



The Board of Trustees of Bath Township met on Tuesday, **November 4, 2025**, in the Township Boardroom, 2880 Ada Road, Lima, Ohio.

Members Present: Brad Baxter, Lisa Fillhart, & Mike Meeks.

The meeting was called to order at 7:00 PM with Trustee Baxter leading the Pledge of Allegiance.

Presentations:

There were no presentations at this meeting.

Previous Minutes:

The minutes of the October 21, 2025 meeting were received & reviewed by the trustees. No additions or corrections were made. Trustee Fillhart made a motion to approve the minutes with Trustee Meeks seconding the motion. A roll call vote was held with all three trustees voting yes, the motion was approved.

The following resolutions were taken up by the Trustees:

RESOLUTION 11-4-25-1: Amending section 1 of the Bath Township, Allen County, Ohio Employee Handbook to include section 1.06 Pregnant Workers fairness Act and Nursing Mothers Act as attached to this resolution as if fully written here within.

- Trustee Fillhart stated that these changes were part of the normal process of routinely reviewing and updating our handbook and that these changes were recommended by Clemans & Nelson.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with all trustees voting yes, the resolution was adopted.

RESOLUTION 11-4-25-2: Amending section 2 of the Bath Township, Allen County, Ohio Employee Handbook to include section 2.07 approving and requiring electronic employee pay stubs as a primary means of distribution for all employees in order to promote efficient and secure methods for communicating electronic transfer of funds regarding employee payroll information. Further, requiring all Bath Township employees to maintain provide an email address to be used for such purposes and to communicate the same, including any subsequent changes, to the Fiscal Officer. Further, requiring the Fiscal Officer to use the means of password protection outlined in the UAN Payroll EFT Handbook and to communicate said password to the employees during the onboarding process.

- Fiscal Officer Carroll advised that testing of emailing paystubs was completed this payroll and that if approved, password secured pay stubs by email would begin with our next payroll.
- Trustee Fillhart moved to approve the resolution and Trustee Baxter seconded the motion. A roll call vote was taken with all trustees voting yes, the resolution was adopted.

FINANCIAL REPORT

- The fiscal officer provided a financial report outlining current account balances and current expenditures: See Addendum A "Financial Report for November 4, 2025 attached to these minutes.
- The fiscal officer reported that payment listings outlining those bills paid by E.F.T.'s, Warrants (checks), and direct deposit related to payroll were emailed to the trustees prior to the meeting along with a current fund status report, a revenue status report, and a cash flow detail by fund report. Trustees Meeks, and Fillhart acknowledged receiving the reports.
- A motion was made by Trustee Baxter, seconded by Trustee Meeks to approve the payroll, payments, and financial reports as presented. A roll call vote was taken with all trustees voting yes, the motion passed.

DISCUSSION ITEMS

The Fiscal Officer Reported on the following items:

- **Old Business / On-Going Projects**

- The process of securing emailed pay stubs by PIN beginning with the 11.19.25 pay date.
- Establishing Speedway account for ACSO deputies has not yet been completed, he hopes to complete this soon but no later than the end of the year.
- Two new office chairs were received for the fiscal office. The Trustees were thanked for approving this purchase and providing the new chairs.
- There were issues with Microsoft 365 and our current version of outlook causing the fiscal officer email account to be unusable for several days. iTech came on site this past Friday to affect repairs and updates as well as to begin work on networking township printers and improving internet/Wi-Fi access in the fiscal office and the garage buildings.

- **New Business / Projects**

- None

CORRESPONDENCE

- Received a letter from Ohio BWC certifying coverage and providing new rates for 2026.
- Received our health coverage renewal packet from Medical Mutual.
- Received an electrical aggregation opt out notice from Allen County.

TRUSTEES BUSINESS

- **Old Business / On-going Projects**

- Cybersecurity Training
- Reviewing & Updating Records Retention Policy
- Reviewing & Updating the Township's Strategic Plan

Mrs. Fillhart

- Mrs. Fillhart gave an update on the township's plans to complete required cybersecurity training in 2026.
- Mrs. Fillhart reported on her attendance at the recent meeting of the Allen County Health District Advisory Council. Of note, there is a proposed fee increase to townships of 2% and the Health Dept. has responded to Bath Township a total of 416 times in the past year.

Mr. Meeks

- Mr. Meeks had no additional business to report on at this meeting.

Mr. Baxter

- Mr. Baxter called for an executive session at the conclusion of normal business for the purpose of discussing the appointment, dismissal, discipline, promotion, or compensation of a public employee or official.
- Mr. Baxter discussed the need to investigate establishing a permanent improvement fund regarding the township owned landfill.
- Mr. Baxter praised Road Superintendent Gary Jay for involving the township in the 8-1-1 "Before you Dig."

DEPARTMENT HEAD REPORTS

- **Road Department:**

- Superintendent Gary Jay Reported...
 - The transmission is slipping on one of our ACSO cruisers and it will be going in for repairs.
 - We are receiving and applying more cover dirt to the township landfill.
 - Fall leaf clean-up has begun.
 - An overview of the 8-1-1 service requiring notification before digging on township right-of-ways.

- **Fire Department:**
 - Fire Chief Joe Kitchen was not in attendance but provided the following update via email:
 - FD calls for service to date: 1,265
- **Zoning Department:**
 - Ken Meyer reported on the following...
 - Provided a written statistical report outlining zoning activities as well as fire code enforcement activities to the trustees and fiscal officer outlining his activity since October 21, 2025.
 - Opportunities for additional brown space monies and the potential to work with the Allen County Auditor for additional demolitions.
- **Sheriff Department:**
 - Deputy Cooper Hanneman was in attendance:
 - No additional reports/information provided at this meeting.
- **Social Hall:**
 - Tammy Jay was in attendance:
 - No additional information to share at this meeting.

Attendance & Public Comments

- Attendance included 3 township employees, 4 elected officials, and 9 member(s) of the public.
- Eric Schmidt of 701 Kingswood inquired about the status of Reservoir Road repairs. Gary Jay was asked to respond by Trustee Baxter and subsequently gave a brief overview of the issues regarding the repairs to the best of his knowledge. Gary reminded those in attendance that this is not a township road. The water pipe will first be repaired by the City of Lima and then the road will be repaired by the Allen County.
- Linda Makely of 3839 Yale gave a statement in support of Micah & RE:Source regarding his efforts to address the concerns his expansion has created in the township. She was joined by Trustees Meeks & Baxter and another member of the public who pointed out his willingness to accept downed tree limbs and other debris free of charge to both residents and the township.

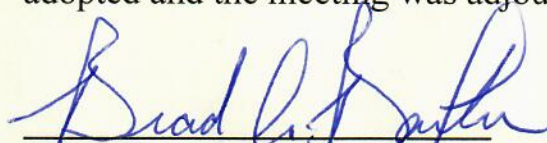
Executive Session

- The regular meeting was recessed to go into executive session for the purposes heretofore outlined by Trustee Baxter at 8:20 PM upon a motion by Trustee Baxter and a second by Trustee Fillhart with all three trustees voting yes. The executive session concluded and the meeting was continued at 9:05 PM upon a motion by Trustee Fillhart and a second by Trustee Baxter with all three trustees voting yes.

Additional Business & Announcements

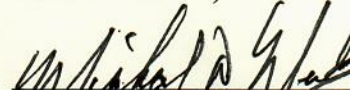
- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday November 18, 2025 at 7:00 PM in the Township Boardroom.

Being no further business to come before the board, Trustee Baxter moved, and Trustee Fillhart seconded a motion to adjourn the meeting at 9:06 PM. A roll call vote was taken with Trustees Baxter, Fillhart, and Meeks voting yes, the motion was adopted and the meeting was adjourned.


Brad Baxter, Chairman


Berlin Carroll, Fiscal Officer


Lisa Fillhart, Vice-Chair


Mike Meeks, Trustee

ADDENDUM A
FINANCIAL REPORT
November 4, 2025
(Prepared by Berlin Carroll)

Account Balances	Amount	As of Date
First National Bank (Cash Account)	\$3,603,126.31	10.31.25
STAR Ohio (Investment Account)	\$116,561.49	10.31.25
Total - All Accounts	\$3,719,687.80	

Current Expenditures	Amount	As of Date
Payroll Wages	\$32,740.56	11.5.25
Bills Paid by Warrant (Check)	\$7,940.62	11.4.25
Bills Paid by EFT (Electronic Funds Transfer)	\$8,595.71	11.5.25
Other Payments (Direct, Etc.)	\$0.00	11.4.25
Total Amount of All Payables	\$49,276.89	

Current Action Items/Notes

- Supplemental Appropriations:
 - None
- Blanket Certificate(s) Created:
 - None
- Purchase Order(s) Created:
 - None