



**Bethel Township Board of Trustees
January 2, 2024
Workshop Meeting Agenda**

Call to order: _____ Presiding: _____
Roll call: Fiscal Officer Ross _____ Zoning Director Arnold _____ Trustee vanHaaren _____
Trustee Reese _____ Trustee Dick _____

Public comments on items on the Agenda

Admin:

1. Swearing in ceremony for Trustee Kama Dick
2. Resolution to appoint Fiscal Officer Elect Rhonda Ross to finish out vacant Fiscal Officer term
Motedioned by _____ seconded by _____
Vote: Trustee vanHaaren _____ Trustee Reese _____ Trustee Dick _____
3. Swearing in ceremony for Fiscal Officer Rhonda Ross
4. Traveling Fiscal Officer, neighboring Fiscal Officer, assistant Fiscal Officer
5. Open Zoning positions/process to apply
6. Fire Chief position/process to apply
7. Twp Administrator position/process to apply
8. OTA Winter Conference reminder Feb 7-9

Trustee:

1. Discuss yearly appointments and duties (see attached sheet)
2. Meeting Schedule for 2024
3. Trustee Goals and Objectives for 2024
Define goals/projects to be completed in 2024 and beyond
 - a. Meeting related
 - i. Purchase new audio and/or video recorder for meetings
 - ii. Video/live stream meetings? YouTube?
 - iii. Post agenda packet rather than summary for regular meetings
 - iv. Post meeting recordings in a timely manner
 - v. Post agenda at least 2 business days prior the meeting
 - vi. Follow Board Meeting Procedure/Rules approved in 2023 (review/update?)
 - b. Review Assistant to the Fire Chief position

- c. Research cost of having a full-time Fire/EMS staff
- d. Consider a position dedicated to fighting annexation
- e. Prioritize drainage issues in the township
- f. Request Zoning boards to review and update the Zoning Resolution where appropriate
- g. Gather job descriptions into a central location (post to website?) and create missing descriptions
- h. Gather resolutions into a central location (post to website?)
- i. Gather policies into a central location (post to website?)
 - i. Create policy to hire for vacant positions (employees, BZA, Zoning Commission)
 - ii. Follow hiring policy to fill Fire Chief position and expiring seats on BZA and alternate on Zoning Commission
 - iii. Create policy for full-time and part-time bonuses, vacation pay, holiday pay, and healthcare for Township and Fire/EMS staff
 - iv. Create policy for employee review process (frequency, deadlines, meaning of review, etc) and merit pay guidelines
 - v. Policy for no media interviews or public statements w/o discussion and a board agreed-to response
- j. Review and update inventory list
- k. Review and update contact book
- l. Physical office for Trustees to hold office hours (share w/Fiscal Officer?)
- m. Update web site
 - i. Corrections
 - ii. Design changes
- n. Social Media ideas
 - i. Seek resident input
 - ii. Promote farmers and farmland facts, local businesses, and resident projects such as a family garden
 - iii. Provide township zoning, policy, or other info
 - iv. Feature township departments
- o. Invite community volunteers to help w/social media, newsletter, website, or other township items
- p. TextMyGov cost-benefit analysis
- q. Use official township email for all township business
- r. Update township phone recording
- s. Monthly admin information reports to the Trustees
 - i. Residents' inquiries/calls/concerns and a brief status of each
 - ii. Goals and accomplishments of the administrator since the last report
- t. Healthcare updates to ensure fairness and equitability across the staff
- u. Ohio Checkbook updated monthly
- v. Meeting minutes caught up
- w. Land Use Plan
- x. Unappoint Trustee liaison for annexation
- y. Friendship Park potential upgrades

Old Business:

1. Huber Heights annexation
 - a.
2. Massage Parlor regulations
 - a. Waiting on prosecutor for review
3. Trees on Singer
 - a. Pick up in the spring
4. Archive Social
 - a. Further consideration?
5. Playground equipment move
 - a.
6. Friendship Park mapping
 - a.
7. ARPA purchase update
 - a. Mini Dump - waiting for Dealer
 - b. RIT packs and Fans - ordered
 - c. Radios – in process
 - d. Boots - ordered
 - e. Recliners - ordered

Other Discussion Topics:

1. _____
2. _____
3. _____
4. _____

Adjournment motioned by _____ seconded by _____

Vote: Trustee vanHaaren _____ Trustee Reese _____ Trustee Dick _____

Time: _____

General Board Duties

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

Individual Duty Resolutions

- _____ President of the Board
- _____ Vice President of the Board
- _____ Representative to Miami Valley Regional Planning Commission; _____ Alternate
- _____ Representative to the Technical Advisory Committee of the Miami Valley Regional Planning Commission
- _____ Representative to Miami County Council; _____ Alternate
- _____ and _____ Representatives to Bethel Twp Volunteer Fire Fighters Dependents Fund (x2)
- _____ Debris Manager for Bethel Twp as required by the Miami County Debris Management Plan

Setting Various Duties

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