



Bethel Township Board of Trustees
January 7, 2025
Regular Business Meeting Minutes

I. CALL TO ORDER: 7:00 PM

Roll call: Administrator Smith: Present
Trustee vanHaaren: Present

Presiding: Trustee Reese

Fire Chief Cahill: Present
Trustee Reese: Present

Fiscal Officer Ross: Present
Trustee Dick: Present

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

- A. 2024-01-02 workshop meeting
- B. 2024-01-09 regular business meeting
- C. 2024-01-23 special meeting for annexation and compensation
- D. 2024-01-30 workshop meeting
- E. 2024-02-05 special meeting for interviews for annexation attorney and zoning board
- F. 2024-02-06 regular business meeting
- G. 2024-02-27 workshop meeting
- H. 2024-03-05 regular business meeting
- I. 2024-12-05 special meeting for twp admin/zoning director interviews
- J. 2024-12-09 special meeting for twp admin/zoning director interviews

Motioned by Trustee Dick

Seconded by Trustee vanHaaren

Vote: Trustee Dick YES

Trustee vanHaaren YES

Trustee Reese YES

IV. STAFF REPORTS

- A. No report from Miami County Sheriff's Deputy
- B. Report from Fire Department – Ben Cahill, Fire Chief

Incident Type	Alarm Date	Aided Agency Name
Mutual aid given		
Building Fire	12/9/2024 10:46:33 AM	Huber Heights Fire Division
EMS call, excluding vehicle accident with injury	12/9/2024 12:43:49 PM	Huber Heights Fire Division
Dispatched & canceled en route	12/10/2024 9:59:14 AM	Bethel Twp Fire Dept Clark Co.
Building fire	12/10/2024 7:40:26 PM	Tipp City Fire/EMS
EMS call, excluding vehicle accident with injury	12/11/2024 10:19:58 PM	Bethel Twp Fire Dept Clark Co.
Dispatched & canceled en route	12/14/2024 10:08:12 PM	New Carlisle Fire Division (City of)
Mutual aid received		
Motor vehicle accident with injuries	12/3/2024 12:32:28 PM	Huber Heights Fire Division
Motor vehicle accident with	12/3/2024 12:32:28 PM	Tipp City Fire/EMS

	injuries		
	Motor vehicle accident with no injuries	12/4/2024 7:17:49 AM	New Carlisle Fire Division (City of)
	Motor vehicle accident with no injuries.	12/4/2024 7:17:49 AM	Tipp City Fire/EMS
	Motor vehicle accident with no injuries.	12/5/2024 3:19:35 PM	Tipp City Fire/EMS
	Motor vehicle accident with injuries	12/11/2024 7:46:37 AM	Tipp City Fire/EMS
	Building fire	12/14/2024 9:22:24 AM	Bethel Twp Fire Dept Clark Co.
	Building fire	12/14/2024 9:22:24 AM	Casstown Fire
	Building fire	12/14/2024 9:22:24 AM	Christiansburg Fire Co., Inc
	Building fire	12/14/2024 9:22:24 AM	New Carlisle Fire Division (City of)
	Building fire	12/14/2024 9:22:24 AM	Tipp City Fire/EMS
	Building fire	12/14/2024 3:24:21 PM	Bethel Twp Fire Dept Clark Co.
	Building fire	12/14/2024 3:24:21 PM	Tipp City Fire/EMS
	Building fire	12/14/2024 3:24:21 PM	New Carlisle Fire Division (City of)
	Building fire	12/14/2024 3:24:21 PM	Casstown Fire
	Building fire	12/14/2024 3:24:21 PM	Elizabeth Township Fire Department
	EMS call, excluding vehicle accident with injury	12/15/2024 7:59:59 PM	Huber Heights Fire Division
	EMS call, excluding vehicle accident with injury	12/15/2024 10:02:02 PM	Huber Heights Fire Division
	EMS call, excluding vehicle accident with injury	12/15/2024 11:32:48 PM	New Carlisle Fire Division (City of)
	Medical assist, assist EMS crew	12/17/2024 12:17:40 PM	Huber Heights Fire Division
	Medical assist, assist EMS crew	12/27/2024 6:14:25 AM	New Carlisle Fire Division (City of)
	EMS call, excluding vehicle accident with injury	12/28/2024 3:19:20 AM	Huber Heights Fire Division
	Medical assist, assist EMS crew	12/30/2024 3:27:56 AM	Tipp City Fire/EMS

Month	Mutual Aid Given	Mutual Aid Received
December	6	22

Incident Type Details	2024-12-01	Total
111 – Building fire	4	4
251 - Excessive heat, scorch burns with no ignition	1	1
311 - Medical assist, assist EMS crew	4	4
321 – EMS call, excluding vehicle accident with injury	33	33
322 – Motor vehicle accident with injuries	5	5
324 - Motor vehicle accident with no injuries.	3	3
400 – Hazardous condition, other	1	1
411 - Gasoline or other flammable liquid spill	1	1
554 - Assist invalid	1	1
600 - Good intent call, other	1	1
611 - Dispatched & canceled en route	3	3
622 - No incident found on arrival at dispatch address	1	1
Total	58	58



Fire Chief Cahill stated the Fire Department had recently completed in-house training. And, he is actively recruiting additional Fire Fighters/EMTs.

C. Report from Planning & Zoning – Cody Smith, Planning & Zoning Director

Since the last Trustee meeting, no zoning certificate applications have been received

Since the last Board of Zoning Appeals (BZA) meeting, there are two applications in process

V-01/02-25	6140 Dayton Brandt Rd	Accessory Building – Exceeds Size
V-03/04-25	6290 Dayton Brandt Rd	Accessory Building – Exceeds Size and in front of Residence

Since the last Zoning Commission (ZC) meeting, there are no applications in process

YEAR TO DATE (2024):

Certificates issued in 2024: 28
Declarations received in 2024: 4
Variances requested in 2024: 9
Variances approved in 2024: 9
Conditional Use requested in 2024: 1
Conditional Use approved in 2024: 1
Zoning Amendments requested in 2024: 5
Zoning Amendments approved in 2024: 4
Zoning Amendments cancelled in 2024: 1

YEAR TO DATE (2025):

Certificates issued in 2025: 0
Declarations received in 2025: 0
Variances requested in 2025: 4
Variances approved in 2025: 0
Conditional Use requested in 2025: 0
Conditional Use approved in 2025: 0
Zoning Amendments requested in 2025: 0
Zoning Amendments approved in 2025: 0

BOARDS & COMMISSIONS

MIAMI COUNTY PLANNING COMMISSION:

January 21, 2025 at 7:00PM. The Township has no cases.

BETHEL TOWNSHIP BOARD OF ZONING APPEALS (BZA):

Meeting January 23, 2025 at 6:30 p.m.

BETHEL TOWNSHIP ZONING COMMISSION (ZC):

None in January.

BETHEL TOWNSHIP BOARD OF TRUSTEES:

None.

D. Report from the Township Administrator – Cody Smith, Township Administrator

There are 10 resolutions on the agenda this evening:

- The first two are to elect a Board President and Vice President.
- The next is to set the meeting times for the Trustee meetings for 2025.
- Then is a resolution to authorize paying Miami Valley Regional Planning Commission (MVRPC) membership dues.
- Next is a resolution to name our debris collection sites in case of a disaster. The Township is an active participant of the Miami County Debris Management Plan and therefore must annually designate a site for the collection of storm debris.
- The sixth resolution is to divvy up the various duties needed to effectively operate the Township to the Trustees and Staff. These include representatives to several committees,

contact points for issues and contracts, and responsibilities for social media and communications.

- Following is a resolution selecting an insurance carrier and paying the premium.
- Then a resolution appointing community volunteer Lorna Furderer to the open Zoning Commission seat.
- Next is a resolution to employ an attorney with annexation expertise for 2025.
- The final resolution is to record the electronic payments and warrants.

Reminder of the upcoming events in the Township:

- Historical Society meets Wednesday, February 5th starting at 6pm – they meet on the first Wednesday of each month.

V. TRUSTEE REPORTS – Trustee vanHaaren – Trustee Reese – Trustee Dick

VI. FINANCIAL REPORTS – Fiscal Officer Ross

A. Credit card detail: Statements 11/25/2024 & 12/23/2024

<i>Stmt Date</i>	<i>By</i>	<i>Tx Date</i>	<i>Description</i>	<i>Amount</i>
11/25/24	Schiebrel	10/28/24	Microsoft apps for business (word, excel, etc) \$105.93 Microsoft 365 business standard \$802.55	\$802.55
11/25/24	Schiebrel	11/11/24	Amazon - head shrink butt connectors	\$19.39
11/25/24	Schiebrel	11/11/24	Amazon - battery pack for power cot on medic (GRANT reimbursement applied)	\$103.94
11/25/24	Schiebrel	11/12/24	Microsoft 365 apps for business	\$105.93
11/25/24	Schiebrel	11/20/24	DigitalSpace - web hosting	\$41.82
11/25/24	Schiebrel	11/20/24	Taylor's Tins - helmet tins (ARPA)	\$1,731.00
11/25/24	Ross	10/25/24	Adobe - Dreamweaver software monthly fee - used to maintain/update website	\$32.09
11/25/24	Ross (Reese)	11/12/24	USPS - stamps for fiscal office and zoning	\$292.00
11/25/24	Ross (Reese)	11/14/24	OTA education registration fee for Trustee Reese	\$170.00
11/25/24	Ross (Dick)	11/21/24	OTA education registration fee for Trustee Dick	\$170.00
11/25/24	Ross (Reese)	11/22/24	Speedway - thank you gift cards for ladies who cooked for the Fire Open House	\$60.00
11/25/24	Cahill	11/16/24	Amazon - EMS pants for new hire	\$133.98
12/23/24	Schiebrel	12/4/24	HIS Emergency care - CPR cards for Bethel High School health students	\$883.92
12/23/24	Schiebrel	12/12/24	Amazon – exterior lighting (ARPA) \$439.96; battery charger for medic cot \$44.99	\$484.95
12/23/24	Schiebrel	12/20/24	DigitalSpace - web hosting	\$41.82
12/23/24	Ross	11/25/24	Adobe - Dreamweaver software monthly fee - used to maintain/update website	\$32.09
12/23/24	Ross (Reese)	12/4/24	NovoPrint - ad in Tipp City Chamber of Commerce Guide	\$495.00
12/23/24	Ross	12/7/24	Fraudulent charges	\$600.00
	Ross		Fraudulent charges marked to be refunded	(\$600.00)
12/23/24	Cahill	12/1/24	Amazon – box of AA batteries	\$29.65
12/23/24	Cahill	12/2/24	Amazon - EMS pants	\$92.80
12/23/24	Cahill	12/13/24	Amazon - return EMS pants, incorrect color	(\$92.80)
12/23/24	Cahill	12/14/24	Amazon - reorder EMS pants in correct color	\$47.60
12/23/24		12/22/24	Late fee	\$109.88

B. Receipt report: 12/1/2024 to 12/31/2024

Post Date	Tx Date	Type	Number	Source	Total	Status	Purpose
12/5/24	12/9/24	STD	369-2024	Charter Communications	\$6,904.28	O	Cable Franchise Fees
12/17/24	12/17/24	STD	370-2024	MIAMI COUNTY AUDITOR	\$12,960.02	O	NOVEMBER: Cents per gallon \$2767.78 Gasoline excise tax 10192.24
12/17/24	12/17/24	STD	371-2024	MIAMI COUNTY AUDITOR	\$5,555.44	O	NOVEMBER: Auto reg twps \$727.44 Auto reg twp levy/perm tax \$3922.75 Auto reg twp perm ORC \$905.25
12/17/24	12/17/24	STD	372-2024	MIAMI COUNTY AUDITOR	\$4,151.77	O	NOVEMBER: Local govt dist \$3582.82 Local govt supplement \$568.95
12/27/24	12/31/24	STD	374-2024	AFLAC	\$12.42	O	Refund for Samuel Sortman health insurance
12/27/24	12/31/24	STD	375-2024	WE or JF Friend	\$50.00	O	Christmas donation to the fire dept
12/27/24	12/31/24	STD	376-2024	Roger Jenkins	\$300.00	O	Zoning fees for Case#V-01/02-25
12/27/24	12/31/24	STD	377-2024	Gene and Tammy Lease	\$656.25	O	Burial plot for ...tbd
12/27/24	12/31/24	STD	378-2024	Miami Co Municipal Court	\$25.00	O	Criminal / Traffic fines
Total Revenue...					\$30,615.18		

Type: STD - Standard Receipt, INT - Interest Receipt, MEMO - Memo Receipt, GAIN - Capital Gain, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

VII. **DISCUSSION ITEMS**

A. None

VIII. **PUBLIC COMMENTS** on items on the Agenda

A. Nikki O'Quinn

IX. **ACTION ITEMS**

A. **RESOLUTION #25-01-001:** A RESOLUTION ELECTING TRUSTEE REESE PRESIDENT OF THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY

Motioned by Trustee Dick Seconded by Trustee vanHaaren
 Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese ABSTAIN

B. **RESOLUTION #25-01-002:** A RESOLUTION ELECTING TRUSTEE DICK VICE PRESIDENT OF THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY

Motioned by Trustee vanHaaren Seconded by Trustee Reese
 Vote: Trustee Dick ABSTAIN Trustee vanHaaren YES Trustee Reese YES

C. **RESOLUTION #25-01-003:** A RESOLUTION SETTING THE TIMES, DATES, AND PLACES FOR MEETINGS OF THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY, FOR CALENDAR YEAR 2025

Motioned by Trustee Dick Seconded by Trustee vanHaaren
 Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

D. **RESOLUTION #25-01-004:** A RESOLUTION AUTHORIZING THE PAYMENT OF DUES TO THE MIAMI VALLEY REGIONAL PLANNING COMMISSION IN ACCORDANCE WITH SECTION 505.70 OF THE OHIO REVISED CODE AT A COST OF \$2,521.74

Motioned by Trustee vanHaaren Seconded by Trustee Dick
Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

E. **RESOLUTION #25-01-005:** A RESOLUTION DESIGNATING BETHEL WEST CEMETERY AND FRIENDSHIP PARK AS THE DESIGNATED DEBRIS COLLECTION SITES FOR BETHEL TOWNSHIP AS REQUIRED BY THE MIAMI COUNTY DEBRIS MANAGEMENT PLAN

Motioned by Trustee Dick Seconded by Trustee vanHaaren
Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

F. **RESOLUTION #25-01-006:** A RESOLUTION ASSIGNING VARIOUS DUTIES FOR TRUSTEES AND STAFF FOR THE YEAR 2025

Motioned by Trustee Dick Seconded by Trustee vanHaaren
Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

G. **RESOLUTION #25-01-007:** A RESOLUTION SELECTING OTARMA AS THE INSURANCE CARRIER AND PLAN FOR THE TOWNSHIPS LIABILITY, AUTOMOBILE LIABILITY, WRONGFUL ACTS COVERAGE, AUTOMOBILE PHYSICAL AND PROPERTY COVERAGE FOR 2025, AS WELL AS AUTHORIZING THE EXPENDITURE OF TOWNSHIP FUNDS FOR SAID PLAN AND AUTHORIZING THE ADMINISTRATOR TO EXECUTE ALL DOCUMENTS ASSOCIATED WITH THE PLAN ON BEHALF OF THE BOARD OF TRUSTEES

Motioned by Trustee vanHaaren Seconded by Trustee Dick
Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

H. **RESOLUTION #25-01-008:** A RESOLUTION APPOINTING LORNA FURDERER TO THE BETHEL TOWNSHIP ZONING COMMISSION WITH A TERM ENDING DECEMBER 31ST, 2028

Motioned by Trustee vanHaaren Seconded by Trustee Dick
Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

I. **RESOLUTION #25-01-009:** A RESOLUTION EMPLOYING THE TOWNSHIP'S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2025

Motioned by Trustee Dick Seconded by Trustee vanHaaren
Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

J. **RESOLUTION #25-01-010:** A RESOLUTION TO RECORD ELECTRONIC PAYMENTS AND WARRANTS

Motioned by Trustee vanHaaren Seconded by Trustee Dick
Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

X. **PUBLIC COMMENTS** on any topic

A. Nikki O'Quinn

XI. **ANNOUNCEMENTS**

January 20 Martin Luther King Jr. Day observed, Township offices closed
January 20 Inauguration Day
January 21 County Planning Commission Mtg. in Troy, 7:00pm
January 23 BZA Meeting 6:30pm*/~~Zoning Commission 7:30pm*~~
January 28 Trustee Workshop Meeting, Township Meeting Room, 6:00pm
February 4 Trustee Regular Business Meeting, Township Meeting Room, 6:00pm
February 5 Historical Society Meeting, Township Meeting Room, 6:00pm

* indicates a meeting will be held only if needed

XII. MOTION TO ENTER INTO EXECUTIVE SESSION

A. 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 consider the appointment, employment, or compensation of a public employee or official.

Motioned by Trustee Dick
Vote: Trustee Dick YES

Seconded by Trustee vanHaaren
Trustee vanHaaren YES Trustee Reese YES

Time in Executive Session: 7:39 PM
Return to regular session time: 9:03 PM

XIII. ADJOURNMENT motioned by Trustee vanHaaren Seconded by Trustee Dlck
Vote: Trustee Dick YES Trustee vanHaaren YES Trustee Reese YES

Time: 9:04 PM

VII. ATTACHMENTS:

- A. Signed resolutions.
- B. Digital audio recording of the meeting containing reports, discussion, and public comments, if any.

Minutes prepared by Trustee Reese

Julie Reese
Julie Reese, Trustee, President

Kama Dick, Trustee, Vice President

Beth van Haaren
Beth van Haaren, Trustee

Rhonda Ross
Rhonda Ross, Fiscal Officer