



RESOLUTION #25-12-109

**A RESOLUTION CREATING THE POSITION OF
SPECIAL PROJECTS COORDINATOR – ANTI-ANNEXATION & POLICY ADVOCACY**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in regular session on the 2nd day of December, 2025 with the following Trustees being present: Kama Dick, Julie Reese, and Beth van Haaren.

Trustee DICK moved for the adoption of the following resolution:

WHEREAS, Bethel Township, Miami County has recently experienced a great deal of annexation of its farmland; **AND**

WHEREAS, the Bethel Township Board of Trustees, Bethel Township, Miami County would like to have an employee dedicated to the task of thwarting additional annexation, preserving farmland, and managing other projects that may aide in protecting and maintaining our residents' quality of life within the Township. **THEREFORE**

BE IT RESOLVED by the Board of Trustees of Bethel Township, Miami County that:

SECTION 1. The position of Special Projects Coordinator – Anti-Annexation & Policy Advocacy shall be created.

SECTION 2. The Special Projects Coordinator – Anti-Annexation & Policy Advocacy position description shall be as follows:

General Nature of Work and Overview

This Bethel Township, Miami County Special Projects Coordinator – Anti-Annexation & Policy Advocacy position is to lead strategic initiatives to protect township interests, with a primary focus on anti-annexation efforts. This role requires a proactive individual with strong project management skills, proven cost-control experience, and the ability to influence policy through engagement with governmental bodies and stakeholders. The successful candidate will also spearhead community outreach programs to educate and engage residents on township priorities while maintaining the highest standards of transparency and accountability.

The position reports directly to the Trustees. The position is part-time and shall not exceed an average of 30 hours per week. The position offers a competitive salary based on experience and qualifications, plus benefits such as paid time off.

Equipment and Job Location

The job site is the Bethel Township building, 8735 South Second Street (Brandt), but can be performed off-site at the discretion of the coordinator. Equipment used includes general office equipment including a personal computer, copier, fax machine, and telephone.

Essential Functions and Key Responsibilities

- Anti-Annexation Strategy:
 - Develop and implement strategies to prevent annexation of township land.
 - Monitor annexation petitions and respond with appropriate legal and policy measures.
- Governmental Engagement:
 - Attend city, county, and state governmental meetings to represent township interests.
 - Build relationships with elected officials, agencies, and community leaders to advocate for township priorities.

- Policy Influence:
 - Analyze proposed legislation and regulations impacting township governance.
 - Recommend policy changes to protect township autonomy.
- Community Outreach:
 - Develop communication materials (newsletters, social media updates, FAQs) on annexation issues and township projects to keep the community informed.
- Project Management:
 - Support township projects from planning through execution, ensuring timely delivery and adherence to budget.
 - Apply cost-control measures and financial oversight to optimize resource allocation.
 - Review, analyze and assist in negotiating contracts related to township projects and services.
 - Ensure alignment with township objectives.
 - Collaborate with vendors to secure favorable terms and mitigate risks.
 - Grant research and submittal.
- Transparency & Accountability:
 - Ensure all actions, communications, and decisions are documented and accessible to the public when appropriate.
 - Maintain compliance with Ohio Sunshine Laws and township policies regarding open meetings and public records.
 - Provide clear, accurate, and timely information to residents and stakeholders about township initiatives.
- Reporting & Communication:
 - Provide regular updates to township leadership on project status, policy developments, and outreach activities.
 - Draft public communications as needed.
- Advise and participate in yearly budget creation.
- Perform other duties as directed.

Skills, Knowledge, Abilities, and Qualifications

- Strong understanding of Ohio annexation laws.
- Demonstrated success in cost control and budget management.
- Ability to work independently and manage multiple priorities.
- Attention to detail. All tasks will be expected to be performed in a timely and accurate fashion.
- Ability to establish and maintain an effective working relationship with township officials, supervisory personnel, fellow employees, other township employees, governmental partners, community partners, and the general public.
- Ability to maintain records efficiently and accurately.
- Ability to communicate effectively both orally and in writing, and to prepare reports in a neat concise, and accurate manner.
- Listening skills, professionalism.
- Minimum 5 years of experience in project management and policy advocacy.
- Bachelor's degree in a related field.
- Must hold and maintain a valid driver's license issued by the State of Ohio, with no serious violations during the last five years.

Preferred Skills

- Familiarity with legislative processes and public policy development.
- Proficiency in project management tools and software.
- Familiarity with website updating and social media posting.

SECTION 3. The Special Projects Coordinator – Anti-Annexation & Policy Advocacy position description shall be added to the Personnel Policies and Procedures Manual in an appropriate appendix.

Trustee Reese **seconded** the motion and the Board voted as follows upon roll call:

Vote:

Trustee Kama Dick

Trustee Julie Reese

Trustee Beth vanHaaren

Y
Y
N

Kama Dick
Julie Reese
Beth van Haaren

Attest:

Rhonda Ross

Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio