

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

January 5, 2026

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

ROLL CALL: Andrew Bick – present
Vicky Loeffler-Bernheisel – present
Kim Ronau - present

The Clerk requested nominations for Chairman of the Board of Trustees. Vicky Loeffler-Bernheisel nominated Andrew Bick. Kim Ronau seconded the motion. There were no further nominations. The Clerk confirmed that the nominations were closed. The vote for Andrew Bick as Chairman resulted as follows: all voted yes. Motion approved. Andrew Bick was selected to serve as Chairman in 2026.

The Clerk requested nominations for Vice-Chairman of the Board of Trustees. Andrew Bick nominated Vicky Loeffler-Bernheisel. Kim Ronau seconded the motion. There were no further nominations. The Clerk confirmed that the nominations were closed. The vote for Vicky Loeffler-Bernheisel as Vice Chairman resulted as follows: all voted yes. Motion approved. Vicky Loeffler-Bernheisel was selected to serve as Vice-Chairman in 2026.

ADMINISTRATIVE REPORTS:

The clerk provided copies of the minutes from the December 15, 2025 meeting, current Cash Summary Report, Revenue Report, December bank reconciliation and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

Vicky Loeffler-Bernheisel made a motion to approve the December 15, 2025 minutes as presented. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

PRESENTATION OF THE BILLS:

The attached listings of warrants (14 - 14 were presented for approval:

Kim Ronau made a motion to approve payment of the attached listing of invoices and the corresponding pending warrants. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

PUBLIC COMMENTS:

Reliability and testing of the emergency siren: The Chief noted the equipment is aging and replacement parts are no longer available. As a result, the siren functions intermittently. It is used for weather-related alerts only and is tested monthly on the first Friday at noon.

Land use survey: There were questions and discussion regarding the mailing process, including the low response rate, technical issues encountered by recipients, and participation complexities involving multiple household members and non-resident property owners.

FIRE:

- Year-end activity: 306 calls in 2024; late entries indicate 2025 totals are essential the same.
- Call mix: Approximately 99% of runs were EMS. Lucas County discontinued ambulance service in October 2024, impacting operations.
- Staffing response: A notable share of incidents had no or insufficient responders arriving on scene, highlighting coverage challenges.
- Personnel: Chip Ford announced his retirement after 43 years of service.

Vicky Loeffler-Bernheisel made a motion to accept the resignation of Chip Ford from the volunteer fire department. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Chief Pete presented the application of Robert “Bobby” Briggs, a Toledo firefighter/EMT, for appointment as a part-time firefighter.

Andrew Bick made a motion to hire Robert Briggs as a part-time firefighter, contingent upon successful completion of a drug screening, background check, and physical examination, with a one-year probationary period. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

- Active grant applications:
 - Ohio Fire Marshal: Approximately \$32,000 for hoses and mobile radios
 - Gary Sinise Foundation: Approximately \$34,000 (matching) for utility/command vehicles.
 - Road to Zero Grant: Approximately \$80,000 for public road safety education.
 - Firehouse Subs Foundation: Request for smaller equipment, including gas meters and thermal imagers.

- Trustees received updated levy and staffing option sheets (Plans A–F) for later review.

ZONING:

Zoning Inspector Dan Walters absent; no report submitted.

Dan submitted his resignation as Zoning Inspector via email, effective January 2, 2026. He will continue in his roles for Road Maintenance and as Cemetery Sexton

- Zoning Inspector position: Trustees discussed re-establishing the Zoning Inspector as a part-time, salaried role with compensation up to \$10,000 per year. Duties would include attending Zoning Commission and BZA meetings and handling permits and inspections.
- Trustees discussed whether to accept the resignation without a written letter. Trustees Ronau, Trustee Loeffler-Bernheisel requested a written resignation prior to accepting his resignation.
- Trustees agreed to place advertisements for the position after receiving the written resignation. Upon receipt, the Board will proceed to accept the resignation and move forward with recruitment.

FISCAL OFFICER:

- Lucas County Sheriff activity: 31 hours of patrol; 4 warnings; 4 traffic stops; 9 violations, including multiple rolling-stop violations at the US 295 & Sylvania Ave.
- 2025 Township Highway Mileage Certification: Township roadway responsibility totals 15.053 miles, which serves as the basis for road funding allocations.
- Time sheets were provided to the Trustees for review.

Volunteer Firefighters' Dependents Fund: The purpose and board composition were reviewed. The board consists of two elected officials, two firefighters, and one public member

Volunteer Firefighters' Dependents Fund

- Explained purpose and board composition (2 elected officials, 2 firefighters, 1 public member).
- Board members confirmed to continue:
 - Elected/Legislative: Vicki Loeffler - Bernheisel, Linda Decker
 - Firefighters: Andrew Lumbrezer, Jerry Lumbrezer
 - Public Member: David Decker

Kim Ronau made a motion to approve the Volunteer Firefighters' Dependents Fund (VFDF) Board membership as follows:

- Elected/Legislative: Vicki Loeffler-Bernheisel; Linda Decker

- Firefighters: Andrew Lumbrezer; Jerry Lumbrezer
- Public Member: David Decker

Vicky Loeffler-Berneisel seconded the motion. Roll call: all voted yes. Motion approved.

OTA (Ohio Township Association) Conference: The upcoming township convention is scheduled for late January to early February.

Trustees discussed authorizing registration for Doug Ronau, Chair of the Zoning Board, to attend zoning-focused sessions at the upcoming conference. The Board agreed to cover the registration fee, estimated at approximately \$125–\$135

ROADS:

No report.

ADMINISTRATOR:

Crossroads land use plan and zoning review: Original grant amount was \$63,200; Crossroads contract totals \$50,000, leaving a balance of \$13,200.

- Use of remaining funds: Applying the balance toward roles such as the Administrator and/or Zoning Inspector would require a grant amendment. Without an amendment, the funds must either be used to expand Crossroads' scope of work or be returned.
- The Board expressed a preference to utilize the remaining funds rather than return them; next steps include consulting the steering committee and submitting a grant amendment request.

Montrose consulting proposal via Lucas County came in significantly higher than expected (over \$50,000; county re-evaluating; competitive bids being sought).

- Survey Update:
 - 171 online responses plus approximately seven paper surveys to-date.
 - Issues: USPS delivery failures, surveys arriving during holidays, browser/cookie limits preventing multiple responses per device, confusion over household vs. individual responses, and inclusion of renters and non-resident property owners.
 - Crossroads recommended a hard end date (January 31), social media push, and continued availability of paper copies (returned in sealed envelopes to maintain confidentiality).

- Steering committee to reconvene promptly to clarify policy (individual vs. household, inclusion of non-resident landowners) and finalize outreach.

Administrator noted that certain services (e.g., grave opening/closing at the cemetery, historical use of fire station for events) have been handled by handshake agreements without written contracts or proof of insurance.

- Consensus that the township should:
 - Develop or update written agreements for such services;
 - Require appropriate insurance and hold-harmless provisions;
 - Have legal counsel review contract templates (for contractors, facility use).
 - Town Hall rental agreement (previously drafted with attorney input) will be used as a template for the new fire station rental form; broader contract review to be pursued

TRUSTEE REPORTS:

- Trustee Beck:
 - Reported on a leaning utility pole (Brightspeed) on Richfield Center; after multiple calls to utilities, Brightspeed inspected and marked it and expects replacement within days.
 - Additional leaning pole on Lumbrezer Rd. noted.

OLD BUSINESS:

Updates on the Purse Bingo Event at the fire department in March, 2026.

- The fire association (via volunteer Sandy Witt) requested use of the building for a purse bingo fundraiser, with all proceeds to benefit the fire association.
- Liability and agreements: Trustees discussed liability considerations and the need to formalize use of the facility through a rental agreement and appropriate insurance coverage, rather than relying on informal arrangements.

Andrew Bick made a motion to approve use of the fire department building for the purse bingo event at a rental fee of \$1.00, contingent upon provision of appropriate liability insurance coverage. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

Town Hall demolition grant: The Administrator reported no new updates. The grant cycle has not yet opened, but the application is still being actively pursued.

NEW BUSINESS:

Vicky Loeffler-Bernheisel made a motion to have the Trustees take their maximum salary allowance for 2026. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Andrew Bick made a motion to have Kim Ronau oversee the operations of the Township buildings, Andrew Bick is in charge of the cemetery and Vicky Loeffler-Bernheisel oversees the road maintenance. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Vicky Loeffler-Bernheisel made a motion to appoint Kim Ronau as our representative to the Health District, Andrew Bick as our representative to the Solid Waste Management District, and Vicky Loeffler-Bernheisel as our TMACOG representative. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

Vicky Loeffler-Bernheisel made a motion to appoint Andrew Bick as the Sunshine Law Representative. Kim Ronau seconded the motion. Roll call: All voted yes. Motion approved.

010526-01 Andrew Bick submitted the following Resolution and moved for its adoption: WHEREAS it is a benefit to the Trustees, Clerk and Zoning Inspector or Zoning Board Members to attend State Conventions of the Township Trustees and Fiscal Officers Association, National Convention, Township related meetings and informational seminars.

WHEREAS, it has been determined the need and priority of attending these meetings and seminars will benefit the Township with better informed Trustees, Fiscal Officer and Zoning Inspector or Zoning Board Members therefore,

BE IT RESOLVED, that the expenses, such as fees, reservations, rooms, food, parking and travel at the effective IRS rate per mile be authorized to attend winter, summer, and national conventions, meetings and seminars. Furthermore, any other travel outside the Township on Township business shall be paid at the rate of effective IRS rate per mile. No room and board will be paid for seminars where location is within a 50-mile radius of the township. Kim Ronau seconded the resolution. Roll call: all voted yes. Resolution approved.

RECORDS RETENTION:

Vicky Loeffler-Bernheisel made a motion to appoint Andrew Bick as chairman of the Records Retention Committee, Linda Decker as secretary of the Records Retention Committee and to retain all 2025 records. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Moratorium Proposal – Commercial/High-Energy Uses

Trustee Vicki Loeffler Bernheisel presented a draft resolution proposing a 365 day moratorium, with an option to renew, on the acceptance, processing, or approval of zoning applications, certificates, variances, site plans, building permits, or other approvals for:

- Data center facilities and related uses; and
- Commercial and industrial high energy use facilities in all zoning districts, while the Township updates its land use plan, zoning resolution, and administrative procedures

It was clarified that the proposed moratorium would not affect typical residential construction or existing permitted commercial uses, but would apply to new qualifying commercial/high-energy projects.

Trustees agreed to forward the draft to legal counsel (John Borell) for review.

Snow removal backup: Andrew Bick holds a CDL and has accompanied Dan on snow-plowing operations. The Board acknowledged the need to establish a more formal backup plan for plowing operations.

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 Kim Ronau made a motion to adjourn at 8:30 p.m., which was seconded by Vicky Loeffler-Bernheisel: Roll call: all voted yes. Motion approved.

Richfield Township Fiscal Officer

Payment Listing

12/16/2025 to 12/31/2025

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
603-2025	12/22/2025	12/22/2025	EP	Stephen B Bettinger	\$890.02	C
604-2025	12/22/2025	12/22/2025	EP	Andrew Bick	\$836.64	C
605-2025	12/22/2025	12/22/2025	EP	Keith Clonch	\$821.08	C
606-2025	12/22/2025	12/22/2025	EP	LINDA S DECKER	\$1,423.54	C
607-2025	12/22/2025	12/22/2025	EP	Andrew Lumbrezor	\$856.64	C
609-2025	12/23/2025	12/23/2025	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$2,343.22	C
610-2025	12/23/2025	12/23/2025	EW	Ohio Police & Fire Pension Fund	\$4,018.86	C
611-2025	12/29/2025	12/29/2025	EP	Adam L Grine	\$615.71	C
612-2025	12/29/2025	12/29/2025	EP	Kevin P Kross	\$632.18	C
613-2025	12/29/2025	12/29/2025	EP	Lucas Parmelee	\$1,248.89	C
614-2025	12/29/2025	12/29/2025	EP	Herbert K Scarborough	\$1,318.64	C
615-2025	12/29/2025	12/29/2025	EP	Ryan E Sedlock	\$1,536.37	C
616-2025	12/29/2025	12/29/2025	EP	Daniel William Walters	\$1,232.10	C
617-2025	12/29/2025	12/29/2025	EP	Hannah E Wilson	\$178.15	C
619-2025	12/29/2025	12/29/2025	EP	Wendy Waisner	\$397.04	C
621-2025	12/29/2025	12/29/2025	CH	Ohio Bureau of Workers Compensation	\$372.27	O
622-2025	12/31/2025	01/02/2026	CH	KEY BANK	\$55.00	C
14097	05/08/2025	05/08/2025	AW	United Rentals	\$242.86 *	V
14097	12/31/2025	01/02/2026	AW	United Rentals	-\$242.86	V
14197	07/26/2025	07/26/2025	AW	Dianne Miller	\$50.00 *	V
14197	12/31/2025	01/02/2026	AW	Dianne Miller	-\$50.00	V
14387	12/23/2025	12/23/2025	AW	Verizon	\$81.51	O
14388	12/23/2025	12/23/2025	AW	Steve Bettinger	\$8,725.92	O
14389	12/23/2025	12/23/2025	AW	MCI	\$28.93	O
14390	12/23/2025	12/23/2025	AW	BUCKEYE BROADBAND	\$297.94	O
14391	12/23/2025	12/23/2025	AW	TOLEDO EDISON	\$670.03	O
14392	12/23/2025	12/23/2025	AW	Summit Fire and Security	\$184.90	O
14393	12/23/2025	12/23/2025	AW	Juan Martinez	\$600.00	O
14394	12/23/2025	12/23/2025	AW	Scott Rhodus	\$240.00	O
14395	12/23/2025	12/23/2025	AW	Joseph Navarre	\$720.00	O
14396	12/23/2025	12/23/2025	AW	Habib Howard	\$300.00	O
14397	12/23/2025	12/23/2025	AW	LINDA Decker	\$500.93	O
14398	12/23/2025	12/23/2025	AW	DOYLE RONA U	\$150.00	O
14399	12/29/2025	12/29/2025	AW	LYONS LP GAS CO., INC.	\$912.83	O
Total Payments:					\$31,896.48	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$31,896.48	

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

Payment Listing

12/16/2025 to 12/31/2025

reference.

Payment Listing

1/1/2026 to 1/5/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
1-2026	01/02/2026	01/02/2026	EW	Michigan Department of Treasury	\$121.38	O
2-2026	01/02/2026	01/02/2026	EW	Michigan Department of Treasury	\$174.43	O
3-2026	01/02/2026	01/02/2026	EW	Michigan Department of Treasury	\$122.15	O
4-2026	01/02/2026	01/02/2026	EW	Michigan Department of Treasury	\$106.34	O
5-2026	01/02/2026	01/02/2026	EW	Michigan Department of Treasury	\$108.57	O
6-2026	01/02/2026	01/02/2026	EW	Michigan Department of Treasury	\$131.77	O
7-2026	01/02/2026	01/02/2026	EW	Michigan Department of Treasury	\$108.85	O
8-2026	01/02/2026	01/02/2026	EW	Michigan Department of Treasury	\$211.34	O
9-2026	01/02/2026	01/02/2026	EW	Michigan Department of Treasury	\$140.61	O
10-2026	01/03/2026	01/03/2026	EW	OHIO PUBLIC EMPLOYEES DEFERRED CC	\$50.00	O
11-2026	01/03/2026	01/03/2026	EW	SCHOOL DISTRICT INCOME TAX PROGRAI	\$123.06	O
12-2026	01/03/2026	01/03/2026	EW	TREASURER OF STATE OF OHIO	\$426.63	O
14400	01/05/2026	01/05/2026	AW	VERIZON WIRELESS	\$320.91	O
14401	01/05/2026	01/05/2026	AW	Andrew Lumbrezer	\$447.50	O
14402	01/05/2026	01/05/2026	AW	InfoStream Solutions	\$50.00	O
14403	01/05/2026	01/05/2026	AW	Daniel Walters	\$344.05	O
Total Payments:					\$2,987.59	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$2,987.59	

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

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