

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

March 2, 2026

The regular meeting of the Richfield Township Trustees was called to order by Andrew Bick at 6:15 p.m. at the Richfield Township Fire Department at 11450 Sylvania Avenue, 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 February 17, 2026, current Cash Summary Report, Revenue Report, February Bank Reconciliation and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

Kim Ronau made a motion to approve the February 17, 2026 minutes as presented. Vicky Loeffler seconded the motion. Roll call: all voted yes. Motion approved.

PRESENTATION OF THE BILLS:

The attached listings of warrants (14462– 144) 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:

No public comments.

FIRE:

Chief Pete presented the **year-to-date run statistics:**

- **2024:** 52 runs
- **2025:** 49 runs
- **2026 (current year):** 47 runs (through February)

Chief Pete reported that Hannah Wilson submitted her resignation after accepting full-time employment elsewhere.

Kim Ronau made a motion to accept the resignation of Hannah Wilson effective immediately. Vicky Loeffler seconded the motion. Roll call: all voted yes. Motion approved.

Regarding day-shift coverage, Chief Pete confirmed there are no issues filling day-shift positions and that there is sufficient staff interest in those shifts.

Trustee Bick thanked Chief Pete for allowing the steering committee to hold public meetings at the station.

ZONING:

The Board of Zoning Appeals (BZA) will hold a public hearing on March 3, 2026, at 6:00 p.m. at the Richfield Township Maintenance Building, located at 3951 Washburn Road, Berkey, Ohio, to consider a zoning amendment related to allowing solar panels on the front side of houses facing the road on Miller Road.

Doug Ronau, Chairman of the Zoning Board, raised a concern regarding a trailer and dumpster located within the road right-of-way on a property along Central Avenue. The Board discussed contacting the Lucas County Sheriff's Office to request that a deputy investigate the matter. It was noted that, once a Zoning Inspector is hired, such issues would fall under that position's responsibilities.

FISCAL OFFICER:

Timesheets were reviewed by the Trustees.

The Lucas County Sheriff's Office reported a total of eight (8) hours of patrol within the township during the preceding two-week period. No citations, warnings, or traffic stops were issued. Deputies conducted routine patrols of Gibbs Road, township businesses, and township government buildings.

The Trustees reviewed the ballot language for the upcoming fire levy scheduled for May 5, 2026, as provided by the Lucas County Board of Elections. The proposed levy is an additional tax for the benefit of Richfield Township for the purpose of fire protection and emergency services, including the maintenance and provision of fire apparatus, appliances, buildings, and sites; operating expenses; sources of water supply; payment of permanent, part-time, or volunteer firefighters and EMS personnel; the purchase of equipment; and other EMS services operated by the fire department.

Andrew Bick made a motion to accept the ballot language as presented for the fire levy on May 5th, 2026. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

The Fiscal Officer further reported that the township is expected to receive a second advance on real estate property tax from the County Auditor within approximately two weeks, in the total amount of \$143,047.54 to be allocated as follows:

- **\$47,298.60** to the General Fund
- **\$17,409.18** to the Road & Bridge Fund
- **\$78,339.76** to the Fire Fund

TRUSTEE REPORTS:

Trustee Ronau reported:

- The township dump truck has been repaired and picked up. The invoice in the amount of \$685.00 has been submitted to the Fiscal Officer.
- Fiscal Officer confirmed that the Trustees approved the allocation of the remaining \$13,200.00 for the zoning/Crossroads work at the February 17, 2026 meeting.
- Regarding the Board of Zoning Appeals, some members have expressed a desire to step down. The Fiscal Officer will place advertisements on social media as well as the community website to seek interested applicants.
- Graffiti on the Gibbs Road Bridge has become severe and includes foul language. Trustee Ronau will notify Dan Walters, Road Maintenance Supervisor, that the bridge will need to be repainted, as it is the township's responsibility to address this issue.
- She will be attending the Lake Erie Regional meeting this week and an Advisory meeting next week.
- There was discussion about the need for someone to be available when Dan Walters is not present to provide backup.

Trustee Loeffler-Bernheisel reported:

- Would like to purchase the Microsoft Office 365 for the Trustees, Fiscal Officer and possible department heads. The cost estimate is approximately \$140.00 per year per person. Initial plan: start with four users (trustees + Linda), then potentially expand.

Kim Ronau made a motion to purchase Microsoft Office 365 for approximately \$140.00 for the Trustees, Fiscal Officer. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

- Vicky would like to explore the purchase of a time clock system for all township employees, as well as for the Lucas County Deputy Sheriffs who patrol the township. The Fiscal Officer will obtain quotes for time clock systems and report back at the next meeting. The Trustees were all in agreement to pursue.

- The appropriate contact overseeing the Lucas County Deputies assigned to the township will be contacted regarding questions related to hours and accountability.

Chief Pete reported that the fire department is not currently experiencing any issues related to abuse of time cards and expressed concern about the cost and complexity of implementing an integrated door access and time tracking system. There was discussion regarding how such a system would function for volunteer personnel.

The primary concern appears to relate to the contracted hours of the Lucas County Sheriff's Deputies rather than fire department staff. As the deputies are contracted, they may not be willing to comply with additional time-tracking requirements. Any suspected fraud should be reported to the designated liaisons at the Sheriff's Office. Trustee Loeffler-Bernheisel will contact the liaison to discuss these concerns.

There was a general consensus to continue researching available options, to involve the Fire Chief in the evaluation process, and to carefully consider the implications for the Sheriff's contract before moving forward with implementation.

Andrew Bick reported:

- The Steering Committee will hold a community engagement meeting/open house on March 19 from 6:00 p.m. to 8:00 p.m. at the Richfield Township Fire Department. All residents are encouraged to attend. Notice of the meeting will be advertised on the township sign at the fire department, and all residents will receive a letter by mail.
- All Trustees will attend the Lucas County Engineer's Office annual meeting to receive updates on road work in Richfield Township and the surrounding area and to raise any township concerns. Items to be addressed include the roundabout light pole that has been struck again. The Trustees will also ask whether the County or Edison/FirstEnergy has more direct contacts or procedures for coordinating such repairs, as the township's prior calls have had limited success.

OLD BUSINESS:

Continued discussion was held regarding the Zoning Inspector position and the candidacy of Zachery Mikolajczyk, who was interviewed at the previous meeting. The Trustees were in agreement that he is qualified for the position and brings valuable experience from his work with the Lucas County Engineer's Office.

Vicky Loeffler-Bernheisel made a motion to hire Zachery Mikolajczyk as Zoning Inspector, effective date to be determined. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Vicky Loeffler-Bernheisel will contact Mr. Mikolajczyk to notify him of his approval for the Zoning Inspector position, establish a start date, and coordinate training with the previous Zoning Inspector, Dan Walters.

Regarding cyber security training, the Fiscal Officer has submitted a request to the Ohio Township Association (OTA) for training and is awaiting confirmation of available dates and times. The Fiscal Officer will follow up with the OTA again as well as contacting Townships insurance provider, Hylant Insurance for possible cyber training.

NEW BUSINESS:

Hylant Insurance, the township's current insurance provider, is up for renewal on **June 3, 2026**. The Fiscal Officer will send the renewal documents to the Trustees and the Fire Chief for their review. The Trustees indicated that they do not wish to go out for bid this year.

There was discussion regarding the upcoming May primary election. Trustee Bick will be at the fire station at 5:30 a.m. to allow the Board of Elections staff into the building. Jim will serve as the backup contact in case any issues arise. It was noted that staff should be instructed on how to properly unlock and hold open the front door without using makeshift props, and to ensure that doors are locked correctly when the polls open and close, in accordance with election rules.

Further discussion was held on the need for a backup plan for snow removal when Dan is unavailable. The Trustees agreed to consider identifying three or four community members with CDL licenses who could be hired or called in during snow emergencies to prevent a single employee from working excessively long shifts. The goal is to have this plan in place by October 2026.

Trustee Loeffler-Bernheisel reported resident William Consolo offered to assist without pay in a Township Administrator-type role, with:

- No independent authority;
- Tasks limited to gathering information and reporting back to trustees;
- Focus on smaller oversight matters (the time clock project, sheriff contracting/practices).

Vicky Loeffler-Bernheisel made a motion to appoint William Consolo to serve as Administrator, without compensation, pending the development and approval of a formal job description. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Job description to be drafted and reviewed at the next meeting.

Mr. Consolo has volunteered to contact the Sheriff's Office (or the appropriate project lead) regarding the trailer located in the right-of-way, as well as current time and dispatch

practices for contracted coverage. He expressed concern that deputies may not always log into dispatch for every stop, which could create liability and safety issues if an incident occurs and their location is unknown. Mr. Consolo will coordinate with Chief Pete on any review of time clock options.

Chip Ford was recognized for his 43 years of service as a volunteer fire-fighter. Chip, responded to numerous calls and runs, including frequent assistance to township residents as well as served as Santa Claus for community events, Trustees and attendees expressed thanks and appreciation to Chip for his decades of service.

Trustee Loeffler-Bernheisel has a fire department financial power point if anyone wishes to stay after the meeting she will be presenting.

PUBLIC NOTICE:

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. 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 7:05 p.m., which was seconded by Vicky Loeffler-Bernheisel: Roll call: all voted yes. Motion approved.

Richfield Township Fiscal Officer

Payment Listing

2/18/2026 to 3/2/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
101-2026	02/22/2026	02/22/2026	EP	Andrew Bick	\$860.15	C
102-2026	02/22/2026	02/22/2026	EP	Keith Clonch	\$791.90	C
103-2026	02/22/2026	02/22/2026	EP	LINDA S DECKER	\$1,466.33	C
104-2026	02/22/2026	02/22/2026	EP	Jeshua D Drouillard	\$199.26	C
105-2026	02/22/2026	02/22/2026	EP	Tanner S Glass	\$572.36	C
106-2026	02/22/2026	02/22/2026	EP	Katelyn Greiner	\$208.32	C
107-2026	02/22/2026	02/22/2026	EP	Jeremiah Johnson	\$169.82	C
108-2026	02/22/2026	02/22/2026	EP	Trevor L Linnenkugel	\$199.26	C
109-2026	02/22/2026	02/22/2026	EP	Vicky Loeffler Bernheisel	\$955.50	C
110-2026	02/22/2026	02/22/2026	EP	Christian D Maley	\$181.15	C
111-2026	02/22/2026	02/22/2026	EP	Lucas Parmelee	\$1,329.21	C
112-2026	02/22/2026	02/22/2026	EP	Kim M Ronau	\$959.05	C
113-2026	02/22/2026	02/22/2026	EP	Herbert K Scarborough	\$1,329.52	C
114-2026	02/22/2026	02/22/2026	EP	Ryan E Sedlock	\$1,541.81	C
115-2026	02/22/2026	02/22/2026	EP	Wendy Waisner	\$210.09	C
116-2026	02/22/2026	02/22/2026	EP	Daniel William Walters	\$880.66	V
116-2026	02/22/2026	02/22/2026	EP	Daniel William Walters	-\$880.66	V
118-2026	02/22/2026	02/22/2026	EP	Daniel William Walters	\$1,068.64	C
120-2026	02/24/2026	02/24/2026	CH	Capital One	\$2,558.36	C
121-2026	02/24/2026	02/24/2026	EW	OHIO PUBLIC EMPLOYEES DEFERRED CC	\$50.00	O
122-2026	02/24/2026	02/24/2026	EW	SCHOOL DISTRICT INCOME TAX PROGRAI	\$155.93	C
123-2026	02/24/2026	02/24/2026	EW	TREASURER OF STATE OF OHIO	\$548.83	C
124-2026	02/24/2026	02/24/2026	EW	IRS	\$4,292.56	C
125-2026	02/24/2026	02/24/2026	EW	Ohio Police & Fire Pension Fund	\$4,003.64	C
126-2026	02/24/2026	02/24/2026	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$2,523.06	C
127-2026	02/26/2026	02/26/2026	CH	STATE OF OHIO	\$0.95	C
128-2026	02/26/2026	02/26/2026	CH	SCHOOL DISTRICT INCOME TAX PROGRAI	\$0.27	C
129-2026	02/28/2026	02/28/2026	CH	Ohio Bureau of Workers Compensation	\$372.27	O
130-2026	03/02/2026	03/02/2026	CH	KEY BANK	\$55.00	C
131-2026	03/02/2026	03/02/2026	CH	STATE OF OHIO	\$372.54	C
14404	01/07/2026	01/07/2026	AW	Christian Maley	\$104.00 *	V
14404	02/24/2026	02/24/2026	AW	Christian Maley	-\$104.00	V
14462	02/24/2026	02/24/2026	AW	Travis Garlick	\$60.00	O
14463	02/24/2026	02/24/2026	AW	DOUGLAS A. RONAU	\$30.00	O
14464	02/24/2026	02/24/2026	AW	Don Reideler	\$30.00	O
14465	02/24/2026	02/24/2026	AW	Todd Lenart	\$30.00	O
14466	02/24/2026	02/24/2026	AW	Triotech	\$63.00	O
14467	02/24/2026	02/24/2026	AW	Lucas County Sheriff's Office	\$240.00	O
14468	02/24/2026	02/24/2026	AW	MCI	\$28.73	O
14469	02/24/2026	02/24/2026	AW	LYONS LP GAS CO., INC.	\$2,053.71	O
14470	02/24/2026	02/24/2026	AW	VERIZON WIRELESS	\$81.47	O
14471	02/24/2026	02/24/2026	AW	TOLEDO EDISON	\$578.15	O
14472	02/24/2026	02/24/2026	AW	Christian Maley	\$104.00	O
14472	04/02/2026	04/02/2026	AW	Christian Maley	-\$104.00 *	V
14473	02/26/2026	02/26/2026	AW	LINDA Decker	\$500.93	O
14474	02/26/2026	02/26/2026	AW	ARS Refuse Service	\$52.76	O

Payment Listing

2/18/2026 to 3/2/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14475	03/02/2026	03/02/2026	AW	Scott Rhodus	\$240.00	O
14476	03/02/2026	03/02/2026	AW	Cody Pence	\$240.00	O
14477	03/02/2026	03/02/2026	AW	Wex Bank	\$819.59	O
14478	03/02/2026	03/02/2026	AW	InfoStream Solutions	\$50.00	O
Total Payments:					\$32,074.12	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$32,074.12	

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.