

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

June 16, 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 Fire Department, 11450 Sylvania Avenue, 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 June 2, 2025, meeting and the June 5, 2025, special meeting, current Cash Summary Report, Revenue Report, May Bank Reconciliation and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

Andrew Lumbrezer made a motion to approve the June 2, 2025, and June 5, 2025, special meeting minutes as presented. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

PRESENTATION OF THE BILLS:

The attached listings of warrants (14130 - 14148) 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:

- Water infrastructure concerns, recommendation to document water access issues, mapping, investigating well depths, along with identifying potential ground water replenishment issues.

- Lucas County Road maintenance issues: currently one swipe is done regardless if they get the entire area, intersections with poor visibility due to tall grass causing safety issues. Trustee Bettinger voiced concerns in the past with Lucas County Engineers.
- Kilburn Rd. roundabout maintenance issues due to design (outside ring and obstacles.)
Issues with County maintaining mowing services
Difficult for agricultural equipment, fire equipment to maneuver.
Recommendation of planting native plants that do not require mowing.
- Zoning enforcement issues on non-compliant properties.

Administrator Keith Clonch will speak to the Lucas County Engineers office to request their attendance at our next scheduled meeting to address concerns.

Matt Heyrman (Director of Economic Development) provided additional information on road issues.

- Lucas County is required to do 3-4 swipes per year.
- No fees to township for county road maintenance. Townships have an option to take over maintenance of county roads, receive reimbursement although the reimbursement rate is low.

Township website update:

- Residents would like to see improvements to improve functionality.
- Minutes are placed on the website after the Board of Trustees approve.
- Township has a low budget website, government websites have to be monitored, approved to ensure the proper and lawful use of its information and resources,
- Administrator Keith Clonch, will work with our website administrator for possible updates, improvements.

FIRE:

Chief Scarborough presented a comprehensive departmental update.

Financial overview:

- Annual budget: \$300,00.00. An additional \$300,000.00 is needed for full time staffing 24/7 coverage. Proposing a 6 mill levy for 24/7 coverage.
- Met with township medical billing provider (Medicount Management), discussion on billing rates, township is currently charging less than the national average with no increase since 2014. Asking Trustees to consider increasing rates.

- Currently township soft bills residents for EMS transports, this means that every patient is billed to the extent the insurance company will pay.
- Non-residents are billed in the same manner as residents. However, non-residents are billed for any unpaid balance not covered by the insurance carrier.
- Transports increased 28% , ALS transports increased 44% in past six months.
- Revenue increased 9%
- Medicare, Medicaid set their rates, there is no negotiating those rates.

Staffing challenges:

- Only 20% of volunteers live in the township.
- Aging volunteer population
- Median township age creates recruitment barriers

Provided 2024 annual fire report for the community, a report is available if anyone is interested in obtaining please contact the township.

Chief Scarborough recommended increasing current billing rates as follows:

Mileage Rate:	\$20.00
BLS Rates:	\$1000.00
ALS 1 Rate:	\$1300.00
ALS 2 Rate:	\$1500.00

Andrew Bick made a motion to increase fire department billing, mileage rates as follows:

Mileage Rate:	\$20.00
BLS Rates:	\$1000.00
ALS 1 Rate:	\$1300.00
ALS 2 Rate:	\$1500.00

Andrew Lumbrezer seconded the motion. Roll call: all voted yes. Motion approved.

ZONING:

Three zoning permits issued since last meeting.

Discussion on increasing zoning permit fees, zoning board is currently gathering rates from other townships. Discussion tabled until research is complete.

Continued discussion on zoning enforcement, many properties are non-conforming. Discussion tabled until zoning amendment is updated.

Update on recent zoning amendment changes, the resolution was passed onto the Lucas County Planning Commission. Township then notified Lucas County Planning

Commission to rescind the resolution for zoning amendment changes, County responded they have rescinded the zoning amendment changes.

FISCAL OFFICER:

Time sheets, sheriff reports submitted to Trustees for review.

Key Bank provided document to update records, signatures obtained.

Presented invoice from TMACOG in the amount of \$607.00, Trustees agreed to pay fee for membership.

Discussion on paying invoice to Automatic Septic & Well for town hall service call. Trustees in agreement to hold payment until further research on charges.

ADMINISTRATOR:

Grant and Planning:

- Received \$63,200.00 state grant for zoning, land use planning, updates.
- Waiting on company bids, independent third party bids to facilitate process
- Stressed the importance of community input.
- Selected company will host, moderate town hall meetings as well as holding meetings with township officials to gather feedback.
- Trustees will review proposal at next scheduled meeting.
- Future town hall meetings will be held at a time to accommodate residents. Invitations will be sent to all residents in the township including the Village of Berkey.

Administrator Keith Clonch reported the township's zoning process has not been followed correctly in the past. Future meetings will be held with the Zoning Board, Board of Zoning Appeals to provide guidance, education on correct zoning processes.

There are several businesses in the township that have zoning approvals although they did not follow the correct process. Concerns for businesses in the event of a fire, disaster they would not be able to rebuild because of incorrect zoning. The township has an opportunity to correct these zoning issues as we go through the revision of the land use plan.

TRUSTEES REPORT:

Trustee Bick reported Rd. Maintenance Supervisor Dan Walters, Jim Crooks and himself removed all the flags placed at veterans, fire-fighter graves at Wolfinger Cemetery over Memorial Day.

Trustee Bettinger reported Lucas County Engineers office is aware of the mailbox issue on Kilburn Rd. at the high curve. Reported the Lucas County Engineers agreed to make the roundabout at Sylvania Ave/Richfield Center Rd. farmer friendly to accommodate equipment. County chose this intersection due to traffic studies which included average of four serious accidents per year.

ROADS:

Trustee Bettinger reported waiting on Lucas County Engineers approval to release funds to Bergman's (contractor for Miller Rd. project) after final specifications are met.

OLD BUSINESS:

Town hall updates:

- No water at town hall. Waiting on one additional estimate for well repairs.
- Received estimates thus far:
 - Automatic Septic: \$5300.00
 - Howards Plumbing \$3175.00 (estimate given without inspection)
- Furnace is out, cannot be repaired
- Building is outdated (electrical, plumbing, etc.)
- No funds to provide updates, repairs.
- Options include:
 - Levy to provide funds for necessary updates
 - Sell the town hall building
 - Utilize fire department meeting room for rental with understanding fire department/township meetings, trainings would take priority.

Discussion tabled until estimates are received on cost of renovating town hall to include making handicapped accessible.

An estimate was received approximately one year ago on building a new community hall. Estimated cost was in excess of four million, making this cost prohibitive.

Trustee Lumbrezer in favor of utilizing fire department meeting room as a community rental facility as well.

Tabled discussion on road equipment needs.

NEW BUSINESS:

Discussion on zoning board vacancy including alternate members. Ashley Ricker has resigned as of June 9, 2025. Alternate member Aaron Heldt is interested in the position.

Andrew Bick made a motion to accept the resignation of Ashley Ricker from the zoning board. Steve Bettinger seconded the motion. Roll call: all voted yes. Motion approved.

Andrew Bick made a motion to appoint Aaron Heldt as a zoning board member. Steve Bettinger seconded the motion. Roll call: all voted yes. Motion approved.

Two alternate positions are open on the Zoning Board, township will advertise on facebook and website. If anyone is interested please contact the township.

Discussion on utilizing website to provide submission forms allowing residents to opt in to receive notices via email.

Discussion on future of the fire department, potential levy needs.

Staffing:

- Operating currently with volunteers covering night shifts.
- Full/Part time staff covering day shifts.
- Full time staffing model includes two full/part time staff 24/7.
- Cost of staffing 24/7 would cost an additional \$300,000.00 an increase of six mills.
- Staffing alone cost approximately \$220,000.00 which is over half of the budget.
- In the event of a fire staff cannot leave station unless there are three staff available.
- Only 20% of volunteers live in the township. Five of the eight remain volunteers in the township are over 65 years of age.
- Utilize mutual aid with the assumption we are responding for mutual aid as well.

Fire Department finances:

- \$300,000.00 budget, operates on a six mill levy
- One mill of tax levy generates \$50,000.00 of revenue per year.
- Approximately \$25,000 revenue per year from soft billing.
- Residents are not billed for amounts above insurance payment, they are already taxed for these services.
- Auto accidents are hard billed, goes to auto insurance which covers 100%

- Large expenditures:
Equipment repairs (recently spent \$8000.00 to repair fire truck)
Equipment over thirty years old, frequently need repairs.
Set of new gear for new staff is approximately \$10,000.00.
- Fire Department association holds a fund raising event yearly (Feather Party).
Funds are used for equipment, etc.

Further discussion on a potential levy for the fire department to get 24 hour service.

- Deadline to place levy on the November ballot is August 1, 2025
- Discussion on whether to place on the November or May ballot.
- Trustee Lumbrezer in favor of November ballot due to higher number of voters versus in May.
- Trustee Bick in favor of tabling to allow more time for discussion. Currently in negotiations with Spencer Township for a fire district along with our current coverage for Harding Township which may allow for additional revenue in the future.
- Trustee Bettinger in favor of placing on November ballot

Discussion tabled to allow time for additional information, Chief Scarborough will gather numbers on needs for the department.

Currently township hires Lucas County deputies to provide services in the township, with current budget we may not be able to afford continuing these services.

Discussion on water line expansion areas, priority list for township resident needs. Township has tracked locations of current properties with water issues. Once all data is collected the Trustees can start discussion on what the needs are in the community.

Discussion on recent article in the blade regarding the township. Trustees were in agreement to give permission to Keith Clonch, Administrator to respond to the Toledo Blade regarding the recent article, Trustees will review response prior to sending.

Economic Development, Matt Heyrman:

- Focus on businesses bringing wealth into community
- Avoid over-residential development
- Prioritize high value business development
- Maintain community character

Board of Trustees is not pursuing any type of development at this time. The land use plan can be designed specifically as to what the community is in favor of for economic development.

Secor Metropark provides yearly payment to the township in lieu of taxes for EMS coverage. Rate set over 20 years ago, since that time the park has recently expanded.

Andrew Lumbrezer made a motion to negotiate higher rates for EMS coverage with Secor Metropark. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

Discussion on communication methods with all residents.

- Advertise on township website
- Advertise on sign located at fire department
- Advertise on social media, Richfield Township Community Site.

Township Budget, Expenses (Administrator, Keith Clonch):

- Revenue budget received currently will essentially stay the same over the next ten years.
- Fire department is outpacing that spending
- Roads were give additional miles from the county without adequate funding
- Current salt bin is not large enough to handle additional roads.
- No additional tax revenue, unless the township were to run a new levy
- Residents currently have 13% of their taxes going to the township, the majority of their taxes go to the schools.

Discussion on grants.

- Fire department on average submits 2-3 grants per year.
- In 2024 received a \$120,000.00 grant for fire department gear.
- Covid Fund grant provided \$220,000.00 toward a new ambulance.
- Recent zoning grant received for \$63,200.00
- OPWC (Ohio Public Works Commission), received several grants for road projects.

CEMETERY:

Discussion on current cemetery rates. Trustee Bick has been working with cemetery sexton Dan Walters evaluating the current rates.

- Spreadsheet provided to Board showing current rates along with recommended increased rates.
- Open to non-residents with increased rates.

- Large section that is currently not being used which could accommodate all residents.
- Deeds currently have a 50 year termination clause if the grave is not being used by family, descendants or a designated person the township can reclaim the plot.

Recently purchased a cemetery software program which will allow us to provide necessary data.

Residents:		Non-Residents
Grave	\$800.00	\$2500.00
Internment Adult:	\$700.00	\$900.00
Child 3-5 foot vault	\$600.00	\$700.00
Infant under 3 foot	\$400.00	\$600.00
Cremation & Service	\$350.00	\$550.00
Cremation No Service	\$200.00	\$400.00
Exhumation	\$3000.00	\$4000.00
Footers per sq. Ft.	\$50.00	\$55.00

Saturday services: Additional \$300.00

Sunday/Holidays Additional \$400.00

Residents may only purchase a maximum of two graves at resident pricing, any additional graves will be charged non-resident pricing.

Andrew Bick made a motion to raise the cemetery fees as presented (see attachment). Steve Bettinger seconded the motion. Roll call: All voted yes. Motion approved.

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 9:15 p.m., which was seconded by Andrew Bick: Roll call: all voted yes. Motion approved.

Richfield Township Fiscal Officer

