

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

May 18, 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 W Sylvania Ave, Berkey, OH. 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 May 4, 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 May 18, 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 (14556– 14588) were presented for approval:

Vicky Loeffler-Bernheisel 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:

Interim Chief Sedlock reported the following:

- Recent Incidents: Several vehicle accidents occurred, with mutual aid provided by Sylvania and Springfield on certain calls. A large structure fire required response from approximately 12–15 Richfield personnel.

- **Training:** Ongoing, frequent “back-to-basics” training is being conducted, primarily on Wednesday evenings and additional nights, focusing on engine deployment, hose line deployment/establishment, and general operations.
- **Equipment & Maintenance:** New tires were installed on Engine 58 and Engine 59, replacing tires over 20 years old, at an approximate cost of \$6,300. Work continues to complete and standardize communications systems in all apparatus, with several radios and mobile data terminals being evaluated, refurbished, or reallocated in coordination with Lucas County radio staff.
- **Staffing & Coverage:** There are some overnight periods without in-station staffing, resulting in certain calls being covered by Sylvania or Springfield. Typical nighttime coverage is currently Mondays, Wednesdays, Fridays, and Saturdays, on a sporadic basis. Personnel residing outside the township receive a \$50-per-night stipend to stay at the station; personnel residing within the township receive a \$50-per-night stipend to remain on call from home. The Chief will review and report missed runs and coverage percentages.
- **Cleaning Funds:** The Chair reminded the Chief that \$700 is available under the zoning grant for carpet cleaning, with the township to pay the invoice and seek reimbursement. The Chief reported that Stanley Steemer and two other vendors are scheduled to inspect and provide estimates.
- **Post-Incident Review:** The Chief described current debriefing practices, including informal “hot wash” reviews after major incidents to identify strengths and areas for improvement, coordination with mutual aid chiefs by phone and email, and operations conducted under the National Incident Management System (NIMS).

ZONING:

Zoning Inspector Zach Mikolajczyk reported the following:

- **Permits:** Five permits were approved at the prior zoning meeting, including three new single-family homes, one pond, and one auxiliary building.
- **Planning / Zoning Code:** The Zoning Commission is currently reviewing the Land Use Plan and a new Zoning Ordinance. Materials must be submitted to the Lucas County Planning Commission by June 8 in order to be placed on the June Planning Commission agenda.
- **Complaint:** One complaint was received on May 16 regarding a property on Lathrop Road, citing accumulation of junk and noxious weeds and concerns about seed spread to neighboring property. The Zoning Inspector has not yet conducted a site inspection.

FISCAL OFFICER:

Time sheets were provided to the Trustees for their review.

Fiscal Officer Linda Decker presented the Quarter 1 Fire Department Financial Report. Quarter 1 Fire Department Financial Report

- Total Revenue (Q1): \$173,032, consisting of:
 - Fire Levies: \$150,927
 - Harding Township Contract: \$17,300
 - EMS Transport Fees: \$3,618
 - Secor Metro Park Contract: \$1,188
- Total Fire Department Expenditures (Q1): \$93,914
- Budget Comparison: A summary of the annual Fire Department budget versus Quarter 1 actual revenues and expenditures was reviewed with the Trustees.

Category	Annual Budget (\$)	Q1 Actual Spent (\$)	Remaining Budget (\$)
Personnel	\$280,500	\$64,975	\$217,797
Operations	\$118,500	\$28,440	\$87,788
Equipment & Capital	\$31,000	\$499	\$30,501
Total	\$430,000	\$93,614	\$336,386

- The Fiscal Officer offered to email the slide deck summary to any interested parties and circulated a sign-up sheet to collect email addresses.
- The financial report is attached for reference.

Sheriff's Report

The Fiscal Officer summarized the most recent Sheriff's Office activity report as follows:

- The Sheriff's Office provided 12 hours of township coverage since the last meeting.
- There were two traffic stops, including one citation issued for 74 mph in a 55 mph zone.
- Ongoing monitoring is being conducted at the Gibbs Road Bridge and at key intersections, including Richfield Center and Westburn.

TRUSTEE REPORTS:

Trustee Ronau reported that he is working on obtaining photographs of items for the upcoming auction at the Town Hall.

Trustee Loeffler-Berneisel inquired about how new forms are being communicated to departments. Fiscal Officer stated that newly created forms should be emailed to all departments with an explanation of their use. The Fiscal Officer will email the new injury/accident report form to all staff.

Trustee Bick had no report.

ADMINISTRATOR Bill Consolo:

- **Repairs and Equipment:**
 - Road Maintenance Supervisor Dan Walters repaired the damaged cement block with exposed rebar that had caused a tire puncture.
 - Three new tires were installed on the large John Deere tractor. Dan obtained multiple estimates and selected a vendor able to respond quickly, at a total cost of approximately \$2,600–\$2,700.

- **Maintenance Building Security:**
 - The maintenance building currently has no security system, raising concerns about unauthorized access and potential theft of major equipment (e.g., dump truck).
 - Dan supports installing exterior cameras and a basic security system.
 - The Administrator recommended a low-cost, app-based camera/alarm system (similar to residential systems such as Honeywell/Ring-style) rather than a fully monitored commercial alarm service.

- **Radios, MDTs, and Cost Estimates:**
 - The board discussed earlier rough estimates that replacement radios might cost about \$64,000 (eight radios at approximately \$8,000 each).
 - Fire personnel clarified the difference between portable radios, mobile (truck-mounted) radios, and MDTs (mobile data terminals/computers), noting that the current proposal before the board is focused mainly on MDTs (Surface Pros and related hardware), not a full radio replacement package.
 - The Fire Chief reported that six portable radios were located and sent to the county for re-authentication; a mobile radio from the old command vehicle is being reprogrammed for the brush truck; and another mobile radio from the acquired Lucas County life squad is available.
 - Consequently, only a limited number of new mobile radios are expected to be needed (for Engine 59, the tanker, and Medic 59), and the Chief is working with a contact who sells refurbished radios to significantly reduce costs below the earlier preliminary estimate.

ROADS:

No report.

NEW BUSINESS:

Grant Funding for Zoning/Land Use Project

- The township has received an additional \$13,200 in grant funds (administered via the state, with Crossroads involvement).
- Funds are allocated approximately as follows (per Trustees approval):
 - Mailings: \$2,000
 - Training and compensation: approximately \$6,500 (original intent including zoning code training and compensation for zoning inspector work).
 - Printing of Zoning and Land Use books:
 - \$2,000 for Zoning Code books
 - \$2,000 for Land Use Plan books
 - \$700 for Cleaning and preparation of the fire department meeting space for community meetings.
- Deadline to submit invoices for reimbursement is around July 8 (blackout period end), with final reporting due no later than July 31, to be confirmed from grant documentation.
- If invoices are not submitted by the deadline, unused amounts must be returned.

Discussion included: zoning inspector's salary related to zoning/land use work for grant reimbursement. Deadlines for submitting zoning, land use plan books for printing to meet deadlines (likely will need to prepay a printing company to meet deadline of invoice submissions). Interim Chief Sedlock will get estimates on carpet cleaning.

OLD BUSINESS:

The Fire Department presented a proposal to equip all vehicles with updated mobile data terminals (Microsoft Surface Pro devices) and related components, including Microsoft Complete Business coverage, armored glass, mounting hardware, protective cases, and required antennas to support real-time vehicle and personnel tracking. The total project cost is \$12,379. This upgrade will ensure that all vehicles are fully operational and consistently equipped, resolving current deficiencies where several units lack functional tracking and communication capabilities. While the expenditure is substantial, it was characterized as a necessary investment that should have been undertaken several years earlier to support operational readiness and responder safety.

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

- . Rubbish Contractor information for garbage pickup
- 10. Community Links.

There being no further business Kim Ronau made a motion to adjourn at 7:55 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

5/5/2026 to 5/18/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
254-2026	05/06/2026	05/06/2026	EW	TREASURER OF STATE OF OHIO	\$371.59	O
255-2026	05/06/2026	05/06/2026	EW	SCHOOL DISTRICT INCOME TAX PROGRAI	\$98.83	O
256-2026	05/06/2026	05/06/2026	EW	Michigan Department of Treasury	\$167.96	O
257-2026	05/06/2026	05/06/2026	EW	IRS	\$2,545.26	O
258-2026	05/06/2026	05/06/2026	EW	Ohio Police & Fire Pension Fund	\$3,353.40	O
259-2026	05/06/2026	05/06/2026	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$2,071.02	O
260-2026	05/06/2026	05/06/2026	EW	Michigan Department of Treasury	\$130.94	O
261-2026	05/06/2026	05/06/2026	EW	Michigan Department of Treasury	\$130.94	O
262-2026	05/06/2026	05/06/2026	EW	Michigan Department of Treasury	\$118.51	O
263-2026	05/16/2026	05/16/2026	EP	Tanner S Glass	\$518.01	O
264-2026	05/16/2026	05/16/2026	EP	Katelyn Greiner	\$399.49	O
265-2026	05/16/2026	05/16/2026	EP	Kevin P Kross	\$680.02	O
266-2026	05/16/2026	05/16/2026	EP	JOHN LUMBREZER	\$178.15	O
267-2026	05/16/2026	05/16/2026	EP	Lucas Parmelee	\$1,342.92	O
268-2026	05/16/2026	05/16/2026	EP	Joseph E Santiago	\$391.43	O
269-2026	05/16/2026	05/16/2026	EP	Daniel William Walters	\$1,364.71	O
271-2026	05/16/2026	05/16/2026	EP	Wendy Waisner	\$210.09	O
273-2026	05/16/2026	05/16/2026	EP	Jennifer Willey	\$226.43	O
275-2026	05/18/2026	05/18/2026	EP	Ryan E Sedlock	\$1,541.81	O
305-2026	05/12/2026	06/05/2026	CH	ARS Refuse Service	\$54.53	O
305-2026	06/05/2026	06/05/2026	NEG ADJ	ARS Refuse Service	-\$0.10 *	O
14556	05/11/2026	05/11/2026	AW	Telesystem	\$433.74	O
14557	05/11/2026	05/11/2026	AW	TRI-COUNTY FUELS, INC.	\$1,023.40	O
14558	05/11/2026	05/11/2026	AW	Tri County Tire	\$788.00	O
14559	05/11/2026	05/11/2026	AW	Capital One	\$1,337.39	O
14560	05/11/2026	05/11/2026	AW	Jeff Mason	\$419.56	O
14561	05/16/2026	05/16/2026	AW	TOLEDO EDISON	\$646.36	O
14562	05/16/2026	05/16/2026	AW	Richard Feltner	\$240.00	O
14563	05/16/2026	05/16/2026	AW	Juan Martinez	\$240.00	O
14564	05/16/2026	05/16/2026	AW	Scott Rhodus	\$240.00	O
14565	05/16/2026	05/16/2026	AW	Bound Tree Medical, LLC	\$949.60	O
14566	05/16/2026	05/16/2026	AW	BUCKEYE BROADBAND	\$161.97	O
14567	05/16/2026	05/16/2026	AW	Fresh Start Lawn Care & Junk Removal LLC	\$958.98	O
14567	05/19/2026	05/19/2026	AW	Fresh Start Lawn Care & Junk Removal LLC	-\$958.98 *	V
14568	05/16/2026	05/16/2026	AW	Falcon Forge AI LLC	\$3,000.00	O
14569	05/16/2026	05/16/2026	AW	Ohio Treasurer	\$2,407.65	O
14570	05/16/2026	05/16/2026	AW	Miller Tire	\$6,053.88	O
14571	05/18/2026	05/18/2026	AW	Daniel Walters	\$322.52	O
14572	05/18/2026	05/18/2026	AW	Anthony Silvestri	\$200.00	O
Total Payments:					\$35,319.09	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$35,319.09	

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

5/5/2026 to 5/18/2026

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.