



The Board of Trustees of Bath Township met on Tuesday, **December 2, 2025**, in the Township Boardroom, 2880 Ada Road, Lima, Ohio.

Members Present: Brad Baxter, Lisa Fillhart

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

Presentations:

Tim Fitzpatrick & Tom Sawyer spoke on behalf of Allen Economical Development Group and the Allen County Port Authority regarding opportunities to apply for additional funding related to brownfield remediation and requesting a letter of support to that affect.

Previous Minutes:

The minutes of the November 18th, 2025 meeting were received & reviewed by the trustees.

- No additions or corrections were made.
- Trustee Baxter made a motion to approve the minutes with Trustee Fillhart seconding the motion. A roll call vote was held with both trustees voting yes, the motion was approved.

The following resolutions were taken up by the Trustees:

RESOLUTION 12-2-25-1: Summarized: Promoting Full-Time Firefighter/Paramedic Ethan Hull to the position of Platoon Chief.

- Chief Kitchen introduced Firefighter Ethan Hull to the Trustees and those assembled providing them with an overview of his history of service, certifications, and qualifications. Chief Kitchen recommended his promotion to Platoon Chief.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with both 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 12-2-25-2: *Approving the proposal and contract with Ohio Township Association Risk Management Association, as the provider for property and casualty insurance for the fiscal year 2026, and designating Webb Insurance, Lima, Ohio as the "Agent of Record."*

- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with both trustees voting yes, the resolution was adopted.

RESOLUTION 12-2-25-3: *Approving the retention of the firm Brosius, Johnson, & Griggs, LLC of Dublin, Ohio for 2026.*

- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with both trustees voting yes, the resolution was adopted.

RESOLUTION 12-2-25-4: *Authorizing the Bath Township Board of Trustees to sign a letter supporting the Allen County Port Authority's application for brownfield remediation funds regarding 1403 Neubrecht Rd. & Parcel 37-2000-02-007.000, Lima, OH..*

- Trustee Baxter reviewed information provided at the opening of the meeting. See Presentations on page 1 of these minutes.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. A roll call vote was taken with both 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 December 2, 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. Both Trustees in attendance acknowledged receiving the reports.
- A motion was made by Trustee Fillhart, seconded by Trustee Baxter to approve the payroll, payments, PO's, BC's, reallocations, and financial reports as presented. A roll call vote was taken with both 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.
 - The Fiscal Officer reported that Speedway account have been finalized and that new cards are on hand. Unfortunately, Wex Bank has acquired 7-11 & Speedway banks and we were hoping to avoid doing business with them.

- iTech: Networking of Printers
 - The Fiscal Officer reported that a date has not yet been determined to complete networking of various township printers.
- **New Business / Projects**
 - ACSO Contract – Billing Procedures:
 - The Fiscal Officer reported that, in order to answer questions posed by Trustee Fillhart, he has been communicating with ACSO to clarify billing procedures.

CORRESPONDENCE

The Fiscal Officer Reported on the following items:

- A letter received from the City of Lima regarding tax withholdings.
- A letter received from the Ohio Department of Commerce regarding a liquor permit renewal request for Beer Barrel on Harding Highway.
 - The Trustees made inquiry to the ACSO deputy present as to whether or not there had been any known issues at this business. Hearing none, both Trustees opted to not request a hearing.
- A letter received from the IRS determining our 2026 deposit requirements is \$0.00.
- A letter received from Principal Life insurance confirming there was no rate increase for 2026.

TRUSTEES BUSINESS

- **Old Business / On-going Projects**
 - Complete required cybersecurity training:
 - No action taken or reported at this meeting.
 - 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

- Other than to congratulate Ethan Hull on his promotion to Platoon Chief, Trustee Fillhart had no additional comments to make, or business to conduct at this meeting.

Mr. Meeks

- Mr. Meeks was not present at this meeting.

Mr. Baxter

- Other than to congratulate Ethan Hull on his promotion to Platoon Chief, Trustee Baxter had no additional comments to make, or business to conduct at this meeting.

DEPARTMENT HEAD REPORTS

- **Road Department:**
 - Superintendent Gary Jay Reported on the following items:
 - Recent snow removal efforts in the Township.
 - In response to a question from the Trustees, gave an explanation of the road signs bill noting that the final bill included additional hardware to mount the signs.
- **Fire Department:**
 - Fire Chief Joe Kitchen reported on the following items:
 - FD calls for service to date: 1,406
- **Zoning Department:**
 - Ken Meyer was not in attendance at this meeting.
 - No report provided.
- **Sheriff Department:**
 - Deputy Cooper Hanneman reported on, or participated in discussions regarding the following items:
 - A discussion regarding whether or not the installation of signs prohibiting jake braking in residential areas was an enforceable misdemeanor.
- **Social Hall:**
 - Tammy Jay reported on, or participated in discussions regarding the following items:
 - A discussion regarding costs related to website maintenance.
 - A discussion regarding whether or not the installation of signs prohibiting jake braking in residential areas was an enforceable misdemeanor.

Attendance & Public Comments

- Attendance included 4 township employees, 3 elected officials, and 4 member(s) of the public.
- Andy Hefner (Trustee Elect) of 4611 N. Cool Road made inquiry into the costs of cemetery lots.
- Linda Makely of 3839 Yale Avenue gave her compliments to the road & bridge crew for their recent snow removal efforts.

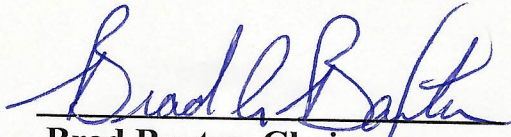
Executive Session

- There were no executive sessions at this meeting.

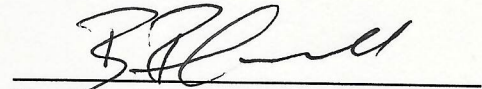
Additional Business & Announcements

- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday December 16nd, 2025 at 7:00 PM in the Township Boardroom.

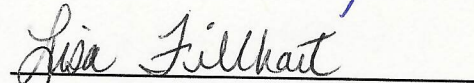
Being no further business to come before the board, Trustee Baxter moved, and Trustee Fillhart seconded a motion to adjourn the meeting at 7:59 PM. A roll call vote was taken with both Trustees voting yes, the motion was approved and the meeting was adjourned.



Brad Baxter, Chairman



Berlin Carroll, Fiscal Officer



Lisa Fillhart, Vice-Chair

Mike Meeks, Trustee

FINANCIAL REPORT

December 2, 2025

(Prepared by Berlin Carroll)

Account Balances	Amount	As of Date
First National Bank (Cash Account)	\$3,513,982.85	11.30.25
STAR Ohio (Investment Account)	\$116,957.16	11.30.25
Total - All Accounts	\$3,630,940.01	

Current Expenditures	Amount	As of Date
Payroll Wages	\$35,829.59	12.3.25
Bills Paid by Warrant (Check)	\$159,462.06	12.2.25
Bills Paid by EFT (Electronic Funds Transfer)	\$10,464.03	12.2.25
Other Payments (Direct, Etc.)	\$0.00	12.2.25
Total Amount of All Payables	\$205,755.68	

Current Action Items/Notes

- Supplemental Appropriations or Reallocations:
 - Reallocated \$8,137.92 from 1000-420-370-000 to 1000-110-389-000 RE: OTARMA Bill
 - Reallocated \$11,025.08 from 2192-220-220-0005 to 2192-220-380-005 RE: OTARMA Bill
- Blanket Certificate(s) Created:
 - None
- Purchase Order(s) Created:
 - 22-2025: \$104,392.99 from fund 2021 (Gas Tax) to Bluffton Paving, Inc. for payment of the paving related to the 2025 road program per Gary Jay.
 - 23-2025: \$15,698.92 from fund 1000 (General) to OTARMA towards payment of the 25-26 contribution invoice.
 - 24-2025: \$21,025.08 from fund 2192 (Fire) to OTARMA towards payment of the 25-26 contribution invoice.