



BOARD OF TRUSTEES MEETING

Monday, June 29, 2026, 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 2026-00775 through 2026-00789 and payments in the amount of \$114,644.62.

Included in the payments are the following:

- \$18,724.32 to Cuyahoga Landmark for fuel (Service)
- \$16,450.00 to iWorQ for annual zoning and public works software contract (Zoning and Service)
- \$11,189.46 to ICR Electric Inc. for electric installation at Bath Community Park (Admin)

Roll Call

2. Recommendation to approve meeting minutes for May 4th, 2026, Board of Trustees Regular Meeting.
3. Recommendation to not request a hearing for the liquor permit application for 1818 American Grille.
4. Correspondence log is available for public view.

DEPARTMENT HEADS AND ADMINISTRATORS

Police Chief Vito Sinopoli

Report / Recommendations

Interim Fire Chief John Rodriguez

Report / Recommendations

Service Director Caine Collins

Report / Recommendations

1. Recommendation to advertise externally for the employment opportunity for the position of Full-Time Service Department Administrative Assistant. Applications for this position will be accepted until July 31, 2026, at 4pm.
2. Recommendation to remove Road Equipment Operator Laborer Owen Pasterchek from probationary status effective July 7th, 2026.
3. Recommendation to remove Road Foreman Ricky Brogan from probationary status effective July 7th, 2026.
4. Recommendation to contract with Alpine Services for the replacement of the Stony Hill Fire Station HVAC Systems in the amount of \$57,200.00. The cost will be a 50/50 split with Copley Township.

Parks Director Jeff France

Report / Recommendations

1. Recommendation to remove Crew Leader Colin Tuttle from probationary status effective July 7th, 2026.
2. Recommendation to contract with Lewis Landscape for renovations of baseball fields #3 and #4 at the Bath Baseball Park, for a cost not to exceed \$30,000.

Planning Director / Zoning Inspector William Funk

Report / Recommendations

1. Recommendation to advertise externally for the employment opportunity for the position of Full-Time Zoning Administrative Assistant. Applications for this position will be accepted until July 31, 2026, at 4pm.

Administrator Vito Sinopoli

Report / Recommendations

1. Recommendation to accept the Bath Homeowners' Association donation of \$2200 to be used for the purchase of 100 customized township address markers from Sensible Products.
2. Resolution 2026-37 Amendment 05 to amend the 2026 job description manual **Roll Call**

FUTURE TRUSTEE MEETINGS AND EVENTS

Bath Township Public Hearing (ARC 26-09)	June 29, 2026, 6pm	Trustee Meeting Room
Appearance Review Commission	July 6, 2026, 5pm	Trustee Meeting Room
Heritage Corridors of Bath	July 8, 2026, 4:30pm	Trustee Conference Room

Zoning Commission	July 9, 2026, 6pm	Trustee Meeting Room
Board of Trustees Meeting	July 13, 2026, 6:30pm	Trustee Meeting Room
Park Board	July 16, 2026, 6pm	Trustee Meeting Room
Water and Sewer District Board	July 20, 2026, 6pm	Trustee Conference Room
Board of Zoning Appeals	July 21, 2026, 7pm	Trustee Meeting Room
Board of Trustees Meeting	July 27, 2026, 4pm	Trustee Meeting Room

*A full list of events and meetings is posted to 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
0000001166	06/29/2026	02920	AMAZON CAPITAL SERVICES	ACH VENDOR PAY	\$194.66
0000001167	06/29/2026	00278	WESTERN RESERVE PSYCHOLOGICAL	ACH VENDOR PAY	\$750.00
0000001168	06/29/2026	01748	HARTMAN, DONALD	ACH VENDOR PAY	\$7,950.00
0000001169	06/29/2026	akron canton waste o	ECO-MAXX FLUID RESOURCES LLC	ACH VENDOR PAY	\$545.00
0000001170	06/29/2026	cintas corp #11	CINTAS CORPORATION NO 2	ACH VENDOR PAY	\$999.29
0000001171	06/29/2026	00745	CUYAHOGA LANDMARK INC	ACH VENDOR PAY	\$18,724.32
0000001172	06/29/2026	01144	TM & L ENTERPRISES LLC	ACH VENDOR PAY	\$1,142.90
0000001173	06/29/2026	02752	EDWARDS SYSTEMS DISTRIBUTOR	ACH VENDOR PAY	\$304.00
0000001174	06/29/2026	01164	IWORQ SYSTEMS INC	ACH VENDOR PAY	\$16,450.00
0000001175	06/29/2026	00307	MERRICK ENTERPRISES	ACH VENDOR PAY	\$130.93
0000001176	06/29/2026	02536	SHELLY MATERIALS INC	ACH VENDOR PAY	\$207.86
0000001177	06/29/2026	02214	SOUTHEASTERN EQUIP CO, INC	ACH VENDOR PAY	\$228.93
0000001178	06/29/2026	00220	SUMMIT COUNTY SAFETY COUNCIL	ACH VENDOR PAY	\$275.00
0000001179	06/29/2026	marlboro supply	MARLBORO SUPPLY	ACH VENDOR PAY	\$4,173.55
0000001180	06/29/2026	03023	VASU COMMUNICATIONS INC	ACH VENDOR PAY	\$391.00
0000001181	06/29/2026	charter communicati	CHARTER COMMUNICATION - INTERNE	ACH VENDOR PAY	\$1,181.93
0000001182	06/29/2026	02931	KRONOS SAASHR INC	ACH VENDOR PAY	\$2,315.21
0000001183	06/29/2026	00578	ICR ELECTRIC INC	ACH VENDOR PAY	\$11,189.46
0000001184	06/29/2026	01404	NMJ TECHNOLOGY LLC	ACH VENDOR PAY	\$2,029.00
0000001185	06/29/2026	comdoc inc	COMDOC INC	ACH VENDOR PAY	\$81.73
Grand Total:			Number Of Checks: 20		\$69,264.77

Bath Township Check Register

Check Number	Check Date	Vendor Code	Vendor Name	Payment Type	Amount
0000066269	06/29/2026	02562	ALLIED CORP INC	Checks for 0001	\$505.85
0000066270	06/29/2026	00822	APPLIED MAINTENANCE SUPPLIES & S	Checks for 0001	\$38.76
0000066271	06/29/2026	at&t mobility national	AT&T MOBILITY II, LLC	Checks for 0001	\$234.71
0000066272	06/29/2026	baker vehicle	BAKER VEHICLE SYSTEMS INC	Checks for 0001	\$599.00
0000066273	06/29/2026	02974	CORO MEDICAL LLC	Checks for 0001	\$725.00
0000066274	06/29/2026	03026	Ellett Radiator	Checks for 0001	\$650.00
0000066275	06/29/2026	00386	GANLEY FORD INC	Checks for 0001	\$848.99
0000066276	06/29/2026	00008	GRAVES LUMBER	Checks for 0001	\$284.90
0000066277	06/29/2026	00932	KOORSEN FIRE & SECURITY INC	Checks for 0001	\$600.13
0000066278	06/29/2026	medical mutual	Medical Mutual	Checks for 0001	\$6,308.50
0000066279	06/29/2026	00600	MEYER DESIGN	Checks for 0001	\$1,914.00
0000066280	06/29/2026	00111	MONTROSE FORD	Checks for 0001	\$28.22
0000066281	06/29/2026	neura, peter	NEURA, PETER	Checks for 0001	\$250.00
0000066282	06/29/2026	00299	NEWMAN TRAFFIC SIGNS	Checks for 0001	\$253.00
0000066283	06/29/2026	02220	OHIO ASSOC OF CHIEFS OF POLICE	Checks for 0001	\$245.00
0000066284	06/29/2026	csm kenworth	OHIO KENWORTH LLC	Checks for 0001	\$1,193.33
0000066285	06/29/2026	plastics r unique	PLASTICS R UNIQUE INC	Checks for 0001	\$219.15
0000066286	06/29/2026	prime time	PRIME TIME SPORTING GOODS	Checks for 0001	\$57.00
0000066287	06/29/2026	02210	RICHFIELD AUTO PARTS	Checks for 0001	\$203.48
0000066288	06/29/2026	01630	SENSIBLE PRODUCTS INC	Checks for 0001	\$2,210.00
0000066289	06/29/2026	00874	SPEELMAN ELECTRIC INC	Checks for 0001	\$538.03
0000066290	06/29/2026	Division of Industrial	STATE OF OHIO	Checks for 0001	\$339.75
0000066291	06/29/2026	summit esc	SUMMIT EDUCATIONAL SERVICE CENT	Checks for 0001	\$35.00
0000066292	06/29/2026	01813	THE DAVEY TREE EXPERT CO	Checks for 0001	\$1,375.00
0000066293	06/29/2026	01524	TREASURER STATE OF OHIO	Checks for 0001	\$600.00
0000066294	06/29/2026	uline inc	ULINE INC	Checks for 0001	\$853.08
0000066295	06/29/2026	01420	UNITED RENTALS	Checks for 0001	\$3,330.00
0000066296	06/29/2026	winsupply	WINSUPPLY AKRON OH CO	Checks for 0001	\$157.47
0000066297	06/29/2026	03041	ZOLLINGER SAND & GRAVEL	Checks for 0001	\$63.00
Grand Total:			Number Of Checks: 29		\$24,660.35

Bath Township

Check Register

Check Number	Check Date	Vendor Code	Vendor Name	Payment Type	Amount
0000001082	06/29/2026	00718	HUNTINGTON MASTERCARD	EFT for 0001-TRUST	\$14,253.34
0000001083	06/29/2026	00015	OHIO EDISON	EFT for 0001-TRUST	\$6,466.16
Grand Total:			Number Of Checks: 2		\$20,719.50

**BATH TOWNSHIP BOARD OF TRUSTEES
CORRESPONDENCE LOG**

DATE	RECEIVED FROM	SUBJECT MATTER	REFERRED TO:
6.26.26	Julie Ausere	Frontier Fiber Optic Project	Township Trustees
6.17.26	Alan Kurzweil	Court renovation	Trustee Goodrich

Chief of Police Report
June 29, 2026

Recommendations:

None.

June 29, 2026

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

Fire Department

John Rodriguez, Interim Fire Chief

Recommendations:

No recommendations at this time.

SERVICE DIRECTOR Caine Collins

AGENDA FOR THE 6.29.26 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 advertise externally for the employment opportunity for the position of Service Department Administrative Assistant. Applications for this position will be accepted until July 31, 2026, at 4pm.
2. Recommendation to remove Road Equipment Operator Laborer Owen Pasterchek from probationary status effective July 7th, 2026.
3. Recommendation to remove Road Foreman Ricky Brogan from probationary status effective July 7th, 2026.
4. Recommendation to contract with Alpine Services for the replacement of the Stony Hill Fire Station HVAC Systems in the amount of \$57,200.00.

BATH PARKS DIRECTOR Jeff France

AGENDA FOR THE TRUSTEE MEETING 6.29.2026

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 remove Crew Leader Colin Tuttle from probationary status effective July 7th, 2026.
2. Recommendation to contract with Lewis Landscape for renovations of baseball fields #3 and #4 at the Bath Baseball Park, for a cost not to exceed \$30,000.



To: Board of Trustees, Fiscal Officer, Administrator, Executive Assistant

From: William Funk Planning Director/Zoning Inspector

Date: June 23, 2026

Re: Zoning Recommendation for June 29, 2026

RECOMMENDATIONS

1. Recommendation to advertise externally for the employment opportunity for the position of Zoning Administrative Assistant. Applications for this position will be accepted until July 31, 2026, at 4pm.



To: Board of Trustees

From: Vito F. Sinopoli, Township Administrator

Date: June 29, 2026

Re: Administrator's Report – 6/29/26

REPORT:

RECOMMENDATIONS:

1. Recommendation to accept the Bath Homeowners' Association donation of \$2200 to be used for the purchase of 100 customized township address markers from Sensible Products.
2. Resolution 2026-37 Amendment 05 to amend the 2026 job description manual



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: Bath Homeowners' Association

Name of Individual making application on behalf of Entity: JoAnn Alexander, Treasurer

Phone Number: 330.990.4950 Email: joann.alexander@bathhomeowners.org

Total Financial Donation(s) to Bath Township: \$2,200

Description of Non-Financial Donation: _____

Date of Donation(s): June 10, 2026

If the donation(s) is for any specific purpose, provide an explanation of the purpose(s) for which the donation(s) is being made: To purchase 100 customized township address markers from

Sensible Products, Inc.

**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:

Bath Homeowners Association (BHA), located in Bath Township, Summit County, Ohio is active

(over for complete not-for-profit description)

BATH TOWNSHIP BOARD OF TRUSTEES
BE IT HEREBY KNOWN BY ALL THOSE PRESENT THAT ON THE 29th DAY OF JUNE 2026. THE BATH TOWNSHIP BOARD OF TRUSTEES MET IN REGULAR SESSION, COMMENCING AT 4:00 P.M. AT 3864 W. BATH ROAD, BATH TOWNSHIP, SUMMIT COUNTY, STATE OF OHIO.

_____ introduced the following resolution and moved its adoption:

BATH TOWNSHIP RESOLUTION 2026-37
AMENDMENT 05
TO AMEND THE 2026 JOB DESCRIPTION MANUAL

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

WHEREAS, the Bath Township Board of Trustees adopted the 2026 Organizational Resolution, Personnel Policy Manual, and Job Description Manual to take effect January 1, 2026; and,

WHEREAS, after review, the Board of Trustees has decided to revise and update the 2026 Job Description Manual to amend the following information:

- 1. Zoning Administrative Assistant duties and responsibilities.

NOW THEREFORE BE IT RESOLVED, that the Bath Township Board of Trustees amends the 2026 Job Description Manual to include the updated information and shall be retroactively effective as of January 1, 2026.

_____ seconded the amendment; and the Fiscal Officer called the roll:

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

Resolution

Laura Tuttle, Fiscal Officer

June 29, 2026
Date

Sharon A. Troike, President
Bath Township Board of Trustees

Sean F. Gaffney, Vice-President
Bath Township Board of Trustees

Elaina E. Goodrich, 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 June 29, 2026.



Position Title Zoning Administrative Assistant/ Assistant Zoning Inspector	Status Full time – Non-Exempt
Reports To Planning Director/Zoning Inspector	Minimum Education High School Diploma
Supervises N/A	Effective Date June 28, 2026

PURPOSE: The Zoning Administrative Assistant/Assistant Zoning Inspector is responsible for serving the township in both an administrative and field work capacity to ensure the smooth operations of the zoning office.

SCOPE: The Zoning Administrative Assistant/Assistant Zoning Inspector is responsible for serving the township under the direct supervision of the Planning Director/Zoning Inspector to carry out the needs of planning and zoning within Bath Township. This employee serves as the zoning liaison for residents and the zoning boards and commissions. This position requires excellent organization and customer service skills to perform various tasks simultaneously.

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

Zoning

- Handle phone calls and inquiries about zoning regulations and procedures.
- Handle permit intake, zoning board applications and payments for the planning and zoning office via the zoning software program.
- Work with administrative personnel with regards to office procedure on answering zoning calls, accepting and processing zoning applications.
- Assist in the review/approval of zoning certificates and conduct site inspections to verify information on zoning certificates.
- Issuance of zoning permits at the direction of the Planning Director.
- Assemble agendas and meeting packets, create and send required notifications to adjacent property owners, publish and post required public hearing notifications, and notify applicants and members of the Appearance Review Commission, Zoning Commission and the Board of Zoning Appeals of meetings.
- Attend day or evening zoning board meetings to serve as the recording secretary.
- Coordinate the annual Zoning Boards meeting; secure the date, venue, menu, attendees, budget and payment.
- Coordinate the annual APA Planning and Zoning Workshop: communicate workshop details to all Zoning Board members, register attendees and secure the budget and payment to APA. Coordinate transportation when needed.
- Compute annual payments for Zoning Board personnel meeting attendance.
- Maintain Board members' contact information and attendance.
- Prepare minutes and decisions of cases for approval by the appropriate Chair.
- Update the township website and social media on all Zoning board meeting information.
- Maintain computer files of current and past zoning permits.
- Prepare zoning compliance record requests.
- Work with and serve the community in a professional and ethical manner.
- Maintain a great level of trust between superiors and peers.

CRITICAL SKILLS The employee must demonstrate the ability to:

- Understand and follow oral and written instructions
- Report for duty dependably and punctually
- Organize and maintain accurate records and files



Position Title Zoning Administrative Assistant/ Assistant Zoning Inspector	Status Full time – Non-Exempt
Reports To Planning Director/Zoning Inspector	Minimum Education High School Diploma
Supervises N/A	Effective Date June 28, 2026

- Communicate effectively both orally and in writing
- Deal effectively with the public
- Work with and serve the community in a professional and ethical manner

QUALIFICATIONS

The employee must meet the minimum qualifications:

- 18 years or older
- High School Diploma required. Urban Planning or Geography degree or minimum of 2-3 years of job experience in related field preferred.
- Valid driver's license

PHYSICAL/MENTAL

To perform essential job functions, the employee is required to talk, hear, use their hands, sit for significant periods of time, occasionally lift or move objects up to 25 pounds, read and distinguish colors on maps and/or other documents.

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 primarily an indoor office 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 primarily 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