



**Bethel Township Board of Trustees
September 2, 2025 at 6:00 P.M.**

Regular Business Meeting Agenda V2

I. **CALL TO ORDER** Time: _____ Presiding: _____
 Roll call: Administrator Smith: _____ Fire Chief Cahill: Absent Fiscal Officer Ross: _____
 Trustee vanHaaren: Absent Trustee Reese: _____ Trustee Dick: _____
 Assistant to the Fiscal Officer Fortunato: _____

II. **PLEDGE OF ALLEGIANCE**

III. **APPROVAL OF MINUTES**

A. 2025-07-29 workshop

Motioned by Trustee _____ Seconded by Trustee _____
 Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____

IV. **STAFF REPORTS**

A. Report from **Miami County Sheriff's Deputy** (if available)

B. Report from **Fire Department** – Cody Smith, Township Administrator

Incident Type		Alarm Date	Aided Agency Name
Mutual aid given			
	Building fire	8/2/2025 3:31:33 PM	Huber Heights Fire Division
	EMS call, excluding vehicle accident with injury	8/4/2025 4:40:56 PM	New Carlisle Fire Division (City of)
	Building fire	8/8/2025 2:15:14 PM	New Carlisle Fire Division (City of)
	Dispatched & canceled en route	8/11/2025 1:58:11 PM	Tipp City Fire/EMS
	Building fire	8/13/2025 10:37:17 AM	Bethel Twp Fire Dept Clark Co.
	Camper or recreational vehicle (RV) fire	8/23/2025 12:04:18 AM	Bethel Twp Fire Dept Clark Co.
	Outside storage fire	8/25/2025 3:39:04 AM	Tipp City Fire/EMS
	Dispatched & canceled en route	8/28/2025 12:17:33 PM	Huber Heights Fire Division
	Dispatched & canceled en route	8/31/2025 2:49:39 PM	Huber Heights Fire Division
Mutual aid received			Aiding Agency Name
	EMS call, excluding vehicle accident with injury	8/1/2025 2:42:37 PM	Tipp City Fire/EMS
	EMS call, excluding vehicle accident with injury	8/6/2025 9:54:32 AM	Huber Heights Fire Division
	EMS call, excluding vehicle accident with injury	8/6/2025 10:26:50 PM	Tipp City Fire/EMS
	EMS call, excluding vehicle accident with injury	8/12/2025 8:41:54 AM	Huber Heights Fire Division
	Medical assist, assist EMS crew	8/16/2025 4:55:18 PM	New Carlisle Fire Division (City of)
	Medical assist, assist EMS crew	8/17/2025 1:44:43 AM	Huber Heights Fire Division
	EMS call, excluding vehicle accident with injury	8/18/2025 2:59:53 PM	Huber Heights Fire Division
	Motor vehicle accident with injuries	8/18/2025 3:48:43 PM	Tipp City Fire/EMS
	Motor vehicle accident with injuries	8/18/2025 3:48:43 PM	Huber Heights Fire Division

Month	Mutual Aid Given	Mutual Aid Received
August	9	8

Incident Type Details	2025-08-01	Total
111 - Building fire	3	3
131 - Passenger vehicle fire	1	1
137 - Camper or recreational vehicle (RV) fire	1	1
142 - Brush or brush-and-grass mixture fire	1	1
150 - Outside rubbish fire, other	1	1
161 - Outside storage fire	1	1
311 - Medical assist, assist EMS crew	2	2
321 - EMS call, excluding vehicle accident with injury	24	24
322 - Motor vehicle accident with injuries	2	2
400 - Hazardous condition, other	1	1
444 - Power line down	1	1
600 - Good intent call, other	1	1
611 - Dispatched & canceled en route	4	4
911 - Citizen complaint	1	1
Total...	44	44



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

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

ZC-29-25	6785 ROSS RD	RESIDENTIAL ADDITION
ZC-30-35	8170 STATE ROUTE 202	ACCESSORY BUILDING
ZC-31-35	8436 STATE ROUTE 201	POOL
ZC-32-25	8320 FLICK RD	RESIDENTIAL ADDITION
ZC-33-25	6655 BETHELVILLE RD	SINGLE FAMILY DWELLING
ZC-34-25	5455 STUDEBAKER RD	ACCESSORY BUILDING
ZC-35-25	8190 US 40 E	SINGLE FAMILY DWELLING

Since the last Board of Zoning Appeals (BZA) report, the following applications have been received:

Case: V-16-25: A request from Richard W. Heck Jr, of 7975 Pisgah Rd, Tipp City, OH 45371, to allow for an accessory building to be built ahead of the front line of the residence. Per Bethel Township Zoning Resolution Section 30.03, "In no case shall a corner lot accessory building project beyond the building to which it is accessory, be closer than ten (10) feet to a common lot line nor be located closer than five (5) feet to the rear lot line of the lot on which it is to be located." The parcel is 2.46 acres zoned R-1AAA. Miami County Parcel Number: A01-078910. **APPROVED 4-1 7/24/25**

Case: CU-03-25: A request from Churches of Christ Disaster Response Team located at 9315 State Route 202, Tipp City, OH 45371 for a Conditional Use of an Office Building for Administrative and Professional. This is a 2.53 acre parcel zoned B-2 Office/Residential District. Miami County Parcel ID# A01-250094. **DENIED 2-3 7/24/25**

Case: CU-04-25: A request from JC Snediker, of 6165 State Route 201, Tipp City, OH 45371 for a Conditional Use to hold events in an existing 3-story bank barn. This is a 23.25 acre parcel zoned A-2 General Agriculture. Miami County Parcel ID# A01-059130. **TABLED 5-0 8/28/25**

Case: CU-05-25: A request from David Foley, of 6777 E State Route 571, Tipp City, OH 45371 for a Conditional Use for a Seasonal Sales Lot. This is a 6.5 acre parcel zoned A-1 Domestic Agriculture. Miami County Parcel ID# A01-068500. **APPROVED 5-0 with conditions 8/28/25**

Case: CU-06-25: A request from Derek Fink (Owner) and Bethel Local Schools (Applicant), located at 7045 US 40 E Tipp City, OH 45371 for a Conditional Use as a Public Government Building, contingent upon the sale of the property to the applicant. The parcel is 1.31 acres zoned R-1AAA. Miami County ID# A01-250035. **APPROVED 4-0 8/28/25**

Case: CU-07-25: A request from Burkhan Holding Inc. for a Conditional Use for an Agricultural Business located at 7195 Singer Rd, Dayton, OH 45424. This is a 10 acre parcel zoned A-1 Domestic Agriculture. Miami County Parcel ID# A01-017200.

Since the last Zoning Commission (ZC) report, the following applications have been received:

Case: ZA-06-25: A request from Churches of Christ Disaster Response Team, 9315 State Route 202, Tipp City, OH 45371, to re-zone Miami County Parcel ID# A01-250094 to I-1 Light Industrial. This is a 2.524 acre parcel currently zoned B-2 Office/Residential District.

Case: ZA-07-25: A request from Fannie Mae, 6780 E Walnut St Tipp City, OH 45371, to re-zone Miami County Parcel IDs# A01-086136 & A01-086137 to R-1AAA Single-Family Residential. These are both .23 acre parcels currently zoned B-3 Neighborhood Business District.

YEAR TO DATE (2025):

Certificates issued in 2025.	35
Declarations received in 2025.	2
Variances requested in 2025.	20
Variances approved in 2025	18
Conditional Use requested in 2025	6
Conditional Use approved in 2025.	3
Zoning Amendments requested in 2025. . .	7 (case ZA-02-25 is on hold per the applicant)
Zoning Amendments approved in 2025 . . .	1

BOARDS & COMMISSIONS

MIAMI COUNTY PLANNING COMMISSION:

September 16, 2025 at 7:00PM. Bethel Twp will have two cases on the agenda.

BETHEL TOWNSHIP BOARD OF ZONING APPEALS (BZA):

September 25, 2025 at 6:30 p.m. There will be at least one case on the agenda.

BETHEL TOWNSHIP ZONING COMMISSION (ZC):

September 25, 2025 at 7:30 p.m. There will be at least two cases on the agenda.

BETHEL TOWNSHIP BOARD OF TRUSTEES:

Case ZA-03-25 **APPROVED 3-0** July 15, 2025.

Date for re-zoning cases ZA-04-25 and ZA-05-25 **TBD**.

2025 ZONING ENFORCEMENT (YTD):

	Junk/Debris	High Grass	Construction Related	Health Referrals	Other	Total Enforced	Total Cleared
Month	0	0	0	0	3	3	1
YTD	6	14	3	1	12	36	18

Just a reminder that the Zoning Boards are continuing their review of the current zoning regulations and will be proposing changes to the text. These discussions are open to the public and your input is wanted – would what you like to see changed? The current zoning regulations can be found on the website for review or drop by the office to discuss.

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

There are 7 resolutions on the agenda this evening:

- The first is to accept the resignation of firefighter Kevin Stephens. We thank him for his service and wish him well in his future endeavors.
- The next two are to appoint firefighter Ashlyn Buerk and EMT Abigail Klemmenson. Welcome to the Bethel Twp Fire Dept.
- Following is to amend the terms of employment for the Assistant to the Fiscal Officer to include eligibility of Vacation Leave based on our Personnel Policies and Procedures Manual.
- Next is to define a new Zoning Secretary position within the Township to provide secretarial support for the Zoning Director due to a substantial increase in zoning requests. Following that is to appoint Cathy Fortunato to the position.
- The last resolution is to record the electronic payments and warrants for August.

Reminder of upcoming events in the Township:

- Historical Society meets here tomorrow, Wednesday September 3rd, starting at 6pm – they meet the first Wednesday of each month.

V. **TRUSTEE REPORTS**

- A. Trustee vanHaaren - Absent
- B. Trustee Reese
- C. Trustee Dick

VI. **FINANCIAL REPORTS** – Fiscal Officer Ross

A. Credit card detail: Statement 8/25/25 is yet to be received, it will be included in next month's report.

B. Receipt report: 8/1/2025 to 8/31/2025

Post	Tx Date	Type	Number	Source	Total	Status	Purpose
8/4/25	8/1/25	STD	230-2025	DIRECTV	\$31.24	O	DIRECTV, LLC franchise fees, check# 86179047
8/4/25	8/1/25	STD	231-2025	Morrison Monuments	\$600.00	O	Cemetery monument for Thomas Royse, Check # 1462
8/4/25	8/1/25	STD	232-2025	Blue Cross and Blue Shield of MI	\$91.61	O	Contracts for Emergency Medical Services, Check# 215052124
8/11/25	8/12/25	MEMO	252-2025	MIAMI COUNTY AUDITOR	\$907,516.90	O	2nd half real estate settlement 2024
8/15/25	8/19/25	MEMO	253-2025	MIAMI COUNTY AUDITOR	\$585.32	O	Manufactured home settlement 2nd half 2025
8/11/25	8/19/25	MEMO	254-2025	MIAMI COUNTY AUDITOR	\$1,582.82	O	Special assessments – lights
8/20/25	8/20/25	STD	255-2025	Adams Home Construction Services LLC	\$200.00	O	Zoning fees for case# ZC-33-25, Check# 7074
8/20/25	8/20/25	STD	256-2025	Jeffrey W & M Jeanne Burks	\$200.00	O	Zoning fees for case# ZC-32-25, Check# 3839
8/20/25	8/20/25	STD	257-2025	Walker's Outdoor Landscape LLC	\$100.00	O	Zoning fees for case# ZC-31-25, Check# 1449
8/20/25	8/20/25	STD	258-2025	Dodds Memorials	\$777.00	O	Cemetery monument for John Williams, Check# 79918
8/20/25	8/20/25	STD	259-2025	Miami Co Municipal Court	\$914.00	O	Criminal / Traffic fines, Check# 035828
8/21/25	8/21/25	STD	260-2025	Bethel Local School District	\$300.00	O	Zoning fees for case# CU-065-25, Check# 91088
8/14/25	8/25/25	STD	261-2025	MIAMI COUNTY AUDITOR	\$3,810.21	O	JULY 2025: Local govt \$3241.26 , Local govt supplement \$568.95
8/21/25	8/25/25	STD	262-2025	MIAMI COUNTY AUDITOR	\$19,538.36	O	July 2025: Auto reg twps \$946.85 Auto reg twp levy/perm tax \$4702.75 Auto reg twp perm ORC 4504.16

							\$1086.25 Cents per gallon \$2601.28 Gas excise tax \$10202.23
8/20/25	8/29/25	STD	266-2025	Andy Draving	\$200.00	O	Zoning fees for case# ZC-35-25, Cash \$200
8/12/25	8/29/25	STD	267-2025	Zeynali Burkhanov	\$300.00	O	Zoning fees for case# CU-07-25, Cash \$300
8/6/25	8/29/25	STD	268-2025	JC Snediker	\$300.00	O	Zoning fees for case# CU-04-25, Cash \$300
8/8/25	8/29/25	STD	269-2025	David Foley	\$300.00	O	Zoning fees for case# CU-05-25, Cash \$300
8/11/25	8/29/25	STD	270-2025	Eric Henry	\$100.00	O	Zoning fees for case# ZC-34-25, Cash \$100
8/29/25	8/29/25	MEMO	271-2025	OHIO TREASURE OF STATE	\$38,773.81	O	Rollbacks
Total Revenue...					\$976,221.27		

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. Date for Trustee Public Hearing and Special meeting to hear zoning cases ZA-04-25 and ZA-05-25.

VIII. PUBLIC COMMENTS on items on the agenda

IX. ACTION ITEMS

- A. **RESOLUTION #25-09-071:** A RESOLUTION ACCEPTING THE RESIGNATION OF KEVIN STEPHENS FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT
Moted by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
- B. **RESOLUTION #25-09-072:** A RESOLUTION APPOINTING ASHLYN BUERK TO THE BETHEL TOWNSHIP FIRE DEPARTMENT AUTHORIZED UNDER THE AUTHORITY OF SECTION 505.38 OF THE OHIO REVISED CODE
Moted by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
- C. **RESOLUTION #25-09-073:** A RESOLUTION APPOINTING ABIGAIL KLEMMENSON TO THE BETHEL TOWNSHIP FIRE DEPARTMENT AUTHORIZED UNDER THE AUTHORITY OF SECTION 505.38 OF THE OHIO REVISED CODE
Moted by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
- D. **RESOLUTION #25-09-074:** A RESOLUTION AMENDING THE TERMS OF EMPLOYMENT FOR THE POSITION OF ASSISTANT TO THE FISCAL OFFICER
Moted by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
- E. **RESOLUTION #25-09-075:** A RESOLUTION CREATING THE POSITION OF ZONING SECRETARY
Moted by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
- F. **RESOLUTION #25-09-076:** A RESOLUTION APPOINTING CATHY FORTUNATO TO THE POSITION OF ZONING SECRETARY
Moted by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
- G. **RESOLUTION #25-09-077:** A RESOLUTION TO RECORD ELECTRONIC PAYMENTS AND WARRANTS
Moted by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____

X. **PUBLIC COMMENTS** on any topic

XI. **ANNOUNCEMENTS**

September	3	Historical Society Meeting, Township Meeting Room, 6:00pm
September	11	BZA/ZC workshop to discuss zoning text revisions, Township Meeting Room, 6:00pm
September	16	County Planning Commission Mtg. in Troy, 7:00pm
September	30	Trustee Workshop Meeting, Township Meeting Room, 6:00pm
September	25	BZA Meeting 6:30pm*/Zoning Commission 7:30pm*
October	1	Historical Society Meeting, Township Meeting Room, 6:00pm
October	7	Trustee Business Meeting, Township Meeting Room, 6:00pm

* indicates a meeting will be held only if needed

XII. **MOTION TO ENTER INTO EXECUTIVE SESSION**

A. Pursuant to Ohio Revised Code Section 121.22(G)(8) To consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, provided that both of the following conditions apply:

(a) The information is directly related to a request for economic development assistance that is to be provided or administered under any provision of Chapter 715., 725., 1724., or 1728. or sections 701.07, 3735.67 to 3735.70, 5709.40 to 5709.43, 5709.61 to 5709.69, 5709.73 to 5709.75, or 5709.77 to 5709.81 of the Revised Code, or that involves public infrastructure improvements or the extension of utility services that are directly related to an economic development project.

(b) A unanimous quorum of the public body determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project.

If a public body holds an executive session to consider any of the matters listed in divisions (G)(2) to (8) of this section, the motion and vote to hold that executive session shall state which one or more of the approved matters listed in those divisions are to be considered at the executive session.

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

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____

Time in Executive Session: _____

Return to regular session time: _____

XIII. **ADJOURNMENT** motioned by Trustee _____ Seconded by Trustee _____

Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____

Time: _____



RESOLUTION #25-09-071

**A RESOLUTION ACCEPTING THE RESIGNATION OF KEVIN STEPHENS
FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT**

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

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, Kevin Stephens submitted a letter of resignation for his position in the Bethel Township Fire Department effective August 8, 2025. **THEREFORE**

BE IT RESOLVED by the Board of Trustees of Bethel Township, Miami County that the resignation of Kevin Stephens from the Bethel Township Fire Department is accepted and he is thanked for his service.

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

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Beth vanHaaren	Absent	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #25-09-072

**A RESOLUTION APPOINTING ASHLYN BUERK TO THE BETHEL TOWNSHIP FIRE DEPARTMENT
AUTHORIZED UNDER THE AUTHORITY OF SECTION 505.38 OF THE OHIO REVISED CODE**

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

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, ASHLYN BUERK has requested to become a member of the Bethel Township Fire Department; **AND**

WHEREAS, her application has been recommended by Fire Chief Cahill of Bethel Township; **AND**

WHEREAS, section 505.38 of the Ohio Revised Code authorizes the Board of Trustees of Bethel Township, Miami County to establish the conditions of membership of the Bethel Township Fire Department. **THEREFORE**

BE IT RESOLVED by the Board of Trustees of Bethel Township, Miami County that Ashlyn Buerk is appointed as a part-time Firefighter/EMT-Basic of the Bethel Township Fire Department effective September 3, 2025 as authorized under Section 505.38 of the Ohio Revised Code.

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

Vote: Trustee Kama Dick _____
Trustee Julie Reese _____
Trustee Beth vanHaaren Absent _____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #25-09-073

**A RESOLUTION APPOINTING ABIGAIL KLEMMENSON TO THE BETHEL TOWNSHIP FIRE DEPARTMENT
AUTHORIZED UNDER THE AUTHORITY OF SECTION 505.38 OF THE OHIO REVISED CODE**

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

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, Abigail Klemmenson has requested to become a member of the Bethel Township Fire Department; **AND**

WHEREAS, her application has been recommended by Fire Chief Cahill of Bethel Township; **AND**

WHEREAS, section 505.38 of the Ohio Revised Code authorizes the Board of Trustees of Bethel Township, Miami County to establish the conditions of membership of the Bethel Township Fire Department. **THEREFORE**

BE IT RESOLVED by the Board of Trustees of Bethel Township, Miami County that Abigail Klemmenson is appointed as a part-time EMT-Basic of the Bethel Township Fire Department effective September 2, 2025 as authorized under Section 505.38 of the Ohio Revised Code and per the Bethel Township Fire Department Standard Operating Guide, Abigail Klemmenson shall be required to be certified as a Firefighter within one year of her effective date.

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

Vote: Trustee Kama Dick _____
Trustee Julie Reese _____
Trustee Beth vanHaaren Absent _____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #25-09-074

A RESOLUTION AMENDING THE TERMS OF EMPLOYMENT FOR THE POSITION OF ASSISTANT TO THE FISCAL OFFICER

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

Trustee _____ moved for the adoption of the following resolution:

WHEREAS, resolution 24-01-005 appointed Cathy Fortunato to the position of Assistant to the Fiscal Officer outlining the terms of the appointment; **AND**

WHEREAS, the Bethel Township Board of Trustees, Miami County have reviewed the Township's Personnel Policies and Procedures Manual and have decided to continue to offer part-time employees the ability to accrue vacation leave; **AND**

WHEREAS, the Bethel Township Board of Trustees, Miami County desire to amend the terms of employment for the position of Assistant to the Fiscal Officer to include eligibility for Vacation Leave. **THEREFORE**

BE IT RESOLVED by the Board of Trustees of Bethel Township, Miami County that the position of Assistant to the Fiscal Officer shall be eligible for Vacation Leave as directed by the Personnel Policies and Procedures Manual and will continue to be ineligible for paid Holidays, Township sponsored healthcare including paid Sick Leave and Life Insurance, or bonuses, effective retroactively to Mrs. Fortunato's January 9th, 2024 date of hire.

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

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Beth vanHaaren	Absent	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #25-09-075

A RESOLUTION CREATING THE POSITION OF ZONING SECRETARY

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

Trustee _____ moved for the adoption of the following resolution:

WHEREAS, Bethel Township, Miami County has recently experienced elevated Zoning activity including an increase in the number of requests for zoning amendments, variances, conditional uses, permits, zoning information via telephone/drop-in, and compliance complaints; **AND**

WHEREAS, the Bethel Township Board of Trustees, Bethel Township, Miami County would like to provide an option for secretarial assistance to the Zoning Director when zoning activity exceeds expectations and help is needed. **THEREFORE**

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

SECTION 1. The position of Zoning Secretary shall be created to assist the Zoning Director with secretarial duties.

SECTION 2. The Zoning Secretary position description shall be as follows:

This Bethel Township, Miami County Zoning Secretary position is responsible for secretarial duties to assist the Zoning Director, also known as the Zoning Inspector, to prepare for the Board of Zoning Appeals (BZA) and Zoning Commission (ZC) meetings. The position is an entry-level position and reports directly to the Zoning Director/Inspector.

Duties include working with the Zoning Director and the Chairman of the respective zoning Board to:

- Prepare and distribute the meeting agenda and reports necessary for the cases;
- Determine the neighboring residents requiring notification letters, then to write and mail the letters;
- Post and document proof of legally required notice for public hearing meetings as outlined by the Ohio Revised Code Section 519.12 Zoning amendments and Section 519.15 Rules, meetings and procedures of board. The method of notice shall be determined by the Trustees and the Zoning Director.
- Prepare the meeting minutes as directed by the Zoning Director and, in addition, for BZA meetings, per Ohio Revised Code Section 519.15 Rules, meetings and procedures of board.
- Scan, post, print, and/or file reports and documents as directed by the Zoning Director.

Skills/qualifications needed include proficiency in Microsoft Word, listening skills, professionalism, and the ability to transform meeting discussion into minutes.

In order to accurately document the minutes of the meetings, the Zoning Secretary is expected to attend the BZA and ZC meetings which are typically held in the evening. The Zoning Director is expected to perform the secretarial duties as part of their normal duties as time permits or if the Zoning Secretary is not available. The Zoning Director is expected to prepare agendas and minutes for meetings that are workshop in nature, such as discussing changes to the zoning regulation text.

The position shall be paid on a “per meeting” basis and shall not be eligible for Holiday Leave (paid holidays), Vacation Leave, Personal Leave, Sick Leave, Township sponsored health benefits including Life Insurance, or bonuses (one time supplemental pay).

SECTION 3. The Zoning Secretary position description shall be added to the Personnel Policies and Procedures Manual in an appropriate appendix.

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

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Beth vanHaaren	Absent	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #25-09-076

A RESOLUTION APPOINTING CATHY FORTUNATO TO THE POSITION OF ZONING SECRETARY

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

Trustee _____ **moved for the adoption** of the following resolution:

WHEREAS, the Zoning Director has determined an immediate need to hire an assistant to help with secretarial duties to prepare for zoning board meetings; **AND**

WHEREAS, resolution 25-09-075 created the position of Bethel Township Zoning Secretary and defined the duties of the role; **AND**

WHEREAS, the Board of Trustees discussed the options to hire externally, hire internally, or hire a firefighter to perform the duties; **AND**

WHEREAS, the Board of Trustees agreed Cathy Fortunato, our current Assistant to the Fiscal Officer, would be the best choice for the role at this time due to her knowledge of the Township workings and her experience in assisting in the fiscal office; **AND**

WHEREAS, Mrs. Fortunato has expressed an interest in the position. **THEREFORE**

BE IT RESOLVED by the Board of Trustees of Bethel Township, Miami County that Cathy Fortunato shall be appointed as the Zoning Secretary at the rate of one hundred fifty dollars and zero cents (\$150.00) on a “per meeting” basis for each meeting secretarial work is performed, and shall not be eligible for Holiday Leave (paid holidays), Vacation Leave, Personal Leave, Sick Leave, Township sponsored health benefits including Life Insurance, or bonuses (one time supplemental pay).

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

Vote:	Trustee Kama Dick	_____	_____
	Trustee Julie Reese	_____	_____
	Trustee Beth vanHaaren	Absent	_____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio



RESOLUTION #25-09-077

A RESOLUTION TO RECORD ELECTRONIC PAYMENTS AND WARRANTS

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

Trustee _____ moved for the adoption of the following resolution:

BE IT RESOLVED, by the Board of Trustees of Bethel Township, Miami County that the payment of the electronic payments and warrants as listed below be recorded through the request of the Fiscal Officer.

BETHEL TOWNSHIP, MIAMI COUNTY

Payments

8/1/2025 to 8/31/2025

<i>Payment Advice#</i>	<i>Post Date</i>	<i>Tx Date</i>	<i>Type</i>	<i>Payee - purpose</i>	<i>Amount</i>	<i>Status</i>
252-2025	8/11/25	8/12/25	MR	MIAMI COUNTY AUDITOR - 2nd half real estate settlement 2024	\$31,555.60	O
253-2025	8/15/25	8/19/25	MR	MIAMI COUNTY AUDITOR - manufactured home settlement 2nd half 2025	\$141.73	O
254-2025	8/11/25	8/19/25	MR	MIAMI COUNTY AUDITOR - special assessments - lights	\$8.34	O
271-2025	8/29/25	8/29/25	MR	OHIO TREASURE OF STATE - rollbacks	\$151.14	O
642-2025	8/1/25	7/30/25	EP	BEN ALLEN	\$890.63	O
643-2025	8/1/25	7/30/25	EP	TYLER D ALLISS	\$333.64	O
644-2025	8/1/25	7/30/25	EP	Gia Alvarez	\$304.47	O
645-2025	8/1/25	7/30/25	EP	MICHAEL ARNOLD JR	\$423.47	O
646-2025	8/1/25	7/30/25	EP	JOSEPH M BORDAS	\$752.51	O
647-2025	8/1/25	7/30/25	EP	CYRUS N BROYLES	\$100.25	O
648-2025	8/1/25	7/30/25	EP	BENJAMIN M CAHILL	\$1,001.15	O
649-2025	8/1/25	7/30/25	EP	ERIC CAMPBELL	\$1,303.71	O
650-2025	8/1/25	7/30/25	EP	CASSANDRA CHANNELL	\$408.98	O
651-2025	8/1/25	7/30/25	EP	ALLAN DAVIS	\$821.62	O
652-2025	8/1/25	7/30/25	EP	Brandon Dietz	\$172.77	O
653-2025	8/1/25	7/30/25	EP	CATHRYN FORTUNATO	\$231.76	O
654-2025	8/1/25	7/30/25	EP	Jesse Garcia	\$750.54	O
655-2025	8/1/25	7/30/25	EP	SCOTT D GRIGSBY	\$84.50	O
656-2025	8/1/25	7/30/25	EP	AUSTIN HOFFMAN	\$235.04	O
657-2025	8/1/25	7/30/25	EP	JOHN MEYER	\$164.37	O
658-2025	8/1/25	7/30/25	EP	Miller Nicholas	\$332.62	O
659-2025	8/1/25	7/30/25	EP	Taylor Phillippe	\$303.61	O
660-2025	8/1/25	7/30/25	EP	JOSHUA SCHIEBREL	\$613.32	O
661-2025	8/1/25	7/30/25	EP	CHRISTOPHER M SCOTT	\$411.03	O
662-2025	8/1/25	7/30/25	EP	JAMES R SEBASTIAN	\$205.16	O
663-2025	8/1/25	7/30/25	EP	ALEXANDER SEGRETTO	\$924.67	O
664-2025	8/1/25	7/30/25	EP	KATHERINE SETTICH	\$713.53	O
665-2025	8/1/25	7/30/25	EP	Cody Smith	\$2,268.04	O
666-2025	8/1/25	7/30/25	EP	CODY TYLER TEEGARDEN	\$631.29	O
667-2025	8/1/25	7/30/25	EP	TERRENCE W. WELDON JR.	\$1,373.38	O
668-2025	8/1/25	7/30/25	EP	ROBERT JAY YOCUM	\$1,437.55	O
670-2025	8/1/25	8/1/25	EW	AFLAC	\$109.70	O
671-2025	8/15/25	8/1/25	CH	AFLAC	\$300.70	O
672-2025	8/4/25	8/1/25	CH	SAMS CLUB	\$203.44	O
673-2025	8/4/25	8/1/25	CH	CHARTER COMMUNICATIONS	\$102.31	O
674-2025	8/1/25	8/1/25	CH	AES Ohio	\$932.91	O

675-2025	8/4/25	8/1/25	EW	UNITY NATIONAL BANK	\$4,697.87	O
676-2025	8/4/25	8/1/25	EW	OHIO PUBLIC EMPLOYEES DEFERRED COMPENSAT	\$125.00	O
677-2025	8/4/25	8/1/25	EW	TREASURER OF STATE OF OHIO	\$1,464.44	O
678-2025	8/4/25	8/1/25	EW	SCHOOL DISTRICT INCOME TAX	\$224.68	O
679-2025	8/1/25	8/1/25	EW	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$5,084.27	O
680-2025	8/8/25	8/8/25	CH	BUREAU OF WORKERS COMPENSATION	\$1,390.11	O
681-2025	8/8/25	8/8/25	CH	AQUA FALLS BOTTLED WATER	\$53.20	O
682-2025	8/8/25	8/8/25	CH	TREASURER OF STATE	\$61.50	O
683-2025	8/8/25	8/8/25	EW	VISION SERVICE PLAN	\$24.20	O
686-2025	8/15/25	8/13/25	EP	BEN ALLEN	\$1,374.09	O
687-2025	8/15/25	8/13/25	EP	TYLER D ALLISS	\$1,017.99	O
688-2025	8/15/25	8/13/25	EP	Gia Alvarez	\$304.47	O
689-2025	8/15/25	8/13/25	EP	MICHAEL ARNOLD JR	\$477.83	O
690-2025	8/15/25	8/13/25	EP	JOSEPH M BORDAS	\$1,159.88	O
691-2025	8/15/25	8/13/25	EP	CYRUS N BROYLES	\$602.88	O
692-2025	8/15/25	8/13/25	EP	BENJAMIN M CAHILL	\$1,033.75	O
693-2025	8/15/25	8/13/25	EP	ERIC CAMPBELL	\$1,286.06	O
694-2025	8/15/25	8/13/25	EP	CASSANDRA CHANNELL	\$563.00	O
695-2025	8/15/25	8/13/25	EP	ALLAN DAVIS	\$1,353.54	O
696-2025	8/15/25	8/13/25	EP	Brandon Dietz	\$169.63	O
697-2025	8/15/25	8/13/25	EP	CATHRYN FORTUNATO	\$166.15	O
698-2025	8/15/25	8/13/25	EP	Jesse Garcia	\$668.24	O
699-2025	8/15/25	8/13/25	EP	SCOTT D GRIGSBY	\$241.02	O
700-2025	8/15/25	8/13/25	EP	AUSTIN HOFFMAN	\$401.40	O
701-2025	8/15/25	8/13/25	EP	JOHN MEYER	\$766.48	O
702-2025	8/15/25	8/13/25	EP	Miller Nicholas	\$332.62	O
703-2025	8/15/25	8/13/25	EP	Taylor Phillippe	\$124.82	O
704-2025	8/15/25	8/13/25	EP	JOSHUA SCHIEBREL	\$516.52	O
705-2025	8/15/25	8/13/25	EP	CHRISTOPHER M SCOTT	\$348.20	O
706-2025	8/15/25	8/13/25	EP	JAMES R SEBASTIAN	\$331.57	O
707-2025	8/15/25	8/13/25	EP	ALEXANDER SEGRETTO	\$776.45	O
708-2025	8/15/25	8/13/25	EP	KATHERINE SETTICH	\$1,047.74	O
709-2025	8/15/25	8/13/25	EP	Cody Smith	\$2,268.04	O
710-2025	8/15/25	8/13/25	EP	CODY TYLER TEEGARDEN	\$514.04	O
711-2025	8/15/25	8/13/25	EP	TERRENCE W. WELDON JR.	\$990.44	O
712-2025	8/15/25	8/13/25	EP	ROBERT JAY YOCUM	\$1,317.20	O
714-2025	8/18/25	8/18/25	CH	ACCENT BUSINESS COMMUNICATIONS	\$443.58	O
715-2025	8/18/25	8/18/25	CH	UNITED HEALTH CARE-INSURANCE COMPANY	\$179.56	O
716-2025	8/18/25	8/18/25	EW	AFLAC	\$109.70	O
717-2025	8/19/25	8/18/25	EW	UNITY NATIONAL BANK	\$4,779.71	O
718-2025	8/18/25	8/18/25	EW	OHIO PUBLIC EMPLOYEES DEFERRED COMPENSAT	\$125.00	O
719-2025	8/18/25	8/18/25	CH	US BANK	\$441.15	O
720-2025	8/15/25	8/18/25	CH	MIAMI COUNTY SANITARY ENGINEERING DEPT.	\$217.34	O
721-2025	8/19/25	8/19/25	CH	PARK NATIONAL BANK	\$919.84	O
725-2025	8/29/25	8/26/25	EP	Brittany Alexander	\$793.57	O
726-2025	8/29/25	8/26/25	EP	BEN ALLEN	\$1,374.09	O
727-2025	8/29/25	8/26/25	EP	TYLER D ALLISS	\$156.21	O
728-2025	8/29/25	8/26/25	EP	Gia Alvarez	\$508.22	O
729-2025	8/29/25	8/26/25	EP	MICHAEL ARNOLD JR	\$631.89	O
730-2025	8/29/25	8/26/25	EP	JOSEPH M BORDAS	\$788.55	O
731-2025	8/29/25	8/26/25	EP	CYRUS N BROYLES	\$1,296.25	O
732-2025	8/29/25	8/26/25	EP	BENJAMIN M CAHILL	\$1,106.30	O
733-2025	8/29/25	8/26/25	EP	ERIC CAMPBELL	\$1,312.65	O
734-2025	8/29/25	8/26/25	EP	CASSANDRA CHANNELL	\$390.91	O
735-2025	8/29/25	8/26/25	EP	ALLAN DAVIS	\$875.39	O
736-2025	8/29/25	8/26/25	EP	KAMA L. DICK	\$1,263.28	O
737-2025	8/29/25	8/26/25	EP	Brandon Dietz	\$357.10	O
738-2025	8/29/25	8/26/25	EP	CATHRYN FORTUNATO	\$209.34	O
739-2025	8/29/25	8/26/25	EP	Jesse Garcia	\$750.54	O
740-2025	8/29/25	8/26/25	EP	SCOTT D GRIGSBY	\$767.21	O
741-2025	8/29/25	8/26/25	EP	AUSTIN HOFFMAN	\$74.20	O

742-2025	8/29/25	8/26/25	EP	JOHN MEYER	\$798.22	O
743-2025	8/29/25	8/26/25	EP	Miller Nicholas	\$332.62	O
744-2025	8/29/25	8/26/25	EP	Taylor Phillippe	\$471.50	O
745-2025	8/29/25	8/26/25	EP	JULIE REESE	\$902.54	O
746-2025	8/29/25	8/26/25	EP	RHONDA S. ROSS	\$1,948.32	O
747-2025	8/29/25	8/26/25	EP	JOSHUA SCHIEBREL	\$877.83	O
748-2025	8/29/25	8/26/25	EP	CHRISTOPHER M SCOTT	\$610.66	O
749-2025	8/29/25	8/26/25	EP	JAMES R SEBASTIAN	\$221.70	O
750-2025	8/29/25	8/26/25	EP	ALEXANDER SEGRETTO	\$776.45	O
751-2025	8/29/25	8/26/25	EP	KATHERINE SETTICH	\$713.53	O
752-2025	8/29/25	8/26/25	EP	Cody Smith	\$2,268.04	O
753-2025	8/29/25	8/26/25	EP	CODY TYLER TEEGARDEN	\$949.43	O
754-2025	8/29/25	8/26/25	EP	HELEN E VANHAAREN	\$1,290.58	O
755-2025	8/29/25	8/26/25	EP	TERRENCE W. WELDON JR.	\$994.30	O
756-2025	8/29/25	8/26/25	EP	ROBERT JAY YOCUM	\$1,317.20	O
758-2025	8/29/25	8/26/25	EW	AFLAC	\$109.70	O
759-2025	8/29/25	8/29/25	EW	UNITY NATIONAL BANK	\$5,770.64	O
760-2025	8/29/25	8/29/25	EW	OHIO PUBLIC EMPLOYEES DEFERRED COMPENSAT	\$125.00	O
761-2025	8/29/25	8/29/25	EW	TREASURER OF STATE OF OHIO	\$2,083.72	O
762-2025	8/29/25	8/29/25	EW	SCHOOL DISTRICT INCOME TAX	\$279.45	O
763-2025	8/29/25	8/29/25	EW	PUBLIC EMPLOYEES RETIREMENT SYSTEM	\$4,978.09	O
764-2025	8/29/25	8/29/25	EW	DELTA DENTAL	\$58.24	O
765-2025	8/29/25	8/29/25	CH	STAPLES ADVANTAGE	\$486.85	O
766-2025	8/29/25	8/29/25	CH	FIRST NET	\$371.94	O
768-2025	8/29/25	8/29/25	CH	AES Ohio	\$840.95	O
55048	8/1/25	8/1/25	AW	PENNCARE	\$27.08	O
55049	8/6/25	8/6/25	AW	DURST BROS. EXCAVATING CO.	\$1,175.50	O
55050	8/6/25	8/6/25	SW	Skipped Warrants 55050 to 55050 Series 1	\$0.00	V
55051	8/6/25	8/6/25	AW	DURST BROS. EXCAVATING CO.	\$11,825.00	O
55052	8/18/25	8/18/25	AW	DUNCAN OIL CO	\$1,306.67	O
55053	8/18/25	8/18/25	AW	MIAMI COUNTY ENGINEER	\$508.35	O
55054	8/18/25	8/18/25	AW	Brosius, Johnson & Griggs, LLC	\$312.00	O
55055	8/18/25	8/18/25	AW	KIRKWOOD HEATING	\$320.00	O
55056	8/19/25	8/19/25	WH	BETHEL FIRE ASSOCIATION	\$70.00	O
55057	8/19/25	8/19/25	WH	BETHEL FIRE ASSOCIATION	\$1,685.00	O
55058	8/27/25	8/27/25	AW	MEDICOUNT MANAGEMENT, INC	\$1,597.08	O
55059	8/29/25	8/29/25	AW	LAVY ENTERPRISES	\$1,576.94	O
					Total Payments per UAN...	\$121,974.69
					Total Expenditures per UAN...	\$153,831.50

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, 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

* Asterisked amounts are in transactions that occurred outside the reported date range but are listed for reference.

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

Vote: Trustee Kama Dick _____
Trustee Julie Reese _____
Trustee Beth vanHaaren Absent _____

Attest: _____
Rhonda Ross, Fiscal Officer
Bethel Township, Miami County, Ohio