



## **Board of Trustees Meeting**

Monday March 24th, 2025, at 4:00 p.m.

Please silence cell phones and electronics.

Zoom Meeting is available as a courtesy for viewing purposes only.

### **MEETING INFORMATION**

The public may dial in or download the Zoom meeting app to access the Board of Trustees meeting with the following credentials:

Meeting ID: 916 3176 7285

Phone: +1 929 205 6099

Password: 059138

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **WELCOME**

The purpose of this meeting is to conduct the business of Bath Township. At the end of the meeting there will be time for citizen comments.

### **APPROVAL OF AGENDA**

#### **FISCAL OFFICER Laura Tuttle**

##### **Report / Recommendations**

1. Recommendation to approve regular purchase orders 2025-00414 through 2025-00451 and payments in the amount of \$204,200.83.

Included in the payments are the following:

- \$55,710 to DWA Recreation for Bath Hill Park shelter (Parks)
- \$47,381.25 to Bob Konstand for 2024 Township Legal Services (Admin)
- \$23,920.40 to Peninsula Architects for design and engineering services (Admin)

##### **Roll Call**

2. The resignation letter for part-time Fiscal Officer Assistant, Doris Lewis, was received and is effective March 14, 2025.
3. Correspondence log is available for public view.

### **DEPARTMENT HEADS AND ADMINISTRATORS**

#### **Police Chief Vito F. Sinopoli**

##### **Report / Recommendations**

1. Recommendation to transfer 807.17 of sick time hours for Crystal Pramik from Chagrin Valley Regional Dispatch effective March 13, 2025.
2. Resolution 2025-13 authorizing the application to the TJX Companies for the Law Enforcement Grant for \$5,000 to support a Flock ALPR camera in the Montrose business district. **Roll Call**

#### Fire Chief Rob Campbell

##### **Report / Recommendations**

1. Recommendation to hire Alex Briant as a part-time firefighter/Paramedic effective March 24, 2025 at an hourly rate of \$26.51 and subject to a one-year probationary period.
2. Recommendation to purchase a 2025 Chevrolet Tahoe from Tim Lally Chevrolet in the amount of \$52,922.00.

#### Service Director Caine Collins

##### **Report / Recommendations**

1. Recommendation to enter into a 3-year rental agreement with Cintas for uniform services.
2. Recommendation to remove full-time Equipment Operator/Laborer, Ben Mathie, from probationary status effective March 18, 2025.

#### Interim Parks Director Caine Collins

##### **Report / Recommendations**

1. Recommendation to enter into an agreement with The Davey Tree Expert Company for the 2025 athletic field lawn care at the Bath Baseball Park, Bath Community Park, and Bath Hill Park in the amount of \$6,760.00. This agreement is for 6 applications from early spring to late fall and includes crabgrass control, grub control, broad leaf weed control, and a balanced fertilizer program.
2. Recommendation to enter into an agreement with Davey Resource Group, in the amount of \$26,800, for the 2025 invasive species management control at the Bath Nature Preserve. The areas to be treated include the Garden Bowl, Moore's Chapel, the Bath Creek Wetlands, and the Tamarack Bog.

#### Planning Director / Zoning Inspector William Funk

##### **Report / Recommendations**

#### Administrator Vito F. Sinopoli

##### **Report / Recommendations**

1. Resolution 2025-14 Organizational Amendment 06 **Roll Call**
2. Resolution 2025-15 Permanent Appropriations **Roll Call**

TRUSTEES: Elaina Goodrich, Sharon Troike, and Sean Gaffney

**COMMUNITY UPDATES:**

Bath Business Association

**FUTURE TRUSTEE MEETINGS AND EVENTS**

Board of Trustees Meeting	March 24, 2025, 4pm	Trustee Meeting Room
Appearance Review Commission	April 7, 2025, 5pm	Trustee Meeting Room
Board of Trustees Meeting	April 7, 2025, 6:30pm	Trustee Meeting Room
Discover Bath Barns	April 8, 2025, 5pm	Trustee Meeting Room
Zoning Commission	April 10, 2025, 6pm	Trustee Meeting Room
Board of Zoning Appeals	April 15, 2025, 7pm	Trustee Meeting Room
Board of Trustees Meeting	April 21, 2025, 4pm	Trustee Meeting Room
Project Pride	April 26, 2025, 9am – 12pm	Revere High School supply pick-up

\*A full list of events and meetings is posted to [www.bathtownship.org](http://www.bathtownship.org) and updated weekly.

**CITIZENS' COMMENTS**

*Citizens must be recognized by the President of the Board of Trustees prior to speaking.*

*Citizens will identify themselves by name and address.*

*Citizens' comments will be limited to 5 minutes each.*

*Citizens' comments must be addressed to the Board.*

*A citizen is called out of order twice. He or she will then be asked to leave.*

**THANK YOU FOR ATTENDING / ADJOURNMENT**

# Bath Township Payment Batch Report

Batch ID: 18630      Batch Description: 2025/03/24 TRUSTEE MTG ACH

Journal Date: 3/24/2025

Posted Date:

Control Total: \$54,521.40

Check Number	Pay To	Invoice Number	Payment Description	Payment Amount
Payment Type	Pay To Address		Cashed    Printed    Voided	

	AMAZON CAPITAL SERVICES	1HC4-V7D7-JW3K, 19J4-X3YN-KTP4, 1K4K-YF94-DDHF, 16MT-DMR9-P33J, 1N4M-Y74K-XK4D, 1497-D9HF-VFTQ, 1HF9-FMLV-CNN4, 19RF-FVHT-9917, 11KC-69HH-RTQ9, 1FTK-HRDC-3DHX, 1FTK-HRDC-3DHX, 1NMF-X7GF-XQK4	Uniform allowance - Shaffer	\$3,300.05
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ACH VENDOR PAYMENTS FROM PO BOX 035184 SEATTLE, WA 98124-5184  
0001 - MAIN ACCT - TRUSTEES  
PRIMARY ACCOUNT

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
11KC-69H	03/13/2025	1	Parts & Supplies	212-18-510-5-7-6020	PO 2025-00391, Line 1	\$367.57
1497-D9H	03/19/2025	1	NikonZ6II camera and accessories for DB.	209-20-210-5-5-7130	PO 2025-00405, Line 1	\$1,562.87
16MT-DM	03/08/2025	1	Miscellaneous supplies for PD, Dispatch and DB.	209-14-210-5-4-3910	PO 2025-00355, Line 1	\$27.98
19J4-X3Y	03/16/2025	1	Miscellaneous supplies for PD, Dispatch and DB.	209-14-210-5-4-3910	PO 2025-00355, Line 1	\$14.68
19RF-FVH	03/14/2025	1	Miscellaneous supplies for PD, Dispatch and DB.	209-14-210-5-4-3910	PO 2025-00355, Line 1	\$89.44
1FTK-HR	03/11/2025	1	Parts & Supplies	212-18-510-5-7-6020	PO 2025-00391, Line 1	\$614.42
1FTK-HR	03/11/2025	1	1st QTR Parts & Supplies	212-18-510-5-7-6020	PO 2025-00158, Line 1	\$72.67
1HC4-V7D	03/18/2025	1	Uniform allowance - Shaffer	209-14-210-5-4-3420	PO 2025-00220, Line 1	\$49.95
1HF9-FML	03/15/2025	1	NikonZ6II camera and accessories for DB.	209-20-210-5-5-7130	PO 2025-00405, Line 1	\$376.95
1K4K-YF9	03/15/2025	1	NikonZ6II camera and accessories for DB.	209-20-210-5-5-7130	PO 2025-00405, Line 1	\$22.98
1N4M-Y74	03/14/2025	1	Office supplies for PD and Dispatch	209-14-210-5-4-3610	PO 2025-00191, Line 1	\$24.91
1NMF-X7	03/19/2025	1	Misc. IT Supplies	101-13-111-5-4-3640	PO 2025-00055, Line 1	\$75.63

	BARBERTON LAUNDRY AND CLEANING INC	1018076	1st qtr linens	\$45.82
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ACH VENDOR PAYMENTS FROM 1050 NORTHVIEW AVE BARBERTON, OH 44203-7197  
0001 - MAIN ACCT - TRUSTEES  
PRIMARY ACCOUNT

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
1018076	03/17/2025	1	1st qtr linens	210-14-220-5-7-2070	PO 2025-00021, Line 1	\$45.82

	BERES, KAREN	3.24.25	1st QTR Cemetery Sexton Mileage Reimbursement	\$77.05
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ACH VENDOR PAYMENTS FROM 10110 ACME ROAD RITTMAN, OH 44270  
0001 - MAIN ACCT - TRUSTEES  
PRIMARY ACCOUNT

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
3.24.25	03/24/2025	1	1st QTR Cemetery Sexton Mileage Reimbursement	101-16-410-5-4-3910	PO 2025-00136, Line 1	\$77.05

## Payment Batch Report

CHARTER COMMUNICATION - INTERNET

132709901030725,  
132710101030125

INTERNET CHARGES 1ST QTR

\$374.42

ACH VENDOR PAYMENTS FROM  
0001 - MAIN ACCT - TRUSTEES  
PRIMARY ACCOUNT

PO BOX 223085 PITTSBURGH, PA 15251-2085

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
13270990	03/07/2025	1	INTERNET CHARGES 1ST QTR	101-13-112-5-4-2620	PO 2025-00266, Line 1	\$341.52
13271010	03/01/2025	1	INTERNET CHARGES 1ST QTR	101-13-112-5-4-2620	PO 2025-00266, Line 1	\$32.90

CINTAS CORPORATION NO 2

Cintas Feb 2025

1st QTR Uniforms, Rugs, and Rags

\$980.04

ACH VENDOR PAYMENTS FROM  
0001 - MAIN ACCT - TRUSTEES  
PRIMARY ACCOUNT

PO BOX 630803 CINCINNATI, OH 45263

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
Cintas Feb	02/28/2025	1	1st QTR Uniforms	204-15-340-5-4-3410	PO 2025-00133, Line 1	\$660.17
Cintas Feb	02/28/2025	2	1st QTR Rugs and Rags	204-15-340-5-4-3010	PO 2025-00133, Line 2	\$129.19
Cintas Feb	02/28/2025	3	1st QTR Uniforms Parks	212-18-510-5-4-3410	PO 2025-00133, Line 3	\$190.68

CUYAHOGA LANDMARK INC

631733

Fuel Expense 2024

\$3,537.14

ACH VENDOR PAYMENTS FROM  
0001 - MAIN ACCT - TRUSTEES  
PRIMARY ACCOUNT

PO BOX 361189 STRONGSVILLE, OH 44136

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
631733	03/12/2025	1	Fuel Expense -Zoning	101-13-113-5-4-3510	PO 2025-00281, Line 1	\$34.40
631733	03/12/2025	2	Fuel Expense -Police	209-14-210-5-4-3510	PO 2025-00281, Line 2	\$2,409.79
631733	03/12/2025	3	Fuel Expense -Fire	280-14-220-5-5-3510	PO 2025-00281, Line 3	\$466.11
631733	03/12/2025	4	Fuel Expense - Roads	204-15-340-5-4-3510	PO 2025-00281, Line 4	\$419.87
631733	03/12/2025	5	Fuel Expense -Parks	212-18-510-5-4-3510	PO 2025-00281, Line 5	\$206.97

ECO-MAXX FLUID RESOURCES LLC

830485

1st QTR Waste Oil Disposal

\$127.50

ACH VENDOR PAYMENTS FROM  
0001 - MAIN ACCT - TRUSTEES  
PRIMARY ACCOUNT

PO BOX 74806 CLEVELAND, OH 44194

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
830485	03/17/2025	1	1st QTR Waste Oil Disposal	204-15-340-5-7-6020	PO 2025-00145, Line 1	\$127.50

ENVIRONMENTAL DESIGN GROUP

0081335

Bath Community Park Master Plan

\$5,372.82

ACH VENDOR PAYMENTS FROM  
0001 - MAIN ACCT - TRUSTEES  
PRIMARY ACCOUNT

450 GRANT STREET AKRON, OH 44311

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
0081335	02/28/2025	1	Bath Community Park Master Plan	684-13-111-5-7-6020	PO 2024-01528, Line 1	\$5,372.82

EXIT 11 TRUCK TIRE SERVICE

1-118876, 1-119259

1st QTR Parts & Repairs

\$184.95

ACH VENDOR PAYMENTS FROM  
0001 - MAIN ACCT - TRUSTEES  
PRIMARY ACCOUNT

PO BOX 470 RICHFIELD, OH 44286

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount

### Payment Batch Report

1-118876	03/06/2025	1	1st QTR Parts & Repairs	204-15-340-5-4-2350	PO 2025-00125, Line 1	\$82.95
1-119259	03/17/2025	1	1st QTR Parts & Repairs	204-15-340-5-4-2350	PO 2025-00125, Line 1	\$102.00
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ACH VENDOR PAYMENTS FROM			FIRE FORCE INC	25-0320261, 25-0320261	SCBA Mask & Parts	\$52.40
0001 - MAIN ACCT - TRUSTEES			PO BOX 552 COLUMBIANA, OH 44408			
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
25-032026	03/20/2025	1	SCBA Mask & Parts	210-20-220-5-5-7130	PO 2024-00586, Line 1	\$40.00
25-032026	03/20/2025	1	Need additional funds to add to the 2024 PO for SC	210-20-220-5-5-7130	PO 2025-00427, Line 1	\$12.40
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ACH VENDOR PAYMENTS FROM			FOUR POINTS ARCHITECTURAL SERVICES	5426, 5427	Restroom Design	\$4,760.00
0001 - MAIN ACCT - TRUSTEES			2850 S ARLINGTON RD, SUITE 200 AKRON, OH 44312			
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
5426	02/28/2025	1	Restroom Design	101-13-112-5-3-2020	PO 2023-01512, Line 1	\$350.00
5427	02/28/2025	1	Construction Admin Services for the Service Buildi	204-15-340-5-3-2040	PO 2024-01551, Line 1	\$4,410.00
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ACH VENDOR PAYMENTS FROM			GARDINER SERVICE COMPANY, LLC	0738203	System Repairs	\$790.00
0001 - MAIN ACCT - TRUSTEES			PO BOX 74805 CLEVELAND, OH 44194-0888			
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
0738203	02/05/2025	1	System Repairs	101-13-112-5-4-2320	PO 2025-00274, Line 1	\$790.00
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ACH VENDOR PAYMENTS FROM			HALL PUBLIC SAFETY CO	INV-18209	Annual radar calibration - PD vehicles.	\$680.00
0001 - MAIN ACCT - TRUSTEES			12400 BEECHLAWN AVE NE ALLIANCE, OH 44601			
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
INV-18209	03/06/2025	1	Annual radar calibration - PD vehicles.	209-14-210-5-7-6020	PO 2025-00259, Line 1	\$680.00
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ACH VENDOR PAYMENTS FROM			ICR ELECTRIC INC	6823	1st QTR Electrical Updates	\$795.00
0001 - MAIN ACCT - TRUSTEES			2311 N REVERE ROAD AKRON, OH 44333-1964			
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
6823	02/23/2025	1	1st QTR Electrical Updates BCB	101-13-112-5-4-2320	PO 2025-00113, Line 1	\$795.00
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ACH VENDOR PAYMENTS FROM			J.A.N. SERVICE INDUSTRIES INC	872-0325	1st QTR Cleaning Services Quarterly	\$3,109.00
0001 - MAIN ACCT - TRUSTEES			CONTRACT CLEANING DIVISION 824 W STREETSBORO STREET HUDSON, OH 44236			
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
872-0325	03/10/2025	1	1st QTR Cleaning Services Quarterly Rds	204-15-340-5-3-2170	PO 2025-00110, Line 1	\$600.00
872-0325	03/10/2025	2	1st QTR Cleaning Services Quarterly BCB	101-13-112-5-3-2170	PO 2025-00110, Line 2	\$2,509.00

## Payment Batch Report

ACH VENDOR PAYMENTS FROM		LEPPO INC	PSO130168-1	1st QTR Repairs & Parts	\$408.09	
0001 - MAIN ACCT - TRUSTEES		826 OVERHOLT RD KENT, OH 44240				
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
PSO1301	03/17/2025	1	1st QTR Repairs & Parts	204-15-340-5-4-2350	PO 2025-00104, Line 1	\$408.09
			MASTHEAD HOLDINGS LLC	x700018604.01, x700018567.01, x700018517.01	1st QTR Parts & Supplies	\$463.90
ACH VENDOR PAYMENTS FROM		2225 N CLEVELAND-MASSILLON ROAD AKRON, OH				
0001 - MAIN ACCT - TRUSTEES		44333				
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
x7000185	03/06/2025	1	Parts & Supplies	204-15-340-5-4-3910	PO 2025-00093, Line 1	\$16.26
x7000185	03/06/2025	2	Parts & Supplies	204-15-340-5-4-2350	PO 2025-00093, Line 2	\$400.00
x7000185	03/12/2025	1	Parts & Supplies	204-15-340-5-4-3910	PO 2025-00093, Line 1	\$8.74
x7000186	03/17/2025	1	Parts & Supplies	204-15-340-5-4-3910	PO 2025-00093, Line 1	\$38.90
ACH VENDOR PAYMENTS FROM		MERRICK ENTERPRISES	30622, 30682	Parts and Service	\$173.86	
0001 - MAIN ACCT - TRUSTEES		PO BOX 13 RICHFIELD, OH 44286				
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
30622	03/06/2025	1	Parts and Service	204-15-340-5-4-2350	PO 2025-00329, Line 1	\$109.75
30682	03/13/2025	1	Parts and Service	204-15-340-5-4-2350	PO 2025-00329, Line 1	\$64.11
ACH VENDOR PAYMENTS FROM		NMJ TECHNOLOGY LLC	3740	IT and Network Support	\$2,381.85	
0001 - MAIN ACCT - TRUSTEES		13845 N DRIFTWOOD PT SUN CITY, AZ 85351				
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
3740	02/21/2025	1	IT and Network Support	101-13-111-5-4-3640	PO 2025-00059, Line 1	\$1,757.89
3740	02/21/2025	2	Description	101-13-111-5-4-3640	PO 2025-00059, Line 3	\$623.96
ACH VENDOR PAYMENTS FROM		PENINSULA ARCHITECTS, LTD	2324-006	North Fork Preserve Barn Renovation	\$23,920.40	
0001 - MAIN ACCT - TRUSTEES		PO BOX 235 PENINSULA, OH 44264		Design and Pla		
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
2324-006	03/11/2025	1	North Fork Preserve Renovation Barn design	290-18-111-5-7-7150	PO 2025-00033, Line 1	\$23,920.40
ACH VENDOR PAYMENTS FROM		SOUTHEASTERN EQUIP CO, INC	C64744, C64796	Parts & Supplies	\$1,200.40	
0001 - MAIN ACCT - TRUSTEES		PO BOX 536 CAMBRIDGE, OH 43725				
PRIMARY ACCOUNT						
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
C64744	03/10/2025	1	Parts & Supplies	204-15-340-5-4-2350	PO 2025-00422, Line 1	\$512.45

### Payment Batch Report

C64796	03/10/2025	1	Parts & Supplies	204-15-340-5-4-2350	PO 2025-00422, Line 1	\$687.95
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			STAPLES BUSINESS ADVANTAGE	6026793179	Office supplies for PD and Dispatch	\$50.36
ACH VENDOR PAYMENTS FROM			PO BOX 660409 DALLAS, TX 75266-0409			
0001 - MAIN ACCT - TRUSTEES						
PRIMARY ACCOUNT						
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Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
60267931	03/15/2025	1	Office supplies for PD and Dispatch	209-14-210-5-4-3610	PO 2025-00190, Line 1	\$50.36
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			TM & L ENTERPRISES LLC	090175544, 090175599	1st QTR H2O Treatment	\$1,205.50
ACH VENDOR PAYMENTS FROM			1753 S CLEVELAND MASSILLON ROAD COPLEY, OH			
0001 - MAIN ACCT - TRUSTEES			44321			
PRIMARY ACCOUNT						
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Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
09017554	03/06/2025	1	1st QTR H2O Treatment	101-13-112-5-3-2020	PO 2025-00154, Line 1	\$940.00
09017559	03/11/2025	1	1st QTR H2O Treatment	101-13-112-5-3-2020	PO 2025-00154, Line 1	\$265.50
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			UNITED RENTALS	219928306-024	Portable Restroom Rental for 4400 Everett	\$192.00
Checks for 0001 - TRUSTEES			PO BOX 100711 ATLANTA, GA 30384-0711			
PRIMARY ACCOUNT						
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Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
21992830	03/25/2025	1	Portable Restroom Rental for 4400 Everett	101-13-112-5-3-2020	PO 2025-00291, Line 1	\$192.00
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			VASU COMMUNICATIONS INC	142017467-1	Rack for jail system in basement.	\$338.85
ACH VENDOR PAYMENTS FROM			236 PO BOX AVON, OH 44011			
0001 - MAIN ACCT - TRUSTEES						
PRIMARY ACCOUNT						
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Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
14201746	03/10/2025	1	Rack for jail system in basement.	209-20-210-5-5-6040	PO 2025-00433, Line 1	\$338.85
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Batch 18630 Total:						\$54,521.40

# Bath Township Payment Batch Report

Batch ID: 18631      Batch Description: 2025/03/24 TRUSTEE MTG CHECKS  
 Journal Date: 3/24/2025      Posted Date:      Control Total: \$138,867.31

Check Number Payment Type	Pay To Pay To Address	Invoice Number	Payment Description Cashed    Printed    Voided	Payment Amount		
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT	AKRON UNIFORMS 4410 MANCHESTER ROAD NEW FRANKLIN, OH 44319	AU-POS3-5728, AU-POS2-3437	Uniform allowance - Knauer	\$895.89		
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
AU-POS2-	03/12/2025	1	Uniform allowance - VanFossen	209-14-210-5-4-3420	PO 2025-00218, Line 1	\$770.90
AU-POS3-	02/17/2025	1	Uniform allowance - Knauer	209-14-210-5-4-3420	PO 2025-00228, Line 1	\$124.99
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT	AMERICAN WINDOW CLEANING PO BOX 195 CLINTON, OH 44216	1st QTR 2025	1st QTR Window Cleaning	\$750.00		
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
1st QTR 2	03/13/2025	1	1st QTR Window Cleaning	101-13-112-5-3-2020	PO 2025-00140, Line 1	\$750.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT	AT&T PO BOX 5080 CAROL STREAM, IL 60197-5080	330R1233003	Fiber connections for Dispatch	\$2,000.00		
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
330R1233	03/01/2025	1	Fiber connections for Dispatch	314-20-720-5-5-7130	PO 2022-00429, Line 1	\$2,000.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT	ATLANTIS DISTRIBUTION & LOGISTICS LLC PO BOX 643 DANVILLE, IN 46122	12358	Thermal paper for e-cite printers in PD cars.	\$111.00		
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
12358	03/10/2025	1	Thermal paper for e-cite printers in PD cars.	209-14-210-5-7-6020	PO 2025-00404, Line 1	\$111.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT	BASS, MEETA 315 FALLRIVER DR REYNOLDSBURG, OH 43068	25MAB0206	FACT FINDING IAFF CONTRACT	\$1,751.40		
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
25MAB02	03/03/2025	1	FACT FINDING IAFF CONTRACT	101-13-111-5-4-2110	PO 2025-00411, Line 1	\$1,751.40
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT	BATH TRACTOR 2014 N CLEVELAND MASSILLON RD AKRON, OH 44333	024990	1st QTR Parts & Repairs	\$15.00		
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
024990	03/18/2025	1	1st QTR Parts & Repairs	204-15-340-5-7-6020	PO 2025-00138, Line 1	\$15.00

## Payment Batch Report

Checks for 0001 - TRUSTEES PRIMARY ACCOUNT		BENTLEY, FAITH 1545 FROSTBURG RD PUNXSUTAWNEY, PA 15767	3.24.25	Buy Back 6 MC Graves		\$2,400.00
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
3.24.25	03/24/2025	1	Buy Back 6 MC Graves	101-20-410-5-5-2840	PO 2025-00406, Line 1	\$2,400.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT		BOUND TREE MEDICAL LLC 23537 NETWORK PLACE CHICAGO, IL 60673-1235	85694332	1st qtr medical supplies		\$177.90
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
85694332	03/12/2025	1	1st qtr medical supplies	280-14-220-5-4-3060	PO 2025-00026, Line 1	\$177.90
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT		BUCKEYE POWER SALES PO BOX 489 BLACKLICK, OH 43004-0489	PSV410785	Sta 2 Generator Maintenance 5/1/25-4/30/26		\$710.00
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
PSV41078	03/24/2025	1	Sta 2 Generator Maintenance 5/1/25-4/30/26	210-14-221-5-7-2070	PO 2025-00440, Line 1	\$710.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT		CLEMAN, NELSON & ASSOC INC 4100 REGENT ST SUITE 4-N COLUMBUS, OH 43219	32542	2025 Legal Services- IAFF Negotiations and Fact Fi		\$7,188.70
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
32542	02/28/2025	1	2025 Legal Services- IAFF Negotiations and Fact Fi	101-13-111-5-4-2110	PO 2025-00334, Line 1	\$7,188.70
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT		CONSTRUCTION & REMODELING EXPERTS LLC 1035 ROSEMARY BLVD SUITE E AKRON, OH 44306	3.18.25	1581 Hickory Farm Lane Kitchen Renovation (Approve		\$4,650.00
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
3.18.25	03/18/2025	1	1581 Hickory Farm Lane Kitchen Renovation (Approve	101-13-112-5-4-2340	PO 2024-01552, Line 1	\$4,650.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT		D & R SUPPLY 18228 FULTON RD MARSHALLVILLE, OH 44645	24234	Road Materials - Asphalt Materials		\$116.55
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
24234	02/28/2025	1	Road Materials - Asphalt Materials	204-15-340-5-4-3360	PO 2025-00270, Line 1	\$116.55
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT		DESIGNPRO CEILINGS LLC 3465 S ARLINGTON ROAD, SUITE 3-127 AKRON, OH 44312	3.7.25	Admin Ceiling Tile Replacement		\$1,917.00
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
3.7.25	03/07/2025	1	Admin Ceiling Tile Replacement	101-20-112-5-5-7210	PO 2025-00413, Line 1	\$1,917.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT		DWA RECREATION INC 1010 HARRISON AVENUE HARRISON, OH 45030	18746, 18746	Park Shelter- Bath Hill		\$55,710.00



### Payment Batch Report

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
11203	03/18/2025	1	1st QTR Vehicle Repairs	204-15-340-5-4-2350	PO 2025-00096, Line 1	\$123.54
11218	03/18/2025	1	1st QTR Vehicle Repairs	204-15-340-5-4-2350	PO 2025-00096, Line 1	\$62.98
			SEDGWICK CLAIMS MANAGEMENT SERVICES INC 1550711	2026 Sedgwick Annual Contract Renewal		\$7,550.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT			PO BOX 89456 CLEVELAND, OH 44101-6456			
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
1550711	03/04/2025	1	2026 Sedgwick Annual Contract Renewal	101-13-111-5-4-2810	PO 2025-00415, Line 1	\$7,550.00
			STOP STICK INC 0037465-IN	Training materials for Vehicle Dynamics - Mihalik		\$685.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT			365 INDUSTRIAL DR HARRISON, OH 45030			
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
0037465-I	03/13/2025	1	Training materials for Vehicle Dynamics - Mihalik	209-14-210-5-7-4210	PO 2025-00377, Line 1	\$685.00
			TRANSUNION RISK & ALTERNATIVE DATA SOLUTIONS INC 303129-202502-1	Preemployment credit checks for PD and Dispatch ap		\$100.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT			PO BOX 209047 DALLAS, TX 75320			
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
303129-20	03/01/2025	1	Preemployment credit checks for PD and Dispatch ap	209-14-210-5-4-1660	PO 2025-00416, Line 1	\$100.00
			UNITED RENTALS 152085497-096	1st QTR Ira Portable		\$122.00
Checks for 0001 - TRUSTEES PRIMARY ACCOUNT			PO BOX 100711 ATLANTA, GA 30384-0711			
Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
15208549	03/20/2025	1	1st QTR Ira Portable	204-15-340-5-4-2080	PO 2025-00077, Line 1	\$122.00
Batch 18631 Total:						<u>\$138,867.31</u>

# Bath Township Payment Batch Report

Batch ID: 18501      Batch Description: 2025/03/24 TRUSTEE MTG EFT

Journal Date: 3/24/2025

Posted Date:

Control Total: \$10,167.93

Check Number Payment Type	Pay To Pay To Address	Invoice Number	Payment Description Cashed    Printed    Voided	Payment Amount
	HUNTINGTON MASTERCARD	030125, 04433-41902729, 12302021Y035N2K, 851405119s66j4k2e, 12302021Z0216TGYB, 5526352207LR4K8BP, 123020220023PL4E3, 5550080196ZASYWDZ, 55436871A855BAKL1, R- 7686025, 55432861Z5WVK1EZ3, 23708815, 05410191BELFGGXMK, 10264134157, 05416011J43AA6S5K, 55432861J621AVTVP, 110464, 55506291A708844KP, 55506291A708844K5, 15459, 9428009, 55436871B4YM6LWV5, 55436871B4YM6LWVP, 3067B64B0CE6236, 55436871B4YM6LXQ5, 031025	Authorize.net month fees for 2025	\$9,338.22

EFT for 0001-TRUSTEE PRIMARY    PO BOX 182387 COLUMBUS, OH 43218-2387  
ACCOUNT - TRUSTEES PRIMARY  
ACCOUNT

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
030125	03/01/2025	1	Authorize.net fees for 2025	101-13-112-5-3-2020	PO 2025-00041, Line 1	\$10.00
031025	03/10/2025	1	ADJ TO PAY MARCH BILL	101-13-111-5-4-3610		\$41.94
031025	03/10/2025	2	ADJ TO PAY MARCH BILL	209-14-210-5-4-3910		\$88.56
04433-419	02/20/2025	1	Discover Bath Barns Quilt Competition Flyer	671-19-111-5-7-6020	PO 2025-00361, Line 1	\$90.00
05410191	02/12/2025	1	Laptop/iPad and accessories for Detective Young	209-20-210-5-5-6040	PO 2025-00193, Line 1	\$149.99
05416011	02/19/2025	1	Office supplies for PD and Dispatch	209-14-210-5-4-3610	PO 2025-00189, Line 1	\$17.98
10264134	02/13/2025	1	Zero gravity chair for new soft interview room/off	209-20-210-5-5-7130	PO 2025-00368, Line 1	\$1,928.99
110464	02/10/2025	1	Registration for Interview & Interrogation Case La	209-14-210-5-7-4210	PO 2025-00353, Line 1	\$199.00
12302021	03/03/2025	1	Paint Supplies	101-20-112-5-5-7210	PO 2025-00323, Line 1	\$48.95
12302021	03/04/2025	1	Paint Supplies	101-20-112-5-5-7210	PO 2025-00323, Line 1	\$61.45
12302022	03/05/2025	1	Paint Supplies	101-20-112-5-5-7210	PO 2025-00323, Line 1	\$61.45
15459	02/11/2025	1	OAPT 2025 MEMBERSHIP FOR LAURA AND LINDA	101-13-111-5-7-4210	PO 2025-00346, Line 1	\$65.00
23708815	02/28/2025	1	Registration - Chapman AR15/M4 Armorer Course TR-2	209-14-210-5-7-4210	PO 2025-00394, Line 1	\$450.00
3067B64B	02/19/2025	1	OAPT SEMINAR FOR LINDA 04.25.25	101-13-111-5-7-4210	PO 2025-00400, Line 1	\$60.00
55263522	03/04/2025	1	Misc Parts & Supplies Harbor Freight Pks	212-18-510-5-4-2350	PO 2025-00388, Line 2	\$229.99
55432861	02/19/2025	1	Office supplies for PD and Dispatch	209-14-210-5-4-3610	PO 2025-00189, Line 1	\$5.98
55432861	03/04/2025	1	Supplies for PD and/or Dispatch	209-14-210-5-7-6020	PO 2025-00197, Line 1	\$44.94

### Payment Batch Report

55436871	02/11/2025	1	Benches	212-20-510-5-5-2840	PO 2025-00335, Line 1	\$3,496.66
55436871	01/31/2025	1	2025 OTA Winter Conference Hotel Accommodations fo	101-13-111-5-7-4210	PO 2025-00001, Line 1	(\$47.32)
55436871	01/31/2025	1	2025 OTA Winter Conference Hotel Accommodations fo	101-13-111-5-7-4210	PO 2025-00001, Line 1	(\$82.81)
55436871	01/31/2025	1	2025 OTA Winter Conference Hotel Accommodations fo	101-13-111-5-7-4210	PO 2025-00001, Line 1	(\$82.81)
55500801	02/10/2025	1	Mutt Mitt Bags	212-20-510-5-5-2840	PO 2025-00333, Line 1	\$1,279.87
55506291	02/11/2025	1	OAPT 2025 MEMBERSHIP FOR LAURA AND LINDA	101-13-111-5-7-4210	PO 2025-00347, Line 1	\$50.00
55506291	02/11/2025	1	OAPT 2025 MEMBERSHIP FOR LAURA AND LINDA	101-13-111-5-7-4210	PO 2025-00347, Line 1	\$50.00
85140511	02/07/2025	1	Misc Supplies and Materials for Roads	204-20-340-5-5-7130	PO 2025-00072, Line 1	\$388.00
9428009	02/14/2025	1	AATRIX FEES FOR ACA FILING	101-13-111-5-7-2190		\$172.94
R-768602	02/25/2025	1	Station 1 & 2 Pharmacy License Renewal	280-14-220-5-7-4210	PO 2025-00265, Line 1	\$443.50
R-768602	02/25/2025	2	Station 1 & 2 Pharmacy License Renewal	210-14-221-5-7-6020	PO 2025-00265, Line 2	\$123.50

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	OHIO EDISON	110 117 177 136 3/10/25	Sta 2 - 1st qtr Electric	\$733.62
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EFT for 0001-TRUSTEE PRIMARY    PO BOX 3687 AKRON, OH 44309-3687  
ACCOUNT - TRUSTEES PRIMARY  
ACCOUNT

Invoice #	Invoice Date	Invoice Line #	Invoice Line Description	Acct Number	Purchase Order Line	Invoice Line Amount
110 117 1	03/10/2025	1	Sta 2 - 1st qtr Electric	210-14-221-5-4-2560	PO 2025-00012, Line 1	\$733.62

Batch 18501 Total:           \$10,071.84

**Doris Lewis**  
**520 Meredith Lane #203**  
**Cuyahoga Falls, Ohio 44223**

March 14, 2025

Bath Township Board of Trustees  
C/O Fiscal Officer  
3864 W. Bath Rd.  
Akron, Ohio 44333

Re: Voluntary- Irrevocable Resignation of Employment

This letter shall serve to inform you that I am resigning from my position as Part Time Fiscal Officer Assistant with Bath Township effective March 14, 2025. My resignation is irrevocable, voluntary and has not been forced or coerced in any way. I appreciate the employment opportunity at Bath Township.

Sincerely,



Doris Lewis

**BATH TOWNSHIP BOARD OF TRUSTEES  
CORRESPONDENCE LOG**

DATE	RECEIVED FROM	SUBJECT MATTER	REFERRED TO:
3.10.25	RJ Bradner	Meeting with a Dark Sky Expert	Elaina Goodrich
3.13.25	Acme	You're Invited_ Here Comes the Sun at Acme Fresh Market!	Township Trustees
3.15.25	Randy Mitchell	UAFS Permit	Elaina Goodrich
3.19.25	Gary Killean	Proposed Shelter at Bath Hills Park	Elaina Goodrich

**BATH TOWNSHIP BOARD AND COMMITTEE LOGS**

Chief of Police Report  
March 24, 2024

Recommendations

Recommend the transfer of 807.17 sick time hours for Crystal Pramik from Chagrin Valley Regional Dispatch effective March 13, 2025.

Resolution 2025-13 authorizing the application to the TJX Companies for the Law Enforcement Grant for \$5,000 to support a Flock ALPR camera in the Montrose business district.



Chagrin Valley Regional Dispatch  
88 Center Street, Suite B100  
Bedford, Ohio 44146  
440-247-7321  
[www.chagrinvalleydispatch.com](http://www.chagrinvalleydispatch.com)

March 13, 2025

To Whom It May Concern:

Crystal Pramik was a full-time Dispatcher with Chagrin Valley Dispatch from 1/1/2014 through 2/7/2025. She has decided to remain as a part time Dispatcher effective 2/8/2025 to present.

Her sick leave balance is 807.17 hours.

If you should require additional information, please contact me at 440-703-3423.

Sincerely,

*Jackie Vigliucci*

Jackie Vigliucci  
Assistant Finance Director

**BATH TOWNSHIP BOARD OF TRUSTEES**

**BE IT HEREBY KNOWN BY ALL THOSE PRESENT THAT ON THE 24<sup>th</sup> DAY OF MARCH 2025, THE BATH TOWNSHIP BOARD OF TRUSTEES MET IN REGULAR SESSION, COMMENCING AT 4:00 P.M. IN THE TRUSTEE MEETING ROOM, 3864 WEST BATH ROAD, BATH TOWNSHIP, SUMMIT COUNTY, STATE OF OHIO.**

Mrs. \_\_\_\_\_ presented the following Resolution and moved its adoption:

**RESOLUTION 2025-13  
A RESOLUTION AUTHORIZING THE APPLICATION TO  
THE TJX LAW ENFORCEMENT GRANT**

**WHEREAS**, TJX, is a for- profit organization that established a grant program to support law enforcement, and;

**WHEREAS**, The TJX Law Enforcement Grant Program offers law enforcement agencies the opportunity to apply for grants to support eligible law enforcement equipment and event attendance.

**WHEREAS**, The Bath Township Police Department intends to use grant funds from TJX, if approved, for the purpose of improving and enhancing the Automatic License Plate Reader (ALPR) network; and,

**WHEREAS**, the Bath Township Board of Trustees desire financial assistance to provide support for the ALPR program as approved through the reimbursement grant.

**NOW THEREFORE BE IT RESOLVED**, that the Bath Township Board of Trustees:

1. Approves the filing of an application to the TJX Law Enforcement Grant.
2. That Captain Steve Brown is hereby authorized and directed to execute and file an application and to provide all information and documentation required to become eligible for possible funding assistance.
3. That Bath Township has obligated the funds required to satisfactorily complete the proposed project and become eligible under the terms and conditions of the grant program to be reimbursed.

**FURTHER**, that the Fiscal Officer be directed to use a Special Revenue Fund and if the grant is awarded, to amend the 2025 Certificate of Estimated Resources and the Permanent Appropriations to reflect the new revenue and expenses.

Second by Mrs. \_\_\_\_\_; discussion and roll called:

Mr. Gaffney, aye  
Mrs. Goodrich, aye  
Mrs. Troike, aye

**Resolution Adopted**

\_\_\_\_\_  
Laura Tuttle  
Fiscal Officer

\_\_\_\_\_  
Elaina E. Goodrich, President  
Bath Township Board of Trustees

\_\_\_\_\_  
Sharon A. Troike, Vice President  
Bath Township Board of Trustees

Date: March 24, 2025

\_\_\_\_\_  
Sean F. Gaffney, Trustee  
Bath Township Board of Trustees

**This Resolution is a true and correct excerpt from the Minutes of the Board of Township Trustees and is recorded in the Bath Township Board of Trustees' *Record of Proceedings* dated March 24, 2025.**

March 24, 2025

To: Bath Township Trustees – Sean Gaffney, Elaina Goodrich and Sharon Troike  
Fiscal Officer – Laura Tuttle  
Bath Administrator - Vito Sinopoli

**Fire Department**

Rob Campbell, Fire Chief

**Recommendations:**

1. Recommendation to hire Alex Briant as a part-time firefighter/Paramedic effective March 24, 2025 subject to a one-year probationary period.
2. Recommendation to purchase a 2025 Chevrolet Tahoe from Tim Lally Chevrolet in the amount of \$52,922.00.

# **SERVICE DIRECTOR Caine Collins**

## AGENDA FOR THE 3.24.2025 TRUSTEE MEETING

### **Buildings and Grounds:**

No new business to report.

### **Roads:**

No new business to report.

### **Cemeteries:**

No new business to report.

### **Recommendations by the Service Director:**

1. Recommendation to enter into a 3-year rental agreement with Cintas for uniform services.
2. Recommendation to remove full-time Equipment Operator/Laborer, Ben Mathie, from probationary status effective March 18, 2025.

# **BATH PARKS DIVISION**

## AGENDA FOR THE 3.24.25 TRUSTEE MEETING

### **General Park Information:**

No new business to report.

### **Bath Baseball Park:**

No new business to report.

### **Bath Community Park:**

No new business to report.

### **Bath Hill Park:**

No new business to report.

### **Bath Nature Preserve:**

No new business to report.

### **North Fork Preserve of Bath:**

No new business to report.

### **Recommendations:**

1. Recommendation to enter into an agreement with The Davey Tree Expert Company for the 2025 athletic field lawn care at the Bath Baseball Park, Bath Community Park, and Bath Hill Park in the amount of \$6,760.00. This agreement is for 6 applications from early spring to late fall and includes crabgrass control, grub control, broad leaf weed control, and a balanced fertilizer program.
2. Recommendation to enter into an agreement with Davey Resource Group, in the amount of \$26,800, for the 2025 invasive species management control at the Bath Nature Preserve. The areas to be treated include the Garden Bowl, Moore's Chapel, the Bath Creek Wetlands, and the Tamarack Bog.



To: Board of Trustees  
From: Vito F. Sinopoli, Township Administrator  
Date: March 10, 2025  
Re: Administrator's Report – 3/10/25

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**REPORT:**

Community members are invited to participate in the annual roadside clean-up event, known as Project Pride, on Saturday, April 26, 2025. Rain or shine, the event will begin at 9:00 a.m. and conclude at noon. Volunteers are asked to meet at Revere High School, 3420 Everett Road, Richfield, Ohio 44286, to check-in, pick up instructions, receive road assignments and gather safety supplies.

**RECOMMENDATIONS:**

1. Resolution 2025-14 Organizational Amendment 06
2. Resolution 2025-15 Adopting 2025 Permanent Appropriations

**BATH TOWNSHIP BOARD OF TRUSTEES**

**BE IT HEREBY KNOWN BY ALL THOSE PRESENT THAT ON THE 24<sup>th</sup> DAY OF MARCH, 2025, THE BATH TOWNSHIP BOARD OF TRUSTEES MET IN REGULAR SESSION, COMMENCING AT 4:00 P.M. IN THE TRUSTEE MEETING ROOM, 3864 WEST BATH ROAD, BATH TOWNSHIP, SUMMIT COUNTY, STATE OF OHIO.**

\_\_\_\_\_ introduced the following resolution and moved its adoption:

**BATH TOWNSHIP RESOLUTION 2025-14 AMENDMENT 06  
TO AMEND THE 2025 ORGANIZATIONAL RESOLUTION/PERSONNEL POLICY  
HANDBOOK**

**WHEREAS**, the Township operates with regard to several master documents; and,

**WHEREAS**, the Bath Township Board of Trustees adopted the 2025 Organization Resolution, Personnel Policy Manual, and Job Description Manual to take effect January 1, 2025; and,

**WHEREAS**, after review, the Board of Trustees has decided to revise and update the 2025 Organization Resolution and Personnel Policy Manual to amend the following information as follows:

1. To create a full-time Assistant Service Director position.
2. Full job description provided in the Resolution attachment.

**NOW THEREFORE BE IT RESOLVED**, that the Bath Township Board of Trustees amends the 2025 Organizational Resolution and Personnel Policy Manual to include the updated information in the Resolution attachment.

\_\_\_\_\_ seconded the amendment; and the Fiscal Officer called the Roll:

Mrs. Goodrich,  
Mrs. Troike,  
Mr. Gaffney,

**Resolution**

\_\_\_\_\_  
Laura Tuttle, Fiscal Officer

\_\_\_\_\_  
Elaina E. Goodrich, President  
Bath Township Board of Trustees

\_\_\_\_\_  
Sharon A. Troike, Vice-President  
Bath Township Board of Trustees

March 24, 2025  
Date

\_\_\_\_\_  
Sean F. Gaffney, Trustee  
Bath Township Board of Trustees

This Resolution is a true and correct excerpt from the Minutes of the Board of Township Trustees and is recorded in the Bath Township Board of Trustees' *Record of Proceedings* dated March 24, 2025.



<b>Position Title</b> Assistant Service Director	<b>Status</b> Full time – Exempt
<b>Reports To</b> Service Director	<b>Minimum Education</b> High School Diploma
<b>Supervises</b> All Service Department Personnel	<b>Effective Date</b> January 1, 2025

**PURPOSE:** The Assistant Service Director is responsible for overseeing and performing general management, planning, and direction of Bath Township’s Service Department.

**SCOPE:** The Assistant Service Director shall assist the Service Director in overseeing and performing general management, planning, and direction of Bath Township’s highways, facilities, Cemeteries, and programs. Assists in the supervision of maintenance/construction projects and equipment/vehicle maintenance. Assigns tasks and directs work crews.

**ESSENTIAL ROLES & RESPONSIBILITIES** May include, but not limited to, the following duties:

- Plans, directs, and supervises Bath Township service and facilities projects.
- Creates and tracks requisitions, purchase orders, and invoices.
- Prepares and updates township construction/maintenance contracts, inventories, and work records.
- Supervises tasks of service personnel and contractors.
- Assists in the hiring, evaluation, and disciplines of service personnel as required.
- Attends meetings of the Bath Township Trustees and other related groups/committees as needed.
- Assists in safety training and certifications for service personnel.
- Visits work sites and inspects project progress; ensures that work is being performed in accordance to plans, specifications, and instructions; initiates corrective measures as required and/or instruct contractors or vendors on the best methods to complete assigned tasks when needed and referring all information to the Service Director.
- Inspects township property and identifies maintenance problems and/or potential hazards; responds to and investigates complaints from the public, township personnel and officials, and recommends to the Service Director any or all corrective measures.
- Assists in directing the daily maintenance of the township grounds and facilities.
- Responds to emergency situations within the township boundaries.
- Possesses the ability and willingness to assist in the performance of physical labor, equipment operation, snow plowing, and maintenance tasks in a variety of weather conditions should the need arise.
- Identifies and researches possible grant funding opportunities for projects within the Bath Township. Drafts grant applications and, for those projects on which grant funds are awarded, administers all necessary documentation.



<b>Position Title</b> Assistant Service Director	<b>Status</b> Full time – Exempt
<b>Reports To</b> Service Director	<b>Minimum Education</b> High School Diploma
<b>Supervises</b> All Service Department Personnel	<b>Effective Date</b> January 1, 2025

**CRITICAL SKILLS**

The employee must demonstrate the ability to:

- Give clear oral and written instructions.
- Effectively lead and supervise others.
- Proficiently use modern office equipment and computer programs.
- Prepare detailed reports and write accurately, legibly, and concisely.
- Solve problems and make decisions under stress.
- Efficiently prioritize work with the coordination of multiple projects and tasks.
- Demonstrate professional judgment and reasoning at all times.
- Develop and control an annual working budget.
- Operate in the absence of direct supervision and maintain clear expectations, precedence, or procedures.
- Communicate effectively with the public in a courteous manner.

**QUALIFICATIONS**

The employee must meet the minimum qualifications:

- High School diploma or GED.
- An Associate’s Degree from an accredited University.
- Minimum of 5 years-experience in construction, landscaping, facility/fleet maintenance, or related field.
- Minimum of 2 years-experience in a supervisory role related to construction, landscaping, facility/fleet maintenance, or related field.
- An equivalent combination of education, training and experience may be considered.
- Strong writing and communication skills.
- Valid Ohio Class A Commercial Driver’s License (CDL-A) and be able to be insurable under Bath Township's policy.
- Valid Ohio Commercial Pesticide Applicator license.



<b>Position Title</b> Assistant Service Director	<b>Status</b> Full time – Exempt
<b>Reports To</b> Service Director	<b>Minimum Education</b> High School Diploma
<b>Supervises</b> All Service Department Personnel	<b>Effective Date</b> January 1, 2025

**PHYSICAL/MENTAL** To perform essential job functions, the employee is required to talk, hear, use hands, sit for significant periods of time, occasionally lift or move objects up to 25 pounds, read and distinguish colors and/or other documents. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Additional requirements: Employee must be able to work outdoors in adverse weather conditions and safely use job-related tools or operate job related equipment, including a motor vehicle, while performing job duties.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee may encounter while performing essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. The work environment involves work performance in an indoor and outdoor setting.

**EMPLOYEE ACKNOWLEDGEMENT**

I acknowledge that this is an accurate and fair description of my position. The job description is meant as a summary of the primary responsibilities of the position. The Board of Trustees, Township Administrator and Service Director reserve the right to assign or reassign duties and responsibilities at any time as needed.

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Employee Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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Witness Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**BATH TOWNSHIP BOARD OF TRUSTEES**

BE IT HEREBY KNOWN BY ALL THOSE PRESENT THAT ON THE 24<sup>th</sup> DAY OF MARCH, 2025 THE BATH TOWNSHIP BOARD OF TRUSTEES MET IN REGULAR SESSION, COMMENCING AT 4:00 P.M. IN THE TRUSTEE MEETING ROOM AT 3864 W. BATH ROAD, BATH TOWNSHIP, SUMMIT COUNTY, STATE OF OHIO.

\_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION 2025-15  
TO ADOPT THE 2025 PERMANENT APPROPRIATIONS FOR  
BATH TOWNSHIP, SUMMIT COUNTY**

**WHEREAS**, after careful review of the budget submitted to the Summit County Budget Commission July 2024, the Department Heads and Township Administrator under Ohio Revised Code 505.032 (F) have developed permanent appropriations to operate the Township; and,

**WHEREAS**, the Fiscal Officer has reviewed the budget and certified that the expenditures are inside the current Official Certificate of Resources; and,

**WHEREAS**, under O.R.C. 5705.38(C) the minimum level of budgetary control must be specified, the legal level of control for Bath Township has been established at the personal services and other object level within each department for the General Fund and at the personal services and other object level for all other funds.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Bath Township, County of Summit, State of Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees during the fiscal year ending December 31, 2025, the attached document identified as the 2025 Township of Bath Permanent Appropriations, dated March 24, 2025 are the sums hereby set aside and appropriated for purposes of general government for which expenditures are to be considered during fiscal year 2025 in the amount of \$19,020,912.00 and,

**FURTHER** that these Permanent Appropriations be submitted to the County of Summit Budget Commission prior to April 1, 2025.

**FURTHER**, that said money is appropriated as allowed by law.

\_\_\_\_\_ seconded the resolution and discussion was held.

The Fiscal Officer called the Roll:

- Mrs. Goodrich,
- Mrs. Troike,
- Mr. Gaffney,

**Resolution**

\_\_\_\_\_  
Laura Tuttle  
Fiscal Officer

\_\_\_\_\_  
Elaina E. Goodrich, President  
Bath Township Board of Trustees

\_\_\_\_\_  
Sharon A. Troike, Vice President  
Bath Township Board of Trustees

Date: March 24, 2025

\_\_\_\_\_  
Sean F. Gaffney, Trustee  
Bath Township Board of Trustees

**This Resolution is a true and correct excerpt from the Minutes of the Board of Township Trustees and is recorded in the Bath Township Board of Trustees' *Record of Proceedings* dated March 24, 2025.**