



The Board of Trustees of Bath Township met on Tuesday, **November 18, 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 November 4th, 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 11-18-25-1: *Authorizing a Contract for Dispatching Services between the Bath Township Board of Trustees, Allen County, Ohio; Matthew B. Treglia, Sheriff of Allen County; and the Board of County Commissioners of Allen County, Ohio, for a three-year period commencing January 1, 2026 and continuing until December 31, 2028 and, authorizing payment in the amount of \$23,259.54 for the first year of this contract (January 1, 2026 through December 31, 2026) to be paid from the fire fund.*

- Fiscal Officer Carroll informed the Trustees that this bill, if approved, would not be paid until after January 1, 2026 and after the 2026 budget is approved and finalized.
- Chief Kitchen reported that this contract includes a 1.5% percent increase in each year of the term.
- Trustee Baxter stated this contract was a "bargain for the township."
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with all three trustees voting yes, the resolution was adopted.

RESOLUTION 11-18-25-2: Summarized: Declaring the property owned by Betty Ruth Beach Located at 5405 Wolfe Road in Bath Township, Allen County, Ohio A Nuisance.

- Zoning Inspector Meyer reported that zero progress has been made towards brining this property into compliance by the property owner.
- Trustee Baxter moved to approve the resolution and Trustee Meeks seconded the motion. A roll call vote was taken with all three trustees voting yes, the resolution was adopted.
- A copy of the complete resolution and supporting documentation is on file in accordance with Ohio law and the township's established records retention policies.

RESOLUTION 11-18-25-3: Summarized: Approving payment for EMS Equipment purchased through the Ohio Department of Public Safety Division of EMS Grant Programs.

- Chief Kitchen gave an overview of equipment to be purchased with this grant as well as the grant process.
- Trustee Fillhart moved to approve the resolution and Trustee Meeks seconded the motion. A roll call vote was taken with all three trustees voting yes, the resolution was adopted.
- A copy of the complete resolution and supporting documentation is on file in accordance with Ohio law and the township's established records retention policies.

RESOLUTION 11-18-25-4: Approving the hiring of Gavin Butler a full-time, Level II Firefighter/EMT Basic, in accordance with Section 33, "Non-Certified Hires" of the IAFF Bath Twp. Professional Firefighter's contract, at a rate of \$21.39 per hour, effective December 1, 2025.

- Chief Kitchen spoke on Mr. Butler's progress and performance as a part-time employee and recommended him for full-time employment.
- Trustee Meeks moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with all three trustees voting yes, the resolution was adopted.

RESOLUTION 11-18-25-5: Approving the hiring of Brayden Young a full-time, Level II Firefighter/EMT Basic, in accordance with Section 33, "Non-Certified Hires" of the IAFF Bath Twp. Professional Firefighter's contract, at a rate of \$21.39 per hour, effective December 1, 2025.

- Chief Kitchen spoke on Mr. Young's progress and performance as a part-time employee and recommended him for full-time employment.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with all three trustees voting yes, the resolution was adopted.

RESOLUTION 11-18-25-6: Accepting the resignation of intermittent Firefighter/EMT Tyler Dillon.

- Chief Kitchen reported that Mr. Dillon has accepted a more lucrative employment opportunity with another department outside the area and recommended that his resignation be accepted with regrets.
- A copy of Mr. Dillon's resignation letter was forwarded to the board prior to the meeting for their review.
- Trustee Baxter moved to approve the resolution and Trustee Meeks seconded the motion. A roll call vote was taken with all three trustees voting yes, the resolution was adopted.

RESOLUTION 11-18-25-7: Summarized: Authorizing the installation of signs prohibiting the use of engine retarders on motor vehicles within the unincorporated area of Bath Township.

- Mrs. Tammy Jay reported that signs will be installed at Lutz & State Route 65.
- Trustee Baxter clarified that this action covered only the affected area and not the entire township.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with all trustees Baxter & Fillhart voting yes and trustee Meeks voting no, the resolution was adopted.
- A copy of the complete resolution and supporting documentation is on file in accordance with Ohio law and the township's established records retention policies.

RESOLUTION 11-18-25-8: Approving the proposals and contracts with Medical Mutual, Delta Dental, Principal, and OneAmerica, with Grady Enterprises as the agent of record for 2026.

- Trustee Baxter provided an explanation of this action stating it is required for the Board to approve various rates related to employee benefits on an annual basis and that the township employs the services of Grady Enterprises to assist with and manage these benefits.
- Trustee Meeks highlighted the amount of work that goes into negotiating these rates and credited Mr. Baxter for his efforts.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with all three trustees voting yes, the resolution was adopted.

RESOLUTION 11-18-25-9: Approving a change in rates to the current contract for professional services with Clemans-Nelson & Associates, Inc. pursuant to the attached notification dated October 2, 2025 as if fully written here within.

- Trustee Baxter provided an explanation of this action stating it is required for the Board to approve any change of rates when necessary and that Clemans-Nelson & Associates is used for consulting on matters related to human resources and township operations.
- Trustee Baxter moved to approve the resolution and Trustee Meeks seconded the motion. A roll call vote was taken with all three trustees voting yes, the resolution was adopted.

RESOLUTION 11-18-25-10: Authorizing the purchase of a 2026 police interceptor AWD cruiser in the amount of \$44,859.00 from Ford Motor Company as well as associated vehicle equipment from Parr Public Safety Equipment in the amount \$19,100.48 and additional items from Brite, Inc. in the amount of \$5,115.00 (totaling: \$69,078.48) and further, directing the Fiscal Officer to set aside sufficient funds in the 2026 budget to pay the same from the Police Fund (Fund Number 2191).

- Trustee Baxter presented on the need to purchase a new cruiser given that one in our current fleet is at end of service.
- Trustee Fillhart presented on providing project management and all of the related purchases that must be considered when replacing a cruiser.
- Trustee Meeks moved to approve the resolution and Trustee Baxter seconded the motion. A roll call vote was taken with all three 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 18, 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. All three trustees acknowledged receiving the reports.
- A motion was made by Trustee Baxter, seconded by Trustee Fillhart to approve the payroll, payments, PO's, BC's, 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**
 - Establishing Speedway account for ACSO deputies.
 - Application for Speedway accounts have been submitted and we are awaiting on cards to be mailed to the township.
 - iTech: Networking of Printers
 - A date has not yet been determined to complete networking of various township printers.
 - Amazon Business Account.
 - The Fiscal Officer, in response to a question via email from Trustee Fillhart regarding establishing an OTA Amazon Account, advised that the Township already has an Amazon Business Account and that he reached out via email to an OTA representative about the possibility of linking our existing account to OTA's.

- **New Business / Projects**

- ACSO Contract – Billing Procedures:

- The Fiscal Officer reported he received an email from Trustee Fillhart regarding ACSO billing procedures. The Fiscal Officer made inquiry at the Sheriff's Office however, the individual who handles the preparation of our invoices was out of the office.
 - Chief Kitchen gave some historical perspectives regarding this contract and how certain procedures regarding benefits were handled in the past. Trustee Baxter and Trustee Fillhart participated in this conversation.

CORRESPONDENCE

The Fiscal Officer Reported on the following items:

- Received a standard notice from Medical Mutual.
- Received a notice regarding property value increase for 420. S. Cool Road from the Allen County Auditor.
- Received a letter from the City of Lima regarding tax withholdings.

TRUSTEES BUSINESS

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

- Complete required cybersecurity training:
 - Chief Kitchen reported that we are in the process of setting up a meeting to move this project forward.
 - Review & Update the Township's Records Retention Policy
 - No action taken or reported at this meeting.
 - Review & Update the Township's Strategic Plan
 - No action taken or reported at this meeting.
 - Township landfill – Establish fund for expenses.
 - No action taken or reported at this meeting.

Mrs. Fillhart

- Mrs. Fillhart thanked Trustee Meeks for his years of service as a Trustee of Bath Township.
- Mr. Fillhart acknowledged the Fire Department for being workplace injury free for the last three years.

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.
- Mr. Baxter called for a special meeting of the Board of Trustees for December 30, 2025 with the time to be determined at the next regular meeting.

DEPARTMENT HEAD REPORTS

- **Road Department:**

- Superintendent Gary Jay Reported on the following items:
 - November 26th will be the last day of leaf pickup for the township.
 - Provided an update on the Reservoir Road closure including an explanation of the problems causing the extended closure to the best of his knowledge.
 - Stated that there have been 8 water line breaks in Bath Township in the last 6 weeks.

- **Fire Department:**

- Fire Chief Joe Kitchen reported on the following items:
 - FD calls for service to date: 1,326
 - Reported that the extended closure of Reservoir Road is causing concerning delays in response times.
 - Requested a meeting with the Fiscal Officer for purposes of creating a workgroup related to managing the Fire Department's budget carry over and funding for anticipated capital needs.

- **Zoning Department:**

- Ken Meyer reported on the following items:
 - 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 November 4th, 2025.

- **Sheriff Department:**

- Deputy Cooper Hanneman: No Report this evening.

- **Social Hall:**

- Tammy Jay: No report this evening.

Attendance & Public Comments

- Attendance included 5 township employees, 4 elected officials, and 6 member(s) of the public.
- Ted Schumacher of 3120 Sugar Creek Road made a suggestion regarding the purchase of a new cruiser.
- Liz Ebbing of 1382 Fetter Road inquired about the Reservoir Road Closure.

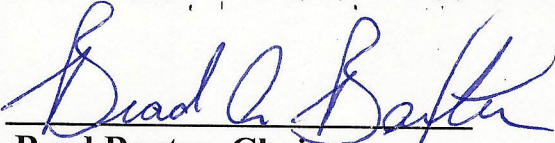
Executive Session

- 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 began at 8:27 and concluded at 9:32 PM with the meeting be called back to order upon a motion by Trustee Fillhart and a second by Trustee Baxter with all three trustees voting yes.
 - Note: Amanda Reese of Clemens-Nelson & Associates attended and participated in this executive session.


Additional Business & Announcements

- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday December 2nd, 2025 at 7:00 PM in the Township Boardroom.

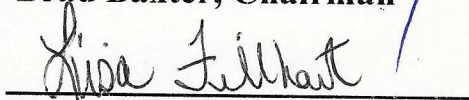
Being no further business to come before the board, Trustee Baxter moved, and Trustee Fillhart seconded a motion to adjourn the meeting at 9:33 PM. A roll call vote was taken with Trustees Baxter, Fillhart, and Meeks voting yes, the motion was adopted and the meeting was adjourned.



Brad Baxter, Chairman



Berlin Carroll, Fiscal Officer



Lisa Fillhart, Vice-Chair

Mike Meeks, Trustee

FINANCIAL REPORT

November 18, 2025

(Prepared by Berlin Carroll)



Account Balances	Amount	As of Date
First National Bank (Cash Account)	\$3,567,871.99	11.16.25
STAR Ohio (Investment Account)	\$116,561.49	10.31.25
Total - All Accounts	\$3,684,433.48	

Current Expenditures	Amount	As of Date
Payroll Wages	\$86,060.44	11.19.25
Bills Paid by Warrant (Check)	\$40,860.39	11.16.25
Bills Paid by EFT (Electronic Funds Transfer)	\$7,608.30	11.16.25
Other Payments (Direct, Etc.)	\$0.00	11.16.25
Total Amount of All Payables	\$134,529.13	

Current Action Items/Notes

- Supplemental Appropriations or Reallocations:
 - None
- Blanket Certificate(s) Created:
 - 88-2025 in the amount of \$9,250.00 from fund 2281 to allow for payment of EMS related expenses.
 - 80-2025 in the amount of \$4,000.00 from fund 2192 to allow for payment of Fire Department related expenses
- Purchase Order(s) Created:
 - 21-2025 in the amount of \$6,010.00 from fund 2191 (ACSO) to allow for full payment of December Contract.