

February 5, 2026

The monthly 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 Potts and Rankin, Rhonda Phillips, John Flaugh, and Scott Wheelock.

Minutes of the January 5, 2026: Copies were distributed to those in attendance. Potts asked if there were any additions and/or corrections.

**Motion made by Rankin, seconded by Potts, to accept the minutes as written. Motion carried; two ayes.

Correspondence:

Crawford County Conservation District – notice to have applications in by June 30th for 2027 construction season

Mary Lou Willis Mattis – Thank you for dedication of the old road grader to Paul A. Willis.

Crawford County Conservation Dinner – February 19th at noon at the Kelly Ballroom

Bills and Receipts: See Treasurer's report.

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

Reports:

Planning Commission – John sent a summary of the January meeting which included discussion was held regarding plans for the Recreation Complex.

Rec Board – The Easter Egg Hunt is on March 28th. An American flag needs ordered for the Recreation Complex.

Road Master's Report – The month of January we have been out plowing and putting skid down. Bob Potts rode along while we plowed snow. We have equipment breaking down. The Mack had the belt tensioner break off. The F-550 had issues with a wheel bearing, check engine light, and ABS. We got the old Massey tractor fixed for the spring. We have had some welding done on the Gradall bucket. Hope the rest of the winter goes better. Watch out for us.

Tax Collection Committee – Kathleen submitted a list of delinquent taxpayers for the supervisors to look over.

Web Site Report – There were 387 visitors who accessed the website.

Old Business -

Chevy truck –

**Motion made by Rankin, seconded by Potts, to sell the Chevy truck on Municibid for a minimum bid of \$10,000. Motion carried; two ayes.

F-550 – WIP.

Replacement truck – we will gather specs of what we are looking for

Grasshopper mowers/Kubota tractor – John will service them.

Upcoming vacations/absences – Morton had surgery and will be out for a while. Potts will be out for part of March.

New Business:

Separation information request – Unemployment compensation form to fill out for Mark Keister; he works as needed.

Review plans for Telecommunications Tower in Richmond Township – Three copies were sent.

Secretary will call to make sure that a copy was sent to Mark Corey, our engineer.

Vote on quotes for diesel – three telephone quotes were obtained for on road diesel from Melzer’s Fuel Service at \$2.49/gal, Klasen at \$3.574/gal and Reed Oil at \$3.47/gal.

**Motion made by Rankin, seconded by Potts, to obtain on road diesel from Melzer’s Fuel Service for 2026. Motion carried; two ayes.

Residents putting salt and other treatments on township dirt roads – The solicitor sent a sample of a letter that can be sent to residents who put treatments on township roads. The secretary will send a letter to the resident who put salt on the road.

SALDO application submitted by Dave and Rhonda Phillips – subdivision of property to daughter and son-in-law

**Motion made by Rankin, seconded by Potts, to accept the SALDO application submitted by Dave and Rhonda Phillips. Motion carried; two ayes.

Set rental fees for softball tournament in June –

**Motion made by Rankin, seconded by Potts, to set the fee for the rental of the Recreation Complex to \$400 for the softball tournament for the weekend in June. Motion carried; two ayes.

Discuss the new employee handbook policies – We will take out the \$450 insurance section and add a boot policy. It will be ready for the next meeting.

Discuss employee performance evaluations – Potts will write up a performance review.

Appoint new auditor to replace Tracey Bullock –

**Motion made Potts, seconded by Rankin, to appoint Deanna S. Potts for the vacant auditor position. Motion carried; two ayes.

Spring Newsletter – Rankin and Potts will submit letters to the secretary.

New items to agenda –

**Motion made by Rankin, seconded by Potts, to add to the agenda a resolution for signatories from the township to the county and discussion about rebuilding the spreader. Motion carried; two ayes.

Resolution 2026-1:

**Motion made by Rankin, seconded by Potts, to accept Resolution 2026-1 stating the authorized signatories from the township to the county. Motion carried; two ayes.

Rebuild the spreader – John asked about rebuilding the spreader.

**Motion made by Rankin, seconded by Potts, to have John rebuild the spreader. Motion carried; two ayes.

Citizens` Comments and Concerns

Rankin suggested painting a mural on the plow down by the road for America250.

** Motion made by Potts, seconded by Rankin, to adjourn. Motion carried; two ayes.

Meeting adjourned at 7:16 P.M.

Respectfully submitted,

Rhonda Phillips
Township Secretary