



CARROLL COUNTY
GENERAL HEALTH DISTRICT
Healthy People — Safe Communities

Carroll County General Health District Minutes of the Controlling Board Subcommittee Meeting September 3, 2025

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

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

Roll Call: Dr. Stine, present; Dan Trbovich, present

Absent: Bernie Heffelbower

Staff Present:

Kelly Morris, Health Commissioner

Tina Bernard, Director of Environmental Health

Media:

No Media Present

Guests: None

Bid opening of sealed bids for the Water Pollution Control Loan Fund (WPCLF) grant program for the following services.

1. Soil Scientist
2. Test Hole Excavator
3. Septic Designer

Soil Scientist:

Dr. Stine, Board President opened the one sealed bid received for the Soil Scientist. Bid was received from AD Soil and Septic Specialists, Andrew DeMarco owner. All bid packet items were received and reviewed. The Qualifications Questionnaire there was a question about number 11 that was marked No. Controlling board advised to contact Mr. DeMarco to clarify his response.

The Proposed Bid was not to exceed \$700 for up to 4 test hole soil evaluation. Tina clarified that 4 test holes are not always needed, and the evaluation can be completed with less, in which case the fee will be reduced based on the number of holes needed.

Recommendation coming from the committee to award the bid for Soil Scientist for the 2025 WPCLF grant program to AD Soil and Septic Specialists at the September 17, 2025 Board of Health Meeting.

Test Hole Excavator:

Dr Stine, Board President opened the one sealed bid for test hole excavators from Advanced Excavating Septic Services LLD, John Ford owner and CEO. All Bid packet items were received. 7 years qualifications identified 2 other local health departments as references

The Proposed Bid is to dig up to 4 holes not to exceed \$600. If less holes are needed the fee will be reduced.

Recommendation from the committee is to award the bid for digging the test holes for 2025 WPCLF grant program to Advanced Excavating Septic Services, LLC at the September 17, 2025 Board of Health meeting.

Septic Designer:

Dr. Stine, Board President opened one sealed bid for septic designs for the WPCLF program from M Griffith Design and Services, LLC, Mike Griffith owner and CEO.

All bid packet items were received and reviewed. 6 years of experience and has worked in both Stark and Columbiana County WPCLF programs.

The Proposed Bid: To design septic systems for the WPCLF septic replacement program bids as follows;

- Mound, Drip and Spray systems \$650
- NDPEs systems (off-lot discharging systems) \$380
- Traditional Leach systems \$550

Recommendation coming from the committee is to award the bid for Septic Designs for the 2025 WPCLF grant program to M Griffith Design and Services, LLC at the September 17, 2025 Board of Health meeting.

Adjournment:

Dan Trbovich made a motion to adjourn the September 3, 2025, Carroll County General Health District Controlling Board Subcommittee meeting at 5:53 p.m. Ayes: All Nays: None Motion Carried.

The next meeting will be (Wednesday) September 17, 2025, at 5:30 p.m. at the Carroll County General Health District upper level located at 301 Moody Ave. Carrollton.

Respectfully Submitted By:

Kelly H Morris 9-17-25
Kelly Morris, Board Secretary

W S Stine MD
Dr. W. Scott Stine, President
Carroll County Board of Health