



The Board of Trustees of Bath Township met on Tuesday, **January 20, 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:**

There were no public presentations at this meeting.

**Previous Minutes:**

The minutes of the January 6, 2026 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: Yes

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

**RESOLUTION 1-20-26-1:** Approving the hiring of Sarah Probst as an intermittent Firefighter I/Basic EMT, effective January 20, 2026, at a rate of \$17.10 per hour.

- Fire Chief Joe Kitchen advised that Ms. Probst's resume was emailed to the trustees for their review prior to the meeting. Ms. Probst was not in attendance to be introduced.
- The trustees each acknowledged receiving the resume.
- Trustee Fillhart moved to approve the resolution. Trustee Baxter 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 1-20-26-2:** Approving the hiring of Andrew Klaus as an intermittent Firefighter II/Advanced EMT, effective January 20, 2026, at a rate of \$17.60 per hour.

- Fire Chief Joe Kitchen advised that Mr. Klaus's resume was emailed to the trustees for their review prior to the meeting. Chief Kitchen introduced Mr. Klaus to the board and those assembled.
- The trustees each acknowledged receiving the resume.
- 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 1-20-26-3:** Approving the hiring of Luke Nemire as an intermittent Firefighter II/Advanced EMT, effective January 20, 2026, at a rate of \$17.60 per hour.

- Fire Chief Joe Kitchen advised that Mr. Nemire's resume was emailed to the trustees for their review prior to the meeting. Chief Kitchen commented on Mr. Nemire's extensive training and educational credentials and introduced Mr. Nemire to the board and those assembled.
- The trustees each acknowledged receiving the resume.
- Trustee Baxter moved to approve the resolution. Trustee Heffner 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 1-20-26-4:** Approving the hiring of Jacob Aldrich as a full-time, Level I Firefighter/Paramedic, in accordance with Section 33, "Non-Certified Hires" of the IAFF Bath Twp. Professional Firefighter's contract and the June 2024, Memorandum of Understanding (MOU), at a rate of \$21.39/hour, effective February 1, 2026, and further; requiring that he enroll in an approved Level II Firefighter Transition Course within one year of this date, and further, that he successfully completes the Firefighter Mile or CPAT physical agility exam within one year.

- Fire Chief Joe Kitchen advised that Mr. Aldrich's resume was emailed to the trustees for their review prior to the meeting. Chief Kitchen introduced Mr. Aldrich to the board and those assembled.
- The trustees each acknowledged receiving the resume.
- Trustee Baxter moved to approve the resolution. Trustee Heffner 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 1-20-26-5:** Summarized: Authorizing repairs to the Bath Township Fire Department's 2018 Sutphen Fire Engine in the amount of \$16,352.89 to the Sutphen Corporation.

- Fire Chief Kitchen gave an overview on the history of service and need for this particular piece of equipment and reviewed the quote for repairs. Trustee Heffner inquired as to the urgency of effecting the requested repairs and, expressing his support and thanks to Chief Kitchen, reiterated to those members of the public assembled and the board, the need to effectuate needed repairs as they present themselves.
- 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.
- A copy of the full text of this resolution is executed and on file in the records of the township pursuant to applicable Ohio revised and/or administrative codes.

**RESOLUTION 1-20-26-6:** Summarized: Authorizing repairs to the Bath Township Fire Department's HVAC system in the amount of \$5,690.00 to TSC Mechanical Service Inc.

- Fire Chief Kitchen gave an overview of the need for repairs and reviewed the quote for the same. Trustee Baxter noted that this was one of several repairs needed at the Fire Department on this evening's agenda. Chief Kitchen pointed out that the township has now completed repairs on 4 of the 7 HVAC units servicing the building. Trustee Fillhart noted that the quote under consideration was for the repair of two units.
- Trustee Heffner moved to approve the resolution. Trustee Baxter 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.
- A copy of the full text of this resolution is executed and on file in the records of the township pursuant to applicable Ohio revised and/or administrative codes.

**RESOLUTION 1-20-26-7: Summarized: Authorizing repairs to the Bath Township Fire Department's 2006 Ford F-350 Grass Truck in the amount of \$5,067.58 to 5 Acre Body Shop**

- Fire Chief Kitchen gave an overview of the need for repairs and reviewed the quote for the same. Chief Kitchen reminded the board that the issues needing addressed were found when preparing the 2025 fleet management report. Trustee Baxter inquired as to how often this particular truck is used. Chief Kitchen advised it primarily responds to brush fires and open burning complaints and is not a frontline apparatus. Trustee Heffner asked the chief to estimate how much more life we could get out of it if the repairs are completed to which the Chief estimated between five to ten years.
- 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.
- A copy of the full text of this resolution is executed and on file in the records of the township pursuant to applicable Ohio revised and/or administrative codes.

**RESOLUTION 1-20-26-8: Summarized: Providing for the removal of junk motor vehicle from the property owned by Barbara Green, 5210 Stewart Road.**

- Zoning Inspector Ken Meyer reviewed all enforcement efforts and other actions to gain cooperation with the property owner taken to date. As it appears the property owner is not interested in cooperating with the township to resolve the stated zoning issues, Mr. Meyer recommended approval of the resolution.
- Trustee Heffner moved to approve the resolution. Trustee Baxter 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.
- A copy of the full text of this resolution is executed and on file in the records of the township pursuant to applicable Ohio revised and/or administrative codes.

**RESOLUTION 1-20-26-9:** Summarized: Providing for the removal of junk motor vehicle from the property owned by Roger Reynolds, 1200 McKinley Avenue.

- Zoning Inspector Ken Meyer reviewed all enforcement efforts and other actions to gain cooperation with the property owner taken to date. Mr. Meyer also reminded the board that the township has had extensive history with this particular property owner even to the extent that we have previously assessed his property taxes to which he refuses to pay. As it appears the property owner is not interested in cooperating with the township to resolve the currently stated zoning issues, Mr. Meyer recommended approval of the resolution.
- Trustee Baxter moved to approve the resolution. Trustee Heffner 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.
- A copy of the full text of this resolution is executed and on file in the records of the township pursuant to applicable Ohio revised and/or administrative codes.

**RESOLUTION 1-20-26-10:** Certifying the 2025 Township Highway System Mileage for Bath Township, Allen County, Ohio was 53.867 as of December 31, 2025 and representing that there has been an increase of 0.022 miles.

- The Fiscal Officer reported that he has confirmed the information in this year's certification is correct through and per the Allen County Engineer's Office. Road & Bridge Supervisor Gary Jay advised the trustees that he believed the very slight change in mileage was the result of the installation of the Thayer Road roundabout.
- Trustee Baxter moved to approve the resolution. Trustee Heffner 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 Baxter to approve the payroll, warrants, electronic payments, PO’s/BC’s opened, reallocations, adjustments, supplemental appropriations and financial reports as presented. Trustee Heffner 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:

- **Under Old Business / On-Going Projects**
  - 2025 Books Closed, Finalizing Financial Reports
  - Working on Final Appropriations for 2026 due to the Allen County Auditor April 1, 2026.
  - 2026 Funds Available from 2025 Certification and Temporary Appropriations Sent to Allen County Auditor’s Office
  - 2023 & 2024 Audit Update – Ohio Department of Taxation Payments
    - The fiscal officer gave a report regarding 5 payments from the State of Ohio that were not received by the township in 2023 & 2024. We discovered that the Ohio Department of Taxation did not sent these payments to the township by warrant and thus the warrants were voided. The township has had no established EFT account with the Ohio Department of Taxation since 2021. The fiscal officer has completed an application to [www.OhioPays.gov](http://www.OhioPays.gov) to become the administrative agent for Bath Township. This must be approved before the fiscal officer can establish a EFT account and recover the funds owed to the township. The application is pending and could take up to three weeks for approval.
  - W-2’s & 1099’s were mailed.
  - The fiscal officer reported that he spent considerable time working with UAN Support regarding the method by which to “forgive” the advance made to the Fire Department in 2023 & 2024 totaling \$26,180.13. These advance cannot simply be “forgiven” but rather have to be paid back from the Fire Fund to the General Fund. A permanent transfer of funds from the general fund to the fire fund can then be made in the same amount to effectuate the board’s previously stated intent to “forgive” the advances. The fiscal officer will prepare a resolution as instructed for the Feb. 3, 2026 agenda meeting.

- **Under New Business / Projects:** The fiscal officer reported on and/or inquired about the following:
  - When does employee health insurance terminate? Upon effective date of resignation/termination or the last day of the month in which an employee separates from employment.? A discussion was held amongst the trustees and it was agreed to that health insurance, being paid a month in advance, should terminate on the last day of the month in which an employee resigns. The fiscal officer was directed to prepare a resolution to that effect for the next agenda meeting.
  - A budget meeting was requested and called by Trustee Baxter for Tuesday February 3, 2026 at 6:00 PM.

## **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:

- The township received 3 letters from the IRS, 2 requesting additional information regarding previous 941 filings and 1 issuing a credit in the amount of \$1,945.78

## **TRUSTEES BUSINESS**

- **Old Business / On-going Projects**
  - Complete required cybersecurity training:
    - Meeting to be held from noon to 1 PM on Monday February 2<sup>nd</sup>.
  - Review & Update the Township's Records Retention Policy:
    - Trustee Fillhart has scheduled a meeting with the fiscal officer and administrative assistant for March 3, 2026 at 6:00 PM.
  - Review & Update the Township's Strategic Plan:
    - The fiscal officer reported that this topic has been conflated with the township's comprehensive plan and will be corrected on future agenda's.
  - Township landfill – Establish fund for expenses:
    - Nothing new to report on this topic.
  - Purchase of a new police cruiser:
    - Trustee Fillhart reported that the order for a new cruiser has been placed.
  - Fire Department Advances from 2023 & 2024 and interest income participation:
    - In accordance with guidance from UAN Support, the fiscal officer reported that the advance from the general fund in 2023 & 2024 to the fire fund have now been repaid within UAN to clear from the books and to correct available fund balances. Legislation will be prepared for the Feb. 3, 2026 agenda meeting memorializing this and providing for a permanent advance of funds in the same amount back to the Fire Department. Additionally, it was reported by the fiscal officer that he believed he was instructed at the January 6, 2026 meeting that it was the desire of the board to permit the fire department to participate in receiving interest income. Further, he had been instructed by the board to prepare legislation to that effect. Trustee Fillhart supported this understanding. Trustee Baxter led a discussion on this topic

and provided some additional considerations. After further discussion, the fiscal officer was asked to hold off on preparing legislation until additional procedural information can be obtained.

**Mrs. Fillhart**

- Trustee Fillhart reported that she had spoken with the owner of RE:Source about debris on the roadway of Bible & Stewart Roads. She further advised that the business has been sweeping the streets twice a day and will monitor for the need to do so more often.

**Mr. Heffner**

- Mr. Heffner advised that he was looking forward to attending the upcoming winter meeting of the Ohio Township Association and to the opportunities for learning that it presented.

**Mr. Baxter**

- 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:
    - Snow plowing has been their primary focus recently.
- **Fire Department:**
  - Fire Chief Joe Kitchen reported on the following items:
    - FD calls for service to date: 96
    - Reported that the Grass Truck discussed earlier in the meeting was a 2006 with only 39,709 miles.
- **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.
    - Reported that the owners of the business at 1801 N. Dixie have reported that their LED lights have been lowered to the lowest wattage possible.
- **Sheriff Department:**
  - Deputy Hanneman was in attendance but did not give a report at this meeting.
- **Social Hall:**
  - Tammy Jay reported on, or participated in discussions regarding the following items:
    - Mrs. Jay gave a report on some difficulties they were having with the new Wex Bank provided speedway cards.

### Attendance & Public Comments

- There were 18 individuals present at this meeting including 5 members of the public, 9 township employees, and 4 elected officials.
- Linda Makely of 3839 Yale Avenue thanked the board and Tammy for putting the meeting info on the website and thanked the road and bridge crew for all their work removing snow.
- Clarence Roller of 3926 Bluelick Road, with humors intentions, advised the board to not bring new hires to a meeting like this one. He then apologized to the new employees for having to sit through such a long meeting. A good laugh was had by all.

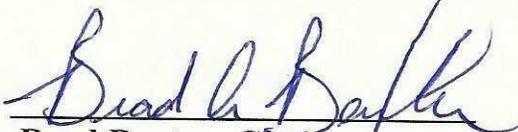
### Executive Session

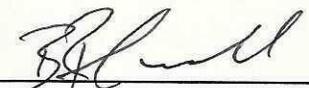
- Trustee Baxter moved to recess and go into executive session for the purposes of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of public employees. The motion was seconded by Trustee Heffner. A roll call vote was held and with all three trustees voting yes, the meeting was recessed at 8:35 PM and went into executive session from 8:40 PM to 9:57 PM.
- Trustee Baxter moved to end the executive session and call the regular meeting back to order. Trustee Heffner seconded the motion. A roll call vote was held and with all three trustees voting yes, the regular meeting resumed at 9:58 PM.

### Additional Business & Announcements

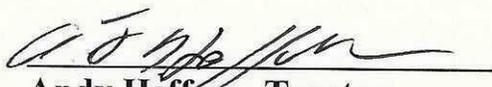
- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday February 3, 2026 at 7:00 PM in the Township Boardroom.
- There will be a budget meeting held at 56:00 PM prior to the February 3, regular meeting.

Being no further business to come before the board, Trustee Baxter moved, and Trustee Fillhart seconded a motion to adjourn the meeting at 10:00 PM. A roll call vote was taken with all trustees in attendance voting yes, the motion was approved and the meeting was adjourned.

  
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**Brad Baxter, Chairman**

  
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**Berlin Carroll, Fiscal Officer**

  
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**Lisa Fillhart, Vice-Chair**

  
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**Andy Heffner, Trustee**

# FINANCIAL REPORT

**January 20, 2026**  
(Prepared by Berlin Carroll)

<b>Account Balances</b>	<b>Amount</b>	<b>As of Date</b>
First National Bank (Cash Account)	\$3,161,488.13	1.18.26
STAR Ohio (Investment Account)	\$117,350.89	12.31.25
<b>Total - All Accounts</b>	<b>\$3,278,839.02</b>	

<b>Current Expenditures</b>	<b>Amount</b>	<b>As of Date</b>
Payroll Wages	\$42,104.48	1.21.26
Bills Paid by Warrant (Check)	\$37,865.05	1.20.26
Bills Paid by EFT (Electronic Funds Transfer)	\$41,217.75	1.20.26
Other Payments (Direct, Etc.)	\$0.00	1.20.26
<b>Total Amount of All Payables</b>	<b>\$121,187.28</b>	

### Current Action Items/Notes

- Supplemental Appropriations or Reallocations:
  - Appropriated \$5,462.36 to fund number 2406-310-3600-0000 for lighting assessments; Temporary.
  - Appropriated \$1,680.72 to fund number 2407-310-360-0000 for lighting assessments; Temporary.
- Blanket Certificate(s) Created:
  - 94-2026 in the amount of \$5,462.36 to pay various lighting bills.
  - 95-2026 in the amount of \$1,680.72 to pay various lighting bills.
- Purchase Order(s) Created:
  - None

