

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

September 15, 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 September 2, 2025, meeting current Cash Summary Report, Revenue Report, August Bank Reconciliation and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

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

PRESENTATION OF THE BILLS:

The attached listings of warrants (14248- 142) were presented for approval:

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

PUBLIC COMMENTS:

Land Use Plan – Village of Berkey Applicants:

Further discussion was held regarding the addition of two applicants from the Village of Berkey in the land use planning process. It was determined that the Prosecuting Attorney will be consulted for legal guidance on the matter. It was noted that these applicants may not participate in zoning-related decisions.

911 Fees: A question was raised regarding the \$22,000.00 in 911 fees, which are mandated by Lucas County. The fees are assessed based on the volume of 911 calls, due in December, 2025. There will be an increase in 2026 which will total approximately \$24,000.00 per year.

An inquiry was made concerning the progress of correcting zoning classifications for businesses within the township that were previously zoned incorrectly. This matter has been tabled pending the revision of the zoning and land use plans.

A question was posed regarding the status of collaborative projects with the Village of Berkey. Administrator Keith Clonch had reached out previously, there has been no response from the Mayor of Berkey.

An update was requested on the township's inquiry to Secor Metropark regarding the use of their hall by township residents, either free of charge or at a reduced rate. Trustee Lumbrezer is awaiting a response and will address the matter upon receipt of further information.

FIRE:

Chief Pete Scarborough provided written report as follows.

- Year-to-date, the department's run volume has increased by 6.4% compared to the same period last year. This trend is consistent with historical averages, and the department is on track for an approximate 10% increase in run volume for the year.
- Since August 30, 2025, the department has been unable to staff 36% of dispatched emergency calls.
- On August 10, 2025, training was conducted on CPR, including CPR protocols, equipment usage, and the implementation of "pit crew" CPR, which requires a team of at least five members to maximize effectiveness.
- Additional training on geriatric care and the special considerations required for treating geriatric patients is planned for later this month.
- The Richfield Township Fire Association has initiated preparations for the upcoming Feather Party fundraiser.
- The Chief is working with the state to arrange additional silo rescue training in the coming months and is also scheduling an extrication training day involving multiple vehicles.

- The department would benefit significantly from access to a building scheduled for demolition within the township, which could be used for controlled burn training exercises.

ZONING:

The Zoning Board has selected Todd Lennart to serve as its representative on the steering committee.

It was noted that Aaron Heldt, a Zoning Board member, has not attended any meetings since his appointment in May 2025.

Andrew Lumbrezer made a motion to terminate Aaron Heldt on the Zoning Board due to lack of attendance. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

Travis Garlick, currently serving as a Zoning Board alternate, expressed interest in becoming a regular member and assuming the duties of Zoning Board Secretary.

Steve Bettinger made a motion to promote Travis Garlick from alternate to regular Zoning Board member and to appoint him as Zoning Board Secretary. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

FISCAL OFFICER:

Time sheets and the Lucas County Sheriff's reports were submitted to the Trustees for review.

During the two-week reporting period, the Sheriff's Office provided 20 hours of service. Property checks were conducted at Ozzie's, the Township Maintenance Building, Gibbs Road Bridge, and Christ the Word Church. Traffic patrols were concentrated on Richfield Center Road and Washburn Road, as well as Sylvania Avenue and Richfield Center Road. Four traffic stops were conducted, resulting in two warnings issued for traffic violations. The Sheriff's Office also assisted with disabled vehicles.

The Trustees reviewed the Lucas County Auditor's resolution regarding tax rates for 2026, as well as the request for advance payment of taxes collected.

See attached resolution: 091525-01 Request for Advance of Taxes Collected as well as the Resolution Accepting the Amounts and Rates as Determined by The Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to The County Auditor.

It was noted that property taxes collected by the township are always received one year in arrears. The township receives tax disbursements twice annually.

In addition to property tax revenue, the township receives monthly distributions from the gas tax, which may be allocated for road maintenance and improvements.

The township receives monthly revenue from the license plate tax as well.

Tax Millage:

General Fund	Inside 10 M	2.30 mills
Road Fund	Inside 10 M	1.00 mills
Fire Fund	Levies	6 mills

Effective September 30, 2025 the State of Ohio is mandating annual cybersecurity training for all employees of Ohio's local government entities. This requirement is part of a comprehensive cybersecurity program that entities must now adopt to protect public data and critical infrastructure from cyber threats. Fiscal Officer will attend the pre-meeting, report back to Trustees at our next scheduled meeting.

Health Department fees for 2024 were \$9,432.00. For 2025, these fees have increased to \$11,941.00.

TRUSTEE REPORT:

Trustee Bick reported that a non-resident grave was recently sold. The price for non-resident graves has been increased to \$2,500.00, while the price for resident graves is \$800.00.

Trustee Bettinger reported that reclamite sealant will be applied to Miller Road, from Langenderfer to the curve, at an approximate cost of \$10,000.00.

Gibbs Road remains closed and the project could not be completed within the anticipated 60-day timeframe.

ROADS:

No report.

Trustee Lumbrezer and Administrator Keith Clonch were excused from the meeting to respond to a fire call.

OLD BUSINESS:

The Board discussed the resolution to approve amendments to the Regional Combined Health District Merger Agreement, which includes a shared annual capital cost fee of \$3,498.21 for a period of five years.

See attached Resolution 091525-02: A Resolution to Approve Amendments to the Regional Combined Health District Merger Agreement.

Trustee Lumbrezer and Administrator Keith Clonch returned to the meeting.

Discussion was held regarding the formation of a Steering Committee to oversee revisions to the Zoning and Land Use Plan. Administrator Keith Clonch reported that 16 applications were received; however, 5 applications were deemed ineligible as the applicants did not meet the residency requirement.

Keith Clonch further reported that Karen Poore, Assistant Director of Economic Planning and Zoning for Lucas County, has volunteered to serve as an independent moderator and third-party facilitator for the Steering Committee.

The selected consulting firm will conduct two town hall meetings to solicit input from the community and will distribute a survey to all township residents to ensure broad participation in the planning process.

Andrew Bick made a motion to approve the appointment of Karen Poore, Lucas County Business Navigator, as navigator for the steering committee. Steve Bettinger seconded the motion. Roll call: all voted yes. Motion approved.

Andrew Lumbrezer made a motion to establish the Steering Committee with the appointment of ten members. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

Steve Bettinger made a motion to include two residents from the Village of Berkey on the Steering Committee for the Land Use Plan, contingent upon approval by the Prosecuting Attorney. Andrew Lumbrezer seconded the motion. Roll call: all voted yes. Motion approved.

ADMINISTRATOR:

Discussion on auctioning off the townhall. Contacted several auctioneers' standard fees are 10% - hoping to reduce to 3%. Buyer's premium has options to have buyer pay, split the fees with township or township pay total amount. Tabled until additional information received.

NEW BUSINESS:

Discussion on RFP's received for the zoning proposals. Five proposals were received.

Company Name	Time Frame	Proposal Amount
Sunflower Peak Planning	14 months	\$60,000.00
Zone Co.	12+ months	\$68,200.00
Envision	16 months	\$62,300.00

8 th Generation Consulting	12+months	\$146,920.00
Crossroads Community Planning	9 months	\$50,000.00

It was noted that the bid submitted by 8th Generation Consulting was made in error to Richfield Township in Cuyahoga County.

Once established, the Steering Committee will review all consulting proposals and provide a recommendation to the Board of Trustees regarding the company they believe is best suited for the project. The Trustees will then vote to select the consulting firm.

If sufficient funds are available, grant money may also be used to provide stipends to Steering Committee members, as well as to support the salaries of the Zoning Inspector and the Administrator.

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 8:10 p.m., which was seconded by Andrew Bick: Roll call: all voted yes. Motion approved.

Richfield Township Fiscal Officer

REQUEST FOR ADVANCE OF TAXES COLLECTED
MUNICIPALITIES, SCHOOL DISTRICTS, TOWNSHIPS

Rev. Code Sec. 321.34

To the Auditor of Lucas County, Ohio:

Toledo, Ohio, 1 September 15, 2025

YOU ARE HEREBY REQUESTED to issue your warrant upon the County Treasurer of
said County, in favor of 3 Linda Decker as 4 Fiscal Officer
of 5 Richfield Township in said County for

all monies available Dollars, of the current collection
of taxes assessed and collected for and in behalf of said 6 Richfield Township
which shall be held and treated as an advance payment on the current collection of taxes due said

6 Richfield Township at the ensuing settlement, 2 2025
as provided by law.

Pursuant to a Resolution adopted by the 7 Richfield Township Board of Trustees
adopted 1 September 15, 2025 Resolution No. 091525-01

Stephen Bellamy
(President of Board - City Treasurer)

Ben Seck
Clerk

- 1. Month, Day, Year.
- 2. Year.
- 3. Name of Official.
- 4. Clerk or Treasurer.
- 5. School District, Township, or the City or Village.
- 6. District, Township, or Municipality.
- 7. Board of Education of said School District, Board of Trustees of said Township, or, Council of said Municipality.

SCHEDULE A
SUMMARY OF AMOUNTS REQUIRED FROM GENERAL PROPERTY TAX APPROVED BY
BUDGET COMMISSION AND COUNTY AUDITOR'S ESTIMATED TAX RATES

FUND	Amount Approved by Budget Commission Inside 10 M. Limitation	Amount to Be Derived from Levies Outside 10 M. Limitation	County Auditor's Estimate of Tax Rate to be Levied	
			Inside 10 M. Limit	Outside 10 M. Limit
	Column I	Column II	III	IV
1. General Fund	162,000		2.30	
4. Road and Bridge Fund (Outside Muni)	59,000		1.00	
5. Cemetery Fund				
7. Lighting Fund				
8. Garbage and Waste Disposal District				
9. Police District Fund				
10. Fire District Fund		295,000		6
11. Road District Fund				
12. Park Levy Fund				
13. Zoning Fund				
14. Miscellaneous Funds				
15. Bond Retirement Fund*		0		0.00
TOTAL	221,000	295,000	3.30	6.00

*Current rate and 2018 bond debt payment is listed. Actual amount and rate will be determined in December.

RESOLUTION ACCEPTING THE AMOUNTS AND RATES AS DETERMINED BY THE
BUDGET COMMISSION AND AUTHORIZING THE NECESSARY TAX LEVIES
AND CERTIFYING THEM TO THE COUNTY AUDITOR

(BOARD OF TOWNSHIP TRUSTEES)

REVISED CODE, SECS. 5705.34-5705.35

The Board of Trustees of **Richfield Township**, Lucas County, Ohio, met in regular
session on the 15 day September of 20 25, at the office of 11450 Sylvania Ave.
Berkey, OH 43504
with the following members present:

Steve Bettinger
Andrew Bick
Andrew Lumbrzeof

Mr/Mrs. Andrew Bick moved the adoption of the following Resolution:

WHEREAS, The Budget Commission of Lucas County, Ohio, has certified its action thereon to this Board together with an estimate by the County Auditor of the rate of each tax necessary to be levied by this Board, and what part thereof is without, and what part within, the ten mill limitation; therefore, be it

RESOLVED, By the Board of Trustees of **Richfield, Township**, Lucas County, Ohio, that the amounts and rates, as determined by the Budget Commission in its certification, be and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said Township the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

CERTIFICATE OF COPY
ORIGINAL ON FILE

The state of Ohio, Lucas County, ss.

I, Linda Decker Fiscal Officer of the Board of Township Trustees of **Richfield**

Township, in said County, and in whose custody the Files and Records of said Board are required
by the laws of the State of Ohio to be kept, do hereby certify that the foregoing is taken and copied from

the original minutes of the Richfield Township
Board of Trustees Regular meeting

now on file with said Board, that the foregoing has been compared by me with said original document,
and that the same is a true and correct copy thereof.

WITNESS my signature, this 15 day of September, 2025

Linda Decker

Fiscal Officer of the Board

Richfield Township,

Lucas County, Ohio

SCHEDULE B

LEVIES OUTSIDE 10 MILL LIMITATION, EXCLUSIVE OF DEBT LEVIES

FUND		Maximum Rate Authorized to Be Levied	Co. Auditor's Est. of Yield of Levy (Carry to schedule A, Column II)			
GENERAL FUND:						
	Current Expense Levy authorized by voters on not to exceed _____ years , 20					
SPECIAL LEVY FUNDS:						
	Levy authorized by voters on not to exceed _____ years , 20					
Bond	Levy authorized by voters on _____ Expired 2022 Tax Year not to exceed 3 years	0.00	0			
Fire	Levy authorized by voters on not to exceed _____ years	2.50	112,000			
	Levy authorized by voters on not to exceed _____ years	3	156,000			
	Levy authorized by voters on not to exceed _____ years , 20	0.5	27,000			
	Levy authorized by voters on not to exceed _____ years , 20					
	Levy authorized by voters on not to exceed _____ years					
	Total	6.00	268,000			

and be it further

RESOLVED, That the Fiscal Officer of this Board be and he is hereby directed to certify a copy of this

Resolution to the county Auditor of Said County

Mr/Mrs. Steve Bettinger seconded the Resolution and the roll being called

upon its adoption the vote resulted as follows:

Mr/Mrs. Steve Bettinger - yes

Mr/Mrs. Andrew Dick - yes

Mr/Mrs. Andrew Lumbrezer - yes

Adopted the 15 day of September, 2025

Paul Herber

Fiscal Officer of the Board of Township Trustees of

Richfield Township,

Lucas County, Ohio

RESOLUTION NO. 091525-02

A RESOLUTION TO APPROVE AMENDMENTS TO THE REGIONAL COMBINED HEALTH DISTRICT MERGER AGREEMENT

WHEREAS, the Richfield Township Board of Trustees is a party to the Regional Combined Health District Agreement that established the Toledo-Lucas County Health Department, uniting the general health district of Lucas County with several municipal health districts to administer health and environmental services within Lucas County; and

WHEREAS, the original Agreement has served as the foundational governance structure for the regional combined health district, ensuring equitable participation and operational collaboration among all participating jurisdictions; and

WHEREAS, the Toledo-Lucas County Board of Health has recommended amending the Agreement to reflect current operational needs and to ensure continuity of service delivery across the district; and

WHEREAS, the proposed amendments include:

1. **Extension of the Agreement Term** – The Agreement term shall be extended through **December 31, 2030**, ensuring the continued operation of the regional health district under a unified governance model.
2. **Amendments to Section 10 – In-Kind Services** – The amendment acknowledges the Board of Health's intent to relocate from its current premises at **635 N. Erie Street, Toledo, Ohio**, and affirms the **City of Toledo's continued provision of utilities and maintenance services** (excluding janitorial services) at the new location as part of its in-kind contribution to the regional health district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Richfield Township, Lucas County, Ohio, that:

1. The proposed amendments to the Regional Combined Health District Agreement, as outlined above and as further detailed in the amended agreement document presented with this resolution, are **hereby approved**.
2. The Board authorizes the Chairperson or designated official to execute the necessary documents to ratify the amendments on behalf of Richfield Township.
3. A certified copy of this resolution shall be transmitted to the Toledo-Lucas County Board of Health for inclusion in the official records.

Adopted this 5 day of September, 2025.

BOARD OF TRUSTEES
Richfield Township, Lucas County, Ohio

Steven Bettinger, Chair

Steven Bettinger

Andy Bick, Trustee

Andy Bick

Andrew Lumbrezer, Trustee - absent

ATTEST:

Don Seck

Fiscal Officer

Payment Listing
9/3/2025 to 9/15/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
458-2025	09/07/2025	09/07/2025	EP	Adam L Grine		
459-2025	09/07/2025	09/07/2025	EP	Kevin P Kross	\$636.77	O
460-2025	09/07/2025	09/07/2025	EP	Lucas Parmelee	\$198.63	O
461-2025	09/07/2025	09/07/2025	EP	Ryan E Sedlock	\$1,323.04	O
462-2025	09/07/2025	09/07/2025	EP	Wendy Waisner	\$1,618.39	O
463-2025	09/07/2025	09/07/2025	EP	Daniel William Walters	\$211.75	O
464-2025	09/07/2025	09/07/2025	EP	Jennifer Willey	\$1,455.18	O
466-2025	09/07/2025	09/07/2025	EP	Herbert K Scarborough	\$245.22	O
468-2025	09/07/2025	09/07/2025	EW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$1,317.91	O
469-2025	09/07/2025	09/07/2025	EW	TREASURER OF STATE OF OHIO	\$50.00	O
470-2025	09/07/2025	09/07/2025	EW	SCHOOL DISTRICT INCOME TAX PROGRAI	\$372.54	O
471-2025	09/07/2025	09/07/2025	EP	Kevin P Kross	\$129.86	O
472-2025	09/07/2025	09/07/2025	EP	JOHN LUMBREZER	\$149.07	O
473-2025	09/07/2025	09/07/2025	EP	Joseph E Santiago	\$90.35	O
474-2025	09/07/2025	09/07/2025	EP	Jennifer Willey	\$137.77	O
476-2025	09/09/2025	09/09/2025	CH	SCHOOL DISTRICT INCOME TAX PROGRAI	\$45.92	O
478-2025	09/07/2025	09/09/2025	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$2.74	O
479-2025	09/07/2025	09/09/2025	EW	Ohio Police & Fire Pension Fund	\$2,209.06	O
480-2025	09/10/2025	09/10/2025	CH	KEY BANK	\$3,980.80	O
481-2025	09/10/2025	09/10/2025	CH	State Bank	\$68.60	C
481-2025	09/10/2025	09/10/2025	CH	State Bank	\$31.61	V
14248	09/07/2025	09/07/2025	AW	Capital One	-\$31.61	V
14248	09/07/2025	09/07/2025	AW	Capital One	\$527.87	V
14249	09/07/2025	09/07/2025	SW	Skipped Warrants 14249 to 14249 Series 2	-\$527.87	V
14250	09/07/2025	09/07/2025	AW	Lucas County Sheriff's Office	\$0.00	V
14251	09/07/2025	09/07/2025	AW	FIRE-SAFETY SERVICES, INC.	\$480.00	O
14252	09/07/2025	09/07/2025	AW	ProMedica 360Health - Toledo	\$1,586.00	O
14253	09/07/2025	09/07/2025	AW	Wex Bank	\$865.00	O
14254	09/07/2025	09/07/2025	AW	Telesystem	\$561.74	O
14255	09/07/2025	09/07/2025	AW	Habib Howard	\$426.03	O
14256	09/07/2025	09/07/2025	AW	Capital One	\$240.00	O
14257	09/14/2025	09/14/2025	AW	TOLEDO EDISON	\$527.87	O
14258	09/14/2025	09/14/2025	AW	BUCKEYE BROADBAND	\$1,059.38	O
14259	09/14/2025	09/14/2025	AW	Triotech	\$148.97	O
14260	09/14/2025	09/14/2025	AW	Bound Tree Medical, LLC	\$63.00	O
14261	09/14/2025	09/14/2025	AW	Joseph Navarre	\$82.58	O
14262	09/14/2025	09/14/2025	AW	Cody Pence	\$240.00	O
14263	09/14/2025	09/14/2025	AW	David J Noonan	\$240.00	O
14264	09/14/2025	09/14/2025	AW	Hunter Baum	\$240.00	O
14265	09/14/2025	09/14/2025	AW	Juan Martinez	\$240.00	O
14266	09/15/2025	09/15/2025	AW	Daniel Walters	\$240.00	O
14267	09/15/2025	09/15/2025	AW	LINDA Decker	\$308.60	O
14268	09/15/2025	09/15/2025	AW	MCI	\$439.94	O
14269	09/15/2025	09/15/2025	AW	Traffic Stop Uniform Supply	\$28.49	O
					\$267.00	O
				Total Payments:	\$22,528.20	
				Total Conversion Vouchers:	\$0.00	

Payment Listing

9/3/2025 to 9/15/2025

Total Less Conversion Vouchers: \$22,528.20

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.