



BOARD OF TRUSTEES MEETING MINUTES

The Board of Trustees of Bath Township met on Tuesday, **September 1, 2026**, in the Township Boardroom, 2880 Ada Road, Lima, Ohio.

Elected Officials Present:

Trustee Brad Baxter, Trustee Lisa Fillhart, Trustee Andy Heffner, and Fiscal Officer Berlin Carroll

Department Heads Present:

Road Superintendent Gary Jay, Interim Fire Chief/Zoning Inspector Ken Meyer and Fiscal Officer Assistant & Administrative Support Specialist, Cindy Highland.

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

PREVIOUS MINUTES

- Trustee Baxter motioned to accept the minutes of August 18, 2026, regular meeting. Trustee Fillhart seconded the motion, which passed 3-0. The minutes stand approved as presented.

RESOLUTIONS

The following resolutions were taken up by the Trustees:

RESOLUTION 9-1-26-1: Summarized: Authorizing a training contract with the Auditor of State – Local Government Services for the Fiscal Department.

- Mr. Carroll advised that the contract is for training and assistance in governmental accounting and financial reporting for the Fiscal Officer and Assistant Fiscal Officer.
- A motion was made by Trustee Fillhart, seconded by Trustee Heffner to approve the resolution. A roll call vote was held with all Trustees voting yes. The motion passed and the resolution was approved.
- A copy of this resolution in its entirety is on file, as required, amongst the Township's archives & records.

RESOLUTION 9-1-26-2: Summarized: Approving the hiring of Kellen Dunlap as a Bath Township Road & Bridge Worker effective September 8, 2026, at the rate of \$23.00 per hour.

- A motion was made by Trustee Heffner, seconded by Trustee Fillhart to approve the resolution. A roll call vote was held with all Trustees voting yes. The motion passed and the resolution was approved.
- A copy of this resolution in its entirety is on file, as required, amongst the Township's archives & records.

RESOLUTION 9-1-26-3: Summarized: Approving the hiring of Craig Vogel as Bath Township Fire Chief.

- A motion was made by Trustee Baxter, seconded by Trustee Fillhart to approve the resolution. A roll call vote was held with both trustees voting yes. The motion passed and the resolution was approved.
- A copy of this resolution in its entirety is on file, as required, amongst the Township's archives & records.

PRESENTATIONS

- Bath Board of Trustee Chairman Brad Baxter swore in Craig Vogel as the Bath Fire Department's new Fire Chief.
- Media was present to capture the moment.

FINANCIAL REPORT

- The fiscal officer provided a financial report to each trustee outlining current account balances, payroll, and other expenditures this period as well as any purchase orders created, transfers, reallocations, or supplemental appropriations requested if any. A copy of which is maintained amongst the records of the township.
- The fiscal officer reported that a payment listing report outlining those bills paid this period by Electronic Funds Transfer and/or Warrants (checks) 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 Baxter to approve the payroll, warrants, electronic payments, POs/BCs opened, reallocations, adjustments, supplemental appropriations and financial reports as presented. 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.

DISCUSSION ITEMS

The Fiscal Officer Reported on the following items:

- Purchase Order and/or Blanket Certificate(s) created in the amount of \$244,305.04 to Strawser Construction, Inc. for the road program project. Detailed breakdown in the Financial Report attached to these minutes.
- Bath Township will have a new Auditor as the previous Auditor has left.
- Verizon Pre-Paid cell phone bill/Cell Phones for Department Heads
 - Cindy Highland explained that the Zoning mobile phone is a pre-paid phone and has to be paid by credit card. When Chief Joe Kitchen retired and his credit card was removed, the payment did not get paid as the phone was attached to his card. The phone was deactivated. Cindy did call to get the payment made under her township issued credit card.
 - This has led to two recommendations.
 - The Zoning phone needs to be put on a regular plan, so this doesn't happen in the future.
 - All Department heads should have a phone connected to the Department and not the use of their personal phones. Eliminating the Stipend pay for use of personal phones and when someone leaves/retires, the phone/number remains with the township.
- The Network Room Battery Back-Up went bad, and Cindy Highland approved the replacement at a cost of \$249.99.
- Received an unexpected IRS refund for 2024 in the amount of \$46,127.03.
- Mr. Carroll asked for an executive session for the purpose of considering the compensation of a public employee

CORRESPONDENCE

- None

TRUSTEES BUSINESS

Mrs. Fillhart

- Mrs. Fillhart stated that the title and insurance have been taken care of for the new deputy cruiser. The cruiser is on the way to be outfitted with the necessary equipment. Once the final touches are complete, it will be ready to hit the road and serve our community.

Mr. Heffner

- Mr. Heffner stated that he was still trying to reach Mr. Willomoski to follow up with him to discuss some questions he has regarding Resource. Zoning Inspector Meyer stated that he has talked to EPA, but that they are not at the point of doing anything. Mr. Baxter stated that they are tracking odor complaints. They are still maintaining contact with the EPA and the owner of Resource.

Mr. Baxter

- No business at this time.

DEPARTMENT HEAD REPORTS

• Road Department:

- Superintendent Gary Jay Reported on the following items:
 - Strawser's invoice for the Road Program was received.
 - Pavement Technology is completed and has received the invoice.
 - Rolled tractor update. The insurance claim is finalized. The tractor will be put on the road as soon as he receives confirmation that the tractor is on the insurance policy.
 - Tractor with the blown motor is still at the shop waiting on the gear for the transmission to be shipped on September 18, 2026.
 - Still a little more of the road program work to do.
 - Mirror Lake project will start next week or the week after.
 - Gary informed the board of his days off for this month.
 - Trustee Heffner brought up fire department's drainage issue. A discussion was held. Will need estimates and Gary will talk to Chief Vogel and bring him up to date on the issue.

• Fire Department:

- Interim Fire Chief Ken Meyer reported the Fire Department's calls for service to date total 1,052 year to date.
- Mr. Meyer thanked the board for the opportunity to be Interim Fire Chief. Mr. Baxter expressed appreciation for everything that Mr. Meyer has done to fill in as Interim Fire Chief and still took care of the Zoning Department.

• Zoning Department:

- Inspector Meyer reported on the following items:
 - 5210 Stewart Road: Legal has notified the parties. Waiting on court date.
 - 1200 McKinley: Legal has notified the parties. Waiting on court date.
 - 1522 N. Adams Street: Waiting on the title search.
 - 4382 Ottawa Road: Waiting on the title search.
 - See attached Mr. Meyer's report in more detail.

• Business Office:

- Cindy Highland reported for the month of August the Social Hall rented out five (5) times and brought in \$500.00.

• Sheriff Department:

- Deputy Smith from ACSO was in attendance.

Attendance & Public Comments

- There were 24 members of the public in attendance at this meeting.
- Brenda Meyer of Prosperity Road welcomed the new Fire Chief and his family.

Executive Session

- An executive session was called by Trustee Baxter for the purpose of considering compensation of a public employee.
- The regular meeting was recessed at 7:32 p.m. upon a motion by Trustee Baxter, Seconded by Trustee Fillhart with approval of 3-0.
- The executive session began at 7:49 p.m.
- The executive session ended and the regular meeting was called back into session at 7:58 p.m. upon motion Trustee Fillhart, Seconded by Trustee Heffner with approval of 3-0.

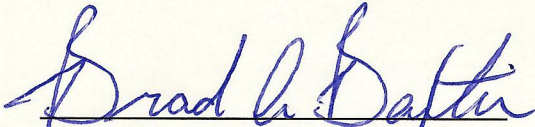
Additional Business & Announcements

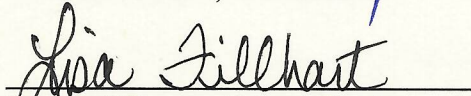
- The regular meeting was called back into order by Trustee Fillhart, and the Resolution 9-1-26-4 was considered.

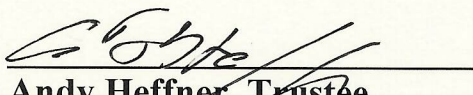
RESOLUTION 9-1-26-4: Summarized: Advancing the Pay Rate of Cindy Highland, Assistant Fiscal Officer and Administrative Support Specialist was considered.

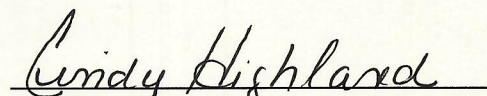
- A motion was made by Trustee Fillhart, seconded by Trustee Hefner to approve the resolution. A roll call vote was held with all trustees voting yes. The motion passed and the resolution was approved.
- A copy of this resolution in its entirety is on file, as required, amongst the Township's archives & records.
- Next Regular Meeting Date: September 15, 2026 @ 7:00 p.m.

Being no further business to come before the board, Trustee Fillhart moved, and Trustee Heffner seconded a motion to adjourn the meeting at 7:59 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


Lisa Fillhart, Vice-Chair


Andy Heffner, Trustee


Cindy Highland
Assistant Fiscal Office

FINANCIAL REPORT

September 1, 2026

(Prepared by Berlin Carroll)

Account Balances	Amount	As of Date
First National Bank (Cash Account)	\$3,858,405.96	8.31.26
STAR Ohio (Investment Account)	\$120,365.90	8.31.26
Total - All Accounts	\$3,978,771.86	

Current Expenditures	Amount	As of Date
Payroll Wages + Withholdings	\$53,409.07	9.2.26
Bills Paid by Warrant (Check)	\$271,014.63	9.1.26
Bills Paid by EFT (Vouchers))	\$5,931.32	9.1.26
Total Amount of All Payables	\$330,355.02	

Current Action Items/Notes

- Supplemental Appropriations, Advances, Transfers
 - None
- Adjustments and/or Reallocations:
 - None
- Purchase Order and/or Blanket Certificate(s) Created:
 - 10-2026 in the amount of \$244,305.04 to Strawser Construction, Inc.
 - \$150,000.00 from 2011-330-360-0000
 - \$75,000.00 from 2021-390-590-0000
 - \$19,305.04 from 2021-330-360-0000
- Discussion Items
 - May IRS Overpayment Refunded
 - Verizon Pre-paid Cell Phone Bill / Cell Phones for Department Heads
 - Network Room Battery Back-up replaced at a cost of \$249.99 (Cindy)
 - Received IRS refund for 2024 in amount of \$46,127.03
- Note(s):
 - None

To: Bath Township Board of Trustees

From: Kenneth Meyer
Zoning Inspector & Fire Inspector

Re: Zoning Activities Report and Fire Inspection report – August 2026

Administration of Zoning Department actions:

Zoning Certificates: 7-Applications received 7 Approved Zoning

Resolution & Classification Inquiries: 49 total

Zoning Complaints & Violations: 10 total

3 letters issued 2 not zoning 2 talked to owner 2 resolved 1 ongoing
5 complaints were about odors, 2 verified

Zoning activities:

5210 Stewart Road: Legal has notified them, waiting on a court date

1200 McKinley: Legal has notified them, waiting on a court date

1522 N. Adama Street: Waiting on the title search.

4382 Ottawa Road: Waiting on the title search.

Fire Code Enforcement activities:

- *Inspections 1*
- *Plans reviewed: 4*
- *Fire extinguisher class 1*

Zoning Boards.

This report was submitted to the Board of Trustees on September 1, 2026
cc: Berlin Carroll