

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

July 6, 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 June 15, 2026 meeting, current Cash Summary Report, Revenue Report, June Bank Reconciliation and Pending Warrants Report.

READING AND APPROVAL OF MINUTES:

Kim Ronau made a motion to approve the June 15, 2026 minutes as presented. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

PRESENTATION OF THE BILLS:

The attached listings of warrants (14607 - 14619) 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;

- Road/Drainage Damage – Roundabout
 - Resident reported that the county's mowing contractor damaged two drain / cable box structures near the roundabout, and that the county has been notified.

FIRE:

Presenter: Interim / Fire Chief Ryan Sedlock

- Training & Preparedness: The department continues to conduct drills and pump training, including preparations for a planned water event at Christ the Word Church to ensure

operational readiness at that location.

- Incident Activity / Public Safety: There have been several serious vehicle crashes in the area, and residents are reminded to exercise caution and drive safely. [

ZONING:

Zoning Inspector Zach M.

- New Zoning Code & Land Use Plan
 - Draft zoning code and land use plan have been submitted to the Lucas County Planning Commission.
 - Lucas County Planning Commission meeting: July 22 to review and comment.
 - After county feedback, Township Zoning Meeting: July 27 at 6:00 PM, at the fire station, with Crossroads present to review changes and answer questions.
 - Public is encouraged to attend both the commissioners' session and township zoning meeting.

FISCAL OFFICER:

Timesheets, the June bank reconciliation, two cemetery deeds and meeting minutes were distributed for trustee review and signature.

Over the three-week period, the Lucas County Sheriff's Office provided 28 hours of patrol in the township, focusing radar enforcement on Central Avenue & Lathrop Rd., Central Avenue & State Rt. 295, Washburn Rd. & Sylvania Avenue, State Rt. 295 and Central Avenue & Central Avenue & Murd Rd.

Enforcement actions included:

- Three speeding tickets
- Twelve warnings for speeding
- Two motorist assists for disabled vehicles
- Routine checks at Gibbs Rd. bridge, townhall, maintenance building.
- Warning given to youth present at Gibbs Rd Bridge where they were ghost hunting.

TRUSTEE REPORTS:

Trustee Kim Ronau:

- Maintenance Building Roof Leak
 - Hole and leakage reported in maintenance building roof.
 - Three contractors have been contacted; one quote received:
 - Pinnacle Roofing: \$46,375 for repairs.
- Fire Station Roof
 - Dotson Group (original installer for fire department roof) will be asked to inspect

reported leaks.

- Town hall demolition grant
 - Trustee Loeffler has applied for a grant to tear down the Township Hall; awaiting results

Discussion – Fire Station Roof Condition:

A prior roof cap repair in early spring resolved the original leak, but a new leak has developed further downline, with water dripping into the apparatus bay near equipment and the exact source uncertain due to the roof design. Given that the roof is over 20 years old, the new leak suggests additional age-related issues. Dotson, the previous contractor, will be asked to inspect the roof and recommend further repairs.

Trustee Vicky Loeffler-Bernheisel:

Additional surplus equipment will be listed on GovDeals once photo upload issues are resolved, with remaining listings targeted for completion by the following day.

Dan (Rd. Maintenance Supervisor) and Interim Fire Chief were asked to begin identifying anticipated budget items, pricing, and capital needs to support development of a 10-year capital plan ahead of September budget work.

A \$5,000 cemetery grant restricted to “extraordinary maintenance” was identified, with potential uses such as refurbishing historical markers or fence improvements; Trustee Bick and Dan will prepare a cemetery project wish list.

A hazmat training grant was also noted on the township SharePoint.

All major departments (Fire, Road, Cemetery) will begin providing brief monthly and annual written activity reports.

The purchase order policy has been sent to legal counsel (John Borell) for review, with feedback expected by the next meeting and a correction needed to add “Trustee Ronau to Building Maintenance” to the directive contact list.

The board also discussed the Residential Public Infrastructure Program, which can provide up to \$750,000 for drinking water and sanitary sewer projects, in the context of known water issues and the possibility of extending public water to affected areas. Trustee Bick reported pre-Covid the cost was estimated at one million per mile to extend water line.

The Residential Public Infrastructure grant would be pursued through the Lucas County Commissioners, and Trustee Loeffler-Bernheisel will contact Anita Lopez for guidance on whether and how the township should move forward with this funding opportunity.

Township Road Condition Report Directive: A Township Road Condition Report template has been created to support budgeting. Reports would be due in February to support the annual March Lucas County Engineers meeting and in August to support the preparation of the annual budget.

Vicky Loeffler-Bernheisel made a motion to approve the Richfield Township Road Condition Report requiring it to be completed and presented by the first regular trustee meetings in February and in August each year. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Spending Limit Directive with a Temporary \$500 Cap:

- Directive: Effective immediately, non-emergency purchases over \$500 require prior approval.
- Procedure for approval:
 - Department contacts Township Administrator (by phone/text/email).
 - If administrator is unavailable, contact the trustee responsible for that department.
 - Emergency repairs (e.g., fire truck breakdowns) are permitted outside this limit as defined in the directive.

Trustee Bick made a correction to the form adding Kim Ronau as the Building Maintenance” as an authorized contact.

Vicky Loeffler-Bernheisel made a motion to approve the spending limit directive for non-emergency purchases over \$500.00 until the new purchase order policy is in place. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Lathrop Road – Spectrum Ditch Damage

- A Lathrop Road resident reported ditch damage and rough grading after Spectrum work, making mowing impractical and creating hardship.
- As this is Lucas County right-of-way, the township will not perform the work; instead, Spectrum’s project manager will be contacted.

MARCS Radio Grant: A question was raised on whether the township is included in the MARCS radio grant. The Chief understood coordination was occurring and will confirm whether they have reached out.

Trustee Loeffler-Bernheisel attended the Lucas County Soil & Water meeting noting that state and watershed agencies plan to become much stricter on road salt use due to Lake Erie algae blooms and broader water quality concerns. New guidance and potentially tighter limits on salt application are expected, and the township should begin considering alternative treatments and ways to optimize and reduce salt usage.

Trustee Bick:

Trustee Bick and Dan Walters will identify major road projects for next year and for 2027–2028, such as Irwin Rd. with Sylvania, and ensure these larger projects are reflected in the Township Road Condition Report and incorporated into budget planning.

They also noted a recent tractor tire blowout on Kilburn Road, with the tractor left roadside and Tri-County scheduled to repair it, though delayed by holiday and farm workload.

In the cemetery, a couple purchased a grave with a monument that includes built-in ash chambers, requiring only a foundation pour by the township; this columbarium-style monument was noted as an emerging burial trend that may influence future cemetery planning and potential grant opportunities.

ADMINISTRATOR Bill Consolo:

No report.

NEW BUSINESS:

No new business.

OLD BUSINESS:

Interim Chief Ryan Sedlock presented “**Fire Department Bond Issue Proposal**” for the consideration of a bond issue for the November election to fund critical fire equipment replacements.

Rationale: Current constraints:

- Existing 1.75 mill fire levy (taking effect next year) is needed for staffing – to build sustainable 24/7 coverage.
- Insufficient capacity within existing levies to:
 - Fund full staffing and
 - Replace aging apparatus and safety equipment simultaneously.
- Many apparatus and equipment items are beyond expected service life.

Total estimated amount: \$1.57 million (subject to Lucas County Auditor certification & rate setting). Items to be funded:

- Fire Apparatus: 2 Replacement fire apparatus
- Firefighting Equipment: complete replacement of expired fire hose
- Support Vehicles: Replacement of Utility 58 and Chief 58

See attached power point for additional information.

Staffing, ISO, and Insurance:

The Chief explained that current staffing of two firefighters on duty, with volunteers filling gaps, can leave some calls short-staffed, while full use of the 1.75 mill levy would allow four full-time staff plus part-time coverage, improving response times and the ISO rating, which can reduce homeowners’ insurance costs. He noted safety and legal concerns because much of the hose and some turnout gear are past their rated life.

The Chief plans open houses and educational events at the station, with clear messaging that the bond proposal is not a “wish list” but is necessary to maintain safe operations and represents the community’s investment in its own safety and the long-term stability of the fire department.

Fiscal Officer explained the Trustees must adopt a “Resolution of Necessity” which specifies the total dollar amount of the bond and the purpose and type of equipment to be purchased. After that resolution passes, the documentation is sent to the Lucas County Auditor, who certifies the millage and estimated tax rates and returns those figures so the board can adopt a final resolution to proceed, placing the bond issue on the ballot. Deadline to submit the resolution to proceed is August 3, 2026.

The board took no formal vote on the bond resolution at this meeting and agreed to table action pending receipt of final detailed specifications and cost figures, as well as clarification from the Lucas County Auditor on the required ballot language and financial numbers.

Cybersecurity Training

Fiscal Officer provided updates on the cybersecurity training program.

- Administrative staff along with Fire Chief completed the required 4 modules.
- There are 6 additional trainings that are recommended. Link sent to staff.
- Fire Department staff will need to complete the first four modules as soon as possible.
- All trainings will be tracked to ensure all requirements are met.

Building Issues – Roof & Mold

- Maintenance Building Roof:
 - One quote received from Pinnacle Roofing for \$46,375.
 - Additional quotes anticipated from at least two more firms
- Mold at Another Township Building:
 - Serve Pro scheduled to perform mold inspection this week.
- No formal action taken; quotes and findings will be reported at a future meeting.

EXECUTIVE SESSION:

Kim Ronau made a motion to go into executive session at 8:30 p.m for the “Appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or To investigate charges or complaints against a public employee or official”. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes.

Vicky Loeffler-Bernheisel made a motion to end the executive session, resume the regular meeting at 10:15 p.m. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

Kim Ronau made a motion to increase the Interim Fire Chief's hourly rate to \$28.83, with back pay to his start date of April 5, 2026. Vicky Loeffler-Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

Andrew Bick made a motion to increase fire department officers pay per hour as follows:

- Lieutenant rate + \$2.00
- Captain rate + \$3.00
- Asst Chief rate + 4.00

Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

The Board reviewed the recent employee altercations involving two individuals. After consideration, the Board determined that the issue is resolved and the matter is now closed.

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 10:20 p.m., which was seconded by Vicky Loeffler-Bernheisel: Roll call: all voted yes. Motion approved.

Richfield Township Fiscal Officer

Payment Listing

UAN v2026.2

6/16/2026 to 7/6/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
323-2026	06/18/2026	06/18/2026	EP	Christian D Maley	\$383.38	C
326-2026	06/27/2026	06/27/2026	EP	Andrew Bick	\$860.15	C
327-2026	06/27/2026	06/27/2026	EP	William Consolo	\$191.15	C
328-2026	06/27/2026	06/27/2026	EP	LINDA S DECKER	\$1,466.33	C
329-2026	06/27/2026	06/27/2026	EP	Vicky Loeffler Bernheisel	\$955.50	C
330-2026	06/27/2026	06/27/2026	EP	Kim M Ronau	\$959.05	C
332-2026	06/27/2026	06/27/2026	EP	Trevor L Linnenkugel	\$199.26	C
333-2026	06/27/2026	06/27/2026	EP	Jennifer Willey	\$351.15	C
335-2026	06/27/2026	06/27/2026	EP	Daniel William Walters	\$1,059.24	C
337-2026	06/27/2026	06/27/2026	EP	Lucas Parmelee	\$1,342.92	C
339-2026	06/27/2026	06/27/2026	EP	Jeremiah Johnson	\$383.82	C
341-2026	06/27/2026	06/27/2026	EP	Tanner S Glass	\$751.23	C
342-2026	06/27/2026	06/27/2026	EP	Christian D Maley	\$199.26	C
344-2026	06/27/2026	06/27/2026	EP	Kevin P Kross	\$1,198.77	C
345-2026	06/27/2026	06/27/2026	EP	Joseph E Santiago	\$203.80	C
347-2026	06/27/2026	06/27/2026	EP	Katelyn Greiner	\$492.15	C
349-2026	06/27/2026	06/27/2026	EP	Robert H Briggs	\$254.74	C
350-2026	06/27/2026	06/27/2026	EP	JOHN LUMBREZER	\$266.07	C
352-2026	06/27/2026	06/27/2026	EW	IRS	\$4,251.75	C
355-2026	06/27/2026	06/27/2026	CH	Ohio Bureau of Workers Compensation	\$372.27	C
356-2026	06/30/2026	06/30/2026	EP	Ryan E Sedlock	\$1,541.81	O
358-2026	07/01/2026	07/01/2026	EP	Zachary R Mikolajczyk	\$327.33	O
360-2026	07/01/2026	07/01/2026	CH	Verizon	\$81.43	O
361-2026	07/01/2026	07/01/2026	CH	KEY BANK	\$55.00	C
362-2026	07/02/2026	07/01/2026	CH	Ohio Auditor of State	\$210.00	O
14607	06/27/2026	06/27/2026	PR	JAMES D CROOKS	\$271.40	O
14608	06/27/2026	06/27/2026	AW	Summit Fire and Security	\$187.76	O
14609	06/27/2026	06/27/2026	AW	MCI	\$28.57	O
14610	07/02/2026	07/01/2026	AW	VERIZON WIRELESS	\$220.71	O
14611	07/02/2026	07/01/2026	AW	Zachary Mikolajczyk	\$200.00	O
14612	07/06/2026	07/06/2026	AW	ARS Refuse Service	\$9,490.48	O
14613	07/06/2026	07/06/2026	AW	American Legion	\$100.00	O
14614	07/06/2026	07/06/2026	AW	Telesystem	\$438.32	O
14615	07/06/2026	07/06/2026	AW	Triotech	\$5,300.51	O
14616	07/06/2026	07/06/2026	AW	Capital One	\$5,825.36	O
14617	07/06/2026	07/06/2026	AW	Scott Rhodus	\$240.00	O
14618	07/06/2026	07/06/2026	AW	Juan Martinez	\$1,440.00	O
14619	07/06/2026	07/06/2026	AW	Daniel Walters	\$322.54	O
Total Payments:					\$42,423.21	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$42,423.21	

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

Payment Listing

UAN v2026.2

6/16/2026 to 7/6/2026

- 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.