

**RICHFIELD TOWNSHIP
LUCAS COUNTY, OHIO
BOARD OF RICHFIELD TOWNSHIP TRUSTEES
REGULAR MEETING MINUTES**

May 5, 2025

The regular meeting of the Richfield Township Trustees was called to order by Steve Bettinger at 7:00 p.m. at the Richfield Township Maintenance Building, 3951 Washburn Rd., Berkey, Ohio. All present were asked to rise for the Pledge of Allegiance.

ROLL CALL: Chairman: Steve Bettinger – present
Co-Chairman: Andrew Bick – present
Andrew Lumbrezer - present

ADMINISTRATIVE REPORTS:

The clerk provided copies of the minutes from the April 21, 2025, meeting, current Cash Summary Report, Revenue Report, and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

Andrew Lumbrezer made a motion to approve the April 21, 2025, minutes as presented. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

PRESENTATION OF THE BILLS:

The attached listings of warrants (14075 - 14093) were presented for approval:

Andrew Bick made a motion to approve payment of the attached listing of invoices and the corresponding pending warrants. Andrew Lumbrezer seconded the motion. Roll call: All voted yes. Motion approved.

PUBLIC COMMENTS:

Karen Poore, Business Navigator with Lucas County's Department of Economic Development introduced herself, provided information on her new role. Karen will be assisting businesses in navigating and managing the construction permitting process.

Aaron Heldt, Diane Miller, residents of Richfield Township expressed interest in joining the Zoning Board as there is one position available at this time. Each candidate

introduced themselves providing a brief overview of their background. The Trustees will meet in executive session later in the meeting to discuss both candidates.

Laurie Manning, Vice President, Client Executive from Hylant Insurance provided updates on the 2025-2026 insurance policy. Invoice for the coverage is \$15,755.00 for 2025-2026.

Information provided on the use of an, "employee dishonesty and faithful performance of duty policy," instead of individual surety bonds, for trustees, employees, and appointees who are otherwise required by law to acquire a bond before entering upon the discharge of duties. The policy would take the liability off the elected officials and staff. A resolution is required to put the policy in place. Hylant will provide a resolution template prior to the next scheduled meeting. An updated invoice will be provided after adjusting the bond to a policy.

FIRE:

Chief Scarborough provided information on the fire department staff number of incidents attended as well as a graph of the number of incidents Richfield responded to in Harding, Spencer, Richfield, Sylvania and Springfield Townships.

January: 21 incidents
February: 28 incidents
March: 24 incidents
April: 23 incidents

ZONING:

One zoning permit issued.

ROADS:

Josh Hazard, Lucas County Construction Engineer advised the Trustees to hold the final payment to Bergman's Inc. until all specifications are met. The Trustees were in agreement to hold the final payment until all specifications are completed.

ADMINISTRATOR:

Keith Clonch, Administrator applied for the Housing Technical Assistance Program (2025) grant. The grant would provide funds to update our current Land Use Plan as well as Zoning Resolution updates to align with the updated Land Use Plan. The program application period is now closed. All applicants will be notified of the results once determination of awards has been made.

Keith, Chief Scarborough are working with Western Lucas County for discussion on creating a Joint Fire District. Keith presented a proposal at a recent Western Lucas County meeting, providing information on combining resources for safer communities. There will be future meetings, discussions moving forward.

OLD BUSINESS:

Keith Clonch, Administrator provided a list of zoning text amendments for the Trustees review. The amendments will be forwarded to the Lucas County Plan Commission for their review, feedback. Keith will attend the next Planning Commission meeting.

NEW BUSINESS:

Letter recieved from a resident with concerns regarding future development in the township. A response will be provided to the resident after approval from the Board of Trustees.

The Ohio EPA conducted a site visit at the Tenmile Creek site located at 13424 Sylvania Metamora Rd, the purpose of the inspection was to evaluate compliance with the terms and conditions of the National Pollutant Discaharge Elimination System Construction Stormwater general permit and the associated facility stormwater Pollution Prevention Plan. Findings for non-compliance were found:

- Area leading down to the creek was not stabilized, vegetation has not been established.
- Silt fence on either side of the embankment has been overloaded and inundated with sediment, and the sediment could be seen entering the creek. The silt fence was entrenced on one side of the creek and not entrenched on the far side.

Recommendations were made as follows:

- Initiate stabilization on the slope leading to the creek. Reseed the area of the embankment that has the erosion.
- Repair areas of silt fence along embankment that is in deirepair and no longer functioning.

EXECUTIVE SESSION:

Andrew Lumbrezer made a motion to go into executive session at 8:50 p.m. for the purpose of appointing, hiring of a township employee. Steve Bettinger seconded the motion. All voted yes. Motion approved.

Andrew Lumberezer made a motion to end the executive session at 8:59 p.m, resume the regular scheduled meeting. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

ZONING BOARD:

Discussion on the two candidates interested in the open zoning board position as well as an alternate position.

Andrew Lumbrezer made a motion to appoint Diane Miller to the Richfield Township Zoning Board effective May 5, 2025 as well as appointing Aaron Heldt as an alternate member to the Richfield Township Zoning Board effective May 5, 2025. Both candidates will be notified.

PUBLIC NOTICE:

Residents may call Norma Drennan at 419-829-6029 or 419-283-3424 to rent the town hall.

The following information can be viewed on the Richfield Township website at: www.richfieldtwp.com.

1. Trustee minutes
2. Zoning minutes
3. Zoning including: fees, applications, complaint forms, and the zoning book.
4. Meeting dates and times
5. Contact information for Trustees, Zoning Board and Board of Zoning Appeals.
6. Wolfinger Cemetery information including cemetery fees, rules & regulations.
7. Fire and Rescue
8. Town hall rental rules and fees
9. Roads and Maintenance
10. Rubbish Contractor information for garbage pickup
11. Community Links.

There being no further business Andrew Lumbrezer made a motion to adjourn at 9:05 p.m., which was seconded by Steve Bettinger: Roll call: all voted yes. Motion approved.

Richfield Township Fiscal Officer
