

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

April 20, 2026

The regular meeting of the Richfield Township Trustees was called to order by Andrew Bick at 7:00 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 April 6, 2026 meeting, current Cash Summary Report, Revenue Report, and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

Kim Ronau made a motion to approve the April 6, 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 (14518– 14528) 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.

OLD BUSINESS:

Discussion on administrator wages. Trustee Ronau proposed \$11.00 per hour for 20 hours per month.

Clarification that wage approval was pending approval of the job description. Trustees reviewed the Township Administrator Job Description prepared by Trustee Loeffler.

Kim Ronau made a motion to approve the Township Administrator Job Description as presented. Vicky Loeffler-Bernheisel seconded the motion. All voted yes. Motion approve.

Kim Ronau made a motion to set the administrator wage at \$11.00/hour for 20 hours per month. Vicky Loeffler-Bernheisel seconded the motion. Roll call: All voted yes. Motion approved.

Interim Fire Chief job description reviewed by Trustees.

Kim Ronau made a motion to approve the Interim Fire Chiefs job description. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

Trustee Loeffler-Bernheisel administered the Oath of Office to William Consolo, Township Administrator and Ryan Sedlock, Interim Fire Chief.

PUBLIC COMMENTS;

Inquiry about a tire pickup in 2026. No events scheduled at this time, in the past Lucas County provided this free service.

Fiscal Officer will reach out to Lucas County to gather information on possible grants available for a future tire pickup event.

Steering Meeting will be held on April 23, 2026 at the fire station from 6:00 – 8:00 p.m. The meeting is being held to review Crossroads feedback from the March 19, 2026 community event, and review consolidated feedback on draft of the zoning codes.

Goats and Udder Things 4-H club and Richfield Township Fire Department sponsoring a roadside pick-up April 25th from 9-12. Participants will meet at the fire station, receive vests, trash bags, and road assignments, then walk designated routes while trash is later picked up with pickup trucks.

FIRE:

Staffing & Coverage

- Night shifts have been reopened; while not all nights are covered, the number of staffed nights has increased.
- April transport volume is slightly lower, though overall call volume remains variable.

Training

- April–May training is focused on trauma care and vehicle extrication.
- Residents are reminded to exercise caution at high-speed intersections.

Department Structure & Levy

- The distinction between a full-time department and a combination department (full-time, part-time, and volunteers) was explained.
- Richfield Township currently operates as a combination department with significant reliance on part-time staff and volunteers.
- Residents previously approved 24/7 fire coverage, which has been difficult to sustain under existing funding levels.
- The proposed 1.75 mill levy is characterized as critical to establishing sustainable 24/7 coverage, and residents were encouraged to support it.

Proposed Staffing Model

- A conceptual model was presented to hire four full-time firefighters on a 24/72 rotation (one per shift) to ensure continuous coverage.
- Additional coverage would be provided by part-time personnel on AM and PM shifts, and volunteers.

- A key objective is to improve night shift compensation and reliability, ensuring fairer pay and more dependable coverage.

Community and Long-Term Considerations

- Concern was expressed that neighboring jurisdictions (Sylvania) could seek to expand fire coverage into the township if Richfield does not strengthen its own fire/EMS system.
- The department's commitment to improving services while avoiding undue tax burdens on residents was emphasized.

ZONING:

Zoning Inspector Zach Mikolajczyk provided updates:

- One zoning application has been received and one permit issued to date this month.
- Multiple inquiries have been received from residents regarding zoning regulations.

Zoning Commission Discussion

- The Commission held a three-hour meeting to review proposed zoning resolution changes and a 200+ page draft zoning code prepared by Crossroads.
- Key topics included:
 - Lot size standards.
 - Cell tower height limits: the original 180 ft limit would have rendered existing 225 ft and 265 ft towers noncompliant; the height limit will be raised to ensure existing towers remain in compliance.
 - Solar energy systems: the draft code contains detailed provisions for both roof-mounted and ground-mounted solar installations.

Planning & Land Use Updates

- Tim Clancy outlined the planning framework and current progress:
 - The 1999 Land Use Plan is being updated.
 - An Evolving Conditions Report has been completed and will inform the narrative of the new Land Use Plan.
 - A Code Diagnostics Report has been prepared to identify gaps and necessary updates in the existing zoning code.
 - A third draft of the revised zoning map has been completed; this will be a focal point of an upcoming Thursday public session, at which residents are encouraged to provide feedback.
 - A 218-page draft zoning code is under review. Once adopted, it will replace the existing code and is significantly more comprehensive.
- The deadline for public and stakeholder feedback on the draft code/documents is the 24th of April, 2026.

FISCAL OFFICER:

- Cemetery
 - Three cemetery deeds were prepared, presented to Trustees for their signatures.:
 - Two graves sold to non-residents at \$2500 each.
 - Two graves sold to residents at \$800 each.
 - Total recent revenue from cemetery activity: \$6,600.

- Police Report (Last Two Weeks)
 - Total hours worked: 16 hours.
 - 9 warnings issued.
 - 10 traffic stops conducted.
 - 1 citation issued for speeding.
 - Focus areas:
 - Gibbs Road
 - Central & Lathrop
 - Sylvania-Washburn Road

- Road Funds Clarification
 - Responded to resident questions about whether road funds can be used for fire department expenses.
 - Clarified they cannot per Ohio Revised Code.
 - Road-related funds include:
 - Road & Bridge Fund
 - Gasoline Tax Fund
 - Motor Vehicle License Fund
 - Permissive Motor Vehicle License Fund
 - These funds are restricted to road maintenance, construction, and repairing roads.

Timesheets were distributed to Trustees for their review.

TRUSTEE REPORTS:

Trustee Ronau reported:

1. Maintenance Building
 - Locks at the maintenance building were changed from a code system to keyed entry; all necessary personnel now have keys.
 - Thanked Tim Clancy for donating a large-screen television for use in the maintenance building.
2. Town Hall Ownership & Contents
 - Township ownership of the Town Hall has been confirmed and the deed obtained.
 - Items will be inventoried, representatives from Holy Trinity will be invited to review items for possible retention. Remaining usable items may be donated to the fire station, or various agencies in Lucas County.
 - Planned process:
 - Conduct a full inventory of Town Hall contents.
 - Hold a brief public open house for residents to view items.
 - List surplus items on GovDeals for transparent public bidding.
3. Future of the Town Hall Building
 - Ongoing discussion with residents on whether to demolish, preserve, or sell the building. A prior community vote at a public meeting favored demolition.
 - Earlier demolition grant opportunities were missed; new grant opportunities may be available in the fall.
 - No new motion was passed; the current direction remains toward eventual demolition, contingent on grants and final decisions.

Trustee Loeffler-Bernheisel reported:

1. Internal Accident / Incident Report

- Introduced a new Internal Accident/Incident Report form for the township to document:
 - Employee injuries
 - Equipment damage
 - Vehicle accidents

Kim Ronau made a motion to approve the Internal Accident/Incident report as presented. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

2. Discussion of Ohio House Bill 96 requirements for cybersecurity preparedness.

- A proposal from Falcon Forge/a cybersecurity vendor was received:
 - Gap analysis: \$1,000
 - Implementation & training: \$500
 - Staff training: \$200 per participant (for administrative staff handling systems/records, not every employee).
 - Training cost will be reimbursed after completion.
- It was noted that:
 - Linda Decker, Fiscal Officer will reach out to Hylant Insurance, Ohio Township Association, Triotech and Falcon forge for detailed information.

3. Financial Planning & Controls

- Trustee Loeffler-Bernheisel outlined goals for financial governance:
 - Establish clearer financial reporting.
 - Develop a working budget.
 - Implement stronger purchasing guidelines.
 - Create grant approval procedures.
 - Implement a purchase-order-based system
 - Create a GovDeals process for surplus township property.
- A working group will be formed including Linda Decker, Tim Clancy, Karen Winn, Diane Miller, Tammy Jessen, Kim Ronau and others.
- Due to the size of this project, Trustee Loeffler-Bernheisel requested to shift her road responsibilities to Trustee Bick, to focus on finance and governance. Trustee Bick agreed.

4. Tornado Sirens

- Lucas County communicated an intention to eliminate county tornado siren support, potentially transferring responsibility to townships.
- Trustee Loeffler-Bernheisel spoke with Lucas County Commissioner Anita Lopez, explaining the township does not have funds budgeted for taking over the sirens.
- County is exploring funding to repair and maintain some sirens for now; once they fail, they may be phased out.

5. Fire Apparatus Grant

- The township is in contact with Vera, a grant writer hired by former Chief Scarborough, regarding a grant for a new fire engine.
- Estimated grant amount: approximately \$895,000, with a local match of

around \$35,000–\$40,000.

- The AFG grant period has not opened yet.
- Action: Interim Chief Ryan to follow up:
 - Clarify status of the grant.
 - Confirm any financial obligation to the grant-writing firm.
 - Determine if there is an exit option if the township chooses not to proceed.

4. Roads and Construction

- Upcoming road construction projects include resurfacing:
 - Brint Rd. from St. Rt 295 to Washburn Rd.
 - Lathrop Rd. from Bancroft to Sylvania Ave.
 - Raab Rd from Frankfort to Bancroft.

NEW BUSINESS:

Trustee Bick reported the next trustees meeting (Monday, May 4) cannot be held at the fire station's normal meeting room because: The Lucas County Board of Elections will be setting up voting machines in that space starting that evening. The meeting on May 4th will be moved to the Richfield Township maintenance building.

Board of Zoning Appeals (BZA) Recruitment

- The BZA has three vacant positions.
- At least one application and resume (from Jennifer Taylor) has been received.
- Additional interested residents are expected to attend the Crossroads/steering committee meeting on Thursday to pick up applications.
- Plans:
 - Bring BZA applications to Thursday's Steering Committee meeting.
 - Tentatively schedule interviews before a future trustees meeting
- Residents at the meeting were invited to consider serving on the BZA.

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 8:35 p.m., which was seconded by Vicky Loeffler-Bernheisel: Roll call: Ronau-yes, Loeffler-Bernheisel – yes, Bick – absent. Motion approved.

Richfield Township Fiscal Officer

Payment Listing

4/7/2026 to 4/20/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
193-2026	04/10/2026	04/10/2026	EW	IRS	\$2,849.89	O
194-2026	04/10/2026	04/10/2026	EW	OHIO PUBLIC EMPLOYEES DEFERRED CC	\$50.00	O
195-2026	04/10/2026	04/10/2026	EW	SCHOOL DISTRICT INCOME TAX PROGRAI	\$98.62	O
196-2026	04/10/2026	04/10/2026	EW	TREASURER OF STATE OF OHIO	\$429.47	O
197-2026	04/10/2026	04/10/2026	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$1,967.94	O
198-2026	04/10/2026	04/10/2026	EW	Ohio Police & Fire Pension Fund	\$3,980.80	O
199-2026	04/15/2026	04/15/2026	CH	Capital One	\$4,428.20	O
200-2026	04/19/2026	04/19/2026	CH	IRS	\$1,497.34	O
201-2026	04/19/2026	04/19/2026	EP	Tanner S Glass	\$572.36	O
202-2026	04/19/2026	04/19/2026	EP	Katelyn Greiner	\$399.49	O
203-2026	04/19/2026	04/19/2026	EP	Kimberly S Greiner	\$191.09	O
204-2026	04/19/2026	04/19/2026	EP	Jeremiah Johnson	\$357.24	O
205-2026	04/19/2026	04/19/2026	EP	Kevin P Kross	\$276.75	O
206-2026	04/19/2026	04/19/2026	EP	Lucas Parmelee	\$1,203.33	O
207-2026	04/19/2026	04/19/2026	EP	Joseph E Santiago	\$270.57	O
208-2026	04/19/2026	04/19/2026	EP	Ryan E Sedlock	\$1,541.81	O
209-2026	04/19/2026	04/19/2026	EP	Wendy Waisner	\$264.29	O
210-2026	04/19/2026	04/19/2026	EP	Daniel William Walters	\$1,122.55	O
211-2026	04/19/2026	04/19/2026	EP	Jennifer Willey	\$181.15	O
213-2026	04/20/2026	04/20/2026	EP	Jennifer Willey	\$270.57	O
14518	04/15/2026	04/15/2026	AW	TOLEDO EDISON	\$79.65	O
14519	04/15/2026	04/15/2026	AW	Ohio Department of Job & Family Services	\$239.46	O
14520	04/15/2026	04/15/2026	AW	Treasurer of Lucas County	\$7,576.21	O
14520	04/21/2026	04/21/2026	AW	Treasurer of Lucas County	-\$7,576.21 *	V
14521	04/15/2026	04/15/2026	AW	Juan Martinez	\$720.00	O
14522	04/15/2026	04/15/2026	AW	Triotech	\$63.00	O
14523	04/15/2026	04/15/2026	AW	Lucas County Township Association	\$307.00	O
14524	04/15/2026	04/15/2026	AW	Kim Ronau	\$13.05	O
14525	04/19/2026	04/19/2026	AW	TOLEDO EDISON	\$566.35	O
14526	04/19/2026	04/19/2026	AW	Richard Feltner	\$240.00	O
14527	04/19/2026	04/19/2026	AW	MCI	\$57.53	O
14528	04/20/2026	04/20/2026	AW	Daniel Walters	\$322.52	O
Total Payments:					\$32,138.23	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$32,138.23	

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.