



Bethel Township Board of Trustees
July 18, 2025
Workshop Retreat Special Meeting Minutes

CALL TO ORDER	Time: <u>1:12 pm</u>	Presiding: <u>Trustee Reese</u>	
Roll call:	Administrator Smith: <u>Present</u>	Fire Chief Cahill: <u>Absent</u>	Fiscal Officer Ross: <u>Present</u>
	Trustee vanHaaren: <u>Present</u>	Trustee Reese: <u>Present</u>	Trustee Dick: <u>Present</u>

PUBLIC COMMENTS on item on the agenda: **NONE**

DISCUSSION

Budget – 5 year plan (Administration, Zoning, Fire/EMS, Road Dept, Cemeteries, Fiscal Office, Trustees)

1. Administrative, Zoning, Trustees
 - a. Computers
 - i. Laptop purchased for Fiscal Officer will be reset and given to Administrator Smith.
 - ii. Strategic plan should include possible upgrade of the server box.
 - iii. Zoning Director Smith will research the whereabouts of our camera, and, if not found will purchase a new one for the purposes of taking pictures of properties that may be out of compliance with the zoning regulations. Robert Yocum will research the new camera and make a recommendation to Administrator Smith.
 - iv. Leased printer: Administrator Smith will cost compare leasing to owning. If the Township decides to purchase a printer, the recommendation is to get a service agreement. Administrator Smith will also re-negotiate current printer lease terms to obtain more favorable pricing.
 - b. Other equipment
 - i. Clipboards for zoning department
2. Fire/EMS – delay discussion until Chief Cahill is available
 - a. Computers – no discussion
 - b. Fire engine – no discussion
 - c. Other equipment
 - i. Emergency UTV? Last retreat was \$25k.
 - ii. New struts (\$40k estimated) and airbags (\$35k estimated).
 - iii. Fire gear – 3 new sets at \$4k each.
 - iv. Water softener discussion – hard water may be hurting dishwasher.
 - d. Other tools – no discussion
 - e. Potential new building
 - i. Trustee vanHaaren stated we need a new building because we currently do not meet today's fire code.
 - ii. Properties considered/proposed: SW corner of 201 & Studebaker; Cliffside golf course; SW corner of 201 and 571.
 - iii. Minimum of 5 acres needed, 10 is ideal.
 - iv. Trustee vanHaaren thinks it will be necessary in 10-15 years.
 - v. Proposal was to hold separate meeting to figure out relationship w/Elizabeth Twp and need for new building.

3. Road Department & Cemeteries
 - a. Computers
 - i. Wi-fi needs work.
 - ii. Clean off office secretary computer and swap with current road crew computer.
 - b. Roadside mower
 - i. Purchase replacements.
 - ii. Do not trade-in current equipment – sell as surplus.
 - c. Street sweeper
 - i. Township used to need street sweeper to clean up gravel from drives.
 - ii. Discussion was to contract this out as needed.
 - d. Other equipment – none at this time
 - e. Other tools – none at this time
 - f. Ditch repairs, drainage projects
 - i. Nothing needed at this time.
 - ii. Look at possibly contracting this out as an alternative.
 - g. Road maintenance, paving – wait on professional analysis
4. Site maintenance/improvements
 - a. Parking lot
 - i. Crack seal in 2026 (\$50k estimated for 2025).
 - b. Lighting
 - i. Replace outside lights on firehouse/office building.
 - ii. Replace light on back of road building and/or add to fuel area.
 - c. Buildings
 - i. How old is road building roof?
 - ii. New siding on road building is needed in near future.
 - iii. Siding around heat/air conditioner needs immediate repair in road building. Possibly replace existing unit with “in the wall heater” and A/C unit.
 - iv. Road building soffit needs immediate repair.
 - v. Need a cage in the road building restroom is needed to protect/lock up files.
 - vi. How old is firehouse roof?
 - vii. How old is emergency generator? What does it cover? Is what it covers sufficient?
 - viii. Firehouse HVAC is from 1994 & 1997.
5. Friendship Park maintenance/improvements
 - a. Restroom maintenance
 - i. Fountain needs replaced or removed.
 - b. Playground maintenance – none at this time
 - c. Parking lot maintenance
 - i. Need to crack seal in 2 years.
6. Any other budget discussion
 - a. Three year contract with Waste Management has been renegotiated to \$101/month for once/week pickup. Contract lead to cancel is 90 days.

Brief Recess taken at 3:33 pm , back at 3:39 pm

Strategic Plan

1. Communications
 - a. Website
 - i. Continue to work to add critical information including a financial page and zoning information.
 - b. Social Media (Facebook, Instagram)
 - i. Discussion about doing more youTube videos or taking down link.
 - c. Newsletter
 - i. Keep as paper mailed to the residents quarterly.
 - d. Meetings
 - i. Should we live stream meetings on youTube?
 - ii. Add markers.
 - iii. Meeting minutes are being uploaded immediately after being approved/signed.
 - iv. Purchase a new recording device (currently using cell phone).
2. Financial
 - a. Investment strategy to continue as is.
 - b. Review contracts as they come due, get competitive bids
 - c. Review of bills and provide recommendations if warranted
3. Fire/EMS – postpone until Chief Cahill is available
 - a. Discussion with Elizabeth Twp
4. Road Dept
 - a. Seasonal workers
 - i. Robert is willing to work part-time post-retirement.
 - ii. Possibly contract out some work.
 - iii. Eric needs to work on getting a CDL.
 - iv. ODOT salary for CDL is \$24/hour.
 - b. Road maintenance/paving strategy
 - i. Wait on professional analysis then revisit.
5. Cemeteries
 - a. Continue policy of no new plot selling.
 - b. Add white vinyl fence to block view of dirt pile from visitors.
6. Friendship Park
 - a. Enclosed shelter / meeting room
 - i. Trustee van Haaren wants it to be part of a government center.
 - ii. Trustee Dick suggested exploring a new building with a community center.
 - iii. Will more parking be needed if we add a shelter house?
 - b. Design the layout of the park including potential additions such as a fitness trail, courts – basketball, pickleball, tennis, etc.
7. Annexation
 - a. Position for an anti-annexation employee
 - i. Trustee van Haaren wants a combination zoning/anti-annexation position. Doesn't feel like the Township should have a full-time person for just anti-annexation.
 - ii. Trustee Reese is strongly against adding zoning to the duties as they will take priority over anti-annexation activities.
 - b. Offering residents ag easements or buying development rights should be part of the strategy and duties of the position.
 - c. Other strategies
 - i. Extend water and sewer to Carmack's property? Ends at Wildcat Rd currently.
8. Zoning Plan – did not discuss

9. Any other strategic planning discussion – none at this time

MOTION TO ENTER INTO EXECUTIVE SESSION

Motion to enter executive session which is necessary to consider information related to negotiations with other political subdivisions respecting requests for economic development assistance.

Motioned by Trustee Dick

Seconded by Trustee vanHaaren

Vote: Trustee Dick: YES

Trustee vanHaaren: YES

Trustee Reese: YES

Time in Executive Session: 5:06 pm

Return to regular session time: 5:23 pm

FINAL THOUGHTS – none at this time

ADJOURNMENT motioned by Trustee Dick

Seconded by Trustee vanHaaren

Vote: Trustee Dick: YES

Trustee vanHaaren: YES

Trustee Reese: YES

Time: 5:24 pm

ATTACHMENTS

1. Digital audio recording of the meeting containing discussion.

Minutes prepared by Trustee Reese


Julie Reese, Trustee, President


Kama Dick, Trustee, Vice President


Beth van Haaren, Trustee


Rhonda Ross, Fiscal Officer