Board of Trustees

Bath Township

Allen County, Ohio

The Board of Trustees of Bath Township met on Tuesday, **February 3, 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:

- Lydia Archambo & Melinda Delarosa made a presentation on behalf of Allen Soil & Water which included a report on their activities in 2025 and a review of their proposed memorandum of understanding for 2026.

- Bob & Danielle Dorsey made a presentation on behalf of Culver's Family Restaurant which included an overview of their history with Culvers and their plans to construct and operate a Culver's restaurant here in Bath Township on Harding Highway next to Beer Barrell.

Previous Minutes:

The minutes of the January 20, 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 Fillhart made a motion to approve the minutes. Trustee Heffner 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 2-3-26-1: Summarized: Approving an annual agreement with the Allen Soil and Water Conservation District and Bath Township for MS4 Stormwater Program Administration.

- Trustee Baxter gave a brief explanation of the purpose and benefits of signing this M.O.U. on an annual basis.
- 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 2-3-26-2: Summarized: Approving a tentative Collective Bargaining Agreement in SERB Case No. 2025-MED-03-0366.

- Trustee Baxter explained that the township has reached an agreement with firefighter's union and formally acknowledged a letter to that effect from IAFF Local 4539.
- 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 2-3-26-3: Accepting the resignation of Charles Henderson-Wildermuth as a full-time Firefighter/Paramedic effective March 10, 2026.

- Fire Chief Joe Kitchen advised that a copy of Mr. Henderson-Wildermuth's resignation was forwarded to the Trustees via email.
- The trustees each acknowledged receiving the resignation.
- 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 2-3-26-4: Authorizing the Fiscal Officer to effect repayment of advances made to fund 2192 (Fire Fund) from fund 1000 (General Fund) in 2023 & 2024 totaling $26,180.13 retroactive to January 20, 2026 and further, approving a permanent transfer in the amount of $26,180.13 from the general fund number 1000-920-920-0000 to the fire fund number 2192-941-0000.

- The Fiscal Officer reported on the need to approve repayment of the advances to the fire fund in 2023 & 2024 from the general fund in order to clear them in UAN and to ensure that fund balances available for appropriations at the end of the year are accurate. Additionally, the permanent transfer of the same amount back to the fire fund from the general fund reflects the Trustees' intent to not reduce the fire fund as a result of the 2023 and 2024 advances being repaid.
- The Trustee Baxter noted that interest received from fire levy dollars on deposit in the general fund allows the Trustees to facilitate periodic transfers such as this based on need.
- 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 2-3-26-5: Establishing the last day of the month in which an employee separates from employment to be the effective date for the termination of said employee's insurance benefits, including health, life, dental, vision, and any other insurance and/or benefit that may be established subsequent to the adoption date of this resolution.

- Trustee Baxter explained that this action was being taken to simply codify the Township's policy going forward. He further explained that employees pay for their portion of their insurance a month in advance and thus selecting the last day of the month is both the most efficient way for the township and the fairest for the employee.
- 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 2-3-26-6: Summarized: Authorizing the approval of additional repairs to a 2018 Sutphen Fire Engine in the amount of $4,154.58

- Fire Chief Kitchen explained the need for additional repairs discovered during current repairs being completed on this apparatus.
- 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 2-3-26-7: Accepting the resignation of Jared Jenkins as a full-time Platoon Chief effective February 7, 2026.

- Fire Chief Joe Kitchen advised that a copy of Mr. Jenkin's resignation was forwarded to the Trustees via email.
- The trustees each acknowledged receiving the resignation.
- The Fiscal Officer expressed his regret in seeing Platoon Chief Jenkins moving on to another department, expressed his appreciation for his many years of service, shared a few memories from working together over the years, and thanked him for electing to remain with the department on a part-time basis.
- Trustee Baxter called him a "class act."
- 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 2-3-26-8: Approving the hiring of Jared Jenkins as an intermittent Level II Firefighter/Paramedic/Engineer at the rate of $18.85 per hour effective February 8, 2026.

- Trustee Heffner 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 February 3, 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**
    - Gave an overview of the budget meeting held earlier this evening at 6:00 PM and explained that the Trustees have agreed on final appropriations for 2026. These will be on the agenda at either the February 16th or March 3rd meeting for final approval by resolution. Final Appropriations for 2026 are due to the Allen County Auditor April 1, 2026.

- **Under New Business / Projects:** The fiscal officer reported on and/or inquired about the following;
    - Working on completing the annual BWC True-Up process which is due by February 28, 2026.

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 1099 INT from First National Bank
    - 2025 interest income totaled $143,382.77
- Received a 1999 K from First Data Reporting Services, LLC
    - EMS Third Party Network Transactions totaled $2,520.72
- Received a reminder letter from Ohio BWC regarding True-Up
- Received a letter from the IAFF Local 4539 regarding approval of the recent contract proposal.

TRUSTEES BUSINESS

- **Old Business / On-going Projects**
  - Complete required cybersecurity training:
    - The Trustees, Fiscal Officer, and various township employees met with Chris Griffith of iTech, Inc. on February 2, 2026 to review the Township's current cybersecurity measures and discuss training options and security enhancements.
    - Trustees Fillhart provided an overview of some of the training and enhancement improvements available including multi-factor authentication using DUO and cybersecurity training and testing using KnowB4.
    - A motion was made by Trustee Baxter to implement township Cyber Security training as recommended using the DUO multi-factor authentication and the KnowB4 training and testing. Trustee Fillhart seconded the motion.
      - A roll call vote was taken as follows:
        - Trustee Baxter: Yes
        - Trustee Fillhart: Yes.
        - Trustee Heffner: Yes.
      - The motion was approved.

  - 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 Comprehensive Plan:
    - Nothing new to report on this topic.

Mrs. Fillhart

- In addition to comments related to cybersecurity training noted here to fore, Trustee Fillhart reported on the upcoming Ohio Township Association conference.

Mr. Heffner

- Trustee Heffner addressed and led a conversation regarding a number of issues that were raised during his campaign to become a trustee and since taking office. He advised that a number of people have mentioned filing suit over the issues. Mr. Heffner than reviewed current and pending actions being taken by Township Zoning which included ongoing conversations with the Allen County Prosecutor's Office and Township legal counsel. A second letter to RE:Source issuing a violation is being prepared. Tammy Jay inquired as to what can and can't be done about the debris on the road.

Mr. Baxter

- Mr. Baxter had nothing additional to present at this meeting.

DEPARTMENT HEAD REPORTS

- **Road Department:**
  - Superintendent Gary Jay Reported on the following items:
    - Gave an update on the status and capacity of township's cemeteries as well as a proposed columbarium project to Trustee Fillhart.
- **Fire Department:**
  - Fire Chief Joe Kitchen reported on the following items:
    - FD calls for service to date: 151
    - Reported that the department handled 144 calls in January which was a notable increase of 25% from January 2025.
    - Presented his 2025 annual report in-writing and gave an overview of the same.

- **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 on working with Proctor & Gamble regarding a temporary occupancy permit.
    - Will be attending the Life Safety Conference on March 2nd & 3rd in order to obtain his required C.E.U.'s

- **Sheriff Department:**
  - There was no ACSO Deputy present at this meeting.

- **Social Hall:**
  - No Report at this meeting.

Attendance & Public Comments

- There were 20 individuals present at this meeting including 12 members of the public, 4 township employees, and 4 elected officials.

- Craig Dahlinghaus of 4575 Slabtown Road inquired as to the requirement for berms constructed around RE:Source at Bible & Stewart Roads.

- Jared Walsh of 2325 E. Bluelick Road asked about the manufacturing/agricultural status of RE:Source and advised that we are kidding ourselves if we think it's going to fix itself. Mr. Walsh expressed his concerns that the noxious odors could affect the new school project going on at Bath.
  - Trustee Heffner responded that it is time to pursue legal action against RE:Source
  - Trustee Baxter advised that the township is in fact pursuing legal action at this point.

- Ron Wireman of 2703 Autumn Ridge inquired what if anything could be done regarding the debris on the road around RE:Source at Stewart & Bible Roads.

Executive Session

- There was no executive session conducted at this meeting.

Additional Business & Announcements

- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday February 17, 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 8:42 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
February 3, 2026
(Prepared by Berlin Carroll)

Account Balances	Amount	As of Date
First National Bank (Cash Account)	$3,043,886.78	1.31.26
STAR Ohio (Investment Account)	$117,733.54	1.31.26
Total - All Accounts	**$3,161,620.32**	

Current Expenditures	Amount	As of Date
Payroll Wages	$38,915.46	2.4.26
Bills Paid by Warrant (Check)	$10,009.94	2.3.26
Bills Paid by EFT (Electronic Funds Transfer)	$60,353.39	2.3.26
Other Payments (Direct, Etc.)	$0.00	2.3.26
Total Amount of All Payables	**$109,278.79**	

Current Action Items/Notes

- Supplemental Appropriations or Reallocations:
  - None
- Blanket Certificate(s) Created:
  - None
- Purchase Order(s) Created:
  - None