



The Board of Trustees of Bath Township met on Tuesday, **December 17, 2024**, in the Township Boardroom, 2880 Ada Road, Lima, Ohio.

Members Present: Brad Baxter
Mike Meeks
Lisa Fillhart

The meeting was called to order at 7:00 PM with Trustee Baxter leading the Pledge of Allegiance.

The minutes of the December 3, 2024 meeting were received and reviewed. Trustee Fillhart moved to approve them as written and Trustee Meeks seconded the motion. With all three trustees voting yes, the motion was approved.

Presentations:

There were no third-party presentations given at this meeting.

The following resolutions were taken up by the Trustees:

RESOLUTION 12-17-24-1: *Authorizing the fire department to accept the 2025 MARCS Grant from the Ohio Department of Commerce, Division of State Fire Marshal, in the amount of \$34,220.70 with \$600.00 designated for Ohio MARCS user fees and \$33,620.70 designated for new portable MARCS radios.*

- Chief Kitchen spoke on the benefits of this grant and that it would allow us to purchase additional MARCS radios that are new to supplement their recent purchase of refurbished equipment.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-2: *Authorizing the purchase of seven (7) Motorola APX600 XE portable MARCS radios including chargers, batteries, accessories, set up, and programming, from P&R Communications at a cost of \$33,620.70, to be paid with Ohio Department of Commerce, Division of State Fire Marshal 2025 MARCS Grant funds.*

- Chief Kitchen advised that this resolution simply authorizes the expenditure of the grant funds accepted by resolution 12-17-24-2.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-3: *Accepting the resignation of intermittent Firefighter/Advanced EMT, Keegan Keith, effective November 30, 2024.*

- Chief Kitchen advised that a copy of the resignation letter was provided to the trustees via email.
- Trustee Fillhart moved to approve the resolution and Trustee Meeks seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-4: *Approving the hiring of Tyler Dillon as an intermittent Firefighter I, at an hourly rate of \$13.85, effective January 1, 2025, contingent upon successful completion of EMT Basic, of which he is currently enrolled, within one year.*

- Chief Kitchen introduced Mr. Dillon as a senior at Elida High School who is currently enrolled in Apollo's EMS program. Onboarding Mr. Dillon will allow the fire department to complete his pre-service training prior to attaining his initial certification.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-5: *Approving the hiring of Andrew Sheidler as an intermittent Firefighter I, at an hourly rate of \$13.85, effective January 1, 2025, contingent upon successful completion of EMT Basic, of which he is currently enrolled, and Firefighter Mile or CPAT agility testing, within one year.*

- Chief Kitchen introduced Mr. Sheidler as a graduate of Bath High School and current freshman at Ohio Northern University.
- Trustee Fillhart moved to approve the resolution and Trustee Meeks seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-6: *Certifying to the Allen County Auditor the total amount from all sources available for expenditures and balances.*

- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-7: *Providing for the current expenses and other expenditures of said Board of Trustees during the fiscal year ending December 31, 2025 and, setting aside appropriated expenditures that are to be made for and during said fiscal year.*

- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-8: *Authorizing the Allen County Engineer to annually paint railroad and pavement markings in Bath Township and spray roadside brush with recommendation of the Bath Township Road Superintendent.*

- Trustee Baxter gave a brief explanation that this was a formality and part of a series of resolutions necessary to transition from 2024 to 2025..
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-9: *Approving the annual expenses of the trustees and fiscal officer to attend OTA & NATaT conferences and any other meetings or conferences related to government in 2025.*

- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-10: *Designating the Bath Township Secretary as the designee and/or representative of the Bath Township elected officials, to attend on their behalf, the Auditor of State Records Training and authorizes approved expenses related to such travel.*

- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-11: *Authorizing the current expenses, bi-monthly payrolls, and any other expenditures of said Board of Trustees during the fiscal year ending December 31, 2025, and hereby sets aside appropriated expenditures that are to be made for and during said fiscal year effective January 1, 2025.*

- Trustee Fillhart moved to approve the resolution and Trustee Meeks seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-12: *Approving the retainer of the firm Brosius, Johnson, & Griggs, LLC of Dublin, Ohio for 2025.*

- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 12-17-24-13: *Authorizing the allocation of \$52,172.46 to fund number 2273 – American Rescue Plan to fund Purchase Order #21-2024 and #22-2024 for the payment of invoices to Sunny Communications for the purchase of MARCS radio equipment.*

- The fiscal officer explained the split purchase orders and payments for this invoice. The language of this resolution was amended from that listed on the agenda.
- Trustee Baxter moved to approve the resolution as amended and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

Year End Business

- Motion to appoint Trustee Brad Baxter to serve as Chairman of the Board of Trustees of Bath Township, Ohio for 2025.
 - Trustee Fillhart moved to approve the motion and Trustee Meeks seconded the motion. With all three trustees voting yes, the motion passed.
- Motion to appoint Trustee Lisa Fillhart to serve as Vice Chairman of the Board of Trustees of Bath Township, Ohio for 2025.
 - Trustee Meeks moved to approve the motion and Trustee Baxter seconded the motion. With all three trustees voting yes, the motion passed.
- Motion to set the regular meetings of the Board of Trustees of Bath Township to be held on the first and third Tuesdays of each month at 7:00 PM for 2025.
 - Trustee Baxter moved to approve the motion and Trustee Fillhart seconded the motion. With all three trustees voting yes, the motion passed.

- Motion to close all blanket certificates issued in 2024 effective December 31, 2024.
 - Trustee Fillhart moved to approve the motion and Trustee Baxter seconded the motion. With all three trustees voting yes, the motion passed.

- Motion to close all purchase orders issued in 2024 effective December 31, 2024.
 - Trustee Fillhart moved to approve the motion and Trustee Baxter seconded the motion. With all three trustees voting yes, the motion passed.

FINANCIAL REPORT

Account balances as of **December 16, 2024**

| | |
|-------------------------------------|-----------------------|
| First National Bank | \$2,513,891.58 |
| STAR Ohio Investment | \$111,885.47 |
| Total - All Accounts as of 12.17.24 | \$2,625,777.05 |

ARP FUNDS:

The ARP Funding Balances are as follows:

Funds Received: \$994,270.08

- 2021 \$495,158.26
- 2022 \$499,111.82
- 2023 \$0.00
- 2024 \$0.00

Funds Disbursed: \$886,056.51

- 2021 \$46,625.22
- 2022 \$257,461.35
- 2023 \$332,051.16
- 2024 \$249,918.78

Funds Available to Spend: \$108,213.57

Available Funds Currently Encumbered: \$94,327.46

- HVAC \$9,955.00 (\$4,977.50 already disbursed)
- Township House Roof \$32,200.00 (\$16,100.00 already disbursed)
- MARC Radios \$52,172.46

Total Funds Available to Encumber: \$13,886.11 / \$34,963.31

ADVANCES:

- **From General Fund to Fire Fund: \$26,180.13**

Recent Expenditure Report:

(Warrants & EFT's Paid Since Last Meeting)

| | |
|---|--------------|
| Payroll Related Totals for 12.18.24 | \$55,915.63 |
| Bills Paid or Scheduled through 12.4.24 | \$61,676.05 |
| Total Amount of All Payables | \$117,591.68 |

Financial Reports Provided to Trustees:

[As of 12/16/2024]

- **Payment Listing (Bill & Payroll)**
- **Fund Status**
- **Revenue Status**
- **Cash Flow Detail by Fund**

- Trustee Fillhart acknowledged receipt of the emailed reports listed herein and moved to accept & approve the financial report, Trustee Baxter seconded the motion. With all three trustees voting yes, the motion passed.

DISCUSSION ITEMS

- The fiscal officer explained an issue with Circle K billing indicating the township never received the November invoice. Wex reported that this was likely due to a national postal strike that is on-going in Canada. Wex issued a notice regarding the refund of the associated late fee.
- The need to post a position for Assistant Fiscal was discussed.
- The fiscal officer reported that UAN was updated to 2025.1
- The fiscal officer and assistant fiscal officer are working on end of year procedures and preparing to open the new year in UAN. 2025 Budget Funds have been established in UAN and blanket certificates have been created for the first quarter of 2025.
- While completing the November Bank Reconciliation, additional Debits of \$862.41 related to payroll withholdings were discovered that were not previously posted.

CORRESPONDENCE

- Received a notice from ODJFS regarding benefits paid, charged to employer.
- Received a notice from Ohio BWC regarding a change in premium amounts.
- The fiscal officer received & responded to a public records request.

TRUSTEES BUSINESS

Mr. Baxter

- Reported that the roof replacement project started today, discussed a potential project to pave the parking lot, and advised his intent to call an executive session later in the meeting.

Mr. Meeks

- Advised that Union Chapel Church is requesting the installation of "Church Entrance" signs along the roadways adjacent to their property.

Mrs. Fillhart

- Advised that Bluelick General Store will be closing effective December 24th and publicly thanked Chris & Evelyn Fultz for all they have done for the Bath Township community over the years.

DEPARTMENT REPORTS

Road Superintendent: Gary Jay

- Mr. Jay reported that they are focusing on fixing signs and trimming trees.

Fire Department: Chief Kitchen

- Chief Kitchen reported calls for service totaled 1,407 to date and stated this is down a little from last year. Chief Kitchen spoke on the need for repairs to the tanker's ability to draft and on the need for replacement of one of the department's rooftop HVAC units.

Zoning Inspector/Fire Inspector: Ken Meyer

- Submitted his report in writing, a copy of which is attached to the meeting agenda. See said report for a statistical breakdown of zoning & inspection related activities.
- Trustee Baxter called for a public hearing in case #119 at 5:00 PM on January 7, 2025.

Social Hall: Tammy Jay

- Mrs. Jay was not in attendance at this particular meeting.

Law Enforcement: ACSO Deputy – Cooper Hanneman.

- No representative of the Allen County Sheriff's Department was in attendance at this particular meeting.

HEARING OF THE PUBLIC

- Clearance Roller spoke on the 19 Hawthorne development project to change the zoning to R1 highlighting the need to consider accessibility for emergency responders & equipment as well as responsibility for road maintenance.

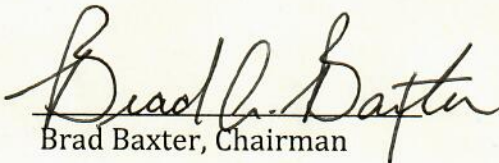
Executive Session

- The regular meeting was recessed at 8:13 PM for an executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official. The trustees entered executive session at 8:18 PM upon a motion by trustee Baxter, seconded by trustee Fillhart, and an affirmative vote of all three trustees. The executive session was ended at 8:52 PM upon a motion by trustee Baxter, seconded by trustee Fillhart, and an affirmative vote of all three trustees.
- The agenda meeting was resumed at 8:52 PM.

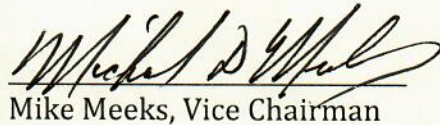
Additional Business & Announcements

- There will be a public hearing before the Board of Trustees for case #119 on Thursday January 7, 2024 at 5:00 PM at the Bath Township Board Room.
- A special meeting for purposes of conducting end of year business was called for Monday December 30, 2024 at 4:00 PM in the Township Boardroom.
- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held **Tuesday January 7, 2024 at 7:00 PM** in the Township Boardroom.

Being no further business to come before the board, trustee Baxter moved, and trustee Meeks seconded a motion to adjourn the meeting at 8:55 PM. With no further discussion and all three trustees voting yes, the motion was approved, and the meeting was adjourned.


Brad Baxter, Chairman


Berlin Carroll, Fiscal Officer


Mike Meeks, Vice Chairman


Lisa Fillhart, Trustee