



The Board of Trustees of Bath Township met on Tuesday, **January 6, 2026**, in the Township Boardroom, 2880 Ada Road, Lima, Ohio.

**Members Present:** Brad Baxter, Lisa Fillhart, Andy Heffner

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

**Presentations:**

A ceremonial swearing-in took place at the opening of the meeting with Trustee Lisa Fillhart swearing in Berlin Carroll as Fiscal Officer, elected to the unexpired term ending March 30, 2028. Fiscal Officer Berlin Carroll then swore in Trustees Brad Baxter and Andy Heffner, both elected to new, four-year terms commencing January 1, 2026.

**2026 Board Reorganization:**

As this was the reorganizational meeting for the 2026 Bath Township Board of Trustees, this issue of who shall serve as chairperson and vice-chairperson of the board was taken up.

- A motion was made by Trustee Fillhart to appoint Trustee Brad Baxter to serve as Chairperson of the Board for the ensuing year. The motion was seconded by Trustee Heffner.
  - A roll call vote was held as follows:
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
    - Trustee Heffner: Yes
  - The motion was approved.
- A motion was made by Trustee Heffner to appoint Trustee Lisa Fillhart to serve as vice-chairperson for the ensuing year. The motion was seconded by Trustee Baxter.
  - A roll call vote was held as follows:
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
    - Trustee Heffner: Yes
  - The motion was approved.

### **Previous Minutes:**

The minutes of the December 16, 2025 meeting were received via email & reviewed by the trustees prior to the meeting.

- No additions, corrections, or other changes were requested at this meeting.
- Trustee Baxter made a motion to approve the minutes. Trustee Fillhart seconded the motion.
  - A roll call vote was held as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
    - Trustee Heffner: Abstained (Wasn't a member in 2025)

### **The following resolutions were taken up by the Trustees:**

**RESOLUTION 1-6-26-1:** Accepting the resignation of Intermittent Firefighter/Paramedic Matthew Briggs effective January 6, 2026 with regrets and appreciation for his service to the township.

- Fire Chief Joe Kitchen advised that Mr. Brigg's resignation letter was emailed to the trustees prior to the meeting and expressed his appreciation on behalf of the department for Mr. Brigg's service and assistance over the years.
- The trustees each acknowledged receiving the resignation and expressed their appreciation on behalf of the township.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows:
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
    - Trustee Heffner: Yes
  - The motion, and subsequently, the resolution was approved.

**RESOLUTION 1-6-26-2:** Directing the Fiscal Officer to proportion future bills related to property and/or liability insurance as follows: 35% of total bill to be paid from the Fire Fund (Fund 2192) and/or the EMS Fund (Fund 2281) as directed by the Fire Chief, 30% of the total bill to be paid from the General Fund (Fund 1000), 20% of the total bill to be paid from the Road & Bridge Fund (Fund 2031), and 15% of the total bill to be paid from the Police Fund (Fund 2191).

- The Fiscal Officer reported that he had reviewed an internal communication and recommendation from Chief Kitchen regarding how this particular bill is proportioned across the township's various departments/funds. The Fiscal Officer concurs with the Fire Chief's recommendations and is requesting the Trustees to provide formal direction through this resolution as to how this bill should be proportioned going forward.
- Trustee Baxter stated that he did not necessarily agree with the percentages recommended by the Fire Chief stating he felt the General Fund's was too high while the Road Department's appeared to low. Mr. Baxter requested more information and additional conversation before proceeding.

- Trustee Baxter moved to table resolution 1-6-25-2. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows:
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
    - Trustee Heffner: Yes
  - The motion, and subsequently, the resolution was approved.

**RESOLUTION 1-6-26-3:** Certifying to the Allen County Auditor the balances & total amount from all sources available for expenditures and approving temporary appropriations to provide for necessary expenditures during the first quarter (January 1st through March 31st) of 2026.

- The Fiscal Officer provided a written report to the trustees identifying carry-over balances from 2025 as well as temporary appropriations for 2026.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows:
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
    - Trustee Heffner: Yes
  - The motion, and subsequently, the resolution was approved.

### **FINANCIAL REPORT**

- The fiscal officer provided a financial report outlining current account balances and current expenditures: See Addendum A "Financial Report for January 6, 2026 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 trustees in attendance acknowledged receiving the reports.
- A motion was made by Trustee Fillhart to approve the payroll, warrants, electronic payments, PO's/BC's opened, reallocations, adjustments, supplemental appropriations and financial reports as presented. Trustee Baxter seconded the motion.
  - A roll call vote was taken as follows:
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes.
    - Trustee Heffner: Yes.
  - The motion was approved.

### **DISCUSSION ITEMS**

The Fiscal Officer Reported on the following items:

- **Old Business / On-Going Projects**
  - iTech: Networking of Printers
    - This project has been completed and all township house printers are now networked.



- Work on end of year procedures including closing the 2025 books and filing required financial reports, taxes, etc. is underway and on-going. 2026 revenue budgets and temporary appropriations have been entered into UAN.
- Work on finalizing the 2025 audit is on-going and should be wrapping up soon.
- **New Business / Projects**
  - The November and December bank reconciliations have been completed.
  - UAN has been updated to 2026.1 and we are now working in Temporary Mode.
  - W-2 Procedures for tax year 2025 were discussed including using plain paper and providing the required disclosures/notes.
  - A request from the Assistant Fiscal Officer to provide email notification when changing deferred compensation withholding was conveyed.
  - A report of employee salaries for 2025 has been emailed to the Lima News/AIM Media ahead of their anticipated annual request.

## **CORRESPONDENCE**

The Fiscal Officer Reported that the following correspondence was received and either forwarded via email to the trustees or reported on in this meeting:

- Received a letter from the Ohio Bureau of Workers' Compensation regarding the 2026 True-up which is due by February 28, 2026.
- Received a letter from Medical Mutual regarding their annual notice of Women's Health and Cancer Rights Act of 1998

## **TRUSTEES BUSINESS**

- **Old Business / On-going Projects**
  - Complete required cybersecurity training:
    - Trustee Baxter led a conversation with the Board and Chief Kitchen regarding cybersecurity and established Monday February 2<sup>nd</sup> from Noon to 1:00 PM for a training meeting with iTech..
  - Review & Update the Township's Records Retention Policy:
    - Trustee Fillhart volunteered to lead this project and will be working to establish a meeting date.
  - Review & Update the Township's Strategic Plan:
    - Trustee Baxter recognized the Fire Chief for his past work on developing a comprehensive strategic plan for the fire department and advised that the township will be looking into doing something similar.
  - Township landfill – Establish fund for expenses:
    - The fiscal officer stated he was in the process of establishing these accounts and plans to have them in place for 2026 final appropriations.
  - Purchase of a new police cruiser:
    - No action taken on this project at this meeting.

- Fire Department Advances from 2023 & 2024 and interest income participation:
  - A discussion was held regarding previous advances to the Fire Department. The fiscal officer advised that he would like to have these addressed so that he can get the advances off the books. A recommendation was made to forgive the advance and the fiscal officer was directed by Trustee Baxter to research the process for doing so and present a resolution at a future meeting. Additionally, a discussion was held regarding the fire fund not benefitting from interest income. A recommendation was made to allow the fire fund to receive its portion of interest income and the fiscal officer was directed by Trustee Baxter to do the research on making it happen and present an appropriate resolution at a future meeting. The consensus of all three trustees was that the advance needs to be forgiven and appropriately cleared from the books and that the fire department should receive its share of any interest income received.

**Mrs. Fillhart**

- Trustee Fillhart reported that she has been receiving and reviewing call data reports from ACSO and she has noticed some trends and patterns that she plans to discuss with the Sheriff's Office. She further advised that the communication with Sheriff's Office personnel has been good, especially with Chief Deputy Mohler.

**Mr. Heffner**

- Mr. Heffner introduced himself and stated that he was excited to be a member of the board and to get started on this new chapter of service.

**Mr. Baxter**

- Mr. Baxter reported that he plans to have a committee to review and update the township's comprehensive plan in place by March.
- Mr. Baxter asked the fire chief to look into and report back on Ohio Tech/Cred funding opportunities.
- Mr. Baxter indicated his intent to call an executive session at the conclusion of this meeting for the purposes of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees.

**DEPARTMENT HEAD REPORTS**

- **Road Department:**
  - Superintendent Gary Jay Reported on the following items:
    - Internet access is now working in the southern portion of the township garage. This was part of the recent work done by iTech.
    - Currently working on odds and ends. All three trucks made it through the most recent plowing event.
    - Mr. Jay gave an insightful overview of what it is like to operate the large snow plows during winter conditions.



- **Fire Department:**
  - Fire Chief Joe Kitchen reported on the following items:
    - FD calls for service to date: 28, there were a total of 1,534 calls for service in 2025.
    - Discussed recent reports on staffing, fleet maintenance, and apparatus statuses that were sent to the trustees and fiscal officer.
    - Discussed HVAC issues at the department and reported that 2 units were currently out and awaiting repairs.
- **Zoning Department:**
  - Ken Meyer reported on the following items:
    - Submitted a written report outlining recent zoning related activities to the Trustees and gave an overview of the same
- **Sheriff Department:**
  - There was no representative from the Allen County Sheriff's Office at this meeting.
- **Social Hall:**
  - Tammy Jay reported on, or participated in discussions regarding the following items:
    - Tammy applied for the OTARMA More Grant in the amount of \$1,000, of that amount the Road Department will use \$840.15 to purchase a back-up camera for a dump truck, that will leave \$159.85 extra. She asked the Trustees for permission to use the extra money along with \$90.15 from the general fund to purchase the OTA webinars membership for 2026. The Trustees approved this purchase. She will note this on the deposit for the Fiscal Officer.

#### **Attendance & Public Comments**

- There were 14 individuals present at this meeting including 6 members of the public, 4 township employees, and 4 elected officials.
- Gary Ebbing of 1382 Fetter Road stated that he was concerned about the amount of mud, mulch, gravel, and other debris on the street on Steward and Bible Roads. He advised this is a safety concern as it makes the road slippery and hazardous to traverse. Mr. Baxter informed Mr. Ebbing that these are county roads and not the responsibility of the township but that we would communicate and forward his concerns to the appropriate county official. Gary Jay added that the county is aware and has been addressing it with the property owner. A discussion of being required to sweep the streets was also held with Mr. Heffner giving the example of Omni-Source periodically sweeping the debris off of 4<sup>th</sup> street in Lima near their facility.
- Clarence Roller of 3926 Bluelick Road stated that "meetings like this scare the hell out of me" meaning that it shows just how much work and responsibilities that go on behind the scenes for township officials and employees.

### Executive Session


- Trustee Baxter moved to recess and go into executive session for the purposes of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees. The motion was seconded by Trustee Heffner. A role call vote was held and with all three trustees voting yes, the meeting was recessed at 8:44 PM and went into executive session from 9:00 PM to 9:59 PM.
- Trustee Baxter moved to end the executive session and call the regular meeting back to order. Trustee Heffner seconded the motion. A role call vote was held and with all three trustees voting yes, the regular meeting resumed at 10:00 PM.


### Additional Business & Announcements

- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday January 20, 2026 at 7:00 PM in the Township Boardroom.
- There will be a budget meeting held at 5:30 PM prior to the January 20<sup>th</sup> regular meeting.

Being no further business to come before the board, Trustee Baxter moved, and Trustee Fillhart seconded a motion to adjourn the meeting at 10:02 PM. A roll call vote was taken with all trustees in attendance voting yes, the motion was approved and the meeting was adjourned.

  
Brad Baxter, Chairman

  
Berlin Carroll, Fiscal Officer

  
Lisa Fillhart, Vice-Chair

  
Andy Heffner, Trustee



# **FINANCIAL REPORT**

**January 6, 2026**

(Prepared by Berlin Carroll)

<b>Account Balances</b>	<b>Amount</b>	<b>As of Date</b>
First National Bank (Cash Account)	\$3,229,153.43	1.4.26
STAR Ohio (Investment Account)	\$117,350.89	12.31.25
<b>Total - All Accounts</b>	<b>\$3,346,504.32</b>	

<b>Current Expenditures</b>	<b>Amount</b>	<b>As of Date</b>
Payroll Wages	\$38,927.15	1.4.26
Bills Paid by Warrant (Check)	\$47,407.34	1.4.26
Bills Paid by EFT (Electronic Funds Transfer)	\$11,101.40	1.4.26
Other Payments (Direct, Etc.)	\$0.00	1.4.26
<b>Total Amount of All Payables</b>	<b>\$97,435.89</b>	

## **Current Action Items/Notes**

- Supplemental Appropriations or Reallocations:
  - Provided a supplemental allocation to the temporary appropriation for the fire fund in the amount of \$23,259.54 to allow for payment of the dispatching contract.
- Blanket Certificate(s) Created:
  - Created Super Blanket Certificates 1-93 (See attached list) to various funds in various amounts as part of new year temporary appropriations to allow for payment of authorized bills and expenses during the first quarter of 2026.
- Purchase Order(s) Created:
  - 1-2026 to the Allen County Board of Commissioners in the amount of \$23,259.54 from the Fire Fund (2192) for payment of the 2026 dispatching contract.