



**CARROLL COUNTY
GENERAL HEALTH DISTRICT**
Healthy People — Safe Communities

**Carroll County General Health District
Minutes of the Board of Health
February 15, 2023**

Meeting Location: Carroll County General Health District's (Lower Level)
301 Moody Ave. Carrollton 44615

Call to Order: Dr. Stine, President, called the meeting to order, with prayer, at 5:30 p.m.

Board Member Roll Call: Dr. Stine, present; Susan McMillen, present; Bernie Heffelbower, present and Wendy Wiley, present

Staff Present:

Kelly Morris, Health Commissioner
Amy Campbell, Office Administrator
Courtney Grossman, Director of Environmental Health
Corinne Ren, Administrative Assistant & Registrar
Angela Toth, BS, Community Engagement Coordinator

Media:

Nancy Schaar, Free Press Standard

Approval of Meeting Minutes:

Meeting Minutes:

The minutes of the January 18, 2023, meeting was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None – Motion carried

Public Hearing:

Public Hearing for the Second Reading of Resolutions 22-148, 22-149, 22-150, 22-151, 23-011, 23-012, & 22-013, to establish and amend environmental health program fees for the following programs: Campgrounds, Point of Sale Evaluation, Public Swimming Pools/Spa, Private Water System, Food Safety Program, & Sewage Program

Public Hearing Guests:

Lisa Lingenhoel, Cutler Real Estate
Janice Fleming, Cutler Real Estate
Tim Dayton, Dayton Excavating & Repair Service, LLC
Jay Heilman, Heilman Excavating, LLC
Jennifer Thomas, Attorney at Law
Tim Cordray, Abate of Ohio Inc., Region 8
Bethanie Peters, Kiko
Mike Mangan, Carroll County Historical Society

Angela Toth introduced herself to the Board and Guests as the new Community Engagement Coordinator for the Health Department.

Courtney Grossman gave a presentation on Cost Methodology for Environmental Programs.
PowerPoint Presentation attached.

Resolution 22-148 – To establish and amend RV Park License Fees (Campground) for license year 2023.
(Fee schedule attached to resolution)

Discussion: None

Resolution 22-149 – To establish and amend Point of Sale Inspection Fees for License year 2023. (Fee schedule attached to resolution)

Discussion:

Tim Dayton - Why the POS with Water Test fee is going up higher and the Water Test only fee is not?

Courtney: They get a break doing a water test with the septic inspection because we are already there for the septic.

Bethanie Peters - When do the new fee go into effect?

Courtney: The new fees will go into effect on the 3rd Reading of the Resolution on March 16, 2023. Point of Sale Evaluations will still be good for one-year.

Jennifer Thomas – Is there a Standard Policy for Point-of-Sale Evaluations? Do the Sanitarians all do them the same way?

Courtney: All the Environmental Health Specialists are trained to take water samples the same way.

Lisa Lingenhoel – Has the County ever thought of having other contractors do the point-of-sale evaluation inspections?

Kelly & Courtney – No, and we can't compare ourselves to bigger counties. Last year, Stark County did 850 point of sale evaluation inspections, Summit County did 1,001, & we only did 170. We provide consistency on our inspections for the community, and we are not opening it up to other contractors. Columbiana County does not let an outside party do the inspections and Tuscarawas County Health Department does some and lets an outside party do them also.

Resolution 22-150 – To establish and amend public swimming pool/spa license fees for license year 2023.
(Fee schedule attached to resolution).

Discussion: None

Resolution 22-151 – To establish and amend private water system permit fees for the license year 2023.
(Fee schedule attached to resolution).

Discussion: None

Resolution 12-011 – To establish and amend food/retail service program fees, permits, license to establish late fee for Temporary Food Service Permits, for license year 2023.

Discussion: Courtney explained that the late fee for Temporaries is 25% of the total fee. This fee is based off the 2021 year, so this fee will more than likely increase next year. If the applicant does not submit the application and payment to us 10 days prior to an event, then this penalty fee will be assessed.

Resolution 12-012 – To establish and amend food/retail service program fees, permits, license to establish a fee for expedited plan review of \$1,000.00 for license year 2023.

Discussion: Courtney explained there is a fee for plan reviews and once it is turned in with all the complete information needed, we have 30 days to review the plans. So if they want it expediated , they can pay the \$1,000.00 and we will get plans reviewed within 72 hours but they will still need to get everything required to us.

Discussion:

Tim Dayton – If it is not a profit-making business, where does the \$1,000.00 go?

Kelly & Courtney – It will go into the General Environmental fund or Food fund. The Point of Sale Evaluation fees increased, but it is still doesn't cover our expenses to do the program.

Resolution 12-013 – To establish and amend Sewage Treatment System permit fees to establish an expedited septic design fee of \$1,000.00 for license year 2023.

Discussion: Courtney explained that the expedited fee would have the septic design done in 48 hours.

Typically, they are done within 5 days of submission of everything needed and will continue to be done in that frame time.

Tim Dayton – Is it even legal to do a fee like this?

Kelly – We have the authority to set any fee if approved by the Board of Health.

Tim Dayton – What if he drops off a design right before someone brings one in and pays the expedited fee, will his be delayed?

Courtney – No, designs will be reviewed within the 5 days.

Courtney – Did you have any problems getting designs reviewed in 2022?

Tim Dayton – Can't recall having any issues. During the pandemic, it was longer.

Tim Dayton expressed his concern about if the homeowner pays the expediated fee for the septic design, then they expect the installer to get right out there and start the system once design is approved. A lot of times the installer cannot start right away.

Kelly & Courtney – we will put an amendment to Resolution 12-013 to say this expediated fee only refers to the septic design approval and does not guarantee immediate installation of septic system.

Tim Dayton – What if we do not get it done within the 48 hours? Can there be a refund?

Courtney – We will put it in the policy that if not done within 48 hours, a refund can be given.

Bethanie Peters – What is the lifespan of a septic system?

Courtney – Around 30 years, if maintained properly.

Bethanie Peters – Do you have a septic system you like to use?

Courtney – I like the gravity fed leach lines. It is cheaper for the homeowner and has less maintenance.

Health Commissioner's Report:

Health Commissioners report was presented by Kelly Engelhart, Health Commissioner

**See Carroll County General Health District Board of Health February 15, 2023, Power Point Presentation Attached*

Division Reports:

**All Division Reports can be found in the Carroll County General Health District February 15, 2023, PowerPoint Presentation.*

Office Administrator, Fiscal Officer, & Public Health Accreditation Reports

Office Administrator, Fiscal Officer, & Public Health Accreditation Reports presented by Amy Campbell, Office Administrator

Environmental Health Report:

The Environmental Division report presented by Courtney Grossman, Director of Environmental Health

Public Health Nursing Report:

The Public Health Nursing Report presented by Jessica Slater, Director of Nursing

Vital Statistics Report:

Vital Statistics report presented by Corinne Ren, Registrar

Financial Report:

Financial Report presented by Amy Campbell, Office Administrator

**See January 2022 General and Grant Fund Balances in the February 15, 2023, PowerPoint Presentation*

- a. **Resolution 23-022** approval of the January 2022 budget as presented (Reference: *Budget Report*) was approved upon a motion by Susan McMillen with a second from Wendy Wiley. Ayes: All Nays: None Motion Carried.
- b. **Resolution 23-023** to approve the payment of January 2023 expenses totaling \$128,525.04 (Reference: *January Expense Report*) was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes All Nays: None Motion Carried.

New Business:

- a. **Resolution 23-024** to approve entering into an agreement with Get Level Media, LLC for the development of a website for the community health improvement plan that will include a designated page for the drug free coalition. Contract amount is \$3,230.00 for the project and annual website maintenance and hosting fees was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None. Motion Carried.
- b. **Resolution 23-025** approval to enter into an agreement with Marketing Partnership for the social media content creation and management for the drug free communities Facebook page for the fee of \$1,000/month not to exceed \$12,000 annually was approved upon by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None. Motion Carried.

- c. **Resolution 23-026** approval to enter into an agreement with Marketing Partnership for the social media content creation and management for the Carroll County General Health District Facebook page. The agreement amount is for \$500/month not to exceed \$6,000 annually was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- d. Resolution 23-027 approval to enter into an agreement with Center for Marketing and Opinion Research, LLC (CMOR) to conduct the 2023 Community Health Assessment (CHA) in the amount of \$27,500 was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- e. **Resolution 22-028** approval to enter into an agreement with Eick Electric for the annual maintenance of generators, in the amount of \$175 for one generator or \$165.00 each for two generators for the term of one year was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- f. **Resolution 23-029** to approve the renewal of the contract with June Shuster, RN for Nursing Services as defined by the Director of Nursing, the amount of the contract is at \$23.55 not to exceed \$5,000 annually was approved upon a motion by Bernie Heffelbower with a second by Susan McMillen. Ayes: All Nays: None Motion Carried.
- g. **Resolution 23-030** to approve to enter into an agreement with Leigh Russell, MSN, RN for school telehealth nursing services up to 20 hours per week, at a rate of \$23/hour not to exceed \$3,000.00 effective March 1, 2023, and concluding June 15, 2023, was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.
- h. **Resolution 23-031** approval to enter into the sublicense agreement between Bridges to Wellness Pathways Community HUB for CGHD to participate as a Care Coordination Agency (CCA) as a sub licensor of the Pathways HUB Model for the term of one year from the agreement's execution was approved upon a motion by Wendy Wiley with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried.

Old Business:

- a. Resolution 22-148 Second Reading to establish and amend fees for Campgrounds (RV Park Camp License) for the 2023 License Year, in accordance with Ohio Revised Code 3709.09 (*See Attached Exhibit A – Proposed Local Fees*) was approved upon a motion by Susan McMillen with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried. ***Dr. Stine read the second reading**
- b. **Resolution 22-149** Second Reading to establish and amend fees for Point-of-Sale Evaluation Inspection Fees for the 2023 License Year, in accordance with Ohio Revised Code 3709.09 (*See Attached Exhibit A – Proposed Local Fees*) was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried ***Dr. Stine read the second reading**
- c. **Resolution 22-150** Second Reading to establish and amend Public Swimming Pool/Spa License Fees for the 2023 License Year, in accordance with Ohio Revised Code 3709.09 (*See Attached Exhibit A –*

Proposed Local Fees) was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried. ***Dr. Stine read the second reading**

- d. **Resolution 22-151** Second Reading to establish and amend Private Water System Permit Fees for the 2023 License Year, in accordance with Ohio Revised Code 3709.09 (*See Attached Exhibit A – Proposed Local Fees*) was approved upon a motion by Susan McMillen with a second by Bernie Heffelbower. Ayes: All Nays: None Motion Carried. ***Dr. Stine read the second reading**
- e. **Resolution 23-011** Second Reading to establish and amend fees for the Food Safety Program, in accordance with Ohio Revised Code 3709.09 (*See Attached Exhibit A – Proposed Fees*). This includes an expedited plan review fee of \$1,000.00 was approved upon a motion by Bernie Heffelbower with a second by Wendy Wiley. Ayes: All Nays: None Motion Carried. ***Dr. Stine read the second reading**
- f. **Resolution 23-012** Second Reading to establish and amend fees for the Food Safety Program, in accordance with Ohio Revised Code 3709.09 (*See Attached Exhibit A – Proposed Fees*). This includes a penalty fee of 25% for temporary food licenses, when applications are not submitted 10 days prior to an event. This late fee will be \$13.25 for commercial and \$6.62 for non-commercial, for the 2023 licensing period was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion Carried. ***Dr. Stine read the Second Reading**
- g. **Resolution 23-013 Second Reading** to establish an expedited plan review fee for the Sewage Program, in accordance with Ohio Revised Code 3709.09 (*See Attached Exhibit A – Proposed Fees*). This includes an expedited design review fee of \$1,000.00 was approved upon a motion by Wendy Wiley with a second by Susan McMillen. Ayes: All Nays: None Motion **Not Carried**. ***Dr. Stine read the second reading**
- *This is tabled until the next Board of Health meeting to amend the Resolution putting a clause in it to read: this expedited fee only refers to the 48-hour time limit to review the septic design, it does not guarantee immediate installation by the installer.***
- Also, an amendment to state that if the expedited septic design is not reviewed in 48-hours, a refund can be given.***

Adjournment:

Susan McMillen made a motion to adjourn the February 15, 2023, Carroll County General Health District Board meeting at 7:09 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) March 15, 2023, at 5:30 p.m. at the Carroll County General Health District's lower level located at 301 Moody Ave. Carrollton.

Respectfully submitted,



Corinne L. Ren, Board Secretary



Dr. W.S. Stine, Board President