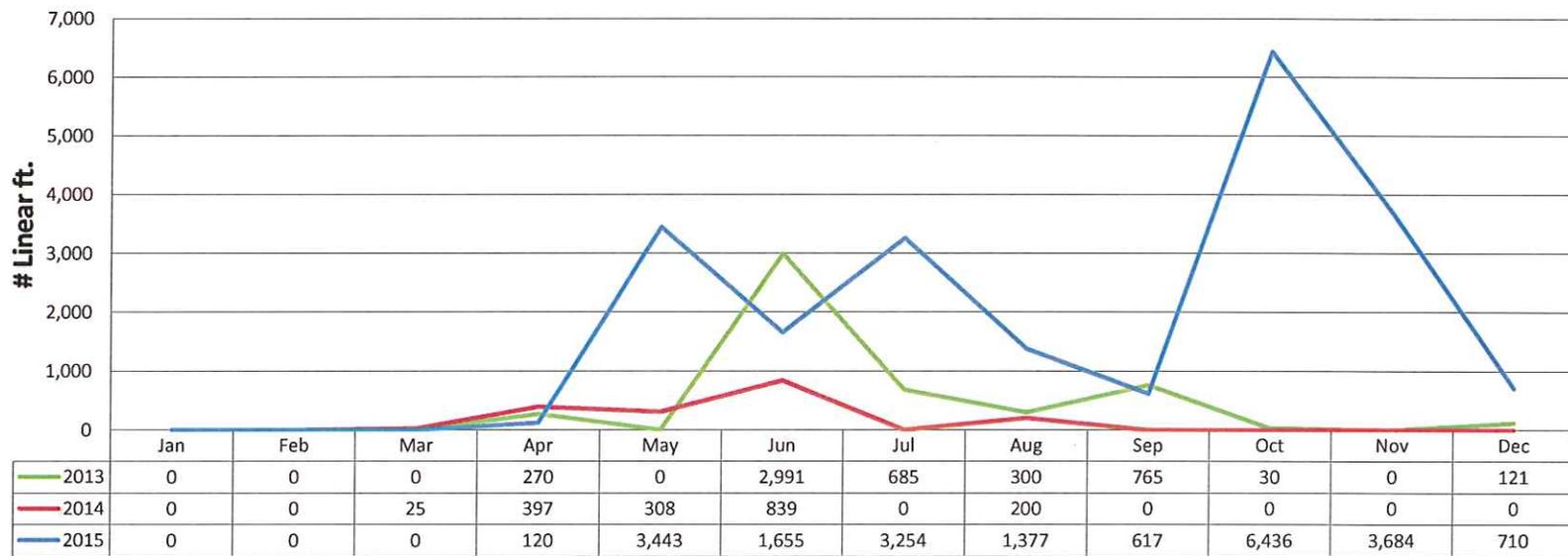
## Mutual Aid Given



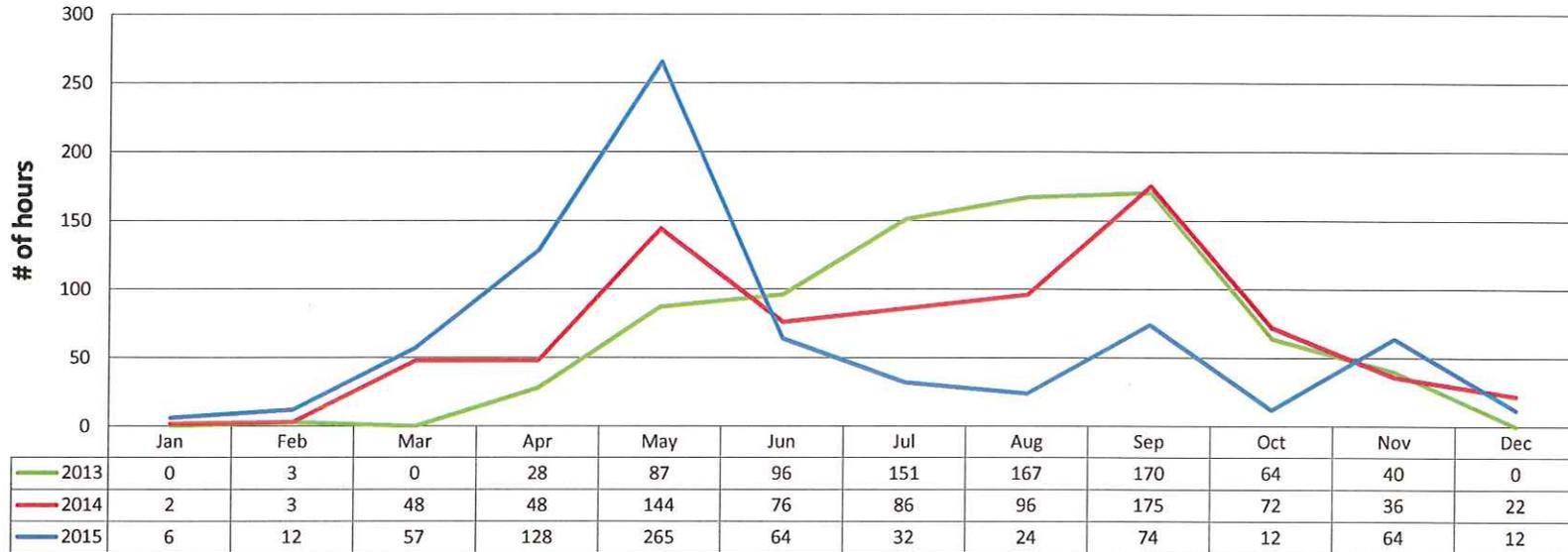
## Roadside Mowing



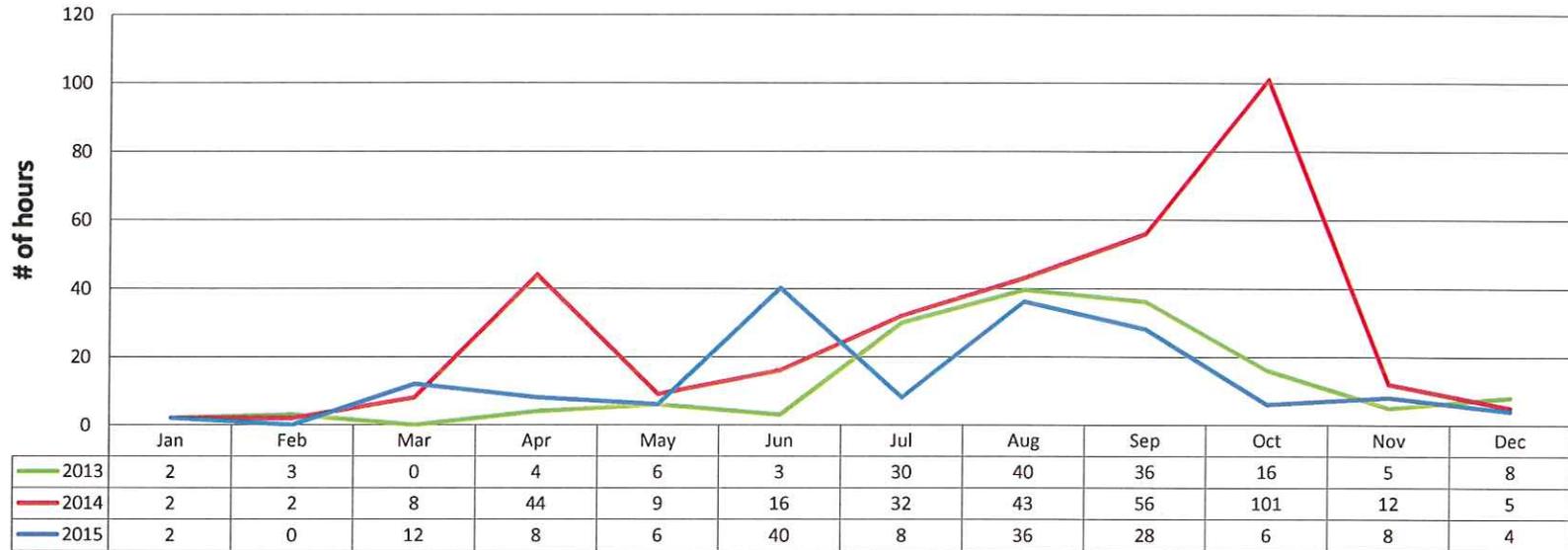
## Ditching (linear ft.)



## Cemetery Mowing/Maintenance (hours)

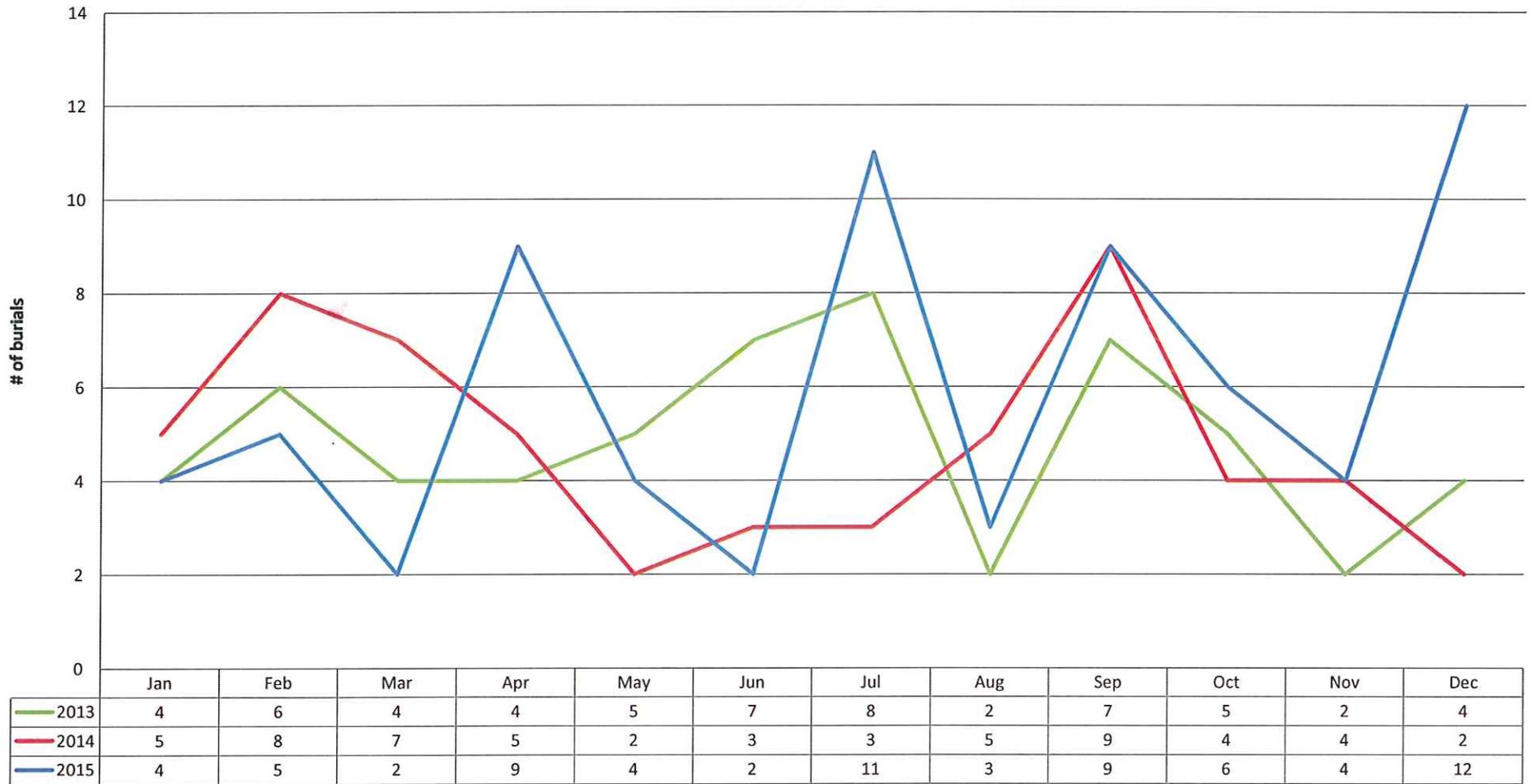


## General Park Maintenance (hours)

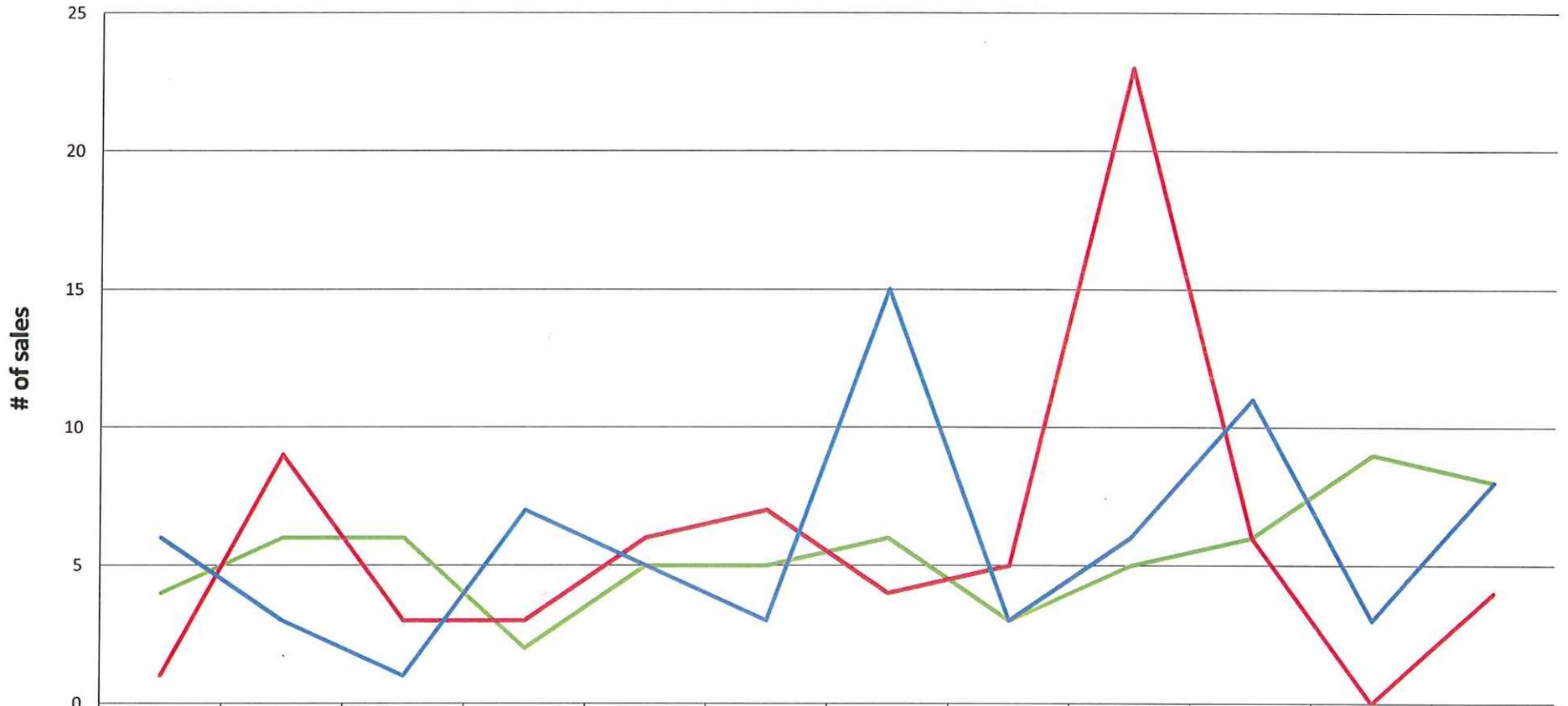




# Cemetery Burials

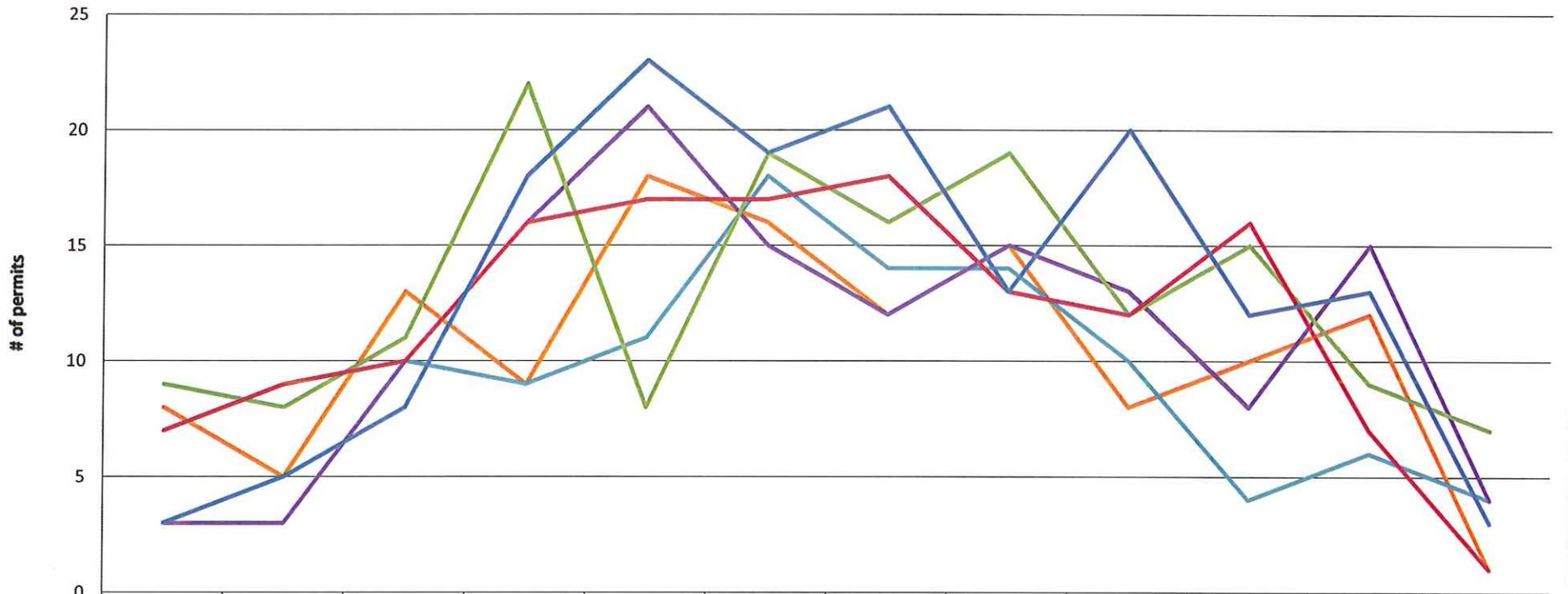


# Cemetery Sales



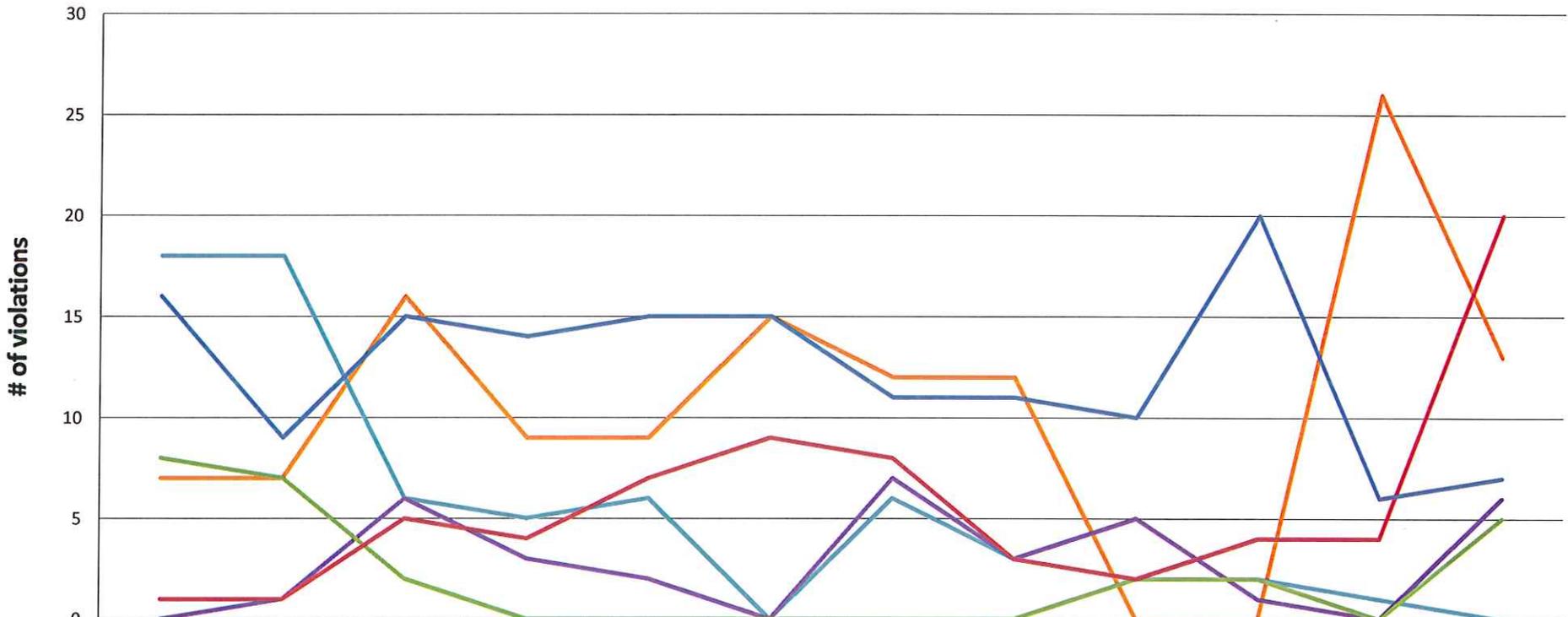
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	4	6	6	2	5	5	6	3	5	6	9	8
2014	1	9	3	3	6	7	4	5	23	6	0	4
2015	6	3	1	7	5	3	15	3	6	11	3	8

# Zoning Permits



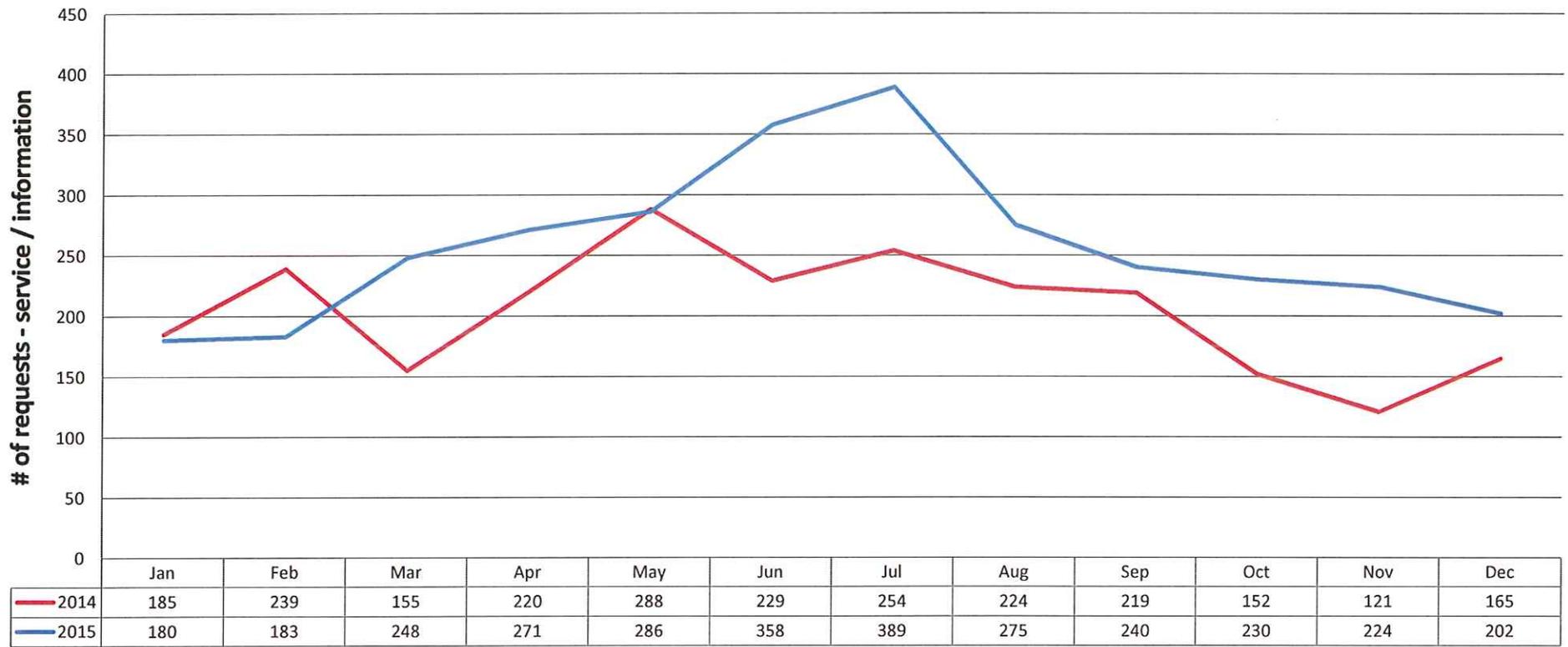
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	8	5	13	9	18	16	12	15	8	10	12	1
2011	3	3	10	9	11	18	14	14	10	4	6	4
2012	3	3	10	16	21	15	12	15	13	8	15	4
2013	9	8	11	22	8	19	16	19	12	15	9	7
2014	7	9	10	16	17	17	18	13	12	16	7	1
2015	3	5	8	18	23	19	21	13	20	12	13	3

# Zoning Violations



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2010	7	7	16	9	9	15	12	12	0	0	26	13
2011	18	18	6	5	6	0	6	3	2	2	1	0
2012	0	1	6	3	2	0	7	3	5	1	0	6
2013	8	7	2	0	0	0	0	0	2	2	0	5
2014	1	1	5	4	7	9	8	3	2	4	4	20
2015	16	9	15	14	15	15	11	11	10	20	6	7

## Requests - Services/Information



*Welcome home! Proudly serving you since 1853”*



Main Line – 513-752-6262

Robert Pautke, Chair of Board  
[Bpautke@piercetownship.org](mailto:Bpautke@piercetownship.org)

Allen Freeman, Trustee  
[afreeman@piercetownship.org](mailto:afreeman@piercetownship.org)

Bonnie Batchler, Vice Chair  
[Bbatchler@piercetownship.org](mailto:Bbatchler@piercetownship.org)

Debbie Schwey, Fiscal Officer  
[Dschwey@piercetownship.org](mailto:Dschwey@piercetownship.org)

Tim Hershner, Administrator  
[Thershner@piercetownship.org](mailto:Thershner@piercetownship.org)