

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



Payroll summary 1st
quarter fire dept..pdf

MEETING MINUTES

May 4, 2026

The regular meeting of the Richfield Township Trustees was called to order by Andrew Bick at 6:00 p.m. at the Richfield Township Maintenance Building at 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

Trustees reviewed the Board of Zoning Appeals job description.

Kim Ronau made a motion to approve the Board of Zoning Appeals job description as presented. Vicky Loeffler-Bernheisel seconded the motion. All voted yes. Motion approved.

EXECUTIVE SESSION:

Kim Ronau made a motion to go into executive session at 6:15 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. Vicky Loeffler Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

Kim Ronau made a motion to come out of executive session and resume the regular meeting at 6:55 p.m. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

Kim Ronau made a motion to appoint the following residents to the Board of Zoning Appeals: Lee Anderson, Mark Anderson, Jennifer Taylor and Bob Jessen. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

ADMINISTRATIVE REPORTS:

The clerk provided copies of the minutes from the April 20, 2026 meeting, current Cash Summary Report, Revenue Report, April Bank Reconciliation and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

Kim Ronau made a motion to approve the April 20, 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 (14529– 14555) 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;

Brandon Elliott, VP of Falcon Forge presented information on the HB 96 Cybersecurity Compliance program.

Key points:

- Falcon Forge provides a HB 96 compliance program, including:
 - Gap analysis and scoring against HB 96 requirements.
 - Written cybersecurity policies and procedures.
 - Asset inventory for all network-connected equipment.
 - Multi-factor authentication implementation guidance.
 - Employee cybersecurity training (including EMS incident response/tabletop exercises).
- They have worked with multiple Ohio townships and counties; Springfield Township used them and provided positive feedback.
- Training is reimbursable through the state; Falcon Forge is an approved provider and will assist with the reimbursement process and forms.
- Training is intended to cover:
 - Trustees, fiscal officer, zoning, department heads.
 - Fire department personnel
- Annual/ongoing training is expected due to evolving threats (phishing, AI spoofing, mobile use of AI tools).

Laurie Manning, Vice President, Client Executive from Hylant Insurance provided an overview of townships insurance plan.

Key highlights:

- Overall premium decreased:
 - Last year: \$16,008
 - This year: \$14,950
 - Includes Advantage Credit of \$3,455 for good loss history and long-term membership.
- Property Coverage:
 - Building & personal property limits increased by 1.5% for inflation.
 - Deductible remains \$1,000 for property.

- Equipment coverage: 1.5% inflation factor added; deductible \$250 for equipment/computers.
- Crime / Public Employee Dishonesty:
 - Limit \$135,000.
- Liability Coverages (all at \$3 million limits):
- Auto Coverage:
 - \$3 million limit.
 - Replacement cost for fire and rescue vehicles (not ACV).
- Cyber Liability:
 - Deductible reduced from \$25,000 to \$5,000 at no extra charge.
- Terrorism Coverage:
 - Included; board subsidizes, township does not pay directly.
- Malicious Acts / Violence Coverage:
 - Optional coverage elected by township (\$300).
 - Pays for various community support needs after a violent incident at a township property or event.

Fiscal officer will send email with authorization to renew once Trustees approve.

FIRE:

Chief Ryan Sedlock provided the following report:

Operations & training:

- Training has focused on trauma.
- Exploring a hybrid online + hands-on training model to improve engagement and accommodate schedules.

Equipment & maintenance:

- Engine 58:
 - Recently had a catastrophic tire blowout returning from a call; no injuries, but significant safety concern.
 - Original tires were approximately 25+ years old.
 - Tires have now been fully replaced.
- Engine 59:
 - Scheduled for full tire replacement as well.

Approximate cost of tires for both fire trucks are \$6,000 total.

IT / Cyber:

- Fire department uses TrioTech for IT services and MDTs; they state the department is HIPAA compliant and currently compliant with HB 96 technical controls, but training still must be completed.
- TrioTech reportedly refers to Falcon Forge for HB 96 training.

Facilities – flooring & carpet:

- Chief obtained a quote for epoxy flooring in:
 - Front entry, hallway, dispatch room.
 - Water intrusion currently affecting the floor, concerned about long-term damage and trip hazards.

- First quote: approximately \$16,000, with full grind-down and high-durability epoxy intended as a 25–30 year solution.
- Chief also working on:
 - Carpet cleaning quotes.

Funding concept:

- Discussion of cost-sharing between Fire Association, General Fund, Fire Fund
- Rationale: Entry and hallway areas are frequently used by the public, including for voting, meetings, and general access; not solely a “fire-only” benefit.
- Trustees expressed:
 - Support in sharing costs, concerned about limited balances in both General and Fire Funds.

Chief will continue obtaining additional quotes and report back at a future meeting with detailed numbers. Fiscal Officer will provide financial overview at the next scheduled meeting.

Levy:

- Chief encouraged community support for the fire levy.
- Harding runs: Chief provided new monthly run statistics format (dashboard-style) for Harding.
- Recent month: 10 runs to Harding.

Cleaning:

- Township will cover carpet cleaning from General Fund, with expectation of reimbursement from the grant (Crossroads-related).

ZONING:

Zoning Inspector Zach Mikolajczyk provided updates:

- Two zoning complaints received:
 - Both properties are actively being cleaned up by owners; issues considered to be self-resolving.
- One zoning permit for an auxiliary building:
 - Awaiting zoning committee approval next week before issuance.
- Zoning Committee met on April 28 to review the draft Land Use Plan.
- Clarification of roles on zoning permits:
 - Lucas County issues Right-of-Way permits on the township’s behalf (utilities, driveway in ROW, etc.).
 - Township issues zoning permits for buildings/structures; Building Regulations requires zoning approval before issuing building permits.
 - Health Department (and Sanitary Engineer) handle septic/sewer permits; zoning does not approve leach fields or sanitary taps.
 - Concern voiced about automation at the county and potential erosion of township involvement; currently, zoning retains approval authority for buildings.

FISCAL OFFICER:

Time sheets reviewed by Trustees.

Crossroads / Planning Grant:

- Township previously received \$50,000 grant for the Crossroads-led planning project.
- Recent bank statement (April) showed an additional \$13,200 direct deposit. All funds have now been received from the grant.

Deputy Sheriff report:

- 12 hours of patrol time; one traffic stop and one citation issued.
- Activity mostly area patrol at multiple township locations (bridges/roads).

TRUSTEE REPORTS:

Trustee Ronau reported:

- Township Hall:
 - Plan for open house for sale of items:
 - Tuesday, May 12, 7:00–8:00 p.m.
 - Public can inspect items to be sold on GovDeals (online auction). Auction date to be determined. Payment terms: Check or cash only; bidders notified of awards and must pick up items within an agreed time.
 - Some items were donated to Holy Trinity Church.
- Community groups:
 - Thanked “The Goats & Udder Things” 4-H group for: trash pickup in the community as well as thanking the firemen who volunteered and other community members.
 - Future flower planting at the maintenance building and fire station on May 30.

Trustee Loeffler-Bernheisel reported:

- Resolution – GovDeals:
 - Vicky Loeffler-Bernheisel made a motion to adopt a resolution to sell surplus property at the town hall via GovDeals online auction platform. Kim Ronau seconded the motion. Roll call: all voted yes.
 - See attached resolution #050426-01

Trustee Bick:

- Memorial Day:
 - Township has three cemeteries; practices include:
 - Placing flags on veterans’ graves (approx. 96 veterans) and firefighter graves. Fire department historically handles flags for firefighters.
 - Coordination with Dan Walters for mowing and cleanup before services.
 - Flags obtained via American Legion on Sylvania Avenue

Administrator, Bill Consolo:

- Contacted ARS Refuse about a possible tire pickup/recycling program: ARS does not provide a tire pick-up program.
- Research on tire disposal grants: no available grants at this time.
- Fiscal Officer reported Lucas County Solid Waste Management has reinstated community grants. Applications due end of June by 4 p.m. Flat grant amount: \$2,000. Concerns regarding additional cost, estimating approximately \$10,000.00 total.

Trustee Bick reported Lucas County is exploring a countywide tire collection event, which would reduce township's need to handle logistics and liability.

Township will wait and see if the countywide event goes forward before committing to a local tire event.

ROADS:

- Roads:
 - Discussion of Irwin Road condition and need for resurfacing; coordination pending with county engineers' office Sarah from LC Engineers office will be contacted for pricing.
 - Planning for road striping this year.

NEW BUSINESS:

Kim Ronau made a motion to approvet the hiring of Falcon Forge to handle HB 96 cybersecurity compliance and training at a cost of \$2500.00 with an additional cost for training employees which is reimbursable via the state program. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

EXECUTIOVE SESSION:

Vicky Loeffler made a motion to go into executive session at 8:00 p.m. for the Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or Investigation of complaints/charges against a public employee or official. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

Vicky Loeffler-Bernheisel made a motion to come out of executive session and resume the regular meeting at 8:12 p.m. Andrew Bick seconded the motion. Roll call: all voted yes. Motion approved.

Trustee Bick reported they discussed an employee's behavior which created an uncomfortable situation. The employee's supervisor will verbally address the incident directly with the

employee. No formal disciplinary action was taken, approach is corrective and supervisory at this stage.

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

4/21/2026 to 5/4/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
215-2026	04/23/2026	04/23/2026	CH	Morton Salt	\$3,209.16	C
216-2026	04/27/2026	04/27/2026	EP	Andrew Bick	\$860.15	C
217-2026	04/27/2026	04/27/2026	EP	LINDA S DECKER	\$1,466.33	C
218-2026	04/27/2026	04/27/2026	EP	Vicky Loeffler Bernheisel	\$955.50	C
219-2026	04/27/2026	04/27/2026	EP	Zachary R Mikolajczyk	\$392.41	C
220-2026	04/27/2026	04/27/2026	EP	Kim M Ronau	\$959.05	C
222-2026	04/27/2026	04/27/2026	CH	Verizon	\$6.98	C
223-2026	05/01/2026	05/01/2026	EP	Daniel William Walters	\$1,096.84	O
225-2026	05/01/2026	05/01/2026	CH	Ohio Auditor of State	\$4,263.00	O
226-2026	05/03/2026	05/03/2026	EP	Robert H Briggs	\$520.64	O
227-2026	05/03/2026	05/03/2026	EP	Tanner S Glass	\$391.19	O
228-2026	05/03/2026	05/03/2026	EP	Kimberly S Greiner	\$191.09	O
229-2026	05/03/2026	05/03/2026	EP	Kevin P Kross	\$333.29	O
230-2026	05/03/2026	05/03/2026	EP	Trevor L Linnenkugel	\$199.26	O
231-2026	05/03/2026	05/03/2026	EP	Christian D Maley	\$189.30	O
232-2026	05/03/2026	05/03/2026	EP	Lucas Parmelee	\$1,317.42	V
232-2026	05/03/2026	05/03/2026	EP	Lucas Parmelee	-\$1,317.42	V
233-2026	05/03/2026	05/03/2026	EP	Joseph E Santiago	\$226.43	O
234-2026	05/03/2026	05/03/2026	EP	Wendy Waisner	\$497.96	O
236-2026	05/03/2026	05/03/2026	EP	William Consolo	\$192.83	V
236-2026	05/03/2026	05/03/2026	EP	William Consolo	-\$192.83	V
238-2026	05/03/2026	05/03/2026	EP	Lucas Parmelee	\$1,342.92	O
242-2026	05/03/2026	05/03/2026	EP	William Consolo	\$192.83	O
244-2026	05/03/2026	05/03/2026	CH	KEY BANK	\$55.00	C
245-2026	05/03/2026	05/03/2026	CH	IRS	\$330.00	V
245-2026	05/03/2026	05/03/2026	CH	IRS	-\$330.00	V
246-2026	05/03/2026	05/03/2026	EW	OHIO PUBLIC EMPLOYEES DEFERRED CC	\$110.00	O
247-2026	05/03/2026	05/03/2026	CH	Ohio Deferred Compensation	\$30.00	C
248-2026	05/04/2026	05/03/2026	EP	Ryan E Sedlock	\$1,541.81	O
250-2026	05/04/2026	05/04/2026	EP	Wendy Waisner	\$401.27	O
252-2026	05/04/2026	05/04/2026	EP	Jennifer Willey	\$181.15	O
14520	04/15/2026	04/15/2026	AW	Treasurer of Lucas County	\$7,576.21 *	V
14520	04/21/2026	04/21/2026	AW	Treasurer of Lucas County	-\$7,576.21	V
14529	04/25/2026	04/25/2026	AW	JOHN LUMBREZER	\$30.00	O
14530	04/25/2026	04/25/2026	AW	Dale Pelz	\$30.00	O
14531	04/25/2026	04/25/2026	AW	James Fritsch	\$30.00	O
14532	04/25/2026	04/25/2026	AW	Keith Miller	\$30.00	O
14533	04/25/2026	04/25/2026	AW	LYONS LP GAS CO., INC.	\$624.66	O
14534	04/25/2026	04/25/2026	AW	Lucas County Engineer	\$3,788.10	O
14535	04/25/2026	04/25/2026	AW	DOYLE RONAU	\$150.00	O
14536	04/25/2026	04/25/2026	AW	LINDA Decker	\$500.93	O
14537	04/27/2026	04/27/2026	AW	Travis Garlick	\$60.00	O
14538	04/27/2026	04/27/2026	AW	DOUGLAS A. RONAU	\$30.00	O
14539	04/27/2026	04/27/2026	AW	Todd Lenart	\$30.00	O
14540	04/27/2026	04/27/2026	AW	Don Reideler	\$30.00	O
14541	04/27/2026	04/27/2026	AW	Zachary Mikolajczyk	\$200.00	O

Payment Listing

4/21/2026 to 5/4/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
14542	04/27/2026	04/27/2026	AW	Kim Ronau	\$41.55	O
14543	05/01/2026	05/01/2026	AW	Scott Rhodus	\$480.00	O
14544	05/01/2026	05/01/2026	AW	ARS Refuse Service	\$54.43	V
14544	05/03/2026	05/03/2026	AW	ARS Refuse Service	-\$54.43	V
14545	05/01/2026	05/01/2026	AW	Lucas County Sheriff's Office	\$442.50	O
14546	05/01/2026	05/01/2026	AW	ARS Refuse Service	\$54.43	O
14547	05/01/2026	05/01/2026	AW	VERIZON WIRELESS	\$220.71	O
14548	05/01/2026	05/01/2026	AW	Summit Fire and Security	\$220.45	O
14549	05/01/2026	05/01/2026	AW	Daniel Walters	\$322.52	O
14550	05/01/2026	05/01/2026	AW	Wex Bank	\$460.01	O
14551	05/03/2026	05/03/2026	AW	Richard Feltner	\$240.00	O
14552	05/03/2026	05/03/2026	AW	BUCKEYE BROADBAND	\$287.94	O
14553	05/03/2026	05/03/2026	AW	Bound Tree Medical, LLC	\$608.42	O
14554	05/03/2026	05/03/2026	PR	William Consolo	\$192.83	V
14554	05/03/2026	05/03/2026	PR	William Consolo	-\$192.83	V
14555	05/03/2026	05/03/2026	PR	William Consolo	\$192.83	V
14555	05/03/2026	05/03/2026	PR	William Consolo	-\$192.83	V
Total Payments:					\$20,949.57	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$20,949.57	

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.