

March 6, 2025

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 Morton, Potts, and Sharpe (via phone), Rhonda Phillips, John Lawrence, John Flaugh, Eric Henry, Dan Miller, Scott Wheelock, Kathleen Wheelock, Laura Morton, and Tracey Bullock.

**Minutes of the February 6, 2025:** Copies were distributed to those in attendance. Morton asked if there were any additions and/or corrections.

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

**Correspondence:**

*Fuller Building Group* – they now have a business in Meadville

*Department of Transportation* – letter was received in response to a letter that Supervisor Morton sent asking for them to look at the intersection of Rt. 77 and St. Hwy 408. They concluded from their study that a 50-mph speed limit sign placed on Rt. 77 on both sides of the intersection should be sufficient.

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

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

**Reports:**

**Planning Commission** – John reported that they met on Feb. 25<sup>th</sup> along with Supervisor Potts. They discussed the township SALDO establishment, the WWII arch, and the situation on Lucky Lane. There was discussion about doing a study on St. Hwy 408 and Lyona Rd. They also have some information about updating the play space at the Rec Complex.

**Rec Board** – Easter Egg Hunt is planned for April 12<sup>th</sup>. The bathrooms will need to be opened for the ball association in April.

**Road Master's Report** – The month of February we have been plowing snow and putting skid on the ice on the roads. Then rain came and melted the roads; then the roads froze again. We used the grader to smooth the ruts out. We also fixed the breakdown of the hydraulics on both trucks. The hoses needed replaced and had the cylinder rebuilt on the '99 International. We changed the front bumper on the Chevy; it was rusted out. We are hopeful the weather changes and we can start patching holes in the roads. We just need to wait until the conditions are right. We will be out there as soon as we can, so watch out for us.

**Tax Collection Committee** – The TCC has signed another contract with Berkheimer.

**Web Site Report** – There were 147 visitors in February.

**Old Business -**

**Groundskeeper** – WIP.

**Update on the tandem frame** – The frame has been ordered.

**County SALDO proposal** – There is a new invitation to meet on Tuesday, March 25<sup>th</sup> at 6:00-8:00 pm at East Mead VFD.

**Township SALDO** – This type of ordinance will help with enforcing some other ordinances that the township has in place.

**\*\*Motion made by Potts, seconded by Sharpe, to write a SALDO for Richmond Township through the guidance of the township solicitor. Motion carried; three ayes.**

**Dollar General update** – No money has transferred at this point.

**Set security deposit amounts for rentals** –

**\*\*Motion made by Sharpe, seconded by Potts, to set the security deposits for both pavilions and the building at \$100. Motion carried; three ayes.**

**Positions for re-elections** – Trisha Palmer is interested in running for auditor. Forms need to be submitted to the courthouse by Tuesday, March 11<sup>th</sup>.

**Information for the spring newsletter** – Information has been received from Supervisor Potts and John Lawrence. Supervisor Sharpe will send some info.

**Grant opportunities** – The lady at the planning office will be helping with something for the playground.

**Any road concerns** – There are a lot of holes everywhere. We need to wait until the frost comes out of the ground.

**Upcoming vacations**- John Flough will be on vacation May 16<sup>th</sup>-24<sup>th</sup>.

#### **New Business:**

**Auditor recommendations** – none were brought to the board

**Dumpster Day volunteers** – we are looking for volunteers; hours will be 7am-1pm; advertise three weeks before

**Possible separate account for rec board/veteran's committee** – We will handle donations for the arch through the township general fund.

**Planning commission suggested a landlord responsibilities ordinance** – there are templates that we can use to create this ordinance; it will be used along with the SALDO

**Prosek Inspections questions re: building permits** – We will have Prosek Inspections handle all building permits, and they will send any that only require an assessment permit to the township office.

**\*\*Motion made by Potts, seconded by Morton, to implement an administration fee of \$25 for each building permit. Motion carried; three ayes.**

#### **Citizens` Comments and Concerns**

Dan Miller submitted the response times of the fire department for the year 2024.

**\*\* Motion made by Morton, seconded by Potts, to adjourn. Motion carried; three ayes.**

Meeting adjourned at 6:55 P.M.

Respectfully submitted,

Rhonda Phillips  
Township Secretary