



The Board of Trustees of Bath Township met on Tuesday, **December 19, 2023**, in the Township Boardroom, 2880 Ada Road, Lima, Ohio.

**Members Present:** Brad Baxter  
Mike Meeks  
Micah Hollinger

Chairman Brad Baxter called the meeting to order at 7:00 p.m.

The minutes of the regular meeting of December 5, 2023, were approved as presented. Motion by Mr. Meeks, seconded by Mr. Hollinger and passed by unanimous roll call vote.

### **FISCAL OFFICER'S BUSINESS**

#### **YEAR END BUSINESS**

**MOTION to appoint Trustee Baxter to serve as Chairman of the Board of Trustees of Bath Township for 2024.** Motion made by Mr. Meeks, seconded by Mr. Hollinger, and passed by unanimous roll call vote.

**MOTION to appoint Trustee Meeks to serve as Vice Chairman of the Board of Trustees of Bath Township for 2024.** Motion made by Mr. Baxter, seconded by Mr. Hollinger, and passed by unanimous roll call vote.

**MOTION to set the regular meetings of the Board of Trustees of Bath Township on the 1st and 3rd Tuesdays of each month at 7:00 p.m. for 2024.** Motion made by Mr. Baxter, seconded by Mr. Meeks, and passed by unanimous roll call vote.

**MOTION to close all blanket certificates issued in 2023 effective 12/31/2023.** Motion made by Mr. Baxter, seconded by Mr. Hollinger, and passed by unanimous roll call vote.

**MOTION to close all purchase orders issued in 2023 effective 12/31/2023.** Motion made by Mr. Baxter, seconded by Mr. Hollinger, and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-1: The Board of Trustees of Bath Township, Allen County, Ohio hereby approves the proposals and contracts with Delta Dental and OneAmerica, with Grady Enterprises as the Agent of Record for 2024.** Discussion: Mr. Baxter explained this is a change in carriers for ancillary benefits that resulted in a savings. Motion made by Mr. Baxter, seconded by Mr. Meeks, and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-2: the Board of Trustees of Bath Township, Allen County, Ohio, hereby authorizes the current expenses, bi-monthly payrolls, and any other expenditures of said Board of Trustees during the fiscal year ending December 31, 2024, and hereby sets aside appropriated expenditures that are to be made for and during said fiscal year effective 1/1/2024.** Discussion: Fiscal Officer Josh Luke explained that this is a formality in regard to the budget that was already approved, and so the fund can be appropriated formally to pay expenditures. Motion made by Mr. Baxter, seconded by Mr. Hollinger, and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-3: the Board of Trustees of Bath Township, Allen County, Ohio, hereby designates the Bath Township Secretary as the designee and/or representative of the Bath Township elected officials, to attend on their behalf, the Auditor of State Records Training and authorizes approved expenses related to such travel.** Discussion: Mr. Baxter explained this is not something out of the ordinary for public entities to do. Motion made by Mr. Baxter, seconded by Mr. Hollinger, and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-4: the Board of Trustees of Bath Township, Allen County, Ohio, hereby approves the annual expenses of the Trustees and Fiscal Officer to attend OTA and NATAT Conferences and any other meetings or conferences related to Government in 2024.** Discussion: Mr. Baxter explained this is an annual resolution to cover any necessary expenses, so they don't need to be approved each time something comes up. Motion made by Mr. Baxter, seconded by Mr. Hollinger, and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-5: the Board of Trustees of Bath Township, Allen County, Ohio, hereby reappoints Gary Reynolds and Terry Baldwin to serve on the Bath Township Fire Department Board of Dependents representing the Board of Trustees of Bath Township, and Joseph Kitchen and William Stippich representing the Bath Township Fire Department, effective 1/1/24.** Discussion: Chief Joe Kitchen explained this is a yearly formality. Motion made by Mr. Baxter, seconded by Mr. Hollinger and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-6: The Board of Trustees of Bath Township, Allen County, Ohio hereby appoints Clarence Roller to the Zoning Commission Board and David Bassett to the Zoning Appeals Board to serve a 5 year term ending December 31, 2028.** Motion made by Mr. Baxter seconded by Mr. Hollinger and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-7: The Board of Trustees of Bath Township, Allen County, Ohio hereby approves the resignation of Lisa Fillhart as an intermittent EMT-Basic effective 12/31/23, and further recognizing her for her twenty-one years of service to Bath Township.** Motion made by Mr. Baxter, seconded by Mr. Hollinger and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-8: The Board of Trustees of Bath Township, Allen County, Ohio hereby acknowledges the need for a Driver Acceptability Standard as recommended by the Ohio Township Association Risk Management Authority, and will review a policy with legal counsel to develop a written driving policy for all Township employees. Once finalized, the written driving policy will be voted on at an upcoming 2024 meeting, and any approved policy will be included in an update to the Bath Township Employee Handbook.** Discussion: Mr. Baxter explained that this is in response to OTARMA’s recommendation. Several recommendations were identified and will be addressed. Motion made by Mr. Baxter seconded by Mr. Hollinger and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-9: The Board of Trustees of Bath Township, Allen County, Ohio hereby authorizes the Fiscal Officer to advance funds on a monthly, as needed basis from the General Fund to the Fire Fund to cover payroll and all other operational expenses for Fire and EMS. Further, directing the Fiscal Officer to reimburse the General Fund from the Fire Fund in monthly payments as agreed upon by the Fire Chief and the Board of Trustees.** Discussion: Mr. Baxter explained that this is finalizing discussion on how to support the Fire Department during the first quarter of 2024. Mr. Baxter recapped options discussed at the last meeting to use advances from the general fund, ARP funds, or a loan through a Tax Anticipation Note. Mr. Meeks requested if expenses can be put off until actual tax funding is received, that would be ideal. All Trustees agreed this would be on an as needed basis as expenses need to be paid. Motion made by Mr. Hollinger seconded by Mr. Baxter and passed by unanimous roll call vote.

**RESOLUTION 12-19-23-10: The Board of Trustees of Bath Township, Allen County, Ohio hereby authorizes the Fiscal Officer to advance up to \$200,000 on an as needed basis from the ARP fund to the Fire Fund to cover payroll and benefit expenses for Fire and EMS.** Discussion: Mr. Baxter explained that this funding can be used for salary and benefits, but recommendation is to run this by legal counsel to verify if any other expenses for Fire and EMS could be covered. Motion made by Mr. Baxter seconded by Mr. Meeks and passed by unanimous roll call vote.

**FINANCIAL REPORT**

The fiscal officer reported as of December 17, 2023, the checking account balance First National Bank \$2,238,801.81; Star Ohio balance \$106,033.90 for a total amount of all funds at \$2,344,835.71.

<b><u>ARP FUNDS:</u></b>	
The ARP Funding Balances are as follows:	
Total Funds Received (2021)	\$496,457.46
Total Funds Received (2022)	\$497,135.04
Total Funds Disbursed:	<u>\$558,032.29</u>
<b>Total Available/Remaining Balance</b>	<b>\$435,560.21</b>

**BILLS FOR PAYMENT**

**Breakdown of bills for approval:**

Payroll Total:	\$30,348.49
Expenditures/Bills	\$133,033.60
<b>Total</b>	<b>\$163,382.09</b>

Mr. Baxter moved, and Mr. Hollinger seconded the motion to pay the December 19, 2023, bills in the amount of \$163,382.09. Motion passed by unanimous roll call vote.

Reports Emailed to Trustees: Payment Listing 12/17/23, Fund Status 12/17/23, Revenue Status 12/17/23. Mr. Baxter, Mr. Hollinger, and Mr. Meeks confirmed they received these reports.

### **DISCUSSION ITEMS**

Fiscal Officer Josh Luke read the following statement:

I'm truly grateful for the trust that was instilled in me to come in and perform the duties of Township Fiscal Officer. I wanted to express my gratitude to the Trustees, Department employees, and community. Thank you to everyone that has offered kind words of support and thank you to the voters. After much consideration, I have informed the Trustees of my intention to step down as Township Fiscal Officer for personal reasons. I have asked the Trustees to identify a replacement Fiscal Officer as soon as possible, with the new individual appointed to the role by no later than early Spring 2024. At the time the new Fiscal Officer is ready to be appointed, I will formally resign my position. I've also offered to remain in an Assistant Fiscal Officer role to fully train the new Fiscal Officer, and to be accessible for questions and support as needed in the future. Everyone can rest assured knowing that I will still be doing everything necessary for the end of 2023 and start of 2024. I will be working hard to fulfill the duties of the Fiscal Officer role to the best of my ability through the duration of the search process. Again, thank you for all of your support.

### **CORRESPONDENCE**

Received a letter from KLA Risk Consulting regarding the October 17th, 2023 OTARMA Risk Control Visit with recommendations to assist in risk control efforts. All recommendations are to be addressed by 12/31/23 and returned to OTARMA. A copy of the letter along with recommendations was sent to all Department heads and the Trustees. Mr. Baxter requested all items be addressed and sent to Mr. Luke by the end of this week.

### **TRUSTEES BUSINESS**

**Mr. Baxter** expressed that he is optimistic about what's to come in 2024 and optimistic for the levies on the March ballot. No other discussion at this time.

**Mr. Meeks** had conversation Chris Fultz about the sign. Did not realize the \$19,000 sign quote at the time was for an electronic LED sign. There will be additional expenses though. Mr. Hollinger discussed cheaper options using metal like aluminum and offered to assist with posts and welding needs. Mr. Baxter stated this would be addressed and decided on at another time given the current financial situations.

**Mr. Hollinger** Asked for clarification on Scott Campbell's position with the Township just so he was aware exactly what that was for the Zoning Department. Ken Meyer explained it's an as needed role for Zoning Clerk, and Mr. Baxter further expressed having Scott's expertise is a tremendous benefit to the Township.

### DEPARTMENT REPORTS

**Road Superintendent Gary Jay** mentioned they are currently fixing some signs and working on other jobs waiting for the snow to fall.

**Fire Department - Chief Kitchen** stated there were 1,566 year to date calls for service.

The following is a statement from Bath Township Fire Department Chief Joseph Kitchen:

**Zoning Inspector/Fire Inspector Ken Meyer** reviewed his zoning report with the Trustees. Mr. Hollinger asked about property code enforcement in the Township, and what if anything could be done to address properties like 500-502 Alton Ave. Mr. Meyer clarified that Bath Township doesn't have extensive property codes put in place that other areas do. It is possible to do if the Board wants to pursue enacting codes, but will require studies and interactions between the Boards. Mr. Baxter discussed this was something he didn't think is necessary to pursue at this time.

### HEARING OF THE PUBLIC

There were (9) twenty three from the public in attendance.

Tony Kroeger, 3803 Stewart Rd – Asked for clarification on the additional fire levy if it was a permanent levy or renewable. Mr. Baxter explained it would be renewable. Mr. Kroeger asked if ballot language can be clarified to include that to assist with getting the levy passed. The language on being renewed every 5 years is already in the levy language.

Clarence Roller, 3920 E. Bluelick Rd – Asked about the plans for manning with the Fire Department. Chief Kitchen stated sometimes 3 will be on hand, most of the time, likely 2. This will be the case for most of the year. Mr. Baxter discussed that staff that have left won't be replaced. 6 full-time firefighters is the likely scenario, 2 per shift. Chief Kitchen explained in regards to keeping costs down for the Fire Department, it's all in people (salary and benefits). Mr. Roller asked about the recent fire in the new that Bath responded to as mutual aid. How is this possible with only 2 per shift? Chief Kitchen clarified that mutual aid is reciprocal. Bath Township was available to assist, and given the nature of the apartment complex fire, they had the right truck necessary to assist. Mr. Roller also encouraged the Board to look into substitute levies for future funding. Mr. Baxter addressed the Board's action on assisting the Fire Department. The Board acted when they could, and he's focused on moving the Township forward. Mr. Baxter also mentioned he is working to set up meetings with Township businesses to make sure they understand the state of operations in the Township.

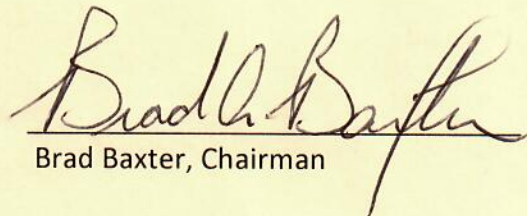
The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held **January 16, 2024, @ 7:00 p.m.** in the Township Boardroom

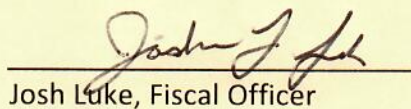
Mr. Baxter moved, and Mr. Meeks seconded the motion to recess the regular meeting at 8:10 p.m. and go into executive session at 8:17 p.m.

Mr. Baxter motioned and Mr. Meeks seconded the motion to end the executive session at 8:37 p.m. and return to the regular meeting.

Resolution 12-19-23-11: The Board of Trustees of Bath Township, Allen County, Ohio hereby authorizes an unpaid leave of absence for Firefighter/Paramedic Ross Emans effective 12/16/23 through 1/31/24. Further, approving him to continue his Medical Mutual insurance plan for the month of January 2024 at his own paid expense. Motion made by Mr. Baxter seconded by Mr. Hollinger and passed by unanimous roll call vote.

Being of no further business, Mr. Baxter moved, and Mr. Hollinger seconded the motion to adjourn the meeting at 8:39 p.m. Motion passed by a unanimous roll call vote.

  
Brad Baxter, Chairman

  
Josh Luke, Fiscal Officer

  
Mike Meeks, Vice Chairman

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Micah Hollinger, Trustee