



## **Board of Trustees Meeting**

Monday April 7th, 2025, at 6:30 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 2025-00452 through 2025-00465 and payments in the amount of \$222,227.73.

Included in the payments are the following:

\$11,519.12 to OPERS for pension payment (Admin)

\$131,600.60 to Classical Construction for installment payment for building expansion (Service)

\$14,112.00 to Construction & Remodeling Experts for kitchen and door replacement (Service)

\$29,000.00 to Summit Excavating for 4400 Everett Rd. septic system installation (Service)

#### **Roll Call**

2. Correspondence log is available for public view.

### **DEPARTMENT HEADS AND ADMINISTRATORS**

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

#### **Report / Recommendations**

1. Recommendation to accept the resignation of Amanda Carey, part-time Communication Specialist, effective March 28, 2025.
2. Resolution 2025-16 to apply for the Spark Good Local Grant in the amount of \$1,000 to be used for youth incentives and community events.

**Fire Chief Rob Campbell**

**Report / Recommendations**

1. Recommendation to remove Emma Heppner from probationary status effective 4/1/2025.
2. Recommendation to enter into an agreement with Hall Public Safety for installation of radios and emergency lighting on the 2025 Tahoe for \$16,206.88
3. Recommendation to purchase a 2018 Ford Escape from the Police Department for \$8000.00 to replace the 2014 Dodge Grand Caravan used by the fire prevention inspector.
4. Recommendation to sell the 2014 Dodge Grand Caravan through the Akron Auto Auction.

**Service Director Caine Collins**

**Report / Recommendations**

**Interim Parks Director Caine Collins**

**Report / Recommendations**

**Planning Director / Zoning Inspector William Funk**

**Report / Recommendations**

**Administrator Vito F. Sinopoli**

**Report / Recommendations**

1. Resolution 2025-17 Organizational Amendment 07 Parks Department and Parks Director
2. Recommendation to accept an in-kind donation from True Wealth Design, LLC, to help cover costs (estimated between \$5000 and \$7,000) for sponsoring the Sun’s Out, Fun’s Out community event on June 20th at Bath Community Park.
3. Recommendation to remove Linda Cornell from her 1-year probationary period effective March 6, 2025.

**TRUSTEES: Elaina Goodrich, Sharon Troike, and Sean Gaffney**

**COMMUNITY UPDATES:**

Carla Bayonnet with Adult Guardian Services

**FUTURE TRUSTEE MEETINGS AND EVENTS**

Discover Bath Barns	April 8, 2025, 5pm	Bath Church
Board of Zoning Appeals	April 15, 2025, 7pm	Trustee Meeting Room
Board of Trustees Meeting	April 21, 2025, 4pm	Trustee Meeting Room
Zoning Commission	April 21, 2025, 6pm	Trustee Meeting Room
Water and Sewer District Board	April 21, 2025, 7pm	Trustee Conference Room
Project Pride	April 26, 2025, 9-12	Supply Pick up at Revere High School
Appearance Review Commission	May 5, 2025, 5pm	Trustee Meeting Room
Board of Trustees Meeting	May 5, 2025, 6:30pm	Trustee Meeting Room
Zoning Commission	May 8, 2025, 6pm	Trustee Meeting Room

\*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 Check Register

Check Number	Check Date	Vendor Code	Vendor Name	Payment Type	Amount
0000000416	04/07/2025	00019	BARBERTON LAUNDRY AND CLEANING	ACH VENDOR PAY	\$304.79
0000000417	04/07/2025	01975	STAPLES BUSINESS ADVANTAGE	ACH VENDOR PAY	\$285.41
0000000418	04/07/2025	03023	VASU COMMUNICATIONS INC	ACH VENDOR PAY	\$1,372.99
0000000419	04/07/2025	people check	PEOPLE CHECK LLC	ACH VENDOR PAY	\$62.00
0000000420	04/07/2025	02920	AMAZON CAPITAL SERVICES	ACH VENDOR PAY	\$1,429.16
0000000421	04/07/2025	galley printing	GALLEY PRINTING COMPANY INC	ACH VENDOR PAY	\$2,838.00
0000000422	04/07/2025	02536	SHELLY MATERIALS INC	ACH VENDOR PAY	\$614.29
0000000423	04/07/2025	00307	MERRICK ENTERPRISES	ACH VENDOR PAY	\$307.14
0000000424	04/07/2025	00329	INDEPENDENCE OFFICE & BUSINESS S	ACH VENDOR PAY	\$199.66
0000000425	04/07/2025	00578	ICR ELECTRIC INC	ACH VENDOR PAY	\$1,468.76
0000000426	04/07/2025	00745	CUYAHOGA LANDMARK INC	ACH VENDOR PAY	\$3,518.08
0000000427	04/07/2025	00960	LEPPO INC	ACH VENDOR PAY	\$91.59
0000000428	04/07/2025	01144	TM & L ENTERPRISES LLC	ACH VENDOR PAY	\$2,190.50
0000000429	04/07/2025	01863	MASTHEAD HOLDINGS LLC	ACH VENDOR PAY	\$396.00
0000000430	04/07/2025	02361	THE SOURCE INDUSTRIES	ACH VENDOR PAY	\$944.35
0000000431	04/07/2025	02752	EDWARDS SYSTEMS DISTRIBUTOR	ACH VENDOR PAY	\$960.00
0000000432	04/07/2025	boot barn	BOOT BARN INC.	ACH VENDOR PAY	\$394.84
0000000433	04/07/2025	classical construction	CLASSICAL CONSTRUCTION LLC	ACH VENDOR PAY	\$131,600.60
0000000434	04/07/2025	envision group	ENVISION GROUP LLC	ACH VENDOR PAY	\$7,820.00
<b>Grand Total:</b>			<b>Number Of Checks: 19</b>		<b>\$156,798.16</b>

# Bath Township Check Register

Check Number	Check Date	Vendor Code	Vendor Name	Payment Type	Amount
0000065229	04/04/2025	00993	AKRON PUBLIC UTILITIES BUREAU	Checks for 0001	\$220.68
0000065230	04/04/2025	01551	AKRON UNIFORMS	Checks for 0001	\$533.95
0000065231	04/04/2025	at&t mobility national	AT&T MOBILITY II, LLC	Checks for 0001	\$1,829.67
0000065232	04/04/2025	construction & remod	CONSTRUCTION & REMODELING EXPE	Checks for 0001	\$14,112.00
0000065233	04/04/2025	00236	GALLS INC	Checks for 0001	\$261.15
0000065234	04/04/2025	genuine parts compa	GENUINE PARTS COMPANY INC	Checks for 0001	\$228.66
0000065235	04/04/2025	00111	MONTROSE FORD	Checks for 0001	\$2,289.82
0000065236	04/04/2025	01213	MULCH MAKERS OF OHIO INC	Checks for 0001	\$270.00
0000065237	04/04/2025	02356	NORLSON INC	Checks for 0001	\$89.00
0000065238	04/04/2025	state of ohio oh st hig	OHIO STATE HIGHWAY PATROL	Checks for 0001	\$600.00
0000065239	04/04/2025	01222	PRECISION LASER & INSTRUMENT INC	Checks for 0001	\$75.00
0000065240	04/04/2025	02210	RICHFIELD AUTO PARTS	Checks for 0001	\$208.66
0000065241	04/04/2025	01292	SAFETY-KLEEN SYSTEMS INC	Checks for 0001	\$1,235.80
0000065242	04/04/2025	00371	SCRIP TYPE PUBLISHING	Checks for 0001	\$439.00
0000065243	04/04/2025	01138	SUMMIT EXCAVATING	Checks for 0001	\$29,000.00
0000065244	04/04/2025	01420	UNITED RENTALS	Checks for 0001	\$122.00
0000065245	04/04/2025	00950	VERMEER SALES & SERVICE	Checks for 0001	\$308.52
0000065246	04/04/2025	00967	WHEATLEY ROAD AUTO SERVICE CEN	Checks for 0001	\$122.50
<b>Grand Total:</b>			Number Of Checks: 18		<b>\$51,946.41</b>

# Bath Township Check Register

Check Number	Check Date	Vendor Code	Vendor Name	Payment Type	Amount
000000636	04/07/2025	PERS EMPLOYEE	PERS	EFT for 0001-TRUST	\$11,519.12
000000637	04/07/2025	00166	ENBRIDGE GAS OHIO	EFT for 0001-TRUST	\$1,964.04
Grand Total:			Number Of Checks: 2		\$13,483.16



## Chief of Police Report April 7, 2025

### Department Trainings

Detectives Young & Reilly – Open-Source Intelligence Training March 19, 2025

Officer Chapman – Semi-Automatic Pistol Instructor Training March 23-28, 2025

### Department Highlights

Abby Morgan, President and CEO of Direction Home/Akron Canton Area Agency on Aging & Disabilities, met with Chief Sinopoli and Kasha Brackett to discuss services offered and what could be available to Bath residents on March 20, 2025.

Kent State University Police Academy Job Fair March 27, 2025. Administrative Bartlett and Officer Klein attended.

Detective Mike Gabel retired from the Department on March 31, 2025. He started as a part-time patrolman on February 16, 1995, with full-time employment in 1996 and concluded his career in the Detective Bureau. He was also a member of the U.S. Marshal's Violent Fugitive Task Force since 2003. He also received the Summit County Prosecutor's Office Top Cop Award in 2022. We appreciate his service and wish him the best in retirement.

A funding source wishing to remain anonymous provided \$5,000 to pay for the installation and maintenance fee for one Flock camera to be installed in the Montrose area.

### March Statistics

All Calls for Service 2,402 [100%]

Community Policing 1,673 [70%]

Traffic Stops 162 [7%]

Traffic Accidents 27 [1%]

Alarm Drops 42 [2%]

Sexual Offense 0 Robbery 0 Burglary 0

All other calls for service: 498 [20%]

Booking Charges [Total] 42

OVI/DUI 12

Theft 3

Possession of Drugs 2

Failure to Appear; Issuance of Warrant 6

### Recommendations

Accept the resignation of Amanda Carey, part-time Communication Specialist, effective March 28, 2025.

Resolution 2025-16 to apply for the Spark Good Local Grant in the amount of \$1,000 to be used for youth incentives at community events.

**Amanda L. Carey**  
**1361 Ghent Hills Rd.**  
**Akron, Ohio 44333**

March 28, 2025

Bath Township Board of Trustees  
C/O Vito F. Sinopoli  
3864 W. Bath Rd.  
Akron, Ohio 44333

Re: Voluntary- Irrevocable Resignation of Employment

This lettershall serve to inform you that I am resigning from my position as a Part Time Dispatcher with Bath Township effective March 28, 2025. My resignation is irrevocable, voluntary and has not been forced. I appreciate the employment opportunity at Bath Township.

Sincerely,



Amanda L. Carey

**BATH TOWNSHIP BOARD OF TRUSTEES**

**BE IT HEREBY KNOWN BY ALL THOSE PRESENT THAT ON THE 7<sup>th</sup> DAY OF APRIL 2025, THE BATH TOWNSHIP BOARD OF TRUSTEES MET IN REGULAR SESSION, COMMENCING AT 6:30 P.M. IN THE TRUSTEE MEETING ROOM, 3864 WEST BATH ROAD, BATH TOWNSHIP, SUMMIT COUNTY, STATE OF OHIO.**

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

**RESOLUTION 2025-16  
A RESOLUTION AUTHORIZING THE APPLICATION TO  
THE SPARK GOOD LOCAL GRANT**

**WHEREAS**, Spark Good, is a for-profit organization that established a grant program to support law enforcement and youth incentives, and;

**WHEREAS**, The Spark Good Local Grant Program offers law enforcement agencies the opportunity to apply for grants up to \$1,000.00 to support eligible youth incentive programs and community events; and,

**WHEREAS**, If the grant is awarded, the Bath Township Police Department intends to use grant funds for the purpose of youth incentive programs and community events; and,

**WHEREAS**, the Bath Township Board of Trustees desire financial assistance to provide support for youth incentive and community events 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 Spark Good Local Grant.
2. That Administrative Assistant Sue Bartlett 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 create 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 \_\_\_\_\_; discussion and roll called:

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: April 7, 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 April 7, 2025.**

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

From: Robert Campbell, Fire Chief

Date: April 7, 2025

### March 2025 CALLS

Station 1 = 73  
Station 2 = 84  
All Stations = 5  
Total = 162

EMS = 115  
Fire = 47

Total Transports = 80

Mutual Aid Given= 18  
Mutual Aid Received= 7

Yearly Call Total: 455  
EMS = 330  
FIRE = 125

TRAINING:  
10 Training Classes  
34.5 Hours

INSPECTIONS:	
Annual	23
Consult	12
Reinspection	3
Knox Box	1
Tornado Drill	2
TOTAL	<hr/> 41

### RECOMMENDATIONS:

- 1- Recommendation to remove Emma Heppner from probationary status effective 4/1/2025.
- 2- Recommendation to enter into an agreement with Hall Public Safety for installation of radios and emergency lighting on the 2025 Tahoe for \$16,206.88
- 3- Recommendation to purchase a 2018 Ford Escape from the Police Department for \$8000.00 to replace the 2014 Dodge Grand Caravan used by the fire prevention inspector.
- 4- Recommendation to sell the 2014 Dodge Grand Caravan through the Akron Auto Auction.

# **SERVICE DIRECTOR Caine Collins**

AGENDA FOR THE TRUSTEE MEETING 4.7.2025

## **Buildings and Grounds:**

No new business to report.

## **Roads:**

### **Service Crew Monthly Report for March**

Resident Service Requests received: 25

Resident Service Requests resolved: 9

Township Service Requests received: 11

Township Service Requests resolved: 12

Right of Way Permits: 2 Residential

## **Snow & Ice Report for March**

Regular hours spent: 18

OT hours spent: 16

Total hours spent: 34

Approx tons of Salt used: 44

Gallons of Brine used: 0

Total Salt used for the 2024/25 Season: 1885.50

## **Miscellaneous:**

Trucks, Plows, and Trailer Maintenance/Repairs; Shop, Buildings, and Grounds Maintenance/Repairs; Cemetery Maintenance, Restorations, Foundations, Burial Assistance and Sign Installations; Roadway Tree Trimming and Removal; Roadside Mowing; Dead Animal Removal from Township Roadways; Installation of Address Markers and Street Signs/Posts; Pothole Patching; Road Repairs; Continuous Cleaning and Sanitizing of Shop and Trucks; Service Request Restorations and Requests; Roadside Sign Removal; Salted/Plowed Township Roadways; and Emptying Organic Recycle Trailer.

## **Training:**

Summit County Safety Council March Meeting “Effective Incident Analysis” - Sean Humphrys

## **Cemetery Burials:**

Moore’s Chapel: 3 Full Burials

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

## **BATH PARKS DIVISION**

AGENDA FOR THE TRUSTEE MEETING 4.7.2025

### **General Park Information**

For the month of March, park personnel checked and inspected all the trails, performed routine visual inspections on the playgrounds, performed general buildings and grounds maintenance/repairs, and completed vehicle and equipment maintenance/repairs.

### **Bath Baseball Park**

Park personnel are performing field maintenance preparations for the April 1<sup>st</sup> baseball park opening.

### **Bath Community Park**

No new business to report.

### **Bath Hill Park**

New shelter, drains, and site grading all complete.

### **Bath Nature Preserve**

No new business to report

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

No new business to report

### **Training**

Adult First Aid, CPR AED, and Stop the Bleed Course - Kelly D'Abramo

### **Recommendations**

No recommendations at this time.



To: Board of Trustees, Fiscal Officer, Administrator, Executive Assistant  
From: William Funk Planning Director/Zoning Inspector  
Date: April 1, 2025  
Re: Zoning Report for the months of March

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### PERMITS

During the month 10 zoning permits were issued in the following categories:

- Accessory Structure 3
- New Residential Dwelling 2
- Fence 2
- Residential Addition 1
- Swimming Pool 1
- Sign 1

### ZONING COMMISSION

March 13, 2025, and March 25, 2025, Zoning Commission work sessions:

- The Zoning Commission has been working with Envision Group on drafting language for the Ghent Rd. Corridor Overlay District. The Comprehensive Plan update is recommending that the township creates an overlay district for properties along Ghent Rd. near the Ghent and I-77 interchange. There are increased potential development interests since the property at Ghent and I-77 (former Dimitroff's and Hamed Rug) has been listed for sale. The Zoning Commission felt that it was in the best interest of the Township to begin drafting language prior to the adoption on the Comprehensive Plan with the timing of the listing.

### APPEARANCE REVIEW COMMISSION

March 3, 2025, the Appearance Review Commission reviewed the following cases:

- ARC 25-04, David Soulsby of Central Graphics for Crystal Clinic, recommended to approve proposed changes and additional directional signage for Crystal Clinic at 3925 and 3975 Embassy Parkway, located in the B-3 Business District.
- ARC 25-06, Todd Westover of ORepSolutions for Summit Cigar, recommended to approve the proposed building elevation review for Summit Cigar at 1924 N. Cleveland Massillon Rd., located in the B-5 Business District.
- ARC 25-07, Michael Ruth of FastSigns Akron for Pulp Juice and Smoothie Bar, recommended to approve the proposed new wall sign for Pulp Juice and Smoothie Bar at 3757 W> Market St., located in the B-1 Business District.

### BOARD OF ZONING APPEALS

March 18, 2025, the Board of Zoning Appeals heard the following cases:

- BZA 25-07, Stephen Sinopoli of Specialty Detailing, approved a conditional use for an automotive detailing business at 2432 N. Cleveland Massillon Rd., located in the B-4 Business District.

### SOLID WASTE

- New Customers 20
- Vacation Customers 34
- Total Customers 3,468

### MISCELLANEOUS

- None

### RECOMMENDATIONS

- None



To: Board of Trustees  
From: Vito F. Sinopoli, Township Administrator  
Date: April 7, 2025  
Re: Administrator's Report – 4/7/25

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**REPORT:**

1. Bath Township residents recently received a letter from Dynegy, the new electric supplier selected by Summit County through the county's Electric Aggregation Program. This letter is legitimate and provides important information about the transition from Energy Harbor to Dynegy. Residents who take no action will be automatically enrolled in the program with Dynegy at the negotiated group rate. Participation in the aggregation program is completely voluntary. If you prefer to choose your own electric supplier, you may opt out of the program by following the instructions included in the letter. Residents who choose to opt out of the aggregation program are encouraged to carefully compare alternative electric supply options before enrolling with a different provider. When evaluating plans, consider the following factors:

- Rate per kilowatt hour (kWh)
- Fixed vs. variable rate plans
- Contract duration
- Monthly service fees
- Early termination or cancellation fees
- Renewal terms

To compare electric supply options, residents can visit the Public Utilities Commission of Ohio's (PUCO) Energy Choice Ohio website: [www.energychoice.ohio.gov](http://www.energychoice.ohio.gov) This site allows you to compare rates, terms, and providers to help you make an informed decision.

2. Bath Township will host its annual Project Pride roadside cleanup event on Saturday, April 26 from 9-12. In addition, residents can bring clean yard debris to the Organics Recycling Trailer at 1188 N. Cleveland Massillon Rd, drop off aluminum cans at Bath Fire Department, or bring unused and unneeded prescription and over the counter medications to the Bath Police Department. Richfield Village offices will also accept unwanted medication. In addition, Richfield Village will have electronics recycling and document shredding on premises.

**RECOMMENDATIONS:**

1. Resolution 2025-17 Organizational Amendment 07 Parks Department and Parks Director
2. Recommendation to accept a donation from True Wealth Design, LLC, to help cover costs (estimated between \$500 and \$7,000) for sponsoring the Sun's Out, Fun's Out community event on June 20th at Bath Community Park.
3. Recommendation to remove Linda Cornell from her 1-year probationary status effective March 6, 2025.

**BATH TOWNSHIP BOARD OF TRUSTEES**

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

**BATH TOWNSHIP RESOLUTION 2025-17 AMENDMENT 07  
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, Personnel Policy Manual, and Job Description Manual to amend the following information as follows:

1. To change the title of Parks Administrator to be Parks Director and the Parks Division to be renamed the Parks Department throughout the documents.
2. A full, updated job description for the Parks Director is 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

April 7, 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 April 7, 2025.



<b>Position Title</b> Parks Director	<b>Status</b> Full time, Exempt
<b>Reports To</b> Township Administrator	<b>Minimum Education</b> Bachelor's Degree Preferred
<b>Supervises</b> Crew Leader, Parks Laborers, and Seasonal Personnel	<b>Effective Date</b> January 1, 2025

**PURPOSE:**

The Parks Director, under the direction of the Township Administrator, is responsible for the Parks Division and has general authority over the day-to-day activities, functions, and employees of the Parks Department. The position devises and oversees implementation of long and short-term strategies and plans including leading the development and implementation of strategic and operational goals, objectives and strategies for natural resource management, park system sustainability, healthy ecosystems, expense containment, conservation initiatives, and land management. This position plans, organizes, directs, and manages the operation of the Parks Department.

**SCOPE:**

The Parks Director, under the direction of the Township Administrator, shall oversee and perform general management, planning, and direction of Bath Township's Park lands, facilities, event spaces, and sports fields. Supervises all maintenance and construction projects related to parks and park facilities. Assigns tasks to park crew members within the boundaries of Bath Township Parks.

**ESSENTIAL ROLES & RESPONSIBILITIES**

May include, but not limited to, the following duties:

- Plans, directs, and supervises contracted and in-house Park-related projects.
- Develops and exercises ongoing management control of the Parks annual budget.
- Creates and tracks requisitions, purchase orders, and invoices.
- Prepares, updates, and reviews township construction and maintenance contracts.
- Assists in preparation and updates of Parks long-term forecasts, development plans, and Parks system master plans.
- Serves as the primary Township contact for and coordinates all Parks special events.
- Acts as a liaison with the Township constituency on all park system activities.
- Attends meetings of the Bath Township Trustees, Bath Township Park Board, and other related groups and committees as needed.
- Provides direct supervise of park personnel, to include a full-time crew leader, park laborers, and seasonal personnel.
- Prioritizes and directs the daily maintenance of township grounds and properties.
- Hires, evaluates, and disciplines park personnel as required.
- Provides onsite project inspection; assure that work is being performed in accordance to plans, specifications, and instructions; initiate corrective measures as required and/or instruct contractors or vendors on the best methods to complete assigned tasks when needed and relaying all information to the Township Administrator.
- Supervises the scheduling and utilization of Parks shelters, fields, and facilities.
- Coordinates with sports teams utilizing Parks fields and facilities.
- Inspects township park properties and facilities to identify maintenance problems and/or potential safety hazards; respond to and investigate complaints from the public, township personnel and officials, and relay recommendations to the Township Administrator.
- Responds to emergency situations within the township park boundaries.



<b>Position Title</b> Parks Director	<b>Status</b> Full time, Exempt
<b>Reports To</b> Township Administrator	<b>Minimum Education</b> Bachelor's Degree Preferred
<b>Supervises</b> Crew Leader, Parks Laborers, and Seasonal Personnel	<b>Effective Date</b> January 1, 2025

- Possesses the ability and willingness to assist in the performance of physical labor and Park-related maintenance tasks in a variety of weather conditions should the need arise.
- Utilizes extensive knowledge of building/roadway construction, drainage, and site development in the repair and improvement of Parks.
- Trains personnel in the efficient and safe operation of tools, motorized equipment, and vehicles.
- Identifies and reviews eligible grant funding opportunities for projects within the Bath Township Park system. Drafts grant applications, administers all necessary documentation, and attends required meetings throughout the grant cycle.
- Demonstrates expertise in ecological principles and land management practices
- Possesses thorough knowledge of native plant, wildlife, and ecosystem conservation, as well as invasive species control.
- Researches, develops, and implements sustainable strategies for effective land preservation, conservation, and ecosystem health within the park system.
- Collaborates with relevant organizations to protect and enhance natural areas and Parks facilities.
- Possesses extensive knowledge of local, state, and federal environmental and wildlife regulations.

**CRITICAL SKILLS**

The employee must demonstrate the ability to:

- Give clear oral and written instructions.
- Effectively lead and supervise Parks crews.
- 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.
- Operate in the absence of direct supervision and maintain clear expectations, precedence, or procedures.
- Communicate effectively with the public in a calm and courteous manner.

**QUALIFICATIONS**

The employee should meet the minimum qualifications:

- Bachelor's Degree in Land Management, Parks and Recreation, Conservation, Natural Resource Management, Environmental Education, or related field preferred.
- Minimum of 5 years-experience in construction, landscaping, parks maintenance, or related field.
- Minimum of 2 years-experience in a supervisory role related to parks administration, maintenance, or construction.
- 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 insurance policy.
- Valid Ohio Commercial Pesticide Applicator license.



<b>Position Title</b> Parks Director	<b>Status</b> Full time, Exempt
<b>Reports To</b> Township Administrator	<b>Minimum Education</b> Bachelor's Degree Preferred
<b>Supervises</b> Crew Leader, Parks Laborers, and Seasonal Personnel	<b>Effective Date</b> January 1, 2025

- An equivalent combination of education, training, and experience may be considered.

**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 50 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 and Township Administrator reserve the right to assign or reassign duties and responsibilities at any time as needed.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



# BATH TOWNSHIP DONATION APPLICATION

All grants/donations must be preapproved in writing by the Board of Trustees and the Board reserves the right to refuse to accept any gift for any reason.

**Complete if the application is on behalf of an individual.**

Check box for Anonymous Donations

Name of Individual or Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Complete if the application is on behalf of an entity.**

Check box for Anonymous Donations

Name of Entity: True Wealth Design, LLC

Name of Individual making application on behalf of Entity: Kevin Kroskey

Phone Number: 330.310.9247 Email: kkroskey@truewealthdesign.com

Total Financial Donation(s) to Bath Township: \$5,000 - 7,000 estimated

Description of Non-Financial Donation: See below

Date of Donation(s): Mar-June 2025

If the donation(s) is for any specific purpose, provide an explanation of the purpose(s) for which the donation(s) is being made: For 6/30/2024 SOFO event in Bath Community Park.

Donations will be in the form of dj entertainment, inflatables, put-put golf, cornhole games, food truck guarantee, event coordinator fee, and marketing costs to promote the event.

*\*If additional space is needed, please attach additional sheets with this information to this form.*

Purpose of Entity: If commercial, please provide a description of the nature of the commercial enterprise(s) of the entity. If Not-For-Profit, please provide a description of the charitable causes supported:

True Wealth Design provides accounting, tax, and wealth management services.

We are located at 700 Ghent Rd in Bath Township since 2013.