

Bethel Township Board of Trustees
February 19, 2013
Workshop Meeting

Administrator:

Mike Gebhart rescheduled the 3.8mil Co-Chair meeting to Saturday March 16, 2013 at 1:00PM. He also stated that the CIC needs an organizational meeting scheduled, looking at possibly March 19th at 7:00PM. Need to elect officers of Board, record a set of minutes then submit them to the County Auditor.

The deadline for the next Newsletter is March 15th. Trustee Hirt and Trustee Wray will be writing articles this time.

He also stated that a Community Service Recognition letter to be written and added to newsletter.

Mr. Gebhart reported that Trustee Vanhaaren, Trustee Hirt, Fiscal Officer Deborah Watson and himself met with Larry Smith, Superintendent, Scott Hawthorne, Board President and Karen Newman Treasurer of Bethel Local Schools to discuss the New Levy for the School. They also talked about joint services.

Planning and Zoning:

Mr. Ehrhart updated Trustees on the Heilman Rezoning case. He said letters will be sent to inform residents. He has heard no negative responses to date. The Planning Commission will meet on March 19th, The Zoning Board on May 28th and finally should be to the Trustees by April 9th.

Mr. Ehrhart reported that a warrant was served to the Serenity Horse Rescue. Owner was living in trailer. County Health Department condemned property, there was no running water. Township issued orders that there was lack of a zoning certificate. There were no animal abuse, no violations from the Humane Society.

ROADS:

Trustee Hirt updated on Roads. Not much damage due to weather so far. Next four months will tell more. The Road Department will be repaving some portions of Township Roads this Spring.

A Request for Executive Session was made by Trustee Hirt for the purpose of Discussing the hiring of the new Administrator.

A motion was made by Trustee Hirt and seconded by Trustee Wray to go into Executive Session at 9:10am. A vote was taken.

Mr. Hirt	Yes
Mr. Wray	Yes
Mrs. van HAAREN	Yes

A motion was made by to go back into regular session by Trustee Hirt and seconded by Trustee Wray at 10:15pm. A vote was taken.

Mr. Hirt	Yes
Mr. Wray	Yes
Mrs. van HAAREN	Yes

Back into regular session at 10:16am

RESOLUTION #13-02-036

A RESOLUTION AMENDING THE PERSONNEL POLICIES AND PROCEDURES APPENDICIES OF THE BETHEL TOWNSHIP PERSONNEL POLICIES AND PROCEDURES MANUAL EFFECTIVE FEBRUARY 22, 2013

WHEREAS, THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP THROUGH RESOLUTION #180-04, ADOPTED THEIR CURRENT PERSONNEL POLICIES AND PROCEDURES MANUAL, AND

WHEREAS, THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY FINDS IT NECESSARY TO MAKE AN AMENDMENT TO SAID MANUAL, THEREFORE

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY TO AMEND THE PERSONNEL POLICIES AND PROCEDURES-APPENDICIES SECTION OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL TO READ AS FOLLOWS:

PERSONNEL POLICIES AND PROCEDURES-APPENDICIES

APPENDIX C:

Position Title: Acting Township Administrator/Public Safety Director

Department: Administration

February 2013

JOB DURATION: This is an open ended appointment until the Board of Trustees selects a Township Administrator.

GENERAL NATURE OF WORK: This is responsible administrative, technical, and supervisory work in the planning, directing, and coordination of the activities, personnel, and resources of Bethel Township including direct responsibility for zoning enforcement within the Township. An employee in this class is responsible for specific operations of the Township. Duties are performed under the direction of the Township Trustees.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of office equipment, including: personal computer, telephone, fax machine, copy machine, and automobile. The primary work site is the Township Firehouse. Attendance at meetings with neighborhood, township, city, village, county, regional, state, and federal level organizations may take place inside or outside the Township limits. The position's zoning enforcement responsibilities requires travel throughout the township.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

Administrator:

- Performs the duties and functions specifically delegated by the Board of Trustees.
- Prepare the trustee meeting agenda and supporting documentation.
- Represents the township in contacting landowners, contractors, government agencies, and any other, whose position could aid in the development of the township.
- Acts as the official representative of the township at all meetings of the county and other meetings as directed.
- Manages and supervises, through the appropriate department heads, all operations of the township.
- Communicates to the media and the general public the official policy of the of the township trustees on policies, procedures, or actions taken on behalf of the trustees.
- Recommend to the trustees such measures as the administrator may deem necessary for the efficient operation of the township.
- Is responsible for the day-to-day operation of the township.
- Provides information to the Board of Trustees for decision making purposes.
- Performs tasks in a timely and accurate manner.

- Oversees, with limited supervision of the Fiscal Officer, all Human Resource issues related to township employees, such as new hire paperwork and Ohio Bureau of Workers Compensation claims.
- Prepares monthly Road Department employee schedule and directs the Road Department on weekly work priority list.

Director of Public Safety:

- Serves as the Fire Chief of Bethel Township. (See Bethel Township’s Personnel Policy & Procedure Manual for the Fire Chief job description).
- Oversees the renewal of the supplementary contract for policing with the Miami County Sheriff’s Office.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Responds to service inquiries and requests from citizens, vendors, and Township departments and employees.
- Attends meetings as designated on behalf of the Township Trustees.
- During emergency situations, assists Township Road Department and Fire Department personnel with public safety hazard mitigation, including clearing roads, ditches, or other township infrastructure.
- Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan, schedule, direct, and coordinate the work and operations of the Township.
- Ability to exercise considerable independent judgment and discretion in carrying out daily operations.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to establish and maintain effective working relationships with township officials, fellow employees, other township employees, and the general public.
- Ability to deal firmly, tactfully, and courteously with the general public.
- Ability to understand and follow oral and/or written instructions.
- Ability to handle confidential information.
- Ability to operate office equipment listed above.
- Ability to operate a motor vehicle.
- Ability to use Geographic Information System (GIS) software, hardware, and data along with current mapping technology.
- Ability to work under the direction of the Township Trustees.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from an accredited college or university with a baccalaureate degree in public administration, management, or other related field; supplemented by progressively responsible experience in municipal government management including supervisory experience, or any combination of training and experience which provides the necessary knowledge, skills, and abilities

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
- Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or Bethel Township.
- Ability to meet the requirements to be bonded.
- Ability to work other than normal working hours.

THE ABOVE RESOLUTION WAS MOVED BY MR. HIRT AND SECONDED BY MR. WRAY AND THE VOTE BEING TAKEN AS:

MR. HIRT	YES
MR. WRAY	YES
MRS. VANHAAREN	YES

RESOLUTION #13-02-037

A RESOLUTION APPOINTING ANDY EHRHART AS THE ACTING BETHEL TOWNSHIP ADMINISTRATOR/PUBLIC SAFETY DIRECTOR AT AN ANNUAL SALARY OF \$48,360.00 EFFECTIVE FEBRUARY 22, 2013 AND CONTINUEING UNTIL SUCH TIME AS A PERMANENT ADMINISTRATOR IS SELECTED.

WHEREAS, ANDY EHRHART WAS APPOINTED THE BETHEL TOWNSHIP, MIAMI COUNTY PLANNING AND ZONING DIRECTOR THROUGH RESOLUTION #09-03-045, AND

WHEREAS, ANDY EHRHART WAS APPOINTED THE BETHEL TOWNSHIP, MIAMI COUNTY FIRE CHIEF THROUGH RESOLUTION #13-02-034 AT AN ANNUAL PART-TIME STIPEND RATE OF \$10,000.00, AND

WHEREAS, THE BOARD OF TRUSTEES HAVE OFFERED AND MR. EHRHART HAS ACCEPTED THE POSITION OF ACTING TOWNSHIP ADMINISTRATOR VACATED WITH THE PASSAGE OF RESOLUTION 13-02-033, THEREFORE,

BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF BETHEL TOWNSHIP, MIAMI COUNTY APPOINT ANDY EHRHART TO THE POSITION OF ACDTING TOWNSHIP ADMINSTRATOR, EFFECTIVE FEBRUARY 22, 2013 AT AN ANNUAL SALARY OF \$48,360.00 UNTIL THE BOARD SELECTS A PERMANENT ADMINISTRATOR AND RECOGNIZING THAT THERE SHALL BE NO BREAK IN SENORITY OR OTHER BENEFITS EARNED FROM ORIGINAL DATE OF HIRE.

THE ABOVE RESOLUTION WAS MOVED BY MR. WRAY AND SECONDED BY MR. HIRT AND THE VOTE BEING TAKEN AS:

MR. HIRT	YES
MR. WRAY	YES
MRS. VANHAAREN	YES

MOTION 1:

Trustee Wray made a motion to pay out Township Administrator Michael Gebhart's accrued Vacation. Trustee Hirt seconded and the vote being taken as:

MR. HIRT	YES
MR. WRAY	YES
MRS. VANHAAREN	YES

Meeting Adjourned 10:25am

Informational Items:

February 21- Board of Zoning Appeals Meeting, Township Meeting Room, 6:00PM (if needed)
February 26- Trustee Workshop Meeting, Township Meeting Room, 8:30AM(if needed)
March 5- Trustee Workshop Meeting, Township Meeting Room, 8:30AM(if needed)
March 12- Board of Trustee Meeting, Township Meeting Room, 7:00PM
March 19- Trustee Workshop Meeting, Township Meeting Room, 8:30AM(if needed)
March 26- Board of Trustee Meeting, Township Meeting Room, 7:00PM
March 28- Board of Zoning Appeals Meeting, Township Meeting Room, 6:00PM (if needed)
Zoning Commission Meet6ing, Township Meeting Room, 7:30PM (if needed)

Meeting Adjourned at 10:30AM

Mrs. Beth Vanhaaren, President

Mr. Cliff Wray, Trustee

Mr. Jerome Hirt, Trustee

Deborah Watson, Fiscal Officer