



The Board of Trustees of Bath Township met on Tuesday, **December 16, 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:**

There were no public presentations at this meeting.

**Previous Minutes:**

The minutes of the December 2, 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

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

**RESOLUTION 12-16-25-1:** Certifying to the Allen County Auditor the total amount from all sources available for expenditures and balances.

- The Fiscal Officer reported this information is due to the Allen County Auditor by December 28<sup>th</sup> and requested to table this resolution until December receipting of income is complete.
- Trustee Baxter moved to table the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes

**RESOLUTION 12-16-25-2:** Providing for and authorizing the current expenses and other expenditures of said Board of Trustees during the fiscal year ending December 31, 2026 and, setting aside appropriated expenditures that are to be made for and during said fiscal year effective January 1, 2026.

- The Fiscal Officer reported that this resolution primarily provides temporary appropriations for the payment of bills and other expenditures during the first quarter of 2026. Further explaining that payroll is approved individually semi-monthly.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes

**RESOLUTION 12-16-25-3:** Authorizing the Allen County Engineer to annually paint railroad and pavement markings in Bath Township and spray roadside brush with recommendation of the Bath Township Road Superintendent.

- The Fiscal Officer reported that this resolution has historically been passed at the final meeting of the year for services provided in the next calendar year and requested the same procedure be followed for 2026. That said, the Fiscal Officer, in conjunction with Gary Jay, advised that beginning in 2027, this resolution will be requested mid-year when closer to when the work will begin.
- Trustee Fillhart moved to approve the resolution. Trustee Baxter seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes

**RESOLUTION 12-16-25-4:** Approving the annual expenses of the trustees and fiscal officer to attend OTA & NATaT conferences and any other meetings, conferences, or required trainings related to government in 2026.

- The Fiscal Officer reported that this resolution is passed annually to approve expenses for the ensuing year.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes



**RESOLUTION 12-16-25-5:** Designating 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.

- The Fiscal Officer reported that this resolution is passed annually for the ensuing year.
- Trustee Baxter asked Tammy Jay if she was still willing to serve in this capacity and she answered in the affirmative.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes

**RESOLUTION 12-16-25-6:** Reappointing Dustin Ingle to the Zoning Commission Board and Joe Rocca to the Zoning Appeals Board to serve a five-year term ending December 31, 2030.

- The Zoning Inspector Ken Meyer reported that he spoke to Dustin and that he (Dustin) was willing to be reappointed.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes

**RESOLUTION 12-16-25-7:** Summarized: Establishing contribution rates for employees & elected officials participating in Bath Township provided medical insurance program through Medical Mutual.

- The Fiscal Officer reported that actual final costs per employee was still being established by Grady Benefits in conjunction with Medical Mutual but the overall cost would remain the same as there was no overall rate change from Medical Mutual. 2025 was unique in that rates per employee were determined by age due to our number of employees being low. The same will not be the case for 2026. This resolution was requested as it merely establishes what percentage of the final numbers will be paid by the township and what percent will be paid by the employee. As this number is not changing from 2025 per the Trustees, the Fiscal Officer requested to proceed with this resolution.
- Fire Chief Joe Kitchen, along with Tammy Jay, discussed with the Trustees the procedures by which employees would be advised of their individual withholdings and timeliness of the same. Tammy Jay is working with Grady and will put out new rate sheets as soon as she has the final numbers from Grady. It was noted that this procedure should be completed in November of each year going forward.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
- 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 12-16-25-8:** Summarized: Authorizing tuition payment for Firefighter Gavin Butler's paramedic program.

- Fire Chief Joe Kitchen reported that this resolution was being requested pursuant to our current contract with the firefighter's union.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
- 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 12-16-25-9:** Summarized: Authorizing tuition payment for Firefighter Brayden Young's paramedic program.

- Fire Chief Joe Kitchen reported that this resolution was being requested pursuant to our current contract with the firefighter's union.
- Trustee Fillhart moved to approve the resolution. Trustee Baxter seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
- 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 12-16-25-10:** Summarized: Accepting a donation from the Bath Township Fire Department Foundation, Inc. for cable television services at the fire station.

- Trustee Baxter reported that this was the third year the township has accepted this donation and expressed the appreciation of the Township to the Bath Township Fire Department Foundation for doing so.
- Chief Kitchen reported that funds provided are used to cover the costs of TV services for on-duty personnel.
- Trustee Fillhart moved to approve the resolution. Trustee Baxter seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
- 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 12-16-25-11:** Summarized: Approving the purchase and payment of personal protective equipment (PPE) for the fire department.

- Fire Chief Joe Kitchen reported that this resolution was being requested due to the amount of the invoice and will provide for new turnout gear. The Chief further reported on the significant increase of the cost of PPE for firefighters, particularly turnout gear.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
- 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 12-16-25-12:** Summarized: Appointing various individuals 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 1/1/26.

- Fire Chief Joe Kitchen reported that this resolution is requested annually. Additionally, the Chief reported that the guidelines and rules regarding how this appointment is made, as well as who comprises the board, changed significantly this year.
- Trustee Baxter moved to approve the resolution. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
- 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.

## **FINANCIAL REPORT**

- The fiscal officer provided a financial report outlining current account balances and current expenditures: See Addendum A "Financial Report for December 16, 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 to approve the payroll, payments, PO's, BC's, reallocations, and financial reports as presented. Trustee Baxter seconded the motion.
  - A roll call vote was taken as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes.



## **DISCUSSION ITEMS**

The Fiscal Officer Reported on the following items:

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

- Establishing Speedway account for ACSO deputies.
  - Ok to proceed with using the Speedway Account. Tammy Jay will issue credit cards to appropriate vehicles.
- iTech: Networking of Printers
  - Lines were in the process of being installed as of today's date.

- **New Business / Projects**

- IRS form 941 was filed
- Finalizing November Bank Rec
- Starting end of year procedures (updating UAN, Tax Prep, etc.)
- 2026 Budget – Discussed temporary first courter appropriations, adjustments to appropriations needed (i.e. OTARMA, Salary Accounts to account for pay raises) and the process for finalizing 2026 Appropriations.
  - Carry over due to Allen County Auditor by January 28, 2026
  - Final Appropriations for 2026 due to Allen County Auditor by April 1, 2026
- Purchased Adobe Pro Subscription
- A recent Verizon Bill (Account 242805580-00001) for equipment.
- Providing Ledger Reports for Funds 2031, 2011, 2021, 2192, and 2281 on a monthly basis to designated Department Heads to provide for a monthly “audit” of cash flow.
  - The Fire Chief and Road & Bridge Supervisor advised they appreciated the example provided to them and would like to participate and receive these going forward.

## **CORRESPONDENCE**

The Fiscal Officer Reported on the following items:

- Two standard letters from the Ohio Bureau of Workers' Compensation
- A letter from OTA inviting us to join the Coalition of Large Ohio Urban Townships.

## **TRUSTEES BUSINESS**

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

- Complete required cybersecurity training:
  - A meeting date will be scheduled after new board is sworn in.
- 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.
  - Trustees Baxter & Fillhart agreed to establishing separate appropriation accounts in the budget for related expenses.

### **Mrs. Fillhart**

- Trustee Fillhart gave an update from the recent Allen County Township Association regarding recently passed property tax legislation.

### **Mr. Meeks**

- Mr. Meeks was not present at this meeting.

### **Mr. Baxter**

- Mr. Baxter participated in the discussion on property tax changes and the potential effects on township government.

## **DEPARTMENT HEAD REPORTS**

- **Road Department:**
  - Superintendent Gary Jay Reported on the following items:
    - Focused currently on plowing snow and keeping equipment and trucks in good repair to do so.
- **Fire Department:**
  - Fire Chief Joe Kitchen reported on the following items:
    - FD calls for service to date: 1,463
    - Provided a report on the certification status of current FD personnel.
    - Discussed the OTARMA bill and the significant increase as well as thoughts on how this bill should be proportioned amongst covered departments.
- **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
    - Discussed the need to charge for certain zoning activities.
- **Sheriff Department:**
  - Deputy Cooper Hanneman reported on, or participated in discussions regarding the following items:
    - N/A
- **Social Hall:**
  - Tammy Jay reported on, or participated in discussions regarding the following items:
    - A discussion regarding insurance rates and procedures as noted here to fore in these minutes.



### Attendance & Public Comments

- Clarence Roller of 3926 Bluelick Road spoke on the current efforts to amend the State of Ohio's Constitution. He further asked if the Road & Police funds can be charged a portion of the OTARMA bill.

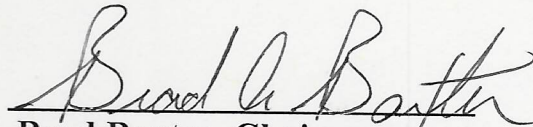
### Executive Session

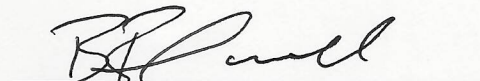
- There were no executive sessions at this meeting.

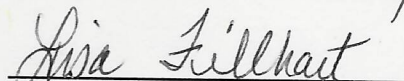
### Additional Business & Announcements

- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday January 6, 2026 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 8:32 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

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Mike Meeks, Trustee



# **FINANCIAL REPORT**

**December 16, 2025**

(Prepared by Berlin Carroll)

<b>Account Balances</b>	<b>Amount</b>	<b>As of Date</b>
First National Bank (Cash Account)	\$3,344,636.61	12.15.25
STAR Ohio (Investment Account)	\$116,957.16	11.30.25
<b>Total - All Accounts</b>	<b>\$3,461,593.77</b>	

<b>Current Expenditures</b>	<b>Amount</b>	<b>As of Date</b>
Payroll Wages	\$51,290.65	12.17.25
Bills Paid by Warrant (Check)	\$28,412.48	12.15.26
Bills Paid by EFT (Electronic Funds Transfer)	\$57,692.85	12.15.27
Other Payments (Direct, Etc.)	\$0.00	12.15.28
<b>Total Amount of All Payables</b>	<b>\$137,395.98</b>	

## **Current Action Items/Notes**

- Supplemental Appropriations or Reallocations:
  - Reallocated \$1,500.00 from 1000-110-121-0000 to 1000-120-190-0000 RE: Employee Salaries
  - Reallocated \$4,000 from 2192-220-212-0000 and \$8,000 from 2192-220-230-0000 to 2192-220-360-0000 to cover final 2025 FD Bills
  - Reallocated \$5803.00 from 2280-230-190-0000 to 2280-230-318-0000 to allow for payment of Rhodes State Tuition (x2 Paramedic School)
- Blanket Certificate(s) Created:
  - 90-2025 in the amount of \$5,000.00 for FD: Other - Utilities
  - 91-2025 in the amount of \$750.00 for FD: Other – Other Expenses
  - 92-2025 in the amount of \$500 for FD: Other – Supplies and Materials
  - 93-2025 in the amount of \$500 for FD: Office Supplies
  - 94-2025 in the amount of \$1157.87 MVL: Contracted Services (Closed, Wrong Fund, Used Gas Tax per Gary Jay instead)
  - 95-2025 in the amount of \$12,000.00 FD: Contracted Services
- Purchase Order(s) Created:
  - 25-2025 in the amount of \$1,157.87 to Allen County Engineer from 2021-390-590-0009 for Road Program/Painting.
  - 26-2025 in the amount of \$6,803 to Rhodes State College from 2281-230-318-0000 for Paramedic Tuition