

January 5, 2026

The annual re-organization meeting of the Richmond Township Supervisors was held at the Township Building at 30348 State Highway 408. Meeting was called to order at 6:00 P.M. with a salute to the flag and a moment of silence. Present were Supervisors Potts, Morton, and Rankin, Rhonda Phillips, Scott Wheelock, Kathleen Wheelock, John Lawrence, Luigi DeFrancesco, John Flaugh and Bill Taylor.

Morton assumed the position of chair to begin the meeting at 6:00 P.M.

Motion made by Potts, seconded by Rankin, to appoint Bryan Morton as temporary Chairman. Motion carried: three ayes.

Motion made by Potts, seconded by Rankin, to appoint Rhonda Phillips as temporary Secretary. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to appoint Robert Potts as Chairman for 2026. Motion carried: three ayes.

Motion made by Potts, seconded by Rankin, to appoint Rhonda Phillips as Secretary for 2026. Motion carried: three ayes.

Motion made by Potts, seconded by Rankin, to appoint Mary Worley as Assistant Secretary for 2026. Motion carried: three ayes.

Motion made by Potts, seconded by Rankin, to appoint Bryan Morton as Vice Chairman for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to raise the monthly compensation for the Secretary-Treasurer for 2026 to \$1260. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to raise the compensation for the Assistant Secretary for 2026 to \$11.50 per hour. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to retain Berkheimer as Act 32 tax administrator for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to raise the hourly rate of the present full-time township equipment operators/laborers to \$25.00 for 2026. Motion carried: three ayes.

Holidays Paid: Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, 4th of July, and Labor Day. Motion made by Morton, seconded by Rankin, to set these paid holidays for 2026. Motion carried: three ayes.

Vacation Pay: An employee is entitled to vacation paid leave after three months of full-time employment. Five days will be given after three months of probation period and ten days after two years of continuous service. Vacation will be prorated depending on the hire date after mid-year hire. Prorate will be determined by the township supervisors. Upon completion of four years of continuous service, one day will be added for each additional year, up to a maximum of 15 days. Vacation time will run January through December. All accrued vacation will be added starting the calendar year January 1st. Motion made by Morton, seconded by Rankin, to accept these guidelines for vacation pay for 2026. Motion carried: three ayes.

Jury Duty: Full-time eligible employees will be paid per day's wages less jury wage. Motion made by Morton, seconded by Rankin, to accept this guideline for jury duty for 2026. Motion carried: three ayes.

PTO: (Personal Time Off)- Full-time eligible employees, starting after three months, shall earn five days of PTO each year. PTO will be prorated depending on the hire date after mid-year hire. Prorate will be determined by the township supervisors. PTO must be used by the last day of the current calendar year. Motion made by Morton, seconded by Rankin, to accept these guidelines for PTO for 2026. Motion carried: three ayes.

Bereavement: Full-time eligible employees shall be granted up to three days of paid leave in the event of a death in the immediate family, up to two incidences per year. Motion made by Morton, seconded by Rankin, to keep this the same for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, that all vacation and PTO for 2026 must be approved by a supervisor and must be used by December 31st of the current calendar year or they will be forfeited. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to raise the hourly rate of on-demand labor to \$10.00 per hour for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to raise the hourly rate of on-demand equipment operators to \$16.50 per hour for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to raise the hourly rate of part-time plow operators to \$21.00 per hour for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to raise the hourly rate of maintenance employee to \$14.00 per hour for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to appoint John Flaugh and all three supervisors as co-road superintendents for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to raise the hourly rate for full-time road superintendent at \$28.00 for 2026. Motion carried: three ayes.

Motion made by Potts, seconded by Rankin, to appoint Bryan Morton as road master and/or general laborer for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Potts, to appoint James W. Rankin as road master and/or general laborer for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to appoint Bob Potts as road master and/or general laborer for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to appoint Brian Proctor as a general laborer for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to recommend that the auditors set the hourly rate for full-time working supervisors of 30 hours or more to \$18.00 for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to recommend that the auditors set the hourly rate for part-time working supervisors of 30 hours or less to \$18.00 for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to keep the treasurer's bond limit to \$400,000 for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to keep Butcher & Winkler as township legal counsel for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to appoint Scott Wheelock as Chairman of the Vacancy Board for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to accept the Planning Commission Board for 2026. Motion carried: three ayes.

At Present:

Don Myers –Thru 2026

Luigi DeFrancesco – Thru 2026

Mike Lokuta – Thru 2028

John Lawrence – Thru 2028

Gary Coburn – Thru 2028

Supervisors

Motion made by Rankin, seconded by Morton, to accept the meeting dates for 2026 for the last Tuesday of each month as needed and with a start time of 6 P.M. for the Planning Commission as read. Motion carried: three ayes.

January 27, 2026

February 24, 2026

March 31, 2026

April 28, 2026

May 26, 2026

June 30, 2026

July 28, 2026

August 25, 2026

September 29, 2026

October 27, 2026

November 24, 2026

Motion made by Morton, seconded by Rankin, to hire Mike Simmons as Sewage Enforcement Officer for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to appoint Michael Klink as Assistant Sewage Enforcement Officer for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to hire Prosek Inspections as the UCC Building Code Inspector for 2026. Motion carried: three ayes.

Motion made by Potts, seconded by Morton, to hire John Prosek as Assistant UCC Building Code Inspector for 2025. Motion carried: two ayes.

Motion made by Potts, seconded by Morton, to appoint James W. Rankin as Code Enforcement Officer for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to accept the Rec Board members as read for 2026. Motion carried: three ayes.

Rec Board:

At Present: Matt Capron – 2026

Kathy Taylor – 2027
Bill Taylor - 2027
Dave Cargo – 2027
Patti Capron – 2028
Scott Wheelock – 2028
Melissa Dengler - 2029
All Supervisors

Motion made by Morton, seconded by Rankin, to accept the dates of the Rec Board meetings as the third Thursday of each month as needed starting at 6:00 PM for 2026. Motion carried: three ayes.

Rec Board Meeting Dates:

January 15, 2026
February 19, 2026
March 19, 2026
*March 28, 2026 – Easter Egg Hunt
April 16, 2026
*April 25, 2026 – Dumpster Day
*May 9, 2026 – Rec Facility Clean-up Day
May 21, 2026
*May 25, 2026 – Memorial Day Service
June 18, 2026
July 16, 2026
August 20, 2026
September 17, 2026
October 15, 2026
*October 29, 2026 – Trunk or Treat
November 19, 2026
December 17, 2026

Motion made by Morton, seconded by Rankin, to retain Northwest Bank as depositories for all the township accounts for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to retain Northwest Bank for state funds for 2026. Motion carried: three ayes.

Motion made Morton, seconded by Rankin, to approve all board of supervisors' meeting dates, locations, and times for 2026. Motion carried: three ayes.

Meeting dates – Location – Times

Location: Township Building at 30348 State Hwy 408

Dates & Times: 1st Thursday of each month for regular meetings

* Work sessions start at 5:00 P.M. for regular meetings.

*February 5, 2026	6:00 P.M.
*March 5, 2026	6:00 P.M.
*April 2, 2026	6:00 P.M.
*May 7, 2026	6:00 P.M.
*June 4, 2026	6:00 P.M.
*July 2, 2026	6:00 P.M.
*August 6, 2026	6:00 P.M.
*September 3, 2026	6:00 P.M.
September 24, 2026	5:00 P.M. (Preliminary Budget Work Session)

*October 1, 2026	6:00 P.M.
October 22, 2026	5:00 P.M. (Final Budget Work Session)
*November 5, 2026	6:00 P.M. (Preliminary Budget for Advertising)
*December 3, 2026	6:00 P.M. (2023 Budget Approved)
*December 28, 2026	6:00 P.M. (Year-End Business)
*January 4, 2027	6:00 P.M. (Re-Organizational Meeting)
January 5, 2027	5:30 P.M. (Auditors' Meeting)

Motion made by Morton, seconded by Rankin, to have Bob Potts as the voting delegate for the State Convention for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to allow all township supervisors, secretary, and tax collector to go to the State Conventions for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to change the road mileage to \$0.725 per mile for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to leave Bill Taylor as the Emergency Management Services Coordinator for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to recognize Kim Doctor as the Tax Collector Deputy for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Rankin, to recognize Bob Potts as the Flood Plain Administrator for 2026. Motion carried: three ayes.

Motion made by Morton, seconded by Potts, to recognize James W. Rankin as the Right-to-Know Officer for 2026. Motion carried: three ayes.

Minutes of the December 29, 2025, meeting were distributed to those in attendance. Motion made by Morton, seconded by Rankin, to accept the minutes as they stand. Motion carried: three ayes.

Correspondence:

None

Bills and Receipts: See Treasurer's Report

Motion made by Morton, seconded by Rankin, to accept the Bills and Receipts as read. Motion carried: three ayes.

Reports:

Planning Commission – No report.

Recreation Board – We need to order a new American flag. The veteran's list is updated.

Road master's Report – The road crew has been busy plowing snow.

Tax Collector/Tax Collection Committee – none

Website – 2659 visitors for the year 2025

Old Business:

None

New Business:

***Motion made by Morton, seconded by Rankin, to add to the agenda discussion of resignation of present auditor. Motion carried; three ayes.*

Auditor position – Tracey Bullock has resigned from her auditor position for the remaining four years as elected auditor. We will need to look for someone to fill that vacancy.

Citizens' Comments & Concerns:

No comments were brought before the board.

Motion made by Morton, seconded by Rankin, to adjourn at 6:23 P.M. Motion carried: three ayes.

Respectfully submitted,

Rhonda Phillips
Township Secretary