

December 29, 2025

The year-end business meeting of the Richmond Township Supervisors was held at the Township Building at 30348 State Highway 408. The meeting was called to order with a salute to the flag and a moment of silence at 6:00 P.M. In attendance were Supervisors Morton and Potts, Rhonda Phillips, John Flaugh, Mike Lokuta, Nancy Lokuta, and Jim Rankin.

**Minutes of the December 4, 2025:** Copies were distributed to those in attendance. Morton asked if there were any additions and/or corrections.

**\*\*Motion made by Potts, seconded by Morton, to accept the minutes as they stand. Motion carried; two ayes.**

**Correspondence:**

Prosek Inspections – they are increasing their fees for 2026

PSATS – offering scholarships for high school students

PSATS Group Trust Fund – gave a small dividend for our good standing regarding no claims for unemployment

PSATS Newsletter – new law regarding new items added to an agenda at a meeting

PSATS dues list – keep what we had for last year's dues

Crawford County Board of Elections – requested a key for the rec building for voting machines

**Bills and Receipts:** See Treasurer's report.

**\*\* Motion made by Potts, seconded by Morton, to approve all bills and receipts. Motion carried; two ayes.**

**Reports:**

***Planning Commission*** – No report.

***Rec Board*** – Board members whose terms are up for renewal have been notified.

***Road Master's Report*** – No report.

***Tax Collection*** – No report.

***Web Site Report*** – There were 300 visitors in December on the website.

**Old Business -**

***Equipment updates*** – No report.

***Grant for playground*** – Potts is working on a matching grant for the Townville Lions Club donation.

Other grants are available and will be pursued according to their deadlines.

**New Business:**

***Presentation of PSATS certificate for Glenn Sharpe*** – It will be placed on the wall in the Township meeting room.

***Donations in memory of Glenn Sharpe and Rick Makohus*** –

**\*\*Motion made by Potts, seconded by Morton, to donate \$100 to the Meadville Sportsman's Club in memory of Glenn Sharpe, and \$50 in memory of Rick Makohus to his family. Motion carried; two ayes.**

***Supervisors' Reorganization meeting*** – January 5, 2026 at 6 pm

***Auditors' Reorganization meeting*** – January 6, 2026 at 5:30 pm

**\*\*Motion made by Sharpe, seconded by Potts, to adopt Resolution 2025-8 to retain the township per capita tax at \$5.00 for 2026. Motion carried; three ayes.**

**Citizens` Comments and Concerns**

No comments or concerns were brought before the board.

\*\* Motion made by Morton, seconded by Potts, to adjourn. Motion carried; two ayes.  
Meeting adjourned at 6:32 P.M.

Respectfully submitted,

Rhonda Phillips  
Township Secretary