



The Board of Trustees of Bath Township met on Tuesday, **February 18, 2025**, 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 February 4, 2025 meeting were received and reviewed. Trustee Baxter moved to approve them as written and Trustee Fillhart seconded the motion. With both trustees voting yes, the motion was approved. Trustee Meeks abstained.

Presentations:

Betsy Billingsley of Visit Greater Lima presented her annual report to the trustees and those members of the public in attendance. Mrs. Billingsley gave an overview of the programs and services offered by Visit Greater Lima.

The following resolutions were taken up by the Trustees:

RESOLUTION 2-18-25-1: *Authorizing an unpaid leave of absence for Platoon Chief Brock Yingling for the period of February 9, 2025, to March 31, 2025. Additionally, approving four (4) hours of unpaid leave for February 1, 2025.*

- Chief Kitchen provided a brief explanation regarding the need for the unpaid leave of absence.
- Trustee Baxter moved to approve the resolution and Trustee Meeks seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 2-18-25-2: *Authorizing the payment of \$3,200.00 to Quality Mechanical Services for the repair of a rooftop HVAC unit at the fire station.*

- No discussion was held regarding the motion.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 2-18-25-3: *Approving the hiring of Curt Yetman as a full-time Platoon Chief at an hourly rate of \$29.21 effective March 1, 2025.*

- Chief Kitchen introduced Mr. Yetman, a current part-time firefighter/paramedic and gave an overview of his past military service and previous full-time employment with Bath Township. Mr. Yetman was congratulated by the trustees and fiscal officer on his appointment to Platoon Chief.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 2-18-25-4: *Approving the hiring of Levi Probst as an intermittent Level II Firefighter/Paramedic at an hourly rate of \$17.85 effective February 18, 2025.*

- Chief Kitchen introduced Mr. Probst who was congratulated and welcomed by the trustees and fiscal officer.
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 2-18-25-5: *Approving an addition to chapter 2 of the Bath Township Employee Handbook, specifically section 2.06 requiring employees to enroll in direct deposit/electronic funds transfers for purposes of payroll and establishing the policy and procedures governing such as attached to this resolution as if fully written herein.*

- Trustee Baxter & Chief Kitchen explained the need to adopt such a policy to avoid future payroll errors regarding deposit information.
- Trustee Baxter moved to approve the resolution and Trustee Meeks seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 2-18-25-6: *Approving the purchase of a 2022 MC 573 SDT Vacuum Excavator Vin# 7NWH19A9XNK050007 from the Village of Spencerville in the amount of \$85,000 to be paid out of Road Department 2031 fund.*

- Gary Jay gave an overview of the benefits of purchasing this vacuum excavator to clean tiles and catch basins.
- Trustee Baxter moved to approve the resolution and Trustee Meeks seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 2-18-25-7: *Authorizing the Bath Township Road Department to enter into contract for membership with Ohio Utilities Protection Services for fiscal year 2025 at a cost not to exceed \$1,000.00*

- Gary Jay gave an overview of the need and benefits of membership with 8-1-1 in order to receive reports of calls for service within the township..
- Trustee Baxter moved to approve the resolution and Trustee Fillhart seconded the motion. With all three trustees voting yes, the resolution was adopted.

RESOLUTION 2-18-25-7: *Authorizing the Bath Township Road Department to enter into contract for membership with Ohio Utilities Protection Services for fiscal year 2025 at a cost not to exceed \$1,000.00*

- Gary Jay gave an overview of his plans to switch to larger blue signs to distinguish most township roads from county/state roads.
- Trustee Baxter moved to approve the resolution and Trustee Meeks seconded the motion. With all three trustees voting yes, the resolution was adopted.

FINANCIAL REPORT

Account balances as of **February 17, 2025**

| | |
|------------------------------|-----------------------|
| First National Bank | \$2,284,027.35 |
| STAR Ohio Investment | \$112,764.41 |
| Total - All Accounts: | \$2,396,791.76 |

Recent Expenditures Report:
(Warrants & EFT's Paid Since Last Meeting)

(Final/Updated amounts will be reported during the regular meeting of the board)

| | |
|--------------------------------------|---------------------|
| Payroll Related Totals for 2.19.25 | \$ 59,650.77 |
| Warrants Scheduled through 2.18.25 | \$ 15,796.66 |
| EFT's Posted through 2.17.25 | \$ 6,837.10 |
| Total Amount of All Payables: | \$ 82,284.53 |

Financial Reports Provided to Trustees:
[Through 2.19.25]

- **Payment Listing (EFT, Warrants, & Payroll)**
 - **Fund Status**
 - **Revenue Status**
 - **Cash Flow Detail by Fund**
- A Motion was made by trustee Fillhart, seconded by trustee Baxter to approve the payroll, payments, and financial report as presented. With all three trustees voting yes, the motion passed.

DISCUSSION ITEMS

- The fiscal officer reported the required GAAP & Hinkle Reports were completed and submitted to Auditor's Officer, the 2024 finances were submitted to Ohio Checkbook, and the 2024 Financial Report notice was posted to public on website and Lima News.
- The fiscal officer reported that a new financial report format would be starting next month and will include revenue and expenses by month for comparison, the current period recent expenditures report, and other key financial indicators as necessary.
- The fiscal officer reported that he received five applications for the position of Assistant Fiscal Officer Applications. He and the assistant fiscal officer plan to interview the top two candidates and on-board a new AFO as soon as possible to allow time to train prior to Josh Luke's resignation becoming affective.
- New hardware will be delivered this Friday for the fiscal office from Auditor of State.

CORRESPONDENCE

- Received a check back from the city of Lima regarding a bill that we were invoiced twice and had already paid.
- Received a notification from ODJFS Unemployment regarding year to date amounts credited and charged.
- Received a letter from Chief Kitchen recommending the release of escrow funds related to the property at 3025 Cool Road. **A motion was made by Trustee Baxter, seconded by Trustee Fillhart to release the escrowed funds. With all three trustees voting yes, the motion passed.**
- Received a notice of reorganization of the Bath Township Zoning Commission & Board of Zoning Appeals to be held on February 20, 2025 at 6:30 PM

TRUSTEES BUSINESS

Mr. Baxter

- No additional reports or comments this evening.

Mr. Meeks

- No additional reports or comments this evening.

Mrs. Fillhart

- Trustee Fillhart inquired of Gary Jay regarding the status of quotes for a proposed columbarium project.

DEPARTMENT REPORTS

Road Superintendent: Gary Jay

- Mr. Jay reported that his team has been working on plowing recently and that he will be attending a preliminary road program meeting. Mr. Jay gave an overview of some of the new techniques available for sealing & protecting roads and stated that he will be meeting with a consultant and will report additional information/findings at the March 4th meeting.

Fire Department: Chief Kitchen

- Chief Kitchen reported 217 calls for service for the fire department, year to date. He advised the Board that the fire department staff continues training on their new ESO software. Chief Kitchen also advised that there are currently several bills introduced at the Ohio Statehouse related to property tax reform. He stated that it's important that the Township monitors these bills closely. Chief Kitchen reported that he and Road Supervisor Gary Jay are formulating a list of fire hydrant parts which will be needed in the near future. They plan to present a quote at a future meeting. He also gave a brief overview of current fire department staffing levels.

Zoning Inspector/Fire Inspector: Ken Meyer

- Mr. Meyer gave a verbal overview of zoning related activities since the last meeting and submitted a statistical report in writing to the trustees and fiscal officer.
- Mr. Meyer reported that the Lickety Split has finally been demolished.

Social Hall: Tammy Jay

- Gave a usage report on recent social hall activities.

Law Enforcement: ACSO Deputy

- No deputy in attendance.

Attendance & Public Comments

- Attendance included 4 township employees, 4 elected officials, and 4 member(s) of the public.
- Liz Ebbing of 1382 Fetter Road asked about traffic flow during the roundabout construction at Thayer and SR81.
- Linda Makely of 2829 Yale Ave. thanked the road and bridge crew for their recent snow removal work and expressed her concerns regarding communicating the new blue road signs project to as many Baht Township residents as possible.

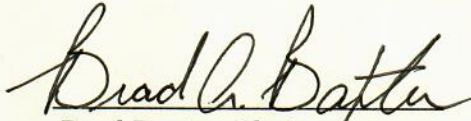
Executive Session

- There was no executive session held during this meeting.

Additional Business & Announcements

- The next regularly scheduled meeting of the Board of Trustees of Bath Township will be held **Tuesday March 4, 2025 at 7:00 PM** in the Township Boardroom.
- The Bath Township Zoning Commission and Board of Zoning Appeals will hold their reorganization meeting on Thursday February 20, 2025 at the Bath Township House at 6:30 PM.

Being no further business to come before the board, trustee Baxter moved, and trustee Fillhart seconded a motion to adjourn the meeting at 8:26PM. With no further discussion and both 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