



Bethel Township Board of Trustees

December 30, 2025 6:00 PM

Workshop Meeting Agenda v2

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

PUBLIC COMMENTS on items on the Agenda

NEW BUSINESS:

Administration & Zoning

1. Posting of Zoning Inspector position

Fire/EMS

2. Fire Chief Cahill and Battalion Chief Arnold set to resign end of the year
3. **RESOLUTION #25-12-112:** A RESOLUTION APPOINTING TERRY WELDON INTERIM FIRE CHIEF OF THE BETHEL TOWNSHIP FIRE DEPARTMENT
Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
4. **RESOLUTION #25-12-113:** A RESOLUTION AUTHORIZING THE EMERGENCY PURCHASE AND INSTALLATION OF A NEW HVAC SYSTEM FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT
Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
5. **RESOLUTION #25-12-114:** A RESOLUTION AUTHORIZING THE REIMBURSEMENT FOR PARAMEDIC TRAINING TO CODY TEEGARDEN
Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____
6. **RESOLUTION #25-12-115:** A RESOLUTION ACCEPTING THE RESIGNATION OF FIREFIGHTER ANDREW KOPP FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT
Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: Absent Trustee Reese: _____

Road Dept/Cemeteries

7. Temporary help

Fiscal Office

8. OTARMA insurance

Trustee Items

9. Times, dates, and places for meetings for 2026 & first mtg of 2027 – Jan 6, 2026 set by res #25-01-003
10. Trustee and office staff assignments for 2026
11. No zoning board appointments, only Josh Wilkerson expiring
12. Ag easements
13. Door prizes for OTA conference

14. Cell phone stipend for Office Manager, Special Projects Coordinator/Anti-Annexation and Policy Advocacy, and Zoning Inspector positions
15. Constitution Boot Camp

OLD BUSINESS:

Administration

1. Cybersecurity policy
2. Budget – 5 year plan
3. Inventory
4. Group home moratorium
5. Short-term rental lodging tax

Zoning

6. GIS updates
7. Updates to zoning resolution text
8. Nuisance cases
9. Offering zoning compliance for legacy zoning/spot zoning – on hold until zoning text is updated

Fire/EMS

10. Training program for new recruits
11. Expired helmets – waiting on County prosecutor for waiver
12. Surplus equipment sales – medic is on hold, may donate to County rescue program
13. Fire Dept discussion with Elizabeth Twp

Road Dept/Cemeteries

14. Newbury & Windham drainage
15. Scarff Rd sink hole
16. Wiley Industrial Park storm sewer system – obtain quotes, ask County Eng Dept.
17. Fence at West Charleston & Bethel West cemeteries
 - a. get rid of brush and limbs
 - b. fence only around dirt needed for grave sites
18. Tractor and side mower
19. Wiley Industrial Park tire issue, dismantled vehicles – EPA involved
20. Surplus equipment sales – old mowers – will work with Fire Dept to create a complete list
21. Friendship Park digital mapping – need to contact Metro Parks

Fiscal Office

22. None

Trustee Items

23. Meeting room / shelter – ODNR contract has been received and sent to Atty for signature
24. House Bill 113 – amend ORC regarding annexation and add section 3311.222
 - a. Introduced Feb 18, 2026, refer to committee Feb 26, 2026
 - b. Proponent testimony provided April 30, 2026.
 - c. Opponent testimony provided June 11, 2026.
 - d. Bill is in process of being modified.
25. Trustee goals and objectives – no new news
26. Review/update our Personnel Policies and Procedures Manual – no updates at this time

OTHER DISCUSSION TOPICS:

1. None

PUBLIC COMMENTS on any topic

MOTION TO ENTER INTO EXECUTIVE SESSION

- 1. Pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Except as otherwise provided by law, no public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office.
- 2. 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, (1) for the purpose to consider the appointment, employment, or compensation of a public employee or official, and, (2) which is necessary to consider negotiations with other political subdivisions respecting requests for economic development assistance.

Motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: _____ Trustee Reese: _____
Time in Executive Session: _____
Return to regular session time: _____

ADJOURNMENT motioned by Trustee _____ Seconded by Trustee _____
Vote: Trustee Dick: _____ Trustee vanHaaren: _____ Trustee Reese: _____
Time: _____

Current Zoning Inspector Job Description

ZONING INSPECTOR BETHEL TOWNSHIP, MIAMI COUNTY

GENERAL NATURE OF WORK

This position is responsible for administration of the township's zoning code and the investigation and application of uses of land in the unincorporated portion of the township. Under general direction of the Board of Trustees and Township Administrator, the zoning inspector manages the daily operations of the department; works with the public to process zoning and land-use complaints, applications and appeals; maintains all files and completes administrative procedures related to zoning cases.

EQUIPMENT AND JOB LOCATION

The job site is the Bethel Township Building, 8735 South Second Street in Brandt. Equipment used includes general office equipment, including: personal computer, copier, fax machine, telephone, and general office equipment along with tax maps and filing cabinets. The employee may also be required to work on individual properties and operate a camera to take pictures.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTY

- Answer inquiries regarding zoning
 - Phone calls regarding zoning of property
 - E-mails regarding zoning of property
 - Walk-in customer traffic of zoning issues, concerns, and complaints
- Maintains catalog of site plans as approved by the Board of Zoning Appeals, Zoning Commission and Board of Trustees.
 - File all permit applications within the address system
 - Retain a record of the meeting minutes for the Board of Zoning Appeals
 - Retain a record of the meeting minutes for the Zoning Commission
 - Retain a record of Trustee public hearings on re-zoning cases
- Inspects signs.
 - Signs should be inventoried (picture database)
 - Signs should be inspected on a regular bases to ensure compliance with the Zoning Resolution
 - Signs not in compliance shall be issued the appropriate violation notice
- Violation Inspection
 - The township shall be inspected for zoning violations on a regular basis (determined by Board policy)
 - Violations shall be logged and the appropriate notices issued
 - Complaints shall be handled within 24 hours of being received. They shall be logged and handled as any other violation
- Files affidavits and prepares evidence for, and testifies at court hearings, if necessary.
 - Prepare and file for court cases of outstanding violations with the appropriate court of jurisdiction.
 - Maintain all evidence (pictures, testimony, physical evidence, etc.) for all cases
- Conducts field inspections of site plans approved by the Board of Zoning Appeals, Zoning Commission and Board of Trustees.
 - After the issuance of a permit the building site shall be inspected on a regular basis to ensure compliance with the Zoning Resolution and the details of the application.
- Acts as secretary of the Board of Zoning Appeals and Zoning Commission.
 - Shall attend meetings of the Board of Zoning Appeals, file necessary public notices, act as the staff liaison, prepare and provide a staff report, take and finalize meeting minutes.
 - Shall attend meetings of the Zoning Commission, file necessary public notices, act as the staff liaison, prepare and provide a staff report, take and finalize meeting minutes.

– Prepare and submit cases to The Miami County Planning Commission

- Attends regular meetings of the Board of Trustees.
 - Prepare staff reports for the Board of Trustees and attend meetings to present said report
- Issues all necessary zoning certificates as requires by the Bethel Township Zoning Resolution.
 - Ensure compliance of all applications for zoning approval with the current Zoning Resolution
 - Issue all certificates within a timely manner
- Maintain the Bethel Township Comprehensive Land Use Plan
 - Review and update the Comprehensive Land Use Plan on an annual basis
 - Consistently stay abreast of current land use division techniques
- Maintain the Bethel Township Zoning Resolution
 - Review the Zoning Resolution to stay current with changes in State and Federal laws
- Review annually with the Zoning Commission for potential changes
- Performs related duties as directed.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain an effective working relationship with township officials, supervisory personnel, fellow employees, other township employees, and the general public.
- Ability to maintain records efficiently and accurately as well as the ability to communicate effectively both orally and in writing, and to prepare reports in a neat concise, and accurate manner.
- Considerable knowledge of modern policies and practices of public administration; working knowledge of government finances, human resources, public works, public safety and community development.
- A general knowledge of planning and zoning concepts.
- Ability to acquire a thorough knowledge of the township's planning and zoning resolutions.
- Ability to make good judgment decisions.
- Ability to navigate a standard office environment.
- Ability to navigate uneven terrain while conducting various inspections/meetings.
- Must hold and maintain a valid driver's license issued by the State of Ohio, with no serious violations during the last five years.

QUALIFICATIONS

Graduation for a standard high school or the equivalent, supplemented by some experience in planning and zoning knowledge.

Proposed meeting dates for 2026 and Jan 2027

January 6, 2026	Regular Business Meeting, 7:00pm
January 27, 2026	Workshop Meeting, 6:00pm
February 3, 2026	Regular Business Meeting, 6:00pm
February 24, 2026	Workshop Meeting, 6:00pm
March 3, 2026	Regular Business Meeting, 6:00pm
March 31, 2026	Workshop Meeting, 6:00pm
April 7, 2026	Regular Business Meeting, 6:00pm
April 28, 2026	Workshop Meeting, 6:00pm
May 4, 2026	Regular Business Meeting, 6:00pm
	Note: Tuesday, May 5 is a primary/special election day
May 26, 2026	Workshop Meeting, 6:00pm
June 2, 2026	Regular Business Meeting, 6:00pm
June 30, 2026	Workshop Meeting, 6:00pm
July 7, 2026	Regular Business Meeting, 6:00pm
July 28, 2026	Workshop Meeting, 6:00pm
August 4, 2026	Regular Business Meeting, 6:00pm
	Note: this could be a special election day
August 25, 2026	Workshop Meeting, 6:00pm
September 1, 2026	Regular Business Meeting, 6:00pm
September 29, 2026	Workshop Meeting, 6:00pm
October 6, 2026	Regular Business Meeting, 6:00pm
October 27, 2026	Workshop Meeting, 6:00pm
November 2, 2026	Regular Business Meeting, 6:00pm
	Note: Tuesday, Nov 3 is a general election day
November 24, 2026	Workshop Meeting, 6:00pm
December 1, 2026	Regular Business Meeting, 6:00pm
December 29, 2026	Workshop Meeting, 6:00pm
January 5, 2027	Regular Business Meeting, 6:00pm

Current (2025) Trustee/Staff Duties

General Board Duties

<u>Board</u>	Appointing BZA and Zoning Commission Members
<u>Board</u>	Promoting the Township within Miami County, the Miami Valley Region, and the State of Ohio
<u>Board</u>	Annexation- leading the conversations, meetings, research needed to fight annexation and protect Township borders
<u>Board</u>	Levy's: New, replacement, and renewals
<u>Board</u>	Determine need and compensation of Township employees
<u>Board</u>	Approve expenditures over \$5,000
<u>Board</u>	Hear testimony and vote on Zoning Classification changes
<u>Board</u>	Work with staff and Zoning Commission on changes to the Zoning Resolution
<u>Board</u>	Review and approve the annual budget as presented by the Fiscal Officer
<u>Board</u>	Review and approve the annual appropriations as presented by the Fiscal Officer

Individual Duties

<u>Reese</u>	President of the Board
<u>Dick</u>	Vice President of the Board
<u>Dick</u>	Representative to Miami Valley Regional Planning Commission; <u>vanHaaren</u> Alternate
<u>Smith</u>	Representative to the Technical Advisory Committee of the Miami Valley Regional Planning Commission; <u>vanHaaren</u> Alternate
<u>vanHaaren</u>	Representative to Miami County Council; <u>Reese</u> Alternate
<u>vanHaaren</u> and <u>Dick</u>	Representatives to Bethel Twp Volunteer Fire Fighters Dependents Fund
<u>Smith</u>	Debris Manager for Bethel Twp as required by the Miami County Debris Management Plan
<u>Dick</u>	and <u>Reese</u> Facilitating ditch petitions with the county, drainage issues brought by residents
<u>Dick</u>	Miami County Engineer liaison
<u>Dick</u>	ODOT liaison
<u>Reese</u>	Writing quarterly Newsletter, which includes meeting info, current issues, changes in operations/rules, recent zoning activity, and various tips and reminders; <u>Dick</u> Alternate
<u>Smith</u>	Maintain Township social media sites (Facebook and Instagram); <u>Dick</u> Alternate
<u>Smith</u>	Maintain Township website; <u>Reese</u> Alternate
	E-Mail tree – this was discontinued
<u>Reese</u>	Liaison to Bethel Local School Board
<u>Smith</u>	Roadway Issues (complaints, maintenance, plowing etc.); <u>Dick</u> Backup
<u>vanHaaren</u>	Sheriff Contract (negotiations, meetings, etc)
<u>Dick</u>	Liaison for annexation discussions with the city of Huber Heights



RESOLUTION #25-12-112

**A RESOLUTION APPOINTING TERRY WELDON INTERIM FIRE CHIEF
OF THE BETHEL TOWNSHIP FIRE DEPARTMENT**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in a regular workshop session on the 30th day of December, 2025 with the following Trustees being present: Kama Dick and Julie Reese.

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

WHEREAS, Terry Weldon has been with the Bethel Township Fire Department since 1997 and has served in nearly every capacity of officer for the fire department including his current role of Battalion Chief; **AND**

WHEREAS, a vacancy has been left by the resignation of the former Fire Chief effective January 1, 2026 per resolution #25-12-095; **AND**

WHEREAS, Terry Weldon is highly qualified to assume the role as Fire Chief; **AND**

WHEREAS, pursuant to Ohio Revised Code §505.38, the Board of Township Trustees may 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 Terry Weldon is appointed Interim Fire Chief of the Bethel Township Fire Department effective January 1, 2026 and is entitled to all benefits assigned to the position.

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 #25-12-113

**A RESOLUTION AUTHORIZING THE EMERGENCY PURCHASE AND INSTALLATION
OF A NEW HVAC SYSTEM FOR THE BETHEL TOWNSHIP FIRE DEPARTMENT**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in a regular workshop session on the 30th day of December, 2025 with the following Trustees being present: Kama Dick and Julie Reese.

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

WHEREAS, the Board of Trustees of Bethel Township, Miami County, Ohio, is responsible for maintaining township facilities in a safe, functional, and operational condition; **AND**

WHEREAS, the existing HVAC system serving the Township facility has experienced deterioration and a failure rendering it inoperable; **AND**

WHEREAS, this failure constitutes an emergency condition that impacts the health, safety, and welfare of township firefighters; **AND**

WHEREAS, immediate action is necessary to prevent further damage to township property and to restore safe working conditions; **AND**

WHEREAS, pursuant to Ohio Revised Code §505.08, the Board of Township Trustees may authorize emergency purchases without competitive bidding when delay would result in injury to persons or property; **AND**

WHEREAS, the Acting Township Administrator has determined that the emergency purchase and installation of a new HVAC system is necessary and in the best interest of Bethel Township. **THEREFORE**

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

1. An emergency was declared, and the Acting Township Administrator authorized the immediate purchase and installation of a new HVAC system for the Township facility located at 8735 S. 2nd St., Tipp City, OH 45371 in the upstairs firefighter quarters.
2. The Township Fiscal Officer is authorized to expend an amount of five thousand six hundred seventy-two dollars and eighty-four cents (\$5,672.84) for the purchase and installation of the HVAC system from Ed's Heating Cooling Plumbing Electric.
3. This resolution shall take effect immediately upon adoption, being necessary for the preservation of the health, safety, and welfare of its employees.

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 #25-12-114

A RESOLUTION AUTHORIZING THE REIMBURSEMENT FOR PARAMEDIC TRAINING TO CODY TEEGARDEN

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in a regular workshop session on the 30th day of December, 2025 with the following Trustees being present: Kama Dick and Julie Reese.

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

WHEREAS, it is the policy of the Board of Trustees of Bethel Township, Miami County, Ohio to reimburse fire fighter/EMT paramedic training in exchange for a minimum of 24 months of time and employment in good standing to the Bethel Township Fire Department, Miami County; **AND**

WHEREAS, Cody Teegarden has successfully completed the Paramedic Program at Edison Community College including the courses of Human Biology, Paramedic I, Paramedic II, Paramedic III, Paramedic IV, and Paramedic Capstone; **AND**

WHEREAS, the Board of Trustees values continuing education, and offers their congratulations and thanks to Mr. Teegarden for this achievement. **THEREFORE**

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

1. The Fiscal Officer is authorized to reimburse Cody Teegarden an amount not to exceed seven thousand three hundred twelve dollars and fourteen cents (\$7,312.14) for completing the Paramedic Program in exchange for a twenty-four (24) month commitment of time and employment in good standing to the Bethel Township Fire Department, Miami County.
2. Should Mr. Teegarden leave before the completion of the time agreement, he will reimburse the Bethel Township Fire Department, Miami County a prorated amount determined by the Fire Chief and the Fiscal Officer, based on the time employed in good standing.

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 #25-12-115

**A RESOLUTION ACCEPTING THE RESIGNATION OF FIREFIGHTER ANDREW KOPP
FROM THE BETHEL TOWNSHIP FIRE DEPARTMENT**

The Bethel Township Board of Trustees, Bethel Township, Miami County, Ohio met in a regular workshop session on the 30th day of December, 2025 with the following Trustees being present: Kama Dick and Julie Reese.

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

WHEREAS, Andrew Kopp of the Bethel Township Fire Department, submitted a letter of resignation on December 21, 2025 for his position in the Bethel Township Fire Department, his final day being December 30, 2025. **THEREFORE**

BE IT RESOLVED by the Board of Trustees of Bethel Township, Miami County that the resignation of Andrew Kopp 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