



**Bethel Township Board of Trustees**  
**March 4, 2025**  
**Regular Business Meeting Minutes**

- I. **CALL TO ORDER:** 6:00 PM                      Presiding: Trustee Reese  
Roll call: Administrator Smith: Present              Fire Chief Cahill: Present              Fiscal Officer Ross: Present  
                    Trustee vanHaaren: Present              Trustee Reese: Present              Trustee Dick: Present
- II. **PLEDGE OF ALLEGIANCE**
- III. **APPROVAL OF MINUTES**
- A. 2025-01-28 workshop meeting  
Motioned by Trustee Dick                      Seconded by Trustee Reese  
Vote:              Trustee Dick: YES              Trustee vanHaaren: ABSTAIN              Trustee Reese: YES
- B. 2025-02-04 regular business meeting  
Motioned by Trustee vanHaaren                      Seconded by Trustee Reese  
Vote:              Trustee Dick: ABSTAIN              Trustee vanHaaren: YES              Trustee Reese: YES
- C. 2025-02-25 workshop meeting  
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 the **Miami County Sheriff's Deputy**

B. Report from Fire Department – Ben Cahill, Fire Chief

Incident Type	Alarm Date	Aided Agency Name
<b>Mutual aid given</b>		
Building fire	2/11/2025 11:04:43 AM	New Carlisle Fire Division (City of)
EMS call, excluding vehicle accident with injury	2/13/2025 2:13:00 AM	Huber Heights Fire Division
Dispatched & canceled en route	2/15/2025 9:42:33 AM	Tipp City Fire/EMS
Building fire	2/19/2025 8:44:16 PM	Tipp City Fire/EMS
Dispatched & canceled en route	2/21/2025 1:49:30 PM	Tipp City Fire/EMS
EMS call, excluding vehicle accident with injury	2/24/2025 5:15:28 PM	Huber Heights Fire Division
EMS call, excluding vehicle accident with injury	2/27/2025 2:51:01 PM	Bethel Twp Fire Dept Clark Co.
EMS call, excluding vehicle accident with injury	2/28/2025 4:16:13 PM	Huber Heights Fire Division
<b>Mutual aid received</b>		<b>Aiding Agency Name</b>
EMS call, excluding vehicle accident with injury	2/1/2025 11:05:47 AM	New Carlisle Fire Division (City of)
Medical assist, assist EMS crew	2/5/2025 7:19:08 AM	New Carlisle Fire Division (City of)
EMS call, excluding vehicle accident with injury	2/7/2025 4:31:59 PM	Huber Heights Fire Division
EMS call, excluding vehicle accident with injury	2/14/2025 9:21:09 AM	Bethel Twp Fire Dept Clark Co.
EMS call, excluding vehicle accident with injury	2/14/2025 10:46:55 AM	Tipp City Fire/EMS
Motor vehicle accident with injuries	2/14/2025 1:25:40 PM	Elizabeth Township Fire Department
Motor vehicle accident with injuries	2/14/2025 1:25:40 PM	Tipp City Fire/EMS
Motor vehicle accident with injuries	2/14/2025 1:25:40 PM	New Carlisle Fire Division (City of)
Authorized controlled burning	2/14/2025 6:01:18 PM	Tipp City Fire/EMS
Authorized controlled burning	2/14/2025 6:01:18 PM	New Carlisle Fire Division (City of)
Authorized controlled burning	2/14/2025 6:01:18 PM	Huber Heights Fire Division
Authorized controlled burning	2/14/2025 6:01:18 PM	Bethel Twp Fire Dept Clark Co.
EMS call, excluding vehicle accident with injury	2/15/2025 1:08:50 PM	Huber Heights Fire Division
EMS call, excluding vehicle accident with injury	2/15/2025 5:48:54 PM	Huber Heights Fire Division

Month	Mutual Aid Given	Mutual Aid Received
February	7	9

Incident Type Details	2025-02-01	Total
111 - Building fire	2	2
311 - Medical assist, assist EMS crew	1	1
321 - EMS call, excluding vehicle accident with injury	36	36
322 - Motor vehicle accident with injuries	2	2
324 - Motor vehicle accident with no injuries.	1	1
355 - Confined space rescue	1	1
500 - Service Call, other	1	1
611 - Dispatched & canceled en route	4	4
631 - Authorized controlled burning	1	1
740 - Unintentional transmission of alarm, other	1	1
743 - Smoke detector activation, no fire - unintentional	1	1
<b>Total</b>	<b>51</b>	<b>51</b>



Fire Chief Cahill reported the new medic is in house.

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) report, one application has been received

V-07-25          4330 Lisa Drive          Side setback 10' rather than the required 20'

Since the last Zoning Commission (ZC) report, there is one applications in process

Case ZA-01-25: A request from Samed Mamad at 8415 S State Route 202, Tipp City, OH 45371 to re-zone 3 acre Miami County Parcel #A01-040330 from R-1AAA to B-3.

YEAR TO DATE (2025):

Certificates issued in 2025: 3

Declarations received in 2025: 1

Variances requested in 2025: 7

Variances approved in 2025: 6

Conditional Use requested in 2025: 0

Conditional Use approved in 2025: 0

Zoning Amendments requested in 2025: 1

Zoning Amendments approved in 2025: 0

BOARDS & COMMISSIONS

**MIAMI COUNTY PLANNING COMMISSION:**

March 18, 2025 at 7:00PM. Case ZA-01-25 has been sent to Miami County to be placed on the agenda

**BETHEL TOWNSHIP BOARD OF ZONING APPEALS (BZA):**

No meeting in March

**BETHEL TOWNSHIP ZONING COMMISSION (ZC):**

March 27, 2025 at 7:30 p.m. for Case ZA-01-25 (above)

**BETHEL TOWNSHIP BOARD OF TRUSTEES:**

No meeting in March

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

There are 13 resolutions on the agenda this evening:

- The first is to accept the resignation of Firefighter/EMT Jacob Cline. We just want to thank him for his service and wish him well in his future endeavors.
- The next four are to appoint members and alternates to the Board of Zoning Appeals and the Zoning Commission. Thanks to those who served but are not re-joining. These positions are 100% volunteer and we appreciate all who participate in their local



government. If you are interested in volunteering, please call me at the office or email me at [zoning@betheltownship.org](mailto:zoning@betheltownship.org).

- Then is a resolution to approve all appropriation reallocations in 2024.
- The next two resolutions are to increase appropriations in two areas of the Township finances for 2025.
- The next resolution is to hire an attorney whose expertise is in election law.
- Following that is a resolution to correct the rates for our attorney whose expertise is in annexation matters.
- Then is a resolution to approve Harrison's Pro Tree Service to remove and prune certain trees along Singer Rd on the MetroParks side of the road. This will help to preserve the road pavement as it deteriorates more quickly under dense trees.
- The next resolution is to establish a policy to dispose of surplus equipment. It is required by Section 505.10(D) of the Ohio Revised Code.
- The final resolution is to record the electronic payments and warrants.

Reminder of the upcoming events in the Township:

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

## V. TRUSTEE REPORTS

A. Trustee vanHaaren – no report this meeting

B. Trustee Reese

- Bethel School meetings
- Miami County Comprehensive Plan
- Huber Heights Council meeting
- Social Success training

C. Trustee Dick

- Took Administrator/Zoning Director Smith on a tour of the Township to show him current issues and look at drainage situation
- Health Dept taking over the dilapidated house on 40
- Drainage issues on Winterhill and Newbury
- Burned out house on Ross Rd

## VI. FINANCIAL REPORTS – Fiscal Officer Ross

A. Credit card detail: Statement 2/24/2025

Stmt Date	By	Tx Date	Description	Amount
2/24/25	Schiebrel	1/28/25	HSI emergency care sol	\$31.94
2/24/25	Schiebrel	2/13/25	DigitalSpace - web hosting	\$27.99
2/24/25	Schiebrel	2/20/25	DigitalSpace - web hosting	\$41.82
2/24/25	Cahill	1/25/25	Amazon - EMS pants for Teegarden and Stevens	\$113.98
2/24/25	Ross	1/25/25	Adobe - Dreamweaver software monthly fee after 3 free months - used to maintain/update website	\$32.09
2/24/25	Ross (Smith)	1/29/25	GCCC Goodale Garage - parking at OTA conf	\$20.00
2/24/25	Ross (Reese/Fortunato)	1/29/25	Pepsi - pop at OTA conf from vending machine (no receipt)	\$7.20
2/24/25	Ross (Smith/Reese)	1/29/25	Mykonos Gyros - lunch at OTA conf	\$25.19
2/24/25	Ross (Reese/Fortunato/Smith)	1/30/25	Pepsi - pop at OTA conf from vending machine (no receipt)	\$14.40

2/24/25	Ross (Smith/Fortunato/Reese)	1/29/25	Barley's - dinner at OTA conf	\$88.99
2/24/25	Ross (Reese)	1/31/25	2LEVY@CCC - soup & grilled cheese at OTA conf	\$18.00
2/24/25	Ross (Fortunato/Reese)	1/31/25	Pepsi - pop at OTA conf from vending machine (no receipt)	\$7.20
2/24/25	Ross (Smith)	1/31/25	OTA - set of OTA township books for admin, zoning, FO	\$86.00
2/24/25	Ross (Reese)	1/31/25	Hampton Inn Suites room tip at OTA conf	\$5.00
2/24/25	Ross (Fortunato)	1/30/25	Hampton Inn Suites room & parking for 2 nights for OTA conf	\$452.00
2/24/25	Ross (Smith/Reese)	1/31/25	Mikey Late Night Pizza - dinner at OTA conference	\$14.84
2/24/25	Ross (Reese)	1/30/25	2LEVY@CCC - pizza lunch at OTA conf	\$10.00
2/24/25	Ross (Smith)	1/30/25	Bareburger at OTA conf	\$22.85
2/24/25	Ross (Reese)	1/31/25	Hampton Inn Suites room & parking for 3 nights for OTA conf	\$678.00
2/24/25	Ross (Smith)	1/31/25	Hampton Inn Suites room for 2 nights for OTA conf	\$368.00
2/24/25	Smith	2/7/25	Staples - Business cards for Fire Chief Cahill & Administrator Smith	\$59.98
2/24/25	Smith	2/10/25	Lowes - office key	\$3.98
2/24/25	Smith	2/11/25	Poster Compliance Center - annual subscription to keep current w/any changes in laws	\$69.95
Purchases...				\$2,199.40

B. Receipt report: 2/1/2025 to 2/28/2025

Post Date	Tx Date	Type	Number	Source	Total	Status	Purpose
2/19/25	2/19/25	STD	9-2025	MIAMI COUNTY AUDITOR	\$4,367.20	O	JANUARY Local govt supplement \$568.95 Local govt dist \$3798.25
2/26/25	3/3/25	STD	10-2025	Roger Jenkins	\$100.00	O	Zoning fees for case #ZC-03-25 Cash \$100
2/26/25	3/3/25	STD	11-2025	Samed Mamad	\$400.00	O	Zoning fees for case# ZA-01-25
2/26/25	3/3/25	STD	12-2025	Black Diamond Express LLC	\$300.00	O	Zoning fees for case# V-07-25
2/26/25	3/3/25	STD	13-2025	Miami County Municipal Court	\$50.00	O	Criminal/Traffic fines Check# 035587
2/26/25	3/3/25	STD	14-2025	Directv LLC	\$32.39	O	DIRECTV, LLC franchise fees
2/26/25	3/3/25	STD	15-2025	Bureau of Workers' Compensation	\$4,351.00	O	Employer premium refund invoice for 2024
Total Revenue...					\$9,600.59		

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

C. Fiscal Officer Ross said a few words about how the audit was progressing

VII. DISCUSSION ITEMS

A. Easter Egg Hunt

- Easter is April 20
- Other events in the area:
  - Bethel School Boosters Easter Egg Hunt April 12 10a-12p
  - Mt. Pisgah Church (Huber Heights) Easter EGGstravaganza April 12 1p-3p
  - Community Easter Egg Hunt at Medway Church (Park Layne) April 19 10a-12p
  - Tipp City Eagles Easter Egg Hunt April 20
- Administrator Smith will check with the school to see if we can work together

VIII. PUBLIC COMMENTS on items on the Agenda: **NONE**

IX. ACTION ITEMS

- A. **RESOLUTION #25-03-016:** A RESOLUTION ACCEPTING THE RESIGNATION OF JACOB CLINE FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT  
Motioned by Trustee vanHaaren                      Seconded by Trustee Dick  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- B. **RESOLUTION #25-03-017:** A RESOLUTION APPOINTING RACHAEL KIPLINGER TO THE BETHEL TOWNSHIP BOARD OF ZONING APPEALS FOR A TERM COMMENCING MARCH 4<sup>TH</sup>, 2025 AND ENDING DECEMBER 31<sup>ST</sup>, 2028  
Motioned by Trustee Dick                      Seconded by Trustee vanHaaren  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- C. **RESOLUTION #25-03-018:** A RESOLUTION APPOINTING RACHELLE VIA TO THE BETHEL TOWNSHIP BOARD OF ZONING APPEALS FOR A TERM COMMENCING MARCH 4<sup>TH</sup>, 2025 AND ENDING DECEMBER 31<sup>ST</sup>, 2029  
Motioned by Trustee vanHaaren                      Seconded by Trustee Dick  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- D. **RESOLUTION #25-03-019:** A RESOLUTION RE-APPOINTING MICHELLE SWANK TO THE BETHEL TOWNSHIP ZONING COMMISSION WITH A TERM ENDING DECEMBER 31<sup>ST</sup>, 2029  
Motioned by Trustee vanHaaren                      Seconded by Trustee Reese  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- E. **RESOLUTION #25-03-020:** A RESOLUTION RE-APPOINTING JESS UNDERWOOD AS ALTERNATE TO THE BETHEL TOWNSHIP ZONING COMMISSION WITH A TERM ENDING DECEMBER 31<sup>ST</sup>, 2029  
Motioned by Trustee Dick                      Seconded by Trustee vanHaaren  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- F. **RESOLUTION #25-03-021:** A RESOLUTION APPROVING APPROPRIATION TRANSFERS FOR 2024  
Motioned by Trustee Dick                      Seconded by Trustee vanHaaren  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- G. **RESOLUTION #25-03-022:** A RESOLUTION APPROVING A SUPPLEMENTAL APPROPRIATION OF \$120,000 FOR THE EMS FUND, CAPITAL OUTLAY CATEGORY, TO THE 2025 TEMPORARY APPROPRIATIONS (amended)  
Motioned by Trustee vanHaaren                      Seconded by Trustee Dick  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- H. **RESOLUTION #25-03-023:** A RESOLUTION APPROVING A SUPPLEMENTAL APPROPRIATION OF \$10,000 FOR THE GENERAL FUND, LEGAL SERVICES CATEGORY, TO THE 2025 TEMPORARY APPROPRIATIONS (amended)  
Motioned by Trustee Dick                      Seconded by Trustee vanHaaren  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES
- I. **RESOLUTION #25-03-024:** A RESOLUTION EMPLOYING THE TOWNSHIP'S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2025 (Atty McTigue)  
Motioned by Trustee Dick                      Seconded by Trustee vanHaaren  
Vote:              Trustee Dick: YES              Trustee vanHaaren: YES              Trustee Reese: YES



J. **RESOLUTION #25-03-025:** A RESOLUTION EMPLOYING THE TOWNSHIP'S ATTORNEYS ON AN ANNUAL BASIS FOR THE YEAR 2025 (Atty Griggs)

Motioned by Trustee vanHaaren

Seconded by Trustee Dick

Vote: Trustee Dick: YES Trustee vanHaaren: YES Trustee Reese: YES

K. **RESOLUTION #25-03-026:** A RESOLUTION AUTHORIZING THE REMOVAL AND PRUNING OF TREES ALONG SINGER ROAD BY HARRISON'S PRO TREE SERVICE AT A COST OF \$7,400

Motioned by Trustee Dick

Seconded by Trustee vanHaaren

Vote: Trustee Dick: YES Trustee vanHaaren: YES Trustee Reese: YES

L. **RESOLUTION #25-03-027:** A RESOLUTION APPROVING A POLICY FOR DISPOSAL OF SURPLUS EQUIPMENT

Motioned by Trustee Dick

Seconded by Trustee vanHaaren

Vote: Trustee Dick: YES Trustee vanHaaren: YES Trustee Reese: YES

M. **RESOLUTION #25-03-028:** 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

N. Swearing in of newly appointed Board of Zoning Appeals member Rachelle Via

X. **PUBLIC COMMENTS** on any topic: **NONE**

XI. **ANNOUNCEMENTS**

March 9 Daylight Savings Time

March 18 County Planning Commission Mtg. in Troy, 7:00pm (one case for Bethel Twp)

March 25 Trustee Workshop Meeting, Township Meeting Room, 6:00pm

March 27 BZA Meeting 6:30pm\*/Zoning Commission 7:30pm\*

April 1 Trustee Regular Business Meeting, Township Meeting Room, 6:00pm

April 2 Historical Society Meeting, Township Meeting Room, 6:00pm

\* indicates a meeting will be held only if needed

XII. **ADJOURNMENT**

Motioned by Trustee vanHaaren

Seconded by Trustee Dick

Vote: Trustee Dick: YES Trustee vanHaaren: YES Trustee Reese: YES

Time: 7:00 PM

XIII. **ATTACHMENTS**

A. Signed resolutions and contracts.

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  
Kama Dick, Trustee, Vice President

Beth van Haaren  
Beth van Haaren, Trustee

Rhonda Ross  
Rhonda Ross, Fiscal Officer