



AGENDA MEETING MINUTES

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

- There were no special presentations at this meeting.

Previous Minutes:

The minutes of the February 17, 2026 regular 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 3-3-26-1: Approving final appropriations to various funds and accounts to provide for necessary expenditures during the period of January 1, 2026 through December 31, 2026 in accordance with the attached "2026 Final Appropriations" report dated February 17, 2026 as if fully written here within.

- The fiscal officer gave a brief summary of the budgetary process to date.
- 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 3-3-26-2: Approving the hiring of James (Trey) Sager as an intermittent Firefighter II/Paramedic, effective March 4, 2026, at a rate of \$17.85 per hour.

- Chief Kitchen made a few remarks regarding this applicant and 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.

RESOLUTION 3-3-26-3: Approving the hiring of Michael Ticchione as an intermittent Firefighter II/Basic EMT, effective March 4, 2026, at a rate of \$17.35 per hour.

- Fire Chief Joe Kitchen made a few remarks regarding this applicant and recommended approval of the resolution.
- 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.

Special Recognition

- Chief Kitchen introduced new Platoon Chief Aaron Cunningham to the those assembled as he was unable to attend the previous meeting when appointed. The trustees and fiscal officer recognized Platoon Chief Cunningham for his previous experience and thanked him for joining the Bath Township Team; member of the public welcomed him with a round of applause.

FINANCIAL REPORT

- The fiscal officer provided a financial report outlining current account balances and current expenditures: See Addendum A “Financial Report for February 17, 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:

- **Under Old Business / On-Going Projects**
 - Year-end financial reports for 2025 are complete and available for public review.
 - Regarding the 2024 & 2024 audit updates. Gave an overview of certain tax receipts owed to the Township from the Ohio Department of Taxation. Such receipts will be sent to the township once our recent EFT application has been approved by OhioPays.
 - The Fiscal Officer reviewed the amounts of tax payments not received in 2023 & 2024 as well as the affect this would have had on the Fire Department's budget in those year. He further stated that the fire fund would not have needed an advance had the township recognized they had not received these tax payments. Though he was not the fiscal officer when this issue began, the fiscal officer apologized to the Chief on behalf of the Fiscal Office as a whole (to include the three previous fiscal officers) and suggested that many in the community who made disparaging remarks about him and his fiscal leadership during that time owed him an apology as well.
- **Under New Business / Projects:** The fiscal officer reported on and/or inquired about the following:
 - The January bank reconciliation has been completed.
 - Fund Ledger Reports were sent to the department heads, these reports will typically be provided by the first meeting of the month.
 - A discussion was held regarding replacing the Cash Flow by Detail report with the new Fund Summary report going forward.
 - A discussion on posting a vacancy for Assistant Fiscal Officer / Administrative Support Specialist was held, an executive session was requested.

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 and read an "Official Petition to Council Members" regarding quality-of-life policing.

TRUSTEES BUSINESS

- **Old Business / On-going Projects**
 - Review & Update the Township's Records Retention Policy:
 - A meeting is scheduled with Trustee Fillhart, the fiscal officer, and the administrative assistant for April 21, 2026 at 6:00 PM.
 - Review & Update the Township's Comprehensive Plan:
 - Trustee Baxter reported on attending a recent meeting of the Developmental Controls Committee.

Mrs. Fillhart

- Nothing additional was reported by Trustee Fillhart under Trustees' Business.

Mr. Heffner

- Trustee Heffner is in the process of setting an appointment for a professional to evaluate the sewage odor issue at the Fire Department.

Mr. Baxter

- Mr. Baxter explained the purpose of an upcoming TERC (Tax Incentives Review Committee) meeting and encouraged the other trustees to attend with him.

DEPARTMENT HEAD REPORTS

- **Road Department:**
 - Superintendent Gary Jay Reported on the following items:
 - Will be attending the 2026 road program meeting at the Allen County Engineer's Office.
 - Reviewed an annual road inspection report with the Trustees.
- **Fire Department:**
 - Fire Chief Joe Kitchen reported on the following items:
 - FD calls for service to date: 264
 - Reported on recent repairs that were unexpected and advised that he would meet with the fiscal officer to adjust the budget for such needs should it become necessary to do so.
 - Thanked Ken Meyer for his recent completion of training and for assistance with the Fire Departments incident management software.
- **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.
 - Gave an overview of recent life safety training he attended including one session regarding facility that make and store large batteries.
- **Sheriff Department:**
 - Deputy Hanneman was in attendance but did not give a report.
- **Social Hall:**
 - Mrs. Jay was in attendance but did not give a report.

Attendance & Public Comments

- There were 21 individuals present at this meeting including 13 members of the public, 4 township employees, and 4 elected officials.
- Micah Hullinger of 1596 Neubrecht Road gave an update on improvements underway at his composting facility on Bible & Stewart Roads.
- Adam Williams of 3098 Bible Road spoke on the smells coming from the RE:Source composting facility.
- Lisa Williams of 3098 Bible Road spoke on concerns regarding the RE:Source composting facility.
- Angela Rasor of 3136 Stewart Road spoke on continuing concerns regarding the RE:Source composting facility and on concerns regarding the anticipated costs of Bath Local Schools wanting to build a new building; specifically how being asked to pay higher taxes was connected to the loss of the use and enjoyment of her property due to the Odors from RE:Source.

Executive Session

- Trustee Baxter called for an executive session to discuss the employment of a public official. Trustee Heffner moved to recess the regular meeting at 8:30 PM and go into executive session. Trustee Fillhart seconded the motion. A roll call vote was held with all three trustees voting yes. The meeting was recessed and entered executive session at 8:50 PM. A motion was made by Trustee Baxter to end the executive session and return to the regular meeting at 10:30 PM. The motion was seconded by Trustee Fillhart. A roll call vote was held and with all three trustees voting yes, the meeting returned to regular session at 10:30 PM.

Additional Business & Announcements

- Trustee Baxter made a motion to direct the fiscal officer to prepare legislation for the next meeting to give non-bargaining township employees (other than intermittent fire department personnel) a 3% pay increase retroactive to the first pay of 2026. The fiscal officer was further directed to calculate and prepare supplemental pays for an amount equivalent to what each employee would have received had their previous 5% increase received in June of 2025 been retroactive back to the first pay of 2025. The motion was seconded by Trustee Fillhart. A roll-call vote was held with all three trustees voting yes. The motion passed and the fiscal officer was directed to calculate and provide the increase and supplemental pay.
- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday March 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 10:37 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

March 3, 2026

(Prepared by Berlin Carroll)

Account Balances	Amount	As of Date
First National Bank (Cash Account)	\$4,290,085.06	3.1.26
STAR Ohio (Investment Account)	\$118,076.67	2.28.26
Total - All Accounts	\$4,408,161.73	

Current Expenditures	Amount	As of Date
Payroll Wages	\$36,844.56	3.4.26
Bills Paid by Warrant (Check)	\$36,546.36	3.3.26
Bills Paid by EFT (Electronic Funds Transfer)	\$10,330.52	3.3.26
Other Payments (Direct, Etc.)	\$0.00	3.3.26
Total Amount of All Payables	\$83,721.44	

Current Action Items/Notes

- Supplemental Appropriations or Reallocations:
 - None
- Purchase Order and/or Blanket Certificate(s) Created:
 - See "Purchase Order Listing" report, emailed with this agenda.