



## AGENDA MEETING MINUTES

The Board of Trustees of Bath Township met on Tuesday, **April 7, 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

- Allen County Commissioner Brian Winegardner was in attendance and made some short comments to the Trustees and others assembled.

### PREVIOUS MINUTES

The minutes of the March 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 minutes stand approved as presented.

### RESOLUTIONS

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

**RESOLUTION 4-7-26-1:** Summarized: Authorizing retroactive pay for certain non-bargaining unit township employees equivalent to 5% for the period of January 1, 2025, to June 15, 2025

- Trustee Baxter gave a brief explanation 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 4-7-26-2:** Accepting the resignation of Tammy Jay upon her retirement effective May 31, 2026, with regrets of her departing and with thanks & appreciation for her many years of dedicated public service.

- Each member of the board, the fiscal officer, and department heads expressed their appreciation for Tammy's many years of faithful public service to Bath Township and acknowledged her for her knowledge and efforts during such.
- Trustee Heffner moved to approve the resolution with regrets. 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 4-7-26-3:** Summarized: Approving the formal implementation of a Paramedic Education Agreement.

- Chief Kitchen gave an overview of the agreement as prepared by the law firm of Griggs & Brosius.
- Trustee Heffner gave a brief explanation as to the need for such an agreement.
- 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 4-7-26-4:** Summarized: Approving a memorandum of understanding between the Bath Township Board of Trustees and IAFF Local 4539 to implement a Paramedic Education Agreement for all non-certified full-time Bath Township Fire Department employees who are hired contingent upon obtaining paramedic certification.

- 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 4-7-26-5:** Approving the hiring of Andrew Klaus as a non-certified Firefighter/Advanced EMT contingent upon obtaining paramedic certification and entering into the Paramedic Education Agreement.

- Platoon Chief Hall introduced Mr. Klaus.
- 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 4-7-26-6:** Approving payment in the amount of \$5,300 to the City of Lima Department of Utilities for hydrant repairs.

- 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.

**RESOLUTION 4-7-26-7:** Approving Strawser Construction to install RAP Micro to various streets within Bath Township in the amount of \$244,305.04 as part of the 2026 Bath Township Road Program.

- Road & Bridge Superintendent Gary Jay gave an overview of why we are replacing chip & seal with RAP Micro.
- 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 4-7-26-8:** Authorizing the Allen County Engineer to proceed with the Bath Township 2026 Road Program in the amount of \$28,790.82, with Bath Townships portion to be \$15,088.14 and the Allen County Engineer's portion to be \$13,702.68.

- Trustee Baxter requested Gary Jay to explain his plans for the 2026 road program to the public. Mr. Jay gave an overview of projects to be included and the need to protect new asphalt installed last year.
- 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 4-7-26-9:** Approving the purchase of Reclamite from Pavement Technology, Inc. for Lutz Road between Stewart Road and Slabtown Road in the amount of \$16,941.80 as part of the 2026 Bath Township Road Program.

- Trustee Baxter spoke on the need to protect last year's investment into a new parking lot at the township house.
- 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.

### **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 7, 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 Hefner 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 update on the 2023 & 2024 audit and a summary of the report advising that there were no findings for recovery and no findings for adjustment. As this report was only recently received, we are continuing to evaluate it's findings and the need for any internal adjustments to practices, policies, and procedures.
  - Finalizing retro pay for employees in consultation with UAN, OP&F, and OPERS personnel

- Applicant for the assistant fiscal officer position have been evaluated and scored by the fiscal officer, the trustees, and a neutral third party. The top two candidates were interviewed prior to this evening's meeting.
- **Under New Business / Projects:** The fiscal officer reported on and/or inquired about the following;
  - The fiscal officer gave the trustees a courtesy heads-up regarding the purchase of a whiteboard and related supplies to be installed in the fiscal office.
  - Discussed close-out procedure for our SLFRF projects.

## **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 Certification of Availability of Funds from the Auditor's Office.
- Received two letters from the Ohio Department of Taxation.
  - Received a notification of overpayment.
  - Received a notification of refund denial
- Received a letter from the Ohio Department of Commerce with instructions on how to object to the renewal of liquor license renewal requests.

## **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.

### **Mrs. Fillhart**

- Trustee Fillhart discussed a proposal and related quotes regarding how to manage the social hall after Tammy Jay's Retirement.
- Trustee Fillhart discussed issues in need of clarification regarding the Township's contract with the Allen County Sheriff for policing. A meeting has been requested with the Allen County Commissioners and the Sheriff's Department.
- Trustee Fillhart announce that the township clean-up day will be June 27, 2026 from 8:00 AM to 2:00 PM.

### **Mr. Heffner**

- Trustee Heffner had no further comments during this portion of the meeting.

### **Mr. Baxter**

- Mr. Baxter called for an executive session at the conclusion of the public comment portion of the meeting to consider the employment of a public employee.
- Mr. Baxter spoke on the need to consider updates and/or changes to our fee schedule as it relates to township cemeteries and will present such at our next meeting.

## DEPARTMENT HEAD REPORTS

- **Road Department:**

- Superintendent Gary Jay Reported on the following items:
  - Mr. Jay advised that his crew has been working on catch basins and chasing water.
  - Mr. Jay recommended continuing with Aries Lawncare for 2026 to mow the township's 10 cemeteries, fire department, and township house.
    - A motion was made by Trustee Fillhart to approve the request for Aries Lawncare to continue mowing township properties for 2026. 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.

- **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 420.

- **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.
    - A motion was made by Trustee Baxter to approve the request to go forward with the legal notice. 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.

- **Sheriff Department:**

- Deputy Hanneman was in attendance and spoke on and in favor of the issue of take home vehicles for deputies assigned to Bath Township.

- **Social Hall:**

- Mrs. Jay reported that the Social Hall took in \$1,500.00 in March.

## **Attendance & Public Comments**

- There were 12 members of the public, 3 employees, and 4 elected officials for a total of 15 individuals in attendance at this meeting..
- Micah Hullinger of 1596 Neubrecht Road read a letter from the EPA that appeared to indicate their recent testing did not find odors outside permissible levels and their recent site inspection found the issues they had previously identified to have been mitigated.
  - Trustee Heffner responded that the township was going to proceed with legal action to ensure continued compliance.
- Jody Moyler of 2640 Stewart Road inquired as to when the 14 days to mitigate the problems at Resource would begin, as of tonight's action or upon serving the notice?
  - Trustee Baxter advised upon serving the notice.
- Bruce & Terri Gessell of 2100 Hill Street spoke on concerns regarding continued flooding on their property. The issue has been reported before but they are frustrated that no action has been taken to date.
  - Commissioner Winegardner suggested they meet with Allen Soil & Water in addition to any other action they or the township might take.
- Linda Makely of Yale Avenue recommended to the Trustees that they permit Allen County Deputies to continue to take township owned cruisers home when not on duty.
- Mary McCort of 325 Bryn Mawr spoke on the need to make people aware of the current survey being conducted by the Lima-Allen County Regional Planning Commission regarding Bath Township

## **Executive Session**


- Trustee Baxter called for an executive session to discuss the employment of a public official(s).
- Trustee Baxter moved to recess the regular meeting at 8:48 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 9:00 PM, ending at 10:02 PM.
- A motion was made by Trustee Baxter to end the executive session and return to the regular meeting at 10:02 PM. The motion was seconded by Trustee Fillhart. A roll call vote was held and with all three trustees voting yes.
- The regular meeting was called back to order at 10:03 PM.

## **Additional Business & Announcements**

- The Trustees conducted no further business upon returning to the regular meeting from executive session.
- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held Tuesday April 7, 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.

  
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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

**March 17, 2026**

(Prepared by Berlin Carroll)

<b>Account Balances</b>	<b>Amount</b>	<b>As of Date</b>
First National Bank (Cash Account)	\$4,518,580.55	3.15.26
STAR Ohio (Investment Account)	\$118,076.67	2.28.26
<b>Total - All Accounts</b>	<b>\$4,636,657.22</b>	

<b>Current Expenditures</b>	<b>Amount</b>	<b>As of Date</b>
Payroll Wages	\$47,106.19	3.18.26
Bills Paid by Warrant (Check)	\$65,713.58	3.17.26
Bills Paid by EFT (Electronic Funds Transfer)	\$17,428.30	3.17.26
Other Payments (Direct, Etc.)	\$0.00	3.17.26
<b>Total Amount of All Payables</b>	<b>\$130,248.07</b>	

### Current Action Items/Notes

- Supplemental Appropriations or Reallocations:
  - None
  
- Purchase Order and/or Blanket Certificate(s) Created:
  - BC 103-2026 in the amount of \$30,000 to account 2192-220-359-0000 to pay Fire Department utility & related bills.

