

## AGENDA MEETING MINUTES

The Board of Trustees of Bath Township met on Tuesday, **April 21, 2026**, 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

- Owen McCreight of the Lima-Allen County Regional Planning Commission spoke on Bath Township's comprehensive plan survey currently underway through their office.

### PREVIOUS MINUTES

The minutes of the April 7, 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 Baxter seconded the motion.
  - A roll call vote was held as follows and the motion was approved.
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
    - Trustee Heffner: Absent
- The minutes stand approved as presented.

### RESOLUTIONS

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

**RESOLUTION 4-21-26-1:** Accepting the resignation of intermittent Firefighter/Paramedic, Brock Yingling, effective April 30, 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: Absent
- The motion, and subsequently, the resolution was approved.

**RESOLUTION 4-21-26-2:** Accepting the resignation of intermittent Firefighter/Paramedic, Mitchell Douglas, effective April 30, 2026.

- Trustee Baxter moved to approve the resolution with regrets. Trustee Fillhart seconded the motion.
  - A roll call vote was taken as follows:
    - Trustee Baxter: Yes
    - Trustee Fillhart: Yes
    - Trustee Heffner: Absent
- The motion, and subsequently, the resolution was approved.

**RESOLUTION 4-21-26-3:** Authorizing repairs necessary to maintain operational readiness on Ladder 301, a 2007 American LaFrance apparatus, including replacement of pressure switch components, correction of air system issues, and the rebuilding of multiple valve components to address leaks and further, authorizing payment in the amount of \$6,358.23 for said repairs from the fire fund.

- Chief Kitchen gave an overview of the repairs needed.
- Trustee Baxter confirmed that this is a necessary piece of equipment and needs to be maintained in good repair.
- 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: Absent
- The motion, and subsequently, the resolution was approved.

**RESOLUTION 4-21-26-4:** Approving payment in the amount of \$3,758.60 to the Lima-Allen County Regional Planning Commission for Bath Township's portion of the 2026 MPO Member Assessment.

- The Fiscal Officer reported that this was an annual agreement that is typically signed in March each year.
- Trustee Baxter gave an overview of services provided by the RPC to 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: Absent
- The motion, and subsequently, the resolution was approved.

**RESOLUTION 4-21-26-5:** Summarized: Approving a memorandum of understanding between the Bath Township Board of Trustees and the Lima-Allen County Regional Planning Commission in support of the LACRPC serving as the metropolitan planning organization for the Allen County, Ohio Study Area.

- The Fiscal Officer advised that this resolution approves the MOU that outlines the services being paid for in Resolution 4-21-26-5.
- 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: Absent
- 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 4-21-26-6:** Approving the hiring of Cindy Highland as Assistant Fiscal Officer/Administrative Support Specialist at the rate of \$23.00 per hour effective May 4, 2026.

- The Fiscal Officer gave a summary of the screening and interview process and recommended Mrs. Highland for hire.
- 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: Absent
- The motion, and subsequently, the resolution was approved.

**RESOLUTION 4-21-26-7:** Accepting a quote from and authorizing payment of the same in the amount of \$3,765.00 from the general fund to Northwestern Ohio Security Systems for the installation of a keyless entry system on the Township's social hall and further, authorizing cleaning services for the social hall, offices, and boardroom to be provided by Tidy Spaces Ohio at the rate of \$60.00 per event at the social hall and \$250.00 per bi-monthly cleaning of the boardroom and offices.

- Trustee Fillhart gave an overview of the township's plans to manage the social hall beginning in May of this year.
- 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: Absent
- The motion, and subsequently, the resolution was approved.

### **SPECIAL RECOGNITIONS**

- There were no special recognitions given at this meeting.

### **FINANCIAL REPORT**

- The fiscal officer provided a financial report outlining current account balances and current expenditures: See Addendum A "Financial Report for April 21, 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: Absent
  - The motion was approved.

### **DISCUSSION ITEMS**

**The Fiscal Officer Reported on the following items:**

- **Under Old Business / On-Going Projects**
  - Retro pay was completed for all township employees as of tomorrow's pay.
  - Continuing to consult with federal government regarding our SLFRF closeout procedures.
  - Held a meeting to review & update the township's records retention policy earlier this evening at 6:00 PM with a committee of attendees including Gary Jay, Joe, Kitchen, Ken Meyer, Brenda Meyer, and Lisa Fillhart. This was a reorganizational

meeting of sorts. The committee will reconvene in about 90 days to finalize any needed updates and/or changes.

- **Under New Business / Projects:** The fiscal officer reported on and/or inquired about the following;
  - Discussed ACSO fuel needs and requested that we consider including them in the contract under discussion with the Sheriff's Office and Allen County Commissioners. Would like to see it be part of the monthly invoice rather than billed separately through the township.
  - UAN was updated to version 2026.2
  - Requested an exemption from Know-B-Four training due to the fact that the exact same training is completed through the County. Will provide certificates of completion through the county for the township's records.
  - Discussed the delinquent property tax report and what action if any the township can and/or should take.
  - Recommended review of the Clemens & Nelson monthly retainer.
  - Certified our intended use of fuel for R. D. Holder.
  - Discussed the need for someone to review our website to determine our current ADA compliance needs if any. Trustee Fillhart asked that this project be assigned to her.

## **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 Nippon Sanso Matheson, Inc. requesting updated tax-exempt attestations.

## **TRUSTEES BUSINESS**

- **Old Business / On-going Projects**
  - None

### **Mrs. Fillhart**

- Trustee Fillhart gave a reminder that the township clean-up day will be June 27, 2026 from 8:00 AM to 2:00 PM.

### **Mr. Heffner**

- Absent.

### **Mr. Baxter**

- Mr. Baxter spoke on the comprehensive plan survey currently underway and stated we are getting good responses.

## DEPARTMENT HEAD REPORTS

- **Road Department:**
  - Superintendent Gary Jay Reported on the following items:
    - Mr. Jay spoke on an issue with Greyhound buses getting stuck at the Bluelick Road underpass and the difficulties they have turning around.
- **Fire Department:**
  - Fire Chief Joe Kitchen reported on the following items:
    - Chief Kitchen reported that the Fire Department's calls for service to date total 479.
- **Zoning Department:**
  - Ken Meyer was not in attendance but had submitted his typical report prior to the meeting.:
    - Submitted a written report outlining recent zoning related activities to the Trustees including a request for permission to proceed on serving a legal notice on Resource LLC regarding nuisance concerns.
- **Sheriff Department:**
  - Deputy Hanneman was in attendance, no issues or concerns reported.
- **Social Hall:**
  - No Report in addition to the management plans presented earlier in this meeting by Trustee Fillhart.

## Attendance & Public Comments

- There were 8 members of the public, 3 employees, and 3 elected officials for a total of 14 individuals in attendance at this meeting.
- Micah Hullinger of 1596 Neubrecht Road gave an update regarding ReSource stating that a complaint was filed with the EPA. The EPA came out to their site and determined the complaint was invalid.
- Mary McCort of 325 Bryn Mawr requested the RPC survey be posted on Bath Township's Facebook page.
- Angela Razor of 3136 Stewart Road state that their has been improvement with Resource and rebutted Mr. Hollinger's comments stating that the odors were verified by Trustee Hefner and Ken Meyer.
- Clearance Roller of 3920 E. Bluelick Road provided some additional comments about the problems with the Bluelick Road underpass.
- Liz Ebbing of 1382 Fetter Road stated a concern about the trees and brush at the old Plus Health Care property.
- Paula Wellock, address unknown, asked if property can be rezoned back to what it was prior to its most recent change.

- Crystal Plumpe of 3535 N. Cool Road advised the trustees that it takes 6-9 months just to speck out a new ladder truck.

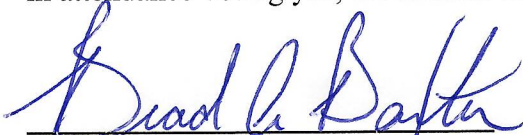
### Executive Session

- There was not executive sessions held during this meeting.

### Additional Business & Announcements

- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday May 5, 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 10:04 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

**April 21, 2026**

(Prepared by Berlin Carroll)

<b>Account Balances</b>	<b>Amount</b>	<b>As of Date</b>
First National Bank (Cash Account)	\$4,538,939.77	4.19.26
STAR Ohio (Investment Account)	\$118,456.40	3.31.26
<b>Total - All Accounts</b>	<b>\$4,657,396.17</b>	

<b>Current Expenditures</b>		
Payroll Wages	\$62,575.09	4.22.26
Bills Paid by Warrant (Check)	\$42,726.70	4.21.26
Bills Paid by EFT (Electronic Funds Transfer)	\$40,159.97	4.21.26
Other Payments (Direct, Etc.)	\$0.00	4.21.26
<b>Total Amount of All Payables</b>	<b>\$145,461.76</b>	

### Current Action Items/Notes

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