



Bethel Township Board of Trustees
April 1, 2025
Regular Business Meeting Minutes

- I. **CALL TO ORDER:** 6:03 PM Presiding: Trustee Reese
Roll call: Administrator Smith: Present Fire Chief Cahill: Present Fiscal Officer Ross: Absent
 Trustee vanHaaren: Absent Trustee Reese: Present Trustee Dick: Present
- II. **PLEDGE OF ALLEGIANCE**
- III. **APPROVAL OF MINUTES**
- A. 2025-03-04 regular business meeting
Motioned by Trustee Dick Seconded by Trustee Reese
Vote: Trustee Dick: YES Trustee vanHaaren: Absent Trustee Reese: YES
- B. 2025-03-25 workshop meeting
Decided to postpone until all trustees are present.
- 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
Mutual aid given			
EMS call, excluding vehicle accident with injury		3/4/2025 2:58:06 PM	New Carlisle Fire Division (City of)
Building fire		3/6/2025 2:20:31 AM	Elizabeth Township Fire Dept
Dispatched & canceled en route		3/9/2025 5:00:29 AM	Huber Heights Fire Division
Dispatched & canceled en route		3/10/2025 1:35:22 PM	Tipp City Fire/EMS
Good intent call, other		3/10/2025 5:16:14 PM	Huber Heights Fire Division
Motor vehicle accident with injuries		3/12/2025 2:13:57 AM	Tipp City Fire/EMS
EMS call, excluding vehicle accident with injury		3/14/2025 5:24:54 PM	Bethel Twp Fire Dept Clark Co.
Dispatched & canceled en route		3/26/2025 8:22:59 PM	Huber Heights Fire Division
Mutual aid received			Aiding Agency Name
EMS call, excluding vehicle accident with injury		3/2/2025 3:36:35 PM	Tipp City Fire/EMS
False alarm or false call, other		3/2/2025 4:16:36 AM	Huber Heights Fire Division
Dispatched & canceled en route		3/8/2025 12:40:47 PM	New Carlisle Fire Division (City of)
Dispatched & canceled en route		3/8/2025 3:37:44 PM	Huber Heights Fire Division

EMS call, excluding vehicle accident with injury	3/10/2025 12:46:15 AM	Huber Heights Fire Division
EMS call, excluding vehicle accident with injury	3/14/2025 8:13:21 PM	Huber Heights Fire Division

Month	Mutual Aid Given	Mutual Aid Received
March	8	8

Incident Type Details	2025-03-01	Total
111 – Building fire	1	1
142 - Brush or brush-and-grass mixture fire	1	1
151 - Outside rubbish, trash or waste fire	1	1
321 - EMS call, excluding vehicle accident with injury	20	20
322 - Motor vehicle accident with injuries	3	3
324 - Motor vehicle accident with no injuries.	2	2
552 - Police matter	1	1
561 - Unauthorized burning	1	1
600 - Good intent call, other	2	2
611 - Dispatched & canceled en route	8	8
700 - False alarm or false call, other	2	2
Total	42	42



Fire Chief Cahill reported they have had a total of 183 calls this year. Fire inspections are not included in the meeting reports, but annually the fire department inspects all businesses and other venues that require it (for example, day care facilities).

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

Since last reported, the following zoning certificate applications have been received

ZC-01-25	5430 S. State Route 202	Accessory Building
ZC-02-25	6290 Dayton-Brandt	Accessory Building
ZC-03-25	6140 Dayton-Brandt	Accessory Building
ZC-04-25	8013 S. Palmer Rd	Accessory Building
ZC-05-25	7283 State Route 201	Accessory Building
ZC-06-25	7283 State Route 201	Residential Addition

Since the last Board of Zoning Appeals (BZA) report, one application has been received

Case V-08-25: A request from Eric Kunkel of 7200 Studebaker Road, Tipp City, OH 45371 for a variance to allow for a 6' fence in the front yard of the parcel. The parcel is 5.02 acres zoned A-2. *Bethel Township Zoning Resolution article 30.06, section C, Side and rear yard fences, walls, and hedges shall not exceed six (6) feet in height for residential uses and shall not exceed four (4) feet in height in the front yard.*

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

YEAR TO DATE (2025):

Certificates issued in 2025: 6
Declarations received in 2025: 1
Variances requested in 2025: 8
Variances approved in 2025: 6
Conditional Use requested in 2025: 1
Conditional Use approved in 2025: 1
Zoning Amendments requested in 2025: 1
Zoning Amendments approved in 2025: 0

BOARDS & COMMISSIONS

MIAMI COUNTY PLANNING COMMISSION:

April 15, 2025 at 7:00PM. Bethel Twp has no cases on the agenda.

BETHEL TOWNSHIP BOARD OF ZONING APPEALS (BZA):

Meeting April 24, 2025 at 6:30 p.m. There is currently one case on the agenda.

BETHEL TOWNSHIP ZONING COMMISSION (ZC):

There are currently no cases on the agenda.

BETHEL TOWNSHIP BOARD OF TRUSTEES:

Public Hearing date TBD for case ZA-01-25 re-zone 8415 S State Route 202 from R-1AAA to B-3.

Planning & Zoning Director Smith noted the Township is looking for volunteers for the Zoning Boards. Please call the office at 845.8472 or send an email to zoning@betheltownship.org.

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

There are 7 resolutions on the agenda this evening:

- The first three are to accept the resignations of firefighter/EMT Samuel Sortman, Connor Whelan, and Brian McKellar. We want to thank them for their service and wish them well in their future endeavors.
- Next is to accept the resignation of Board of Zoning Appeals member Darrin Anderson. We want to thank him for stepping up as a citizen volunteer to help out his Township.
- Then is a resolution to establish a policy for travel expense reimbursements.
- Following is a resolution stating our intent to participate in this year's Miami County Engineer's office paving program.
- The final resolution is to record the electronic payments and warrants for March.

After the executive session, there may be additional resolutions acted upon to appoint zoning board members.

Reminder of the upcoming events in the Township:

- Historical Society meets Wednesday, April 2nd starting at 6pm – they meet on the first Wednesday of each month.

- Rather than having two Easter Egg Hunts, the Township will be partnering with the Bethel School Athletic Boosters on April 12 from 10a-12p. Join us for a fun-filled event:
 INDOOR EGG HUNTS 
 \$15 per household, cash or card accepted at the gate
 Easter bunny will arrive at 10:15am. Egg hunts will begin at 10:30am by age group.
 1 egg in each of the hunts will have a \$50 cash prize voucher 
-  Egg hunts (age 0-3, 4-6, 7-10)
  Snacks and Drinks
-  Bunny photo station
  Face painting by Bethel Cheer
-  Carnival games
  Prizes
-  KidID booth thanks to Officer Trae
  Bethel PTO Spirit Wear Booth

V. TRUSTEE REPORTS

A. Trustee Reese

- Gave a summary of meetings attended on behalf of the Township: Farm Forum 3/8, Miami County Council Session 3/12, Miami County Township Association quarterly meeting 3/13, Bethel School Board 3/17, Farm Bureau policy meeting 3/19.
- She also attended a meeting with Miami County Auditor with several others from the office and attended a lunch and learn sponsored by the Tipp Chamber of Commerce on Employment Laws.
- Met with the Township attorney to gather info on election law regarding annexation.

B. Trustee Dick

- Fire-damaged housing project - the Miami County Health Dept is taking over.
- Suggested hiring an attorney to handle nuisance properties to get them resolved in a more timely manner.
- Toured the Township roads for analysis of repair and repaving.
- Gave update on the Winterhill drainage project.

VI. FINANCIAL REPORTS – Fiscal Officer Ross

A. Credit card detail: Statement 3/25/2025

Stmt Date	By	Tx Date	Description	Amount
3/25/25	Schiebrel	2/26/25	Terminal EMS Category 3 Drug License Fee	\$443.50
3/25/25	Schiebrel	3/14/25	Amazon - velcro mounting tape \$15.98 organizing containers \$39.99 + \$55.15	\$111.12
3/25/25	Schiebrel	3/16/25	Amazon - tool mounts for medic units \$355 x2	\$710.00
3/25/25	Schiebrel	3/18/25	Amazon – plastic storage bins for new medic	\$104.58
3/25/25	Schiebrel	3/18/25	Amazon – screws, bolts, lock nuts	\$21.72
3/25/25	Schiebrel	3/19/25	Amazon – screws	\$8.06
3/25/25	Schiebrel	3/20/25	DigitalSpace - web hosting	\$41.82
3/25/25	Ross (Smith/Fortunato/Reese)	3/18/25	Barley's - dinner at OTA conf on 1/29/25 - overcharged \$1	(\$1.00)
3/25/25	Ross	2/25/25	Adobe - Dreamweaver - used to maintain/update website	\$32.09
3/25/25	Ross (Smith/Reese)	2/26/25	Tipp City Chamber of Commerce - Lunch & Learn fee attended by Administrator Smith and Trustee Reese (Social Media Success)	\$40.00
3/25/25	Ross (Smith/Fortunato/Reese)	3/5/25	Tipp City Chamber of Commerce - Lunch & Learn fee attended by Administrator Smith, Assistant to the FO Fortunato, and Trustee Reese (employment law updates)	\$60.00
3/25/25	Smith	3/5/25	USPS Certified Mail/Return Receipt for medic check	\$8.95
			Purchases...	\$1,580.84

B. Receipt report: 3/1/2025 to 3/31/2025

Post	Tx Date	Type	Number	Source	Total	Status	Purpose
3/13/25	3/17/25	STD	16-2025	Martin Rodriguez	\$100.00	O	Zoning fees for #ZC-04-25; cash
3/13/25	3/17/25	STD	17-2025	Aflac	\$12.42	O	Overpmt - no premium due
3/13/25	3/17/25	STD	18-2025	Miami County Municipal Court	\$85.00	O	Criminal/Traffic fines Check #035623
3/13/25	3/17/25	STD	19-2025	Blue Cross/Blue Shield of Michigan	\$127.57	O	EMS for Phillis Conley Check# 213808116
3/13/25	3/17/25	STD	20-2025	Charter Communications	\$6,563.23	O	DIRECTV,LLC franchise fees
3/13/25	3/17/25	STD	21-2025	MIAMI COUNTY AUDITOR	\$3,536.62	O	FEBRUARY Local govt supplement \$568.95 Local got dist \$2967.67
3/18/25	3/20/25	STD	23-2025	MIAMI COUNTY AUDITOR	\$11,733.96	O	FEBRUARY Cents per gallon \$2407.98 Gasoline excise tax \$9325.98
3/25/25	3/25/25	STD	24-2025	MIAMI COUNTY AUDITOR	\$6,165.01	O	FEBRUARY Auto reg twsp \$861.01 Auto reg twp levy/perm tax \$4309.50 Auto reg twp perm ORC 4504.16 \$994.50
3/31/25	3/31/25	STD	25-2025	Erin & Eric Kunkel	\$300.00	O	Zoning fees for case#V-08-25 Check # 2534
3/31/25	3/31/25	STD	26-2025	Keith Trumbauer	\$200.00	O	Zoning fees for case# ZC-06-25 Check #201
3/31/25	3/31/25	STD	27-2025	Helen Jay	\$687.50	O	Open & closing for Carl Campbell; Check# 7615
3/14/25	3/31/25	MEMO	28-2025	Miami County Auditor	\$1,125,565.53	O	1st half real estate taxes
3/14/25	3/31/25	MEMO	29-2025	Miami County Auditor	\$3,691.85	O	Special Assessments Lights
3/24/25	3/31/25	MEMO	30-2025	Ohio Treasurer of State	\$39,179.41	O	Rollbacks
3/14/25	3/31/25	MEMO	31-2025	MIAMI COUNTY AUDITOR	\$640.03	O	Manufactured home settlement 1st half
Total Revenue...					\$1,198,588.13		

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. Easter Egg Hunt

- Trustees agreed to donate \$600 (cash, candy, prizes) to the Bethel Schools Athletic Boosters towards the Easter Egg Hunt on 4/12/25.
- Trustees Dick and Reese will also be attending as volunteers where needed.

B. Cemetery

- Will offer family where encroachment occurred other sites where they can all be together.
- The township will stop selling spaces in the Bethel West Cemetery until further notice.
- The Township will advertise on Facebook and the website for owners to bring in their deeds and/or inform us of plots they and their family own.

B. Public Hearing for case ZA-01-25 special meeting date/time

- Proposed dates of 4/9, 4/16, or 4/22 at 6 PM. Administrator Smith will check with Trustee vanHaaren to get her availability.

VIII. PUBLIC COMMENTS on items on the Agenda: NONE

IX. ACTION ITEMS

- A. **RESOLUTION #25-04-031:** A RESOLUTION ACCEPTING THE RESIGNATION OF SAMUEL SORTMAN FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT
Motioned by Trustee Dick Seconded by Trustee Reese
Vote: Trustee Dick: YES Trustee vanHaaren: Absent Trustee Reese: YES
- B. **RESOLUTION #25-04-032:** A RESOLUTION ACCEPTING THE RESIGNATION OF CONNOR WHELAN FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT
Motioned by Trustee Dick Seconded by Trustee Reese
Vote: Trustee Dick: YES Trustee vanHaaren: Absent Trustee Reese: YES
- C. **RESOLUTION #25-04-033:** A RESOLUTION ACCEPTING THE RESIGNATION OF BRIAN McKELLAR FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT
Motioned by Trustee Dick Seconded by Trustee Reese
Vote: Trustee Dick: YES Trustee vanHaaren: Absent Trustee Reese: YES
- D. **RESOLUTION #25-04-034:** A RESOLUTION ACCEPTING THE RESIGNATION OF DARRIN ANDERSON FROM THE BETHEL TOWNSHIP BOARD OF ZONING APPEALS
Motioned by Trustee Dick Seconded by Trustee Reese
Vote: Trustee Dick: YES Trustee vanHaaren: Absent Trustee Reese: YES
- E. **RESOLUTION #25-04-035:** A RESOLUTION APPROVING A POLICY FOR REIMBURSEMENT RATES FOR EXPENSES INCURRED WHILE PERFORMING OFFICIAL DUTIES
Motioned by Trustee Dick Seconded by Trustee Reese
Vote: Trustee Dick: YES Trustee vanHaaren: Absent Trustee Reese: YES
- F. **RESOLUTION #25-04-036:** A RESOLUTION AUTHORIZING THE BOARD OF TRUSTEES TO PARTICIPATE IN THE MIAMI COUNTY ENGINEER'S OFFICE 2025 ASPHALT CONCRETE RESURFACING PROGRAM
Motioned by Trustee Dick Seconded by Trustee Reese
Vote: Trustee Dick: YES Trustee vanHaaren: Absent Trustee Reese: YES
- G. **RESOLUTION #25-04-037:** A RESOLUTION TO RECORD ELECTRONIC PAYMENTS AND WARRANTS
Motioned by Trustee Dick Seconded by Trustee Reese
Vote: Trustee Dick: YES Trustee vanHaaren: Absent Trustee Reese: YES

X. PUBLIC COMMENTS on any topic

- A. Debra Fritz – Water lines (Land Use Planning Goals from 1989)
B. Natalie Donahue – Cemetery follow-up

XI. ANNOUNCEMENTS

April	2	Historical Society Meeting, Township Meeting Room, 6:00pm
April	12	Easter Egg Hunt at Bethel Schools, 10:00am
April	15	County Planning Commission Mtg. in Troy, 7:00pm
April	15	Tax Day
April	24	BZA Meeting 6:30pm*/ Zoning Commission 7:30pm*
April	29	Trustee Workshop Meeting, Township Meeting Room, 6:00pm
May	5	Trustee Regular Business Meeting, Township Meeting Room, 6:00pm
May	6	Election Day, Bethel Schools, 6:30am-7:30pm
May	7	Historical Society Meeting, Township Meeting Room, 6:00pm

* indicates a meeting will be held only if needed

XII. MOTION TO ENTER INTO 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 consider the appointment or employment of a public employee or official.

Motioned by Trustee Dick Seconded by Trustee Reese

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

Time in Executive Session: 7:29 PM

Return to regular session time: 8:22 PM

XIII. ACTION ITEMS (continued)

H. **RESOLUTION #25-04-038:** A RESOLUTION APPOINTING DONNA HUGHES TO THE BETHEL TOWNSHIP BOARD OF ZONING APPEALS FOR A TERM ENDING DECEMBER 31ST, 2027

Motioned by Trustee Dick Seconded by Trustee Reese

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

I. **RESOLUTION #25-04-039:** A RESOLUTION APPOINTING JANICE ROYSE ALTERNATE TO THE BETHEL TOWNSHIP ZONING COMMISSION FOR A TERM ENDING DECEMBER 31ST, 2029

Motioned by Trustee Dick Seconded by Trustee Reese

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

J. Swearing in of the newly appointed Zoning Board members by Trustee Dick.

XIV. ADJOURNMENT

Motioned by Trustee Dick Seconded by Trustee Reese

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

Time: 8:32 PM

XV. 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

Kare Diehl

Kama Dick, Trustee, Vice President

Absent

Beth van Haaren, Trustee

Rhonda Ross, Fiscal Officer