



**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 Dick 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 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  
Absent

Kama Dick  
Julie Reese

Attest:

Rhonda Ross

Rhonda Ross, Fiscal Officer

Bethel Township, Miami County, Ohio