

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

January 20, 2026

The regular meeting of the Richfield Township Trustees was called to order by Andrew Bick 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:** Chairman Andrew Bick – present  
Co-Chairman Vicky Loeffler-Bernheisel – present  
Kim Ronau - present

**ADMINISTRATIVE REPORTS:**

The clerk provided copies of the minutes from the January 5, 2026 meeting, current Cash Summary Report, Revenue Report, and Pending Warrants Report.

**READING AND APPROVAL OF MINUTES:**

Vicky Loeffler made a motion to approve the January 5, 2026 minutes as presented. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

**PRESENTATION OF THE BILLS:**

The attached listings of warrants (14404 – 14435) were presented for approval:

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

**PUBLIC COMMENTS:**

**Fire Department Funding & Levy Discussion**

- Trustees discussed holding a special meeting devoted solely to the fire department, its funding, staffing, and long-term options.
- Current funding status:
  - According to information from administrator, the fire department is funded through November under current staffing (two daytime personnel, no additions).

- Levy deadline:
  - Deadline for placing a levy on the ballot is February 4. There was concern this timing is not realistic.
  - An emergency levy option was mentioned as a possible alternative.
- Operational concerns (from firefighters/citizens):
  - Nighttime staffing is very thin; “a handful” of people respond to night calls.
  - Risk of losing the Harding Township contract due to missed or uncovered calls due to lack of volunteers/staff.
- Financial information:
  - Chief Pete has prepared cost estimates for 2-person and 3-person 24/7 staffing; this information was given to Trustees and presented to the public in 2025.
  - Questions regarding expenditures for fire department, expenditures include supplies, utilities, repairs/maintenance, replacing expired drugs/equipment, etc. This will be addressed at the special meeting for the fire department, date to be determined.
- Alternative service models discussed:
  - Options could include turning over to Springfield or Sylvania fire departments at their current millage rates (Springfield ~12 mills, Sylvania ~16 mills).
  - Concern that such an arrangement could result in substantially higher total millage for residents.
- Historical levy structure:
  - Original fire levy (2.5 mills) was written to yield a fixed \$150,000, regardless of growth; because it was structured as a fixed-sum levy, meaning additional population growth and property value increases did not raise the total funds collected, effectively reducing the per-parcel cost.
  - The 2024 levy renewal was written so revenue now increases as new properties are added (no longer capped at \$150,000).

#### **Action/Next Steps:**

- Hold a public fire-only funding/finance meeting once all financial data from Chief Pete and the fiscal officer is compiled and reviewed. Date to be determined.
- Chief Pete and Keith to provide complete financial packages (staffing costs, equipment, past spending) for trustee and public review.

#### **Town Hall Building – Offer & Grant Options**

- Township received an unsolicited \$75,000 offer to purchase the old town hall.
- Residents questioned why a prior public vote to tear down the building was not followed. Trustees clarified the vote was advisory, not binding.
- There is a potential demolition grant, but the grant window had not yet opened.
- Discussion indicated:
  - Under Ohio law, township real property must be sold at auction, likely with a reserve price; the \$75,000 offer could not be accepted directly.

- Concern about cost of hosting an auction and the risk of low bids.

**Action/Next Steps:**

- Brief new trustees on the history of the building, the offer, and grant possibilities.
- Consider auction with a reserve and/or grant-funded demolition after more information is gathered.

**Steering Committee & Moderator Role (Land Use / Crossroads)**

- Questions raised about whether Karen Poore (Development Navigator) will return as moderator; it was clarified she was brought in only to help start the process.
- Keith has been acting as moderator/liaison between the steering committee and Crossroads. Residents voiced preference to have a moderator who lives in the township. A previous effort was made to solicit resident volunteers for the moderator position; however, no volunteers came forward.
- Suggestions were made to allow the steering committee to choose its own moderator from among its members, who could also serve as liaison to Crossroads.
- The current contract with Crossroads contains an error identifying the township as Richland Township. Crossroads will be contacted to correct the name to Richfield Township.

**Action/Next Steps:**

- Refer the moderator/liaison question to the steering committee for recommendation.

**Community Survey Distribution**

- Steering committee/community survey:
  - Flyers (approx. 350) printed; 300 distributed, 50 brought to the meeting; additional paper surveys available.
  - Volunteers are going door-to-door in an effort to increase the number of completed surveys.

**FIRE:**

No fire report.

**ZONING:**

**Zoning Inspector – Interim Coverage & Hiring Plan**

- Interim permits:
  - Don Riedler will write permits.

- Trustee Kim Ronau will sign permits until a new zoning inspector is hired.
- **Compensation plans for Zoning Inspector Position:**

Trustee Ronau provided the following compensation plans:

- Plan A:
  - \$23/hour
  - Maximum 15 hours/month
  - \$200/month stipend
  - Approx. \$6,540/year
- Plan B:
  - \$25/hour
  - Same 15-hour cap, \$200 stipend
  - Approx. \$6,900/year
- **Job description:**
  - Updated to explicitly include enforcement authority (letters, violations, court referrals) while following the required multi-step process.
  - A clause was added to address impartiality (no favoritism toward friends, family, neighbors).

Vicky Loeffler made a motion to approve Plan A - \$23.00/hour, maximum of 15 hours per month with an additional \$200.00 stipend. Andy Bick seconded the motion. Roll call: all voted yes. Motion approved.

- **Advertising strategy:**
  - First, advertise locally: township website, community Facebook pages, and word-of-mouth, in hopes of hiring a township resident.
  - If inadequate response, expand to Indeed and possibly Lucas County channels.

Discussion on accepting resignation email of Dan Walters as zoning inspector. Trustee Loeffler would like a written copy.

Andrew Bick made a motion to accept the resignation of Dan Walters as zoning inspector. Kim Ronau seconded the motion. Roll call: Bick-yes, Ronau-yes, Loeffler-No. Motion approved.

## **FISCAL OFFICER:**

### **Harding Township Fire Contract**

- Fiscal officer reported:
  - Harding Township pays \$12,500 per quarter, covering 63 runs per year.
  - Additional runs beyond 63 are billed at \$800 per run.

- In 2025, there were 6 extra runs (total additional revenue \$4,800).

### **Fire Station Rental & Use Policy**

- Trustees confirmed a \$1 rental fee for community use of the fire station space (purse party fundraiser).
- Concern: potential damage to township property. Options discussed:
  - Damage deposit or credit card hold.
  - Requiring proof of insurance (certificate of liability) from renters
  - Clarification that the kitchen is typically not available for general public use; firefighters use it for department-run events such as the feather party.

### **Soil & Water Conservation**

- Asking for financial support in the amount of \$300.00
- Offer a wide range of services including: Agricultural Initiatives, Educational Programs, Community Engagement.

Andrew Bick made a motion to provide financial support to the Lucas County Soil & Water District in the amount of \$300.00. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Blanket Certificates 4 – 54 presented to Trustees for their approval.

Andrew Bick made a motion to approved Blanket Certificates 4-54 (see attachment). Vicky Loeffler seconded the motion. Roll call: all voted yes. Motion approved.

### **ROADS:**

The Board discussed the need for a backup plan for snow plowing when Dan is unavailable. Administrator Keith Clonch, who holds a CDL, will assist with plowing when he is available. The Trustees will further research options for securing additional qualified personnel to provide snow plowing services as needed.

### **ADMINISTRATOR:**

No report.

### **TRUSTEE REPORTS:**

#### **Zoning Moratorium & Data Centers / Solar / Heavy Industrial**

- Trustee Loeffler is working with Assistant Prosecutor John Borell to develop a 365-day moratorium on data centers and advanced manufacturing uses in agricultural areas.
- Purpose: Pause new large, heavy-industrial-type applications while the township updates its land use plan and zoning.

- Clarifications made:
  - Moratorium will not affect routine residential or existing commercial expansions (local businesses like a gas station expanding).
  - Only new data-center/large-industrial-scale proposals would be paused.
- **Solar fields:**
  - Harding Township adopted detailed solar zoning under Ohio Senate Bill 52, which gives townships control over projects under 50 MW.
  - Large fields are already appearing in nearby townships; the board agreed Richfield's zoning rewrite must address both small and large solar installations.

### **OLD BUSINESS:**

No old business.

### **NEW BUSINESS:**

#### **Road Maintenance, Snow Plowing & Berkey / Metroparks**

##### Village of Berkey Snow Plowing

- Township provides snow plowing on select non-state roads in Berkey approx. 3.3 miles).
- Current fee: \$1,700/year
- Trustees agreed to continue at the current rate of \$1700.00 per year, considering Berkey's limited mileage and the fact the township truck is already nearby.

##### Metroparks / Secor Park Fire Coverage

- Township provides fire protection to Secor Metroparks, a significant portion of which lies in Richfield Township.
- Historic payment: \$1,188/year (set by the county auditor based on property value).
- Discussion on increasing the fee with possibility of building in an automatic annual increase of 3%.
- Agreement to hold off issuing an invoice until a more thorough review (with input from Administrator Keith Clonch and Chief Pete)

#### **Informational Meeting Farm Bureau**

- An informational meeting has been scheduled for Monday, January 26, 2026, at 6:00 p.m. at the Richfield Township Fire Station, 114550 Sylvania Avenue, Berkey, Ohio.

- The public, along with Zoning Board members, Steering Committee members, and Trustees, are invited to attend. Dale Arnold, Legislative Director with the Ohio Farm Bureau, will present on the following topics: wind energy, solar energy, heavy industrial zoning, and the protection of viable farmland.

**PUBLIC NOTICE:**

The following information can be viewed on the Richfield Township website at: [www.richfieldtp.com](http://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 garbage pickup
10. Community Links.

There being no further business Kim Ronau made a motion to adjourn at 8:50 p.m., which was seconded by Vicky Loeffler-Bernheisel: Roll call: all voted yes. Motion approved.

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Richfield Township Fiscal Officer

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**Payment Listing**

1/21/2026 to 2/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
13-2026	01/09/2026	01/09/2026	CH	Capital One	\$992.45 *	C
13-2026	02/01/2026	02/02/2026	NEG ADJ	Capital One	-\$1.92	C
25-2026	01/21/2026	01/21/2026	CH	BUCKEYE BROADBAND	\$120.47	C
26-2026	01/21/2026	01/21/2026	CH	Verizon	\$95.50	C
27-2026	01/21/2026	01/21/2026	EP	Devin R Barnaby	\$163.03	C
28-2026	01/21/2026	01/21/2026	EP	Derek Braithwaite	\$9.05	C
29-2026	01/21/2026	01/21/2026	EP	Keith Clonch	\$45.28	C
30-2026	01/21/2026	01/21/2026	EP	JAMES D CROOKS	\$756.04	C
31-2026	01/21/2026	01/21/2026	EP	Jeshua D Drouillard	\$45.28	C
32-2026	01/21/2026	01/21/2026	EP	Matthew J Fritsch	\$71.26	C
33-2026	01/21/2026	01/21/2026	EP	Tanner S Glass	\$92.35	C
34-2026	01/21/2026	01/21/2026	EP	Katelyn Greiner	\$27.17	C
35-2026	01/21/2026	01/21/2026	EP	Kimberly S Greiner	\$18.47	C
36-2026	01/21/2026	01/21/2026	EP	Adam L Grine	\$122.76	C
37-2026	01/21/2026	01/21/2026	EP	Kevin P Kross	\$685.87	C
38-2026	01/21/2026	01/21/2026	EP	Jennifer M Kummerer	\$9.05	C
39-2026	01/21/2026	01/21/2026	EP	Trevor L Linnenkugel	\$172.09	C
40-2026	01/21/2026	01/21/2026	EP	Andrew Lumbrezer	\$97.98	C
41-2026	01/21/2026	01/21/2026	EP	JEROME L LUMBREZER	\$962.01	C
42-2026	01/21/2026	01/21/2026	EP	JOHN LUMBREZER	\$721.50	C
43-2026	01/21/2026	01/21/2026	EP	Christian D Maley	\$81.51	C
44-2026	01/21/2026	01/21/2026	EP	Jeffrey D Mason	\$240.11	C
45-2026	01/21/2026	01/21/2026	EP	Curtis L Menke	\$27.17	O
46-2026	01/21/2026	01/21/2026	EP	Aaron Joseph Miller	\$160.33	C
47-2026	01/21/2026	01/21/2026	EP	Morgan Anne Miller	\$9.05	C
48-2026	01/21/2026	01/21/2026	EP	Lucas Parmelee	\$416.64	C
49-2026	01/21/2026	01/21/2026	EP	Joseph E Santiago	\$181.15	C
50-2026	01/21/2026	01/21/2026	EP	Herbert K Scarborough	\$862.63	C
51-2026	01/21/2026	01/21/2026	EP	Ryan E Sedlock	\$470.98	C
52-2026	01/21/2026	01/21/2026	EP	Wendy Waisner	\$120.05	C
53-2026	01/21/2026	01/21/2026	EP	Jennifer Willey	\$199.26	C
54-2026	01/21/2026	01/21/2026	EP	Hannah E Wilson	\$26.72	C
55-2026	01/21/2026	01/21/2026	EP	Sandra M Witt	\$41.17	C
57-2026	01/22/2026	01/22/2026	EW	IRS	\$3,303.99	C
58-2026	01/22/2026	01/22/2026	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$2,345.86	C
59-2026	01/22/2026	01/22/2026	EW	Ohio Police & Fire Pension Fund	\$3,969.38	C
60-2026	01/26/2026	01/25/2026	EP	Andrew Bick	\$850.98	C
61-2026	01/26/2026	01/25/2026	EP	Keith Clonch	\$786.46	C
62-2026	01/26/2026	01/25/2026	EP	LINDA S DECKER	\$1,448.00	C
63-2026	01/26/2026	01/25/2026	EP	Katelyn Greiner	\$199.26	C
64-2026	01/26/2026	01/25/2026	EP	Trevor L Linnenkugel	\$99.63	C
65-2026	01/26/2026	01/25/2026	EP	Vicky Loeffler Bernheisel	\$955.50	C
66-2026	01/26/2026	01/25/2026	EP	Lucas Parmelee	\$1,218.94	C
67-2026	01/26/2026	01/25/2026	EP	Kim M Ronau	\$959.05	C
68-2026	01/26/2026	01/25/2026	EP	Herbert K Scarborough	\$1,318.64	C
69-2026	01/26/2026	01/25/2026	EP	Ryan E Sedlock	\$1,536.37	C

**Payment Listing**

1/21/2026 to 2/28/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
70-2026	01/26/2026	01/25/2026	EP	Daniel William Walters	\$1,717.17	C
72-2026	01/26/2026	01/25/2026	EP	Jeshua D Drouillard	\$379.15	C
74-2026	01/27/2026	01/27/2026	CH	Ohio Bureau of Workers Compensation	\$1,837.27	C
75-2026	01/27/2026	01/27/2026	EP	Tanner S Glass	\$568.13	C
77-2026	01/29/2026	01/29/2026	EP	Hannah E Wilson	\$178.15	C
79-2026	01/30/2026	01/30/2026	EP	Wendy Waisner	\$397.04	O
81-2026	02/01/2026	02/01/2026	CH	KEY BANK	\$55.00	C
14436	02/01/2026	02/01/2026	AW	Lucas Soil & Water Conservation District	\$300.00	O
14437	02/01/2026	02/01/2026	AW	LINDA Decker	\$500.93	O
14438	02/01/2026	02/01/2026	AW	LYONS LP GAS CO., INC.	\$3,028.73	O
14439	02/01/2026	02/01/2026	AW	ARS Refuse Service	\$52.76	O
14440	02/01/2026	02/01/2026	AW	Scott Rhodus	\$240.00	O
14441	02/01/2026	02/01/2026	AW	VERIZON WIRELESS	\$201.31	O
14442	02/01/2026	02/01/2026	AW	ESO Solutions Inc.	\$7,879.03	O
14443	02/03/2026	02/02/2026	AW	Daniel Walters	\$322.52	O
14444	02/03/2026	02/02/2026	AW	InfoStream Solutions	\$50.00	O
Total Payments:					\$43,749.26	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$43,749.26	

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.