

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

August 3, 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 July 20, 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 July 6, 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 (14639 - 14652) 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:

A resident expressed frustration that an email concerning a personnel issue had not been acknowledged in a timely manner. The trustees recognized the concern, and one trustee explained they had been out of town without service and had only recently begun reviewing emails. Another trustee noted that a response had been sent approximately 30 minutes before the meeting and agreed that promptly acknowledging emails is important.

A former senior officer, offered supportive testimony for the firefighter under consideration for rehire. She emphasized the individual's strong work history, noting that they had been a very good employee, contributed to multiple grants, were knowledgeable about the equipment, and were a strong EMT and firefighter. She also stated that there had been no disciplinary action during the

individual's prior employment and that some past charges had been dropped. She asked the trustees to take this positive work record into account in their decision-making and expressed her support for the firefighter's reemployment.

A resident raised concern that a previously discussed \$1,800 repair to address a roof leak in the fire station bay was tabled instead of being completed, warning that delay could lead to structural damage and mold. Trustees responded that the township is facing multiple significant facility issues—including other roof leaks, mold concerns, a failing maintenance building roof, and the pending demolition of the town hall—and that they plan to review all needs in the context of overall finances during budget meetings scheduled for September.

The resident reiterated that completing the relatively small repair now could avoid higher costs later. It was also noted that the roof leaked again during the recent heavy rain and wind, underscoring the ongoing nature of the problem.

Compliance and liability concerns (fire department equipment):

A resident raised questions about township asset protection and compliance, asking:

- Who determines "compliance" standards.
- How the station can operate if it is known to be "not compliant."
- The township's legal exposure if firefighters use non-compliant equipment or hose and an injury occurs.

The Fire Chief explained:

- Firefighters and EMTs recertify on a three-year cycle; drills and training also follow a three-year schedule.
- NFPA sets standards and best practices, including service life for vehicles, gear, and hose, but is not a regulatory enforcement agency.
- Turnout gear has a 10-year service life; after that, it is considered non-compliant even if it appears usable.
- Much of the township's turnout gear purchased through a past grant had been expired by about eight years.
- A recent quote to replace all hose lines was approximately \$71,000.
- An older apparatus (59-out) has an air tank leak where repair would cost more than purchasing a good used replacement.
- No rural department is fully NFPA-compliant, but using significantly outdated hose and gear increases risk and potential liability if equipment fails in an emergency.

A firefighter/association representative noted that the Firefighters' Association is contributing over \$5,000 toward new hose for front-line trucks using proceeds from community fundraisers (feather party, purse bingo).

There was general agreement among trustees and residents that:

- Firefighting is inherently dangerous, but knowingly relying on outdated equipment presents added legal and moral concerns.
- The township must balance budget constraints with the need to prioritize firefighter and public safety.

A resident raised concerns about the condition of the township cemetery, including dead limbs and leaves near the entrance, unkempt grass, sticks and leaves around the drive and perimeter, growth on the fence, weeds at the flagpole, and an American flag described as tattered and frayed.

Additional comments were made about the appearance and maintenance of other township properties, including siding pulling away on the old township hall, overgrowth along the creek from Richfield Center past the maintenance building, and a debris area behind the maintenance building containing roofing material, tires, an overturned dumpster, and other items. It was reported that a nearby resident had been dumping metal there and later retrieving it to scrap for cash.

The administrator and trustees stated that the area behind the salt bin is used as a temporary staging area for debris collected along roads and is typically cleaned up about once per year, often in coordination with unlimited pickup. The individual dumping metal was contacted, warned, and told to stop; further in-person follow-up is planned.

It was noted that the township cemetery is mowed and maintained by the township maintenance employee, who works 24 hours per week and is responsible for mowing, roadside maintenance, equipment service, and other tasks. Metroparks has trimmed branches along the entrance drive at Wolfinger Cemetery, but interior limbs and fence-line overhangs remain.

There was discussion of possibly using an outside tree service to address higher limbs, the constraints of current staffing and budget (only part-time maintenance staff and no funding at present for additional full-time help), and interest in re-evaluating cemetery maintenance expectations, including potential updates to cemetery rules and regulations.

A firefighter/association member asked if the township could add a “for the good of the township” comment period at the end of meetings so residents could respond to items discussed later on the agenda. The trustee chair explained that the township follows Robert’s Rules of Order, which place public comment at the beginning, consistent with Lucas County Commissioners’ meetings. The chair noted the board has generally been flexible in allowing additional comments when appropriate but that the formal practice is to keep the official public comment period at the start of the meeting.

FIRE:

Presenter: Interim / Fire Chief Ryan Sedlock

The township is planning a mid-August “Touch a Truck” / Community Safety Day, featuring fire apparatus on display and emphasizing fire safety education for children and families.

The fire department is conducting a full station inventory of equipment and assets to support more structured budgeting for replacements and long-term capital planning.

- Run volume

- Year-to-date call volume is 149 calls, identical to the same date last year, including by call type.
- Training and live-structure use
 - Toledo Fire Battalion Chief Tony Santiago provided MCI training, including an Ottawa Park shooting debrief, giving newer members a clearer understanding of roles and procedures.
 - The department expects access to a house at Raab and Frankford Rd. for joint training with neighboring departments, focusing on search and rescue, ventilation, roof operations, and interior evolutions short of live fire.
- Firefighter I class at Richfield Station
 - Firefighter I class through Four County begins September 5 at the station. About six current members without fire certification are expected to enroll.
 - Tuition is covered by a grant, making the class free to the department; the Chief will be the instructor.
 - This will help build staffing capacity, particularly for currently uncovered night shifts.
- Partnership with Four County
 - Four County is interested in using Richfield as a site for prop-based training (car fire simulator) and broader fire/EMS education.
 - In return, the township may receive free classes and additional training resources.
- Bond levy and budget context
 - He reaffirmed his commitment to making the department “fly” and stressed:
 - The need to focus on staffing and equipment replacement ahead of 2027 budgeting.
 - Ongoing concern over uncovered night shifts and the goal of 24/7 staffed coverage.
- Volunteer recruitment and scrap program
 - The Chief invited residents (and their adult children or grandchildren) to apply as volunteer firefighters, with Firefighter I and EMT training covered and potential for part-time work.
 - He proposed a more organized scrap metal and aluminum can collection program at the maintenance area, using a locked bin and taking proceeds to a recycler such as Kripke.
 - Based on past experience, this could generate several thousand dollars, potentially with a recycler match, to fund items like AEDs and safety equipment.

ZONING:

Zoning Inspector Zach Mikolajczyk

- Two zoning applications were received in July:
 - A new single-family house on Kilburn.
 - An in-ground swimming pool.
- The inspector met with the home builder for the Kilburn property, reviewed Richfield Township and Lucas County requirements, and issued the permit.

Tree trimming at Wolfinger Cemetery: Contacted Metroparks regarding overhanging branches along the cemetery entrance drive; Metroparks has completed trimming in that area.

Spuyten Duyval / Creek and vegetation clarification:

- Explained that when Metroparks acquired that property with Clean Ohio funds, a significant portion was permanently placed into conservation, with the explicit intent of allowing it to return to a natural state.
- Overgrowth is therefore largely consistent with the property's conservation management requirements rather than neglect.

A resident raised concerns over ditch vegetation west of Crissey on Central impacting sight lines, especially for larger trucks.

The inspector advised:

- Such issues should be reported to Lucas County, which can then coordinate with ODOT District 2 as needed.
- The relevant contact is the district 2 traffic engineers (Dylan).

There was further discussion of roadside mowing responsibilities: The State of Ohio is required under ORC to mow state roadsides three times per year.

A statutory deadline of August 20 applies to removal of noxious weeds along highways.

FISCAL OFFICER:

Timesheets were scanned to Trustees, Administrator and Fire Chief for their review prior to the meeting.

Deputy Sheriff's report:

- 19 hours of patrol over the past two weeks.
- 3 speeding citations issued at:
 - Central & Raab
 - Central & Murd
 - Brint & Fulton–Lucas intersection
- 8 written warnings issued.
- Suspicious vehicles: Deputy contacted two males in two vehicles on Gibbs Road and issued a warning.
- Traffic sign repair at Richfield Center & Central previously noted has been completed.

The Fiscal Officer highlighted that the General Fund is very tight. A large upcoming 911/dispatch expense of \$24,000 will further strain finances, and unlike last year, splitting this cost with the fire fund will be difficult. Although tax settlements are beginning to come in, including about \$10,000 already received for the fire department, overall short-term financial flexibility remains limited.

TRUSTEE REPORTS:

Trustee Kim Ronau:

- ODOT vegetation work (Washburn & Central):
 - Reported ODOT has cut limbs and weeds around the stop sign at Washburn & Central, improving visibility.
 - ODOT also trimmed around a generator and cleared the area based on a complaint received.
- Town Hall contents auction:
 - Items from the old township hall have been listed on myGov (online auction platform) through August 6 at noon.
 - A trustee reported that the Govdeals fundraiser will conclude Thursday evening, with approximately \$116 raised so far.

Trustee Vicky Loeffler-Bernheisel:

- Trustee Loeffler deleted and is now recreating the cemetery page on the township website.
- Cemetery rules and regulations were found, but:
 - The published document appears to be dated 2007.
 - It was noted that rules were updated within the last four years, modeled on a neighboring township and posted on signs at the cemetery.
 - She will check website to ensure the current fee schedule and an updated copy of rules is on the website.
- Policy manual update:
 - Working with the Lucas County Prosecutor's Office on a new township policy manual to replace the outdated version.
 - Once a draft is prepared, the trustee anticipates:
 - Inviting community volunteers to review and comment for clarity, omissions, and practical issues before adoption.
- Budget planning and facility walkthroughs:
 - She requested that:
 - Fire, roads, and cemetery each prepare budget requests in advance of September budget work sessions.
 - Budget work sessions be scheduled as dedicated meetings focusing solely on budget.
 - Trustees, the Township Administrator, and the Fiscal Officer conduct an annual walkthrough of all township buildings prior to budget season to:
 - Visually assess building conditions.
 - Generate a prioritized punch list of facility needs.

Trustee Bick:

Road program and capital planning:

- Trustee Bick summarized a preliminary 5 year road estimate that was emailed to the Board of Trustees.

- Annual reoccurring items included road striping, crack sealing with an estimated cost of \$30,000.00 per year.
- Large projected projects are mapped out three to five years ahead, including the Irwin Rd. project.

Discussion on berm stone and shoulder work. Residents complained on condition of Sylvania Avenue.

Met with Paul Nash, claims adjuster for Hylant (townships insurer) to inspect both roofs For storm damage.

Findings: No evidence of wind, hail or storm damage. Roofs show normal wear and tear For their age and construction. Leaks appear due to wind driven rain and aging, not a Single insurable event. A claim will not be submitted.

ADMINISTRATOR Bill Consolo:

Maintenance building roof quotes:

Additional roofing company evaluated the maintenance building roof. Current quotes:

- Repair only for maintenance building option, approximately \$9000.00
- Full replacement: approximately \$40,000.00 - \$56,000.00 with a 20 to 25 year warranty

New vendor proposed a silicone coating system with a potentially longer warranty than full replacement; quote is pending.

All quotes will be compiled for Trustees once the final estimate is received.

Traffic sign repair:

- Traffic sign at Richfield Center Rd. and Central Avenue has been repaired. County responsible to fix.

The \$1800.00 repair to fix leaks at fire department needs to be repaired quickly.

Discussion on debris behind salt bin including dumpster, truck bed, shingles and tires.

- A two lid metal dumpster and the bed from a truck have been stored behind the maintenance building for several years.
- Discussed disposing of or scraping items if no longer needed.
- Roofing shingles were traced to an illegal dump on Gibbs Rd., Dan Walters (Rd. Supervisor) cleaned up Gibbs Rd. and moved the shingles to the maintenance building site.
- Options discussed on several discarded tires including Lucas County tire collection events, direct disposal at Hoffman Rd. Landfill at approximately \$3.00 per tire.

- Discussion on purchasing a camera system to deter and document illegal dumping, Trustees noted higher end camera systems are costly and require ongoing fees. Lower cost Ring style systems may be more affordable, require someone to monitor and respond to notifications including after hours.

NEW BUSINESS:

Updated Zoning Code and Comprehensive Plan have been returned to the trustees with recommendations.

- The Lucas County Planning Commission approved the documents, providing comments along with its approval.
- The Township Zoning Commission held a public hearing and recommended approval of the documents in their current form.
- Trustees must now hold a final public hearing before taking a vote on formal adoption.

Andrew Bick made a motion to set the public hearing for the “Updated Zoning Code and Comprehensive Plan” for August 17th at 6:00 p.m. at the Fire Station, Sylvania Ave, Berkey, OH. 43504. Advertisement will be placed on social media, website, possiblity with blade at lest 10 days prior to meeting. Kim Ronau seconded the motion. Roll call: all voted yes. Motion approved.

OLD BUSINESS:

Ongoing issue: Fire station bay roof continues to leak during heavy wind and rain.

- Repair options and quotes:
 - \$1,800 for a targeted repair of the active leak.
 - \$8,600 to address the entire affected bay section.
- Fiscal and policy considerations:
 - The Chief can potentially contribute up to \$4,000 from the fire fund, but this would reduce funding for needed tools/equipment later in the year.
 - The Fiscal Officer noted that the General Fund is very constrained, especially with a \$24,000 911 dispatch obligation and uncertainty about other unforeseen costs.
- Rationale for action:
 - Trustees agreed that immediate repair is necessary to:
 - Protect apparatus and equipment.
 - Prevent insulation saturation, steel beam corrosion, and potential mold.
- Decision:
 - Proceed with the \$1,800 targeted repair to stop the active leak.
 - Defer the \$8,600 bay roof project and any full roof replacement until the budget outlook is clearer. The Chief will contact the contractor to schedule the repair.

Irwin Road project overview:

- Irwin Road is a joint road with Sylvania Township; the centerline is the jurisdictional boundary.

- Full rehabilitation is planned for 2028, with an estimated total cost of **\$500,000**.
- Costs will be split between the townships; Richfield's share is **\$250,000** before grants
- Apply for an OPWC grant to reduce Richfield's share by about 50%, targeting a net cost of ~\$125,000.

See attached Resolution Authorizing Trustee Andrew Bick to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and or local transportation improvement programs and to execute contract as required. Kim Ronau made a motion to approve the resolution, Vicky Loeffler Bernheisel seconded the motion. All voted yes, resolution approved.

Crossroads Contract – Amendment

The township is working with Crossroads on the Zoning Code and Comprehensive Plan update under a grant-funded contract.

- Changes needed:
 - Add printing services for:
 - 35 bound copies of the Comprehensive Plan, and
 - 35 bound copies of the Zoning Code.
 - Printed cost matches local printer quotes obtained by the Fiscal Officer.
 - Modify the planned in-person training for the Zoning Commission and BZA to a virtual format:
 - Original budget for training: \$6,500.
 - Revised virtual training cost: \$2,600.
 - Printing: \$4,000.
 - Remaining \$4,000 in grant-eligible funds can be used for township staff time directly related to the project (e.g., zoning inspector, trustees, Fiscal Officer, and steering committee support).

Vicky Loeffler made a motion to approve the amended contract with Crossroads selecting the following:

- \$4,000 for printing of Comprehensive Plan and Zoning Code (35 copies each).
- \$2,600 for virtual training for joint Zoning Commission/BZA.
- Authorization for the township to apply remaining eligible grant funds to internal project time.

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

Trustee Bick signed the amended contract, which will be returned promptly to Crossroads. Residents will be able to: Access the Zoning Code and Comprehensive Plan online or Purchase hard copies at the township office (historically around \$10 per book, subject to updated fee schedule).

Kim Ronau made a motion to go into executive session at 8:27 p.m. for 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 resume the regular meeting at 9:53 p.m.. Vicky Loeffler Bernheisel seconded the motion. Roll call: all voted yes. Motion approved.

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 9:55 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

7/21/2026 to 8/3/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
380-2026	07/26/2026	07/26/2026	EP	Andrew Bick	\$860.15	O
381-2026	07/26/2026	07/26/2026	EP	Robert H Briggs	\$695.61	O
382-2026	07/26/2026	07/26/2026	EP	William Consolo	\$191.15	O
383-2026	07/26/2026	07/26/2026	EP	LINDA S DECKER	\$1,466.33	O
384-2026	07/26/2026	07/26/2026	EP	Tanner S Glass	\$572.36	O
385-2026	07/26/2026	07/26/2026	EP	Katelyn Greiner	\$208.32	O
386-2026	07/26/2026	07/26/2026	EP	Kevin P Kross	\$558.65	O
387-2026	07/26/2026	07/26/2026	EP	Trevor L Linnenkugel	\$383.38	O
388-2026	07/26/2026	07/26/2026	EP	Vicky Loeffler Bernheisel	\$955.50	O
389-2026	07/26/2026	07/26/2026	EP	JOHN LUMBREZER	\$266.07	O
390-2026	07/26/2026	07/26/2026	EP	Kim M Ronau	\$959.05	O
391-2026	07/26/2026	07/26/2026	EP	Joseph E Santiago	\$391.43	O
392-2026	07/26/2026	07/26/2026	EP	Ryan E Sedlock	\$1,695.32	O
393-2026	07/26/2026	07/26/2026	EP	Daniel William Walters	\$1,021.65	O
394-2026	07/26/2026	07/26/2026	EP	Jennifer Willey	\$135.86	O
396-2026	07/26/2026	07/26/2026	EP	Lucas Parmelee	\$1,342.92	O
399-2026	07/26/2026	07/26/2026	EW	Ohio Police & Fire Pension Fund	\$2,842.00	O
400-2026	07/26/2026	07/26/2026	EW	PUBLIC EMPLOYEES RETIREMENT SYSTE	\$2,136.90	O
401-2026	07/31/2026	07/31/2026	EP	Zachary R Mikolajczyk	\$435.80	O
403-2026	08/01/2026	08/01/2026	CH	Treasurer of State of Ohio	\$294.00	O
404-2026	08/01/2026	08/01/2026	CH	Ohio Bureau of Workers Compensation	\$372.27	O
14639	08/01/2026	08/01/2026	AW	Barnabys	\$2,180.00	O
14640	08/01/2026	08/01/2026	AW	KALIDA TRUCK EQUIPMENT, INC.	\$518.00	O
14641	08/01/2026	08/01/2026	AW	LINDA Decker	\$500.93	O
14642	08/01/2026	08/01/2026	AW	Zachary Mikolajczyk	\$200.00	O
14643	08/01/2026	08/01/2026	AW	VERIZON WIRELESS	\$220.71	O
14644	08/01/2026	08/01/2026	AW	ARS Refuse Service	\$54.43	O
14645	08/01/2026	08/01/2026	AW	Scott Rhodus	\$240.00	O
14646	08/01/2026	08/01/2026	AW	Cody Pence	\$180.00	O
14647	08/01/2026	08/01/2026	AW	Juan Martinez	\$720.00	O
14648	08/01/2026	08/01/2026	AW	Lucas County Sheriff's Office	\$285.00	O
14649	08/01/2026	08/01/2026	AW	OFFICE OF THE COUNTY ENGINEER	\$3,788.10	O
14650	08/01/2026	08/01/2026	AW	Triotech	\$150.00	O
14651	08/02/2026	08/02/2026	AW	Wex Bank	\$256.69	O
14652	08/03/2026	08/03/2026	AW	Daniel Walters	\$322.52	O
Total Payments:					\$27,401.10	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$27,401.10	

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

Payment Listing

UAN v2026.2

7/21/2026 to 8/3/2026

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

RICHFIELD TOWNSHIP

A RESOLUTION AUTHORIZING TRUSTEE ANDREW BICK TO PREPARE AND SUBMIT AN APPLICATION TO PARTICIPATE IN THE OHIO PUBLIC WORKS COMMISSION STATE CAPITAL IMPROVEMENT AND / OR LOCAL TRANSPORTATION IMPROVEMENT PROGRAM(S) AND TO EXECUTE CONTRACTS AS REQUIRED

WHEREAS, the State Capital Improvement Program and the Local Transportation Improvement Program both provide financial assistance to political subdivisions for capital improvements to public infrastructure, and

WHEREAS, the RICHFIELD TOWNSHIP is planning to make capital improvements to IRWIN ROAD RECLAMATION PROJECT and

WHEREAS, the infrastructure improvement herein above described is considered to be a priority need for the community and is a qualified project under the OPWC programs,

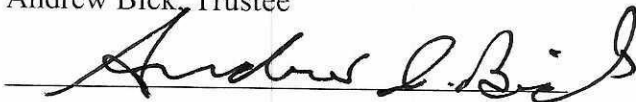
NOW THEREFORE, BE IT RESOLVED by RICHFIELD TOWNSHIP:

Section 1: Andrew Bick, Richfield Township Trustee is hereby authorized to apply to the OPWC for funds as described above.

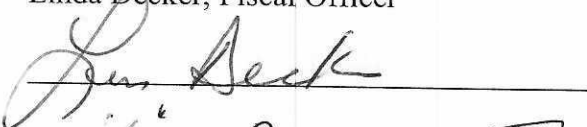
Section 2: Andrew Bick, Richfield Township Trustee is authorized to enter into any agreements as may be necessary and appropriate for obtaining this financial assistance.

Passed: August 3, 2026

Andrew Bick, Trustee



Linda Decker, Fiscal Officer



Kim Ronow, Trustee