

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

December 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 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 December 15, 2025 meeting, current Cash Summary Report, Revenue Report, November Bank Reconciliation and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

Andrew Lumbrezer made a motion to approve the December 1, 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 (14368-14386) 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 COMMENT:

Town Hall Status: The decision to demolish the town hall is contingent upon the grant approval. This item is tabled pending the grant determination.

Health Department Concerns: Issues were raised regarding improper septic systems. Zoning Inspector Walters will contact the Health Department to coordinate inspections and ensure property systems are compliant.

Two-Family Dwellings: Current zoning does not permit two-family dwellings. Trustee Bick reported that the steering committee is reviewing and updating the zoning resolution; potential revisions may allow two-family dwellings.

FIRE

Fire Department Activity Report – Chief Scarborough

- Reporting Note
 - December month-to-date figures are not fully reliable due to a transition to a new reporting system.
- Operations and Staffing
 - Approximately 30% of night runs were not covered due to staffing shortages.
 - One fire engine is out of service for mechanical issues. The unit is over 25 years old—about 15 years beyond its recommended primary service life.
- Grants and Equipment
 - Applied for a \$32,000 grant from the Ohio Fire Marshal to purchase equipment, including hoses and radios, both currently beyond recommended service lifespans.
 - Hose pricing has increased from approximately \$40,000 six months ago to \$50,000 currently.
 - Applied for a \$34,000 grant to the Garrison East Foundation for a command vehicle (“people mover”). This is a 50% matching grant toward the replacement cost.
- Funding Strategy
 - The department will defer purchasing hoses with association funds until grant decisions are issued.
 - If grant funding covers hoses, the department will request that the association prioritize replacing other equipment that has exceeded its service life.

ZONING:

No zoning reports.

FISCAL OFFICER:

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

Sheriff’s Report (Reporting Period: Past Two Weeks)

- Traffic Enforcement:
 - Conducted two traffic stops; two warnings issued.

- Patrol Activity:
 - Total of 26 patrol hours completed during the period.
 - Routine patrol checks conducted at all local public buildings, businesses, and along Gibbs Road.

No incidents or additional actions were reported for this period.

TRUSTEE REPORT:

- Fire Station Carpet Cleaning (Trustee Lumbrezer):
 - Reported need for carpet cleaning at the fire station.
 - Estimate received from Stanley Steemer: \$982.00 (includes all carpet and bathroom walls).
 - Board consensus to defer cleaning until spring to avoid salt tracking during winter.
- Community Survey (Trustee Bick):
 - The steering committee finalized the survey questions.
 - Survey postcards have been mailed to all residents.
 - Residents may request a paper copy of the survey.

ROADS:

No report.

ADMINISTRATOR:

No report.

NEW BUSINESS:

- 2025 Trustees' Meeting Schedule:
 - The Board agreed to maintain the existing meeting schedule for 2025.
 - Regular meetings will be held on the 1st and 3rd Monday of each month at 7:00 p.m.
 - Location: Richfield Township Maintenance Building, 3951 Washburn Rd., Berkey, OH.
 - If a meeting date falls on a legal holiday, the meeting will be held the following Tuesday at 7:00 p.m.
- Zoning Board Schedule:
 - The Richfield Township Zoning Board will continue to meet on the 2nd Monday of each month at 7:00 p.m.
 - Location: Richfield Township Maintenance Building, 3951 Washburn Rd., Berkey, OH.

- 2026 TMACOG Membership:
 - The Board discussed the 2026 TMACOG membership fee of \$724.00.
 - Consensus to pay the membership fee.

OLD BUSINESS:

- Zoning Steering Committee Survey Development and Review:
 - The steering committee provided input on the resident survey; Crossroads has completed its review.
- Distribution Plan:
 - Surveys will be sent to all residents.
 - Postcards will include a QR code directing residents to complete the survey online via SurveyMonkey.
 - Residents may request a written (paper) copy; upon request, a paper survey will be mailed to them.
- Follow-Up/Next Steps:
 - Coordinate with Keith and Crossroads to confirm the steering-committee survey status and mailing schedule.
 - Report any updates on timing, distribution, and response tracking to the board and committee at the next meeting.

PUBLIC NOTICE:

The following information can be viewed on the Richfield Township website at: www.richfieldtp.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. Roads and Maintenance
9. Rubbish Contractor information for unlimited pick-up
10. Community Links.

There being no further business Andrew Lumbrezer made a motion to adjourn at 7:35 p.m., which was seconded by Steve Bettinger: Roll call: all voted yes. Motion approved.

Richfield Township Fiscal Officer

Payment Listing

12/2/2025 to 12/15/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
583-2025	12/04/2025	12/04/2025	EW	TREASURER OF STATE OF OHIO	\$489.68	O
584-2025	12/04/2025	12/04/2025	EW	SCHOOL DISTRICT INCOME TAX PROGRAI	\$104.95	O
585-2025	12/04/2025	12/04/2025	EW	OHIO PUBLIC EMPLOYEES DEFERRED CC	\$50.00	O
586-2025	12/04/2025	12/04/2025	EW	IRS	\$3,869.39	O
587-2025	12/06/2025	12/06/2025	CH	KEY BANK	\$55.00	C
588-2025	12/06/2025	12/06/2025	CH	WebCemeteries / Vast Data Concepts LLC	\$1,668.00	C
589-2025	12/14/2025	12/14/2025	EP	JAMES D CROOKS	\$44.52	O
590-2025	12/14/2025	12/14/2025	EP	Jeshua D Drouillard	\$559.30	O
591-2025	12/14/2025	12/14/2025	EP	Tanner S Glass	\$203.17	O
592-2025	12/14/2025	12/14/2025	EP	Katelyn Greiner	\$559.30	O
593-2025	12/14/2025	12/14/2025	EP	Adam L Grine	\$228.34	O
594-2025	12/14/2025	12/14/2025	EP	Kevin P Kross	\$600.68	O
595-2025	12/14/2025	12/14/2025	EP	Lucas Parmelee	\$1,225.70	O
596-2025	12/14/2025	12/14/2025	EP	Herbert K Scarborough	\$1,317.91	O
597-2025	12/14/2025	12/14/2025	EP	Wendy Waisner	\$410.14	O
598-2025	12/14/2025	12/14/2025	EP	Daniel William Walters	\$1,575.71	O
599-2025	12/14/2025	12/14/2025	EP	Hannah E Wilson	\$180.66	O
601-2025	12/15/2025	12/15/2025	EP	Ryan E Sedlock	\$1,535.64	O
14299	10/08/2025	10/08/2025	AW	WebCemeteries / Vast Data Concepts LLC	\$1,668.00 *	V
14299	12/06/2025	12/06/2025	AW	WebCemeteries / Vast Data Concepts LLC	-\$1,668.00	V
14368	12/06/2025	12/06/2025	AW	David J Noonan	\$240.00	O
14369	12/06/2025	12/06/2025	AW	Lucas County Treasurer	\$354.11	O
14370	12/06/2025	12/06/2025	AW	VERIZON WIRELESS	\$320.91	O
14371	12/06/2025	12/06/2025	AW	ProMedica 360Health - Toledo	\$835.00	O
14372	12/06/2025	12/06/2025	AW	Telesystem	\$433.30	O
14373	12/14/2025	12/14/2025	AW	TOLEDO EDISON	\$126.25	O
14374	12/14/2025	12/14/2025	AW	Capital One	\$2,246.53	O
14375	12/14/2025	12/14/2025	AW	Andrew Lumbrezser	\$447.50	O
14376	12/14/2025	12/14/2025	AW	Traffic Stop Uniform Supply	\$900.43	O
14377	12/14/2025	12/14/2025	AW	Cody Pence	\$480.00	O
14378	12/14/2025	12/14/2025	AW	Juan Martinez	\$600.00	O
14379	12/14/2025	12/14/2025	AW	Scott Rhodus	\$240.00	O
14380	12/14/2025	12/14/2025	AW	NAPA AUTO PARTS	\$4.30	O
14381	12/14/2025	12/14/2025	AW	Heidelberg Materials	\$136.44	O
14382	12/14/2025	12/14/2025	AW	LYONS LP GAS CO., INC.	\$1,973.86	O
14383	12/14/2025	12/14/2025	AW	Daniel Walters	\$308.60	O
14384	12/14/2025	12/14/2025	AW	NAPA AUTO PARTS	\$3.69	O
14385	12/14/2025	12/14/2025	AW	PROMEDICA PHYSICIANS CORP	\$436.00	O
14386	12/14/2025	12/14/2025	AW	Triotech	\$63.00	O
Total Payments:					\$23,160.01	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$23,160.01	

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,

Payment Listing

12/2/2025 to 12/15/2025

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.