



Bethel Township Board of Trustees
December 26, 2024
Workshop Meeting Agenda

CALL TO ORDER: Time: _____ Presiding: _____
Roll call: Administrator Smith _____ Fire Chief Cahill _____ Fiscal Officer Ross _____
Trustee Dick _____ Trustee Reese _____ Trustee vanHaaren _____

PUBLIC COMMENTS on items on the Agenda

ADMINISTRATION & ZONING ITEMS:

- 1. None

FIRE DEPT ITEMS:

- 1. Coverage

ROAD DEPT ITEMS

- 1. Cemetery

FISCAL OFFICER ITEMS:

- 1. Meeting Minutes

TRUSTEE ITEMS:

- 1. **RESOLUTION #24-12-124:** A RESOLUTION APPOINTING CODY M. SMITH AS THE BETHEL TOWNSHIP ADMINISTRATOR/PLANNING & ZONING DIRECTOR AT AN ANNUAL SALARY OF \$75,000

Motioned by _____ seconded by _____

Vote: Trustee Dick _____ Trustee vanHaaren _____ Trustee Reese _____

- 2. Meeting times/dates for 2025 (see attached)
- 3. Yearly appointments and duties (see attached)
- 4. Debris collection sites
 - a. For 2024, the collection sites were Bethel West Cemetery and Friendship Park
- 5. MVRPC dues
- 6. Zoning Board expirations/vacancies
- 7. Peter Griggs atty for 2025

OLD BUSINESS:

Administration

- 1. Budget – 5 year plan
- 2. Board retreat – on hold
- 3. Walnut Street dead end
- 4. Archive Social - further consideration?

Zoning

- 5. Hook up GIS computer to the network, update GIS

Fire Dept

- 6. Surplus equipment sales
- 7. Purchase(s) using remaining ARPA funds (see attached)

Road Dept

- 8. Tree removal on Singer Rd. – status update
- 9. Drainage repairs: Pisgah at Agenbroad – status update
- 10. West Charleston Road repairs – status update and quotes
- 11. Surplus equipment sales – old mowers
- 12. Speed bump request on Eastland Drive
- 13. Friendship Park digital mapping – on hold until new Admin is hired

Trustee Items

- 14. Fire Dept discussion with Elizabeth Twp – no updates at this time
- 15. Position for an anti-annexation employee – working on job description
- 16. Joint meeting with zoning boards to update zoning resolution text – on hold
- 17. Trustee goals and objectives for 2024 and beyond – no new news
- 18. Review/update our Personnel Policies and Procedures Manual – no updates at this time

OTHER DISCUSSION TOPICS:

- 1. None

MOTION TO ENTER INTO EXECUTIVE SESSION

- 1. Pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office.
- 2. Pursuant to Ohio Revised Code Section 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:
(a) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.
(b) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.
If a public body holds an executive session to consider any of the matters listed in divisions (G)(2) to (8) of this section, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those divisions are to be considered at the executive session.

Motion to enter executive session, which is necessary to protect the possible investment or expenditure of public funds to be made in connection with the economic development project, for the purpose to consult with an attorney regarding negotiations with other political subdivisions respecting requests for economic development assistance and for the purpose to discuss discipline of a public employee or official.

Motioned by _____ seconded by _____

Vote: Trustee Dick _____ Trustee vanHaaren _____ Trustee Reese _____

Time in Executive Session: _____

Return to regular session time: _____

ADJOURNMENT motioned by _____ seconded by _____

Vote: Trustee Dick _____ Trustee vanHaaren _____ Trustee Reese _____

Time: _____



RESOLUTION #24-12-124

A RESOLUTION APPOINTING CODY M. SMITH AS THE BETHEL TOWNSHIP ADMINISTRATOR/PLANNING & ZONING DIRECTOR AT AN ANNUAL SALARY OF \$75,000

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio, met in regular session on the 26th day of December, 2024 at the offices of the Bethel Township Trustees with the following Trustees being present: Kama Dick, Julie Reese, and Beth van Haaren.

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, Section 505.031 of the Ohio Revised Code authorizes the Board of Township Trustees to appoint a township administrator and fix the salary of the township administrator; **AND**

WHEREAS, the Bethel Township Board of Trustees, Bethel Township, Miami County solicited and reviewed applications for the Township Administrator/Planning & Zoning Director and interviewed the candidates; **AND**

WHEREAS, the rules and conditions set forth in the Township’s Personnel Policies and Procedures Manual and the Fire Department’s Standard Operating Guide shall apply, including any future revisions to the manuals; **AND**

WHEREAS, the Bethel Township Board of Trustees have decided to appoint Mr. Smith to the position of Township Administrator/Planning & Zoning Director. **THEREFORE**

BE IT RESOLVED that the Board of Trustees of Bethel Township, Miami County, appoint Cody M. Smith to the position of Township Administrator/Planning & Zoning Director, effective January 6, 2025 at an annual salary of seventy-five thousand dollars (\$75,000.00) and a monthly telephone stipend of twenty-five dollars (\$25.00) as authorized under Section 505.031 of the Ohio Revised Code, pending successful background checks and drug screenings; **AND**

BE IT FURTHER RESOLVED that should the Township sever employment with Mr. Smith without cause, a minimum of two weeks written notice shall be provided along with two weeks of severance pay, payable at Mr. Smith’s salary rate at the time of severance; two weeks of health insurance; and two weeks of life insurance.

Trustee _____ **seconded** the motion and the Board voted as follows upon roll call:

Vote: Trustee Kama Dick	_____	_____
Trustee Julie Reese	_____	_____
Trustee Beth vanHaaren	_____	_____

CERTIFICATE OF RECORDING OFFICER

I, Rhonda Ross, do hereby certify that the foregoing is a true and correct copy of **RESOLUTION #24-12-124** adopted by the Board of Trustees of Bethel Township, Miami County on the **26th DAY OF DECEMBER, 2024**, and that I am duly authorized to execute this certificate.

Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio

ATTACHMENTS

1. Potential meeting dates and times for 2025 & first meeting of 2026

January 7, 2025	Regular Business Meeting, 7:00pm
January 28, 2025	Workshop Meeting, 7:00pm
February 4, 2025	Regular Business Meeting, 7:00pm
February 25, 2025	Workshop Meeting, 7:00pm
March 4, 2025	Regular Business Meeting, 7:00pm
March 25, 2025	Workshop Meeting, 7:00pm
April 1, 2025	Regular Business Meeting, 7:00pm
April 29, 2025	Workshop Meeting, 7:00pm
May 5, 2025	Regular Business Meeting, 7:00pm
	Note: May 6 is a primary/special election day
May 27, 2025	Workshop Meeting, 7:00pm
June 3, 2025	Regular Business Meeting, 7:00pm
June 24, 2025	Workshop Meeting, 7:00pm
July 1, 2025	Regular Business Meeting, 7:00pm
July 29, 2025	Workshop Meeting, 7:00pm
August 5, 2025	Regular Business Meeting, 7:00pm
	Note: this could be a special election day
August 26, 2025	Workshop Meeting, 7:00pm
September 2, 2025	Regular Business Meeting, 7:00pm
September 30, 2025	Workshop Meeting, 7:00pm
October 7, 2025	Regular Business Meeting, 7:00pm
October 28, 2025	Workshop Meeting, 7:00pm
November 3, 2025	Regular Business Meeting, 7:00pm
	Note: Nov 4 is a general election day
November 25, 2025	Workshop Meeting, 7:00pm
December 2, 2025	Regular Business Meeting, 7:00pm
December 30, 2025	Workshop Meeting, 7:00pm
January 6, 2026	Regular Business Meeting, 7:00pm

2. Yearly appointments and duties 2024

These assignments were made at the January 9, 2024 meeting then updated on May 7 due to the resignation of Mike Arnold as Zoning Director:

General Board Duties

<u>Board</u>	Appointing BZA and Zoning Commission Members
<u>Board</u>	Promoting the Township within Miami County, the Miami Valley Region, and the State of Ohio
<u>Board</u>	Annexation: leading the conversations, meetings, research needed to fight annexation and protect Township borders
<u>Board</u>	Levy's: New, replacement, and renewals
<u>Board</u>	Determine need and compensation of Township employees
<u>Board</u>	Approve expenditures over \$5,000
<u>Board</u>	Hear testimony and vote on Zoning Classification changes
<u>Board</u>	Work with staff and Zoning Commission on changes to the Zoning Resolution
<u>Board</u>	Review and approve the annual budget as presented by the Fiscal Officer
<u>Board</u>	Review and approve the annual appropriations as presented by the Fiscal Officer

Individual Duty Resolutions

<u>Reese</u>	President of the Board
<u>Dick</u>	Vice President of the Board
<u>Reese</u>	Representative to Miami Valley Regional Planning Commission; <u>Dick</u> Alternate
<u>Arnold Dick</u>	Representative to the Technical Advisory Committee of the Miami Valley Regional Planning Commission; <u>vanHaaren</u> Alternate (alternate assigned 5/7/24)
<u>Dick</u>	Representative to Miami County Council; <u>Reese</u> Alternate
<u>vanHaaren</u> and <u>Dick</u>	Representatives to Bethel Twp Volunteer Fire Fighters Dependents Fund
<u>Arnold vanHaaren</u>	Debris Manager for Bethel Twp as required by the Miami County Debris Management Plan
<u>Dick</u>	Liaison for annexation discussions with the city of Huber Heights

Setting Various Duties

<u>Dick</u> and <u>Reese</u>	Facilitating ditch petitions with the county, drainage issues brought by residents
<u>Dick</u>	Miami County Engineer liaison
<u>Dick</u>	ODOT liaison
<u>Reese</u>	Writing quarterly Newsletter, which includes meeting info, current issues, changes in operations/rules, recent zoning activity, and various tips and reminders; <u>Dick</u> Alternate
<u>Dick</u>	Maintain Township social media sites (Facebook and Instagram); <u>Arnold Dick</u> Alternate
<u>Reese</u>	Maintain Township website; <u>Arnold Dick</u> Alternate
	E-Mail tree – this will be discontinued at this time
<u>Reese</u>	TextMyGov (send alerts and monitor community requests); <u>Arnold Dick</u> Backup
<u>Reese</u>	Liaison to Bethel Local School Board
<u>Dick</u>	Roadway Issues (complaints, maintenance, plowing etc.)
<u>vanHaaren</u>	Sheriff Contract (negotiations, meetings, etc)

3. ARPA Fund Information

ARPA Purchases 2024 (as of 12/23/24)

\$253,581.03 Starting Balance

Advice#	Date	Payee	Description	Amount	Comments
54402	1/24/2024	Midway Trailer Sales via Park Nat'l Bank CC	Hitch	\$59.28	Started on T&N PO 3, moved to BC 146
54421	2/3/2024	Municipal Emergency Svcs	Boots	\$12,983.80	
54473	3/5/2024	Municipal Emergency Svcs	Boots	\$487.45	
54487	3/11/2024	Atlantic Emer Solutions, Inc	3 battery powered PPV fans	\$16,208.10	
54517	4/4/2024	Flawless	Dump truck door emblem	\$180.00	
54618	7/18/2024	Wagoner Power Equipment	Hustler mowers	\$28,589.72	resolution #24-06-061
54629	7/30/2024	Wagoner Power Equipment	Tires (solid) for new mower	\$410.28	
54630	7/30/2024	Wagoner Power Equipment	Engine oil, filter, etc	\$375.98	
54632	7/30/2024	Playground Boss LLC	Playground equipment	\$63,542.00	resolution #24-06-062
54635	7/30/2024	Atlantic Emer Solutions, Inc	Large diameter supply hose	\$23,307.22	resolution #24-07-069
54654	8/14/2024	KE Rose	Light package for mini dump	\$9,170.67	resolution #24-04-043
54663	8/29/2024	Motorola Solutions	3 batteries, 5 mobile radios, 3 remote speaker mics, 3 portable radios	\$29,875.48	
54681	9/9/2024	Amazon via Park Nat'l Bank CC	antenna adapters, replacement antennas	\$169.72	
54686	9/11/2024	Municipal Emergency Svcs	Boots	\$962.53	
54702	10/2/2024	KE Rose	Steel stand-off brackets for mini dump	\$550.00	
54715	10/9/2024	Atlantic Emer Solutions, Inc	FH-3 hose tester	\$3,442.32	resolution #24-10-091
54788	11/25/2024	Champion Mulch & Landscape Supply	Rubber mulch for playground	\$6,162.50	estimate=\$5,000-\$16,000, resolution #24-11-103 not to exceed \$10k
54809	12/9/2024	Koenig	Equipment for road crew	\$3,098.75	chainsaws, trimmer, extra batteries & chains resolution #24-11-104 not to exceed \$5k
54800	12/4/2024	Flawless	Bethel Twp emblem for trailer	\$650.00	trailer was purchased using ARPA funds resolution #23-11-076
54868	12/18/2024	Phoenix Safety Outfitters	helmet fronts	\$1,731.00	\$1731; resolution #24-11-102 not to exceed \$26k
54869	12/18/2024	Durst Bros Excavating	Repairs to salt barn	\$18,850.00	resolution #24-12-117

\$220,806.80 Expenditures to date

Potential/Committed ARPA Purchases 2024 (as of 12/23/24)

\$32,774.23 Balance remaining (actual)

Payee	Description	Amount	Comments
Super Vac	freight for PPV fans \$375		bill states FedEx shipping is pre-paid - will invoice 3rd party but we have yet to receive bill; resolution #23-11-077 - will pay from other funds if bill ever shows up
Atlantic Emer Solutions, Inc	Drafting supplies	\$2,584.23	resolution #24-10-091
Phoenix Safety Outfitters	35 Lion Legend Helmets, 3 coats, 3 pant	\$24,210.25	\$24,210.25; resolution #24-11-102 not to exceed \$26k
	Generator	\$0.00	replacement for stolen Honda generator - decided it wasn't needed

\$26,794.48 Potential expenditures

\$5,979.75 Balance remaining (potential)