



The Ashtabula County Board of Health met in regular session in the basement meeting room of the Ashtabula County Health Department, 12 West Jefferson Street, Jefferson, Ohio, on the above date at 6:00 P.M.

Answering roll call were:	Paul E. Thompson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”
	Duane Marcy	“Yea”

A quorum being present, the meeting was called to order by the President, Paul E. Thompson.

Dr. Wayne Kawalek, Medical Director, attended the meeting

On March 23, 2023, the Ashtabula County Combined Health District Advisory Council appointed Bryce Heinbaugh of North Kingsville Village, to serve a five-year term (2023-2028) as a member of the Ashtabula County Board of Health.

The Ashtabula County Health District Advisory Council appointed Duane Marcy of Pierpont Township, to serve a one-year term (2023-2024) as a member of the Ashtabula County Board of Health. Eastern County Court Judge Thomas Harris administered the “Oath of Office” to Duane Marcy, Board of Health Member on April 10, 2023.

The motion was made by Paul E. Thompson to nominate Dr. Harlan Waid Jr. for President of the Ashtabula County Board of Health. The nomination was seconded by Bryce Heinbaugh who then made the motion that the nomination be closed, and that the Secretary cast a unanimous ballot for Dr. Harlan Waid Jr. for President.

Roll Call:	Paul E. Thompson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”
	Duane Marcy	“Yea”

The motion carried, unanimously.

The motion was made by Dr. Harlan Waid Jr. to nominate Rebecca Robinson for Vice President of the Ashtabula County Board of Health. The nominations were seconded by Duane Marcy who then made the motion that the nomination be closed, and that the Secretary cast a unanimous ballot for Rebecca Robinson Vice President.

Roll Call:	Paul E. Thompson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”
	Duane Marcy	“Yea”

The motion carried, unanimously.

The motion was made by Paul E. Thompson and seconded by Bryce Heinbaugh to dispense with the reading of the minutes of the regular meeting of the Board of Health which was held on March 8, 2023. Since the minutes were reviewed by the Board Members, and there were no alterations or corrections, the minutes are approved as recorded.

Roll Call: The five members present voted “Yea” and the MOTION CARRIED.

The bills for the month of April 2023 and the salaries for the past month were read.

The motion was made by Rebecca Robinson and seconded by Paul E. Thompson that the bills and salaries be paid as read.

Roll Call: The five members present voted “Yea” and the MOTION CARRIED.

A motion was made by Paul E. Thompson and seconded by Rebecca Robinson that the Ashtabula County Board of Health approve the following travel requests and expenses to be paid for the same.

Dr. Wayne Kawalek, Medical Director, Dave Shumate, Director of Nursing and, and Jay Becker Health Commissioner, to attend the Public Health Spring Conference in Columbus, Ohio April 24, 25 and 26, 2023.

Libby Holden, Public Health Emergency Preparedness Coordinator to attend the Emergency Management Event at Newburgh Fire Station for a regional meeting for Northeast Ohio on April 28, 2023.

Jay Becker, Health Commissioner, to approve any out of district and/or any out of county travel for the Ashtabula County Health Department employees that he deems necessary and/or important to the Health Department during the following month, and that employee expenses be paid for such travel.

Jay Becker, Health Commissioner, to attend any out of district meeting and/or any other out of county travel that he deems necessary and/or important to the Health Department during the following month, and that his expenses be paid for such travel.

Roll Call:	Paul E. Thompson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”
	Duane Marcy	“Yea”

The motion carried, unanimously.

The Board then reviewed the work summaries for the month of March 2023 for the registered environmental health specialists, plumbing inspectors, and nurses.

The Board then reviewed the monthly nursing report for the month of March 2023 submitted by David Shumate, Director of Nursing. (report attached).

- a. Epidemiology Report
- b. COVID/Flu/RSV Report
- c. Nursing Department Activities
- d. Well Child Clinic

New Business: Allie Peterson, Administrator

- a. Welcome Libby Holden, Public Health Emergency Preparedness Coordinator – new staff assignment.
- b. Welcome McKenzie Wilber, Assistant to the Administrator-new staff assignment.

The board examined a variance request by Jeff Jenks to create two lots less than the required 2 acres to build a new homesite. Lot 17 would be 1.3664 acres and Lot 16 would be 1.7977 acres. Both of these lots are located within the Harper Valley Lane Phase 2, Harpersfield Township.

The Ashtabula County Board of Health requires all lots in Ashtabula County after 2007 to have at least 200 feet of road frontage with at least 2 acres of property for each dwelling with a septic system.

After careful review of the proposed lot split a motion was made by Paul E. Thompson and seconded by Rebecca Robinson that the Ashtabula County Board of Health disapprove the variance request based on the 2-acre requirement that is needed for the Septic System.

Roll call:

Paul E. Thompson	“Yea”
Dr. Harlan Waid Jr.	“Yea”
Rebecca Robinson	“Yea”
Bryce Heinbaugh	“Nay”
Duane Marcy	“Abstain”

The motion carried.

The board examined a solid waste disposal violation pertaining to the property located at 3566 St. Rt. 45, Morgan Township, owned by Phillip Miller c/o Jeri Poling, 3566 St. Rt. 45, Rome, Ohio 44085.

Inspections of the property revealed the presence of trash and a large amount of solid waste strewn throughout the property. The improper disposal of this solid waste is a public health nuisance and violates Ohio Solid Waste Disposal Regulations. The presence of miscellaneous debris and waste on the property will contribute to a rodent infestation and a mosquito public health nuisance. The debris can collect water and allow mosquitoes to breed. Mosquitoes can transmit West Nile Virus and Encephalitis.

In view of these violations, a motion was made by Bryce Heinbaugh and seconded by Paul Thompson that the Ashtabula County Board of Health order Phillip Miller c/o Jeri Poling, to: (1) remove and dispose of all solid waste at a licensed landfill by May 8, 2023; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by May 8, 2023; (3) submit proof of weekly trash service for this address to the Ashtabula County Health Department by May 8, 2023

Failure to comply with this order will result in this matter being referred to the Ashtabula County Prosecutor’s Office for enforcement action.

Roll Call:	Paul E. Thompson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”
	Duane Marcy	“Yea”

The motion carried, unanimously.

The board examined a solid waste disposal violation pertaining to the property located at 3114 Court St., Ashtabula Township, owned by Victoria Delmonico, 3114 Court St., Ashtabula, Ohio 44004.

Inspections of the property revealed the presence of bags of trash and miscellaneous debris behind the home on the property. This solid waste must be removed and disposed of in a licensed landfill. The improper disposal of this waste is a public health nuisance and violates Ohio Solid Waste Disposal Regulations.

The presence of miscellaneous debris and waste on the property will contribute to a rodent infestation and a mosquito public health nuisance. The debris can collect water and allow mosquitoes to breed. Mosquitoes can transmit West Nile Virus and Encephalitis.

In view of these violations, a motion was made by Rebecca Robinson and seconded by Bryce Heinbaugh that the Ashtabula County Board of Health order Victoria Delmonico to: (1) remove and dispose of all solid waste at a licensed landfill by May 8, 2023; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by May 8, 2023; (3) submit proof of weekly trash service for this address to the Ashtabula County Health Department by May 8, 2023

Failure to comply with this order will result in this matter being referred to the Ashtabula County Prosecutor’s Office for enforcement action.

Roll Call:	Paul E. Thompson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”
	Duane Marcy	“Yea”

The motion carried, unanimously.

The board examined a solid waste disposal violation pertaining to the property located at 3053 Blair Avenue, Ashtabula Township, owned by Christina Emerick 3053 Blair Avenue, Ashtabula, Ohio 44004. Inspections of the property revealed the presence of bags of trash and miscellaneous debris outside the home and in the garage. This solid waste must be removed and disposed of in a licensed landfill. The improper disposal of this waste is a public health nuisance and violates Ohio Solid Waste Disposal Regulations.

The presence of miscellaneous debris and waste on the property will contribute to a rodent infestation and a mosquito public health nuisance. The debris can collect water and allow mosquitoes to breed. Mosquitoes can transmit West Nile Virus and Encephalitis.

In view of these violations, a motion was made by Bryce Heinbaugh and seconded by Paul Thompson that the Ashtabula County Board of Health order Christina Emerick to: (1) remove and dispose of all solid waste at a licensed landfill by May 8, 2023; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by May 8, 2023; (3) submit proof of weekly trash service for this address to the Ashtabula County Health Department by May 8, 2023

Failure to comply with this order will result in this matter being referred to the Ashtabula County Prosecutor's Office for enforcement action.

Roll Call:	Paul E. Thompson	"Yea"
	Dr. Harlan Waid Jr.	"Yea"
	Rebecca Robinson	"Yea"
	Bryce Heinbaugh	"Yea"
	Duane Marcy	"Yea"

The motion carried, unanimously.

The board examined a solid waste disposal violation pertaining to the property located at 2137 Flame Lake Drive, Morgan Township, owned by Allan Sbrocco, 23441 Effington, Euclid, Ohio 44117. Inspections of the property revealed the presence of an accumulation of solid waste in the rear yard. This solid waste must be removed and disposed of in a licensed landfill. The improper disposal of this waste is a public health nuisance and violates Ohio Solid Waste Disposal Regulations.

The presence of miscellaneous debris and waste on the property will contribute to a rodent infestation and a mosquito public health nuisance. The debris can collect water and allow mosquitoes to breed. Mosquitoes can transmit West Nile Virus and Encephalitis.

In view of these violations, a motion was made by Paul Thompson and seconded by Duane Marcy that the Ashtabula County Board of Health order Allan Sbrocco to: (1) remove and dispose of all solid waste at a licensed landfill by May 8, 2023; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by May 8, 2023; (3) submit proof of weekly trash service for this address to the Ashtabula County Health Department by May 8, 2023

Failure to comply with this order will result in this matter being referred to the Ashtabula County Prosecutor’s Office for enforcement action.

Roll Call:	Paul E. Thompson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”
	Duane Marcy	“Yea”

The motion carried, unanimously.

The board examined a solid waste disposal violation pertaining to the property located at 6290 Price Rd., Rome Township, owned by Gregory Dovalosky, 6290 Price Rd., Rome, Ohio 44085. Inspections of the property revealed the presence of food packaging, including cat food, assorted cans, bags, plastic containers, and scrap tires. This solid waste must be removed and disposed of in a licensed landfill. The improper disposal of this waste is a public health nuisance and violates Ohio Solid Waste Disposal Regulations.

The presence of miscellaneous debris and waste on the property will contribute to a rodent infestation and a mosquito public health nuisance. The debris can collect water and allow mosquitoes to breed. Mosquitoes can transmit West Nile Virus and Encephalitis.

In view of these violations, a motion was made by Bryce Heinbaugh and seconded by Rebecca Robinson, that the Ashtabula County Board of Health order Gregory Dovalosky to: (1) remove and dispose of all solid waste at a licensed landfill by May 8, 2023; (2) submit receipts from a licensed landfill to confirm proper disposal of solid waste on or by May 8, 2023; (3) submit proof of weekly trash service for this address to the Ashtabula County Health Department by May 8, 2023

Failure to comply with this order will result in this matter being referred to the Ashtabula County Prosecutor’s Office for enforcement action.

Roll Call:	Paul E. Thompson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”
	Duane Marcy	“Yea”

The motion carried, unanimously.

Mileage Cost Methodology discussion. Cost comparison study. Mileage reimbursement vs ACHD owned vehicles.

Old Business: Randall Barnes, Director of Environmental Health

- a. Board of Health Order Updates (report attached)  
Mr. Christopher Fortunato – Board Order Update Discussion

b. Fee Increase Resolutions:

Ashtabula County Health Department Fee Increases beginning June 1, 2023-Open Public Hearing

The board then examined the following Resolutions:

2023-1 Resolution to Revise Construction and Demolition Debris Application and Inspection Fees in the Ashtabula County Combined Health District and Declaring an Emergency.

2023-2 Resolution to Revise Tattoo & Body Piercing Fees in the Ashtabula County Combined Health District and Declaring an Emergency.

2023-3 Resolution to Revise Swimming Pools and Spa Fees in the Ashtabula County Combined Health District and Declaring an Emergency.

2023-4 Resolution to Revise Plumbing Fees in the Ashtabula County Combined Health District and Declaring an Emergency.

A motion was made by Paul E. Thompson and seconded by Rebecca Robinson that the Ashtabula County Board of Health of the Ashtabula Combined Health District adopt the following resolutions: Resolution 2023-1, Resolution to Revise Construction and Demolition Debris Application and Inspection Fees in the Ashtabula County Combined Health District and Declaring an Emergency; 2023-2, Resolution to Revise Tattoo & Body Piercing Fees in the Ashtabula County Combined Health District and Declaring an Emergency; 2023-3 Resolution to Revise Swimming Pools and Spa Fees in the Ashtabula County Combined Health District and Declaring an Emergency; and 2023-4 Resolution to Revise Plumbing Fees in the Ashtabula County Combined Health District and Declaring and Emergency. The effective date of these resolutions and of the implementation of the foregoing fees shall be June 1, 2023.

Roll Call:	Paul E. Thompson	“Yea”
	Dr. Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Bryce Heinbaugh	“Yea”
	Duane Marcy	“Yea”

The motion carried, unanimously

The President of the Board of Health, Dr. Harlan Waid Jr., declared Resolution 2023-1, Resolution to Revise Construction and Demolition Debris Application and Inspection Fees in the Ashtabula County Combined Health District and Declaring an Emergency; 2023-2, Resolution to Revise Tattoo & Body Piercing Fees in the Ashtabula County Combined Health District and Declaring an Emergency; 2023-3 Resolution to Revise Swimming Pools and Spa Fees in the Ashtabula County Combined Health District and Declaring an Emergency; and 2023-4 Resolution to Revise Plumbing Fees in the

Ashtabula County Combined Health District and Declaring an Emergency to be adopted this 12<sup>th</sup> day of April 2023 and become effective June 1, 2023.

- c. Discussion of the Ashtabula County Board of Health By Laws.
- d. Discussion of the Bureau of Worker's Compensation Charges to the Ashtabula County Health Department. New invoice received.
- e. Personnel and Administration
- A motion was made by Rebecca Robinson and seconded by Paul Thompson that the Ashtabula County Board of Health approve the hiring of McKenzie Wilber as the Assistant to the Administrator and Kenny Bailey as a Part Time Nurse who will be assisting with the TB Program, Bureau of Childhood Medically Handicapped Cases, Vaccines, and Well Child Clinics.

Roll Call:	Paul E. Thompson	"Yea"
	Dr. Harlan Waid Jr.	"Yea"
	Rebecca Robinson	"Yea"
	Bryce Heinbaugh	"Yea"
	Duane Marcy	"Yea"

The motion carried, unanimously

- All potential new staff will be required to have a clean drug and alcohol test before being offered a position with the Ashtabula County Health Department to be eligible for federal grants.
  - Any current Ashtabula County Health Department staff member can be asked by their supervisor to report to the State Road Occupation Health office to submit to a drug and alcohol screening due to suspicious behavior by any staff member or due to a vehicle accident while working as a staff member for the Ashtabula County Health Department.
  - Refusal to submit for a mandatory drug and alcohol screening could lead to the staff members dismissal.
  - 1<sup>st</sup> reading: All background checks and drug and alcohol screenings will be paid by the Ashtabula County Health Department.
  - 1<sup>st</sup> reading: Vacation policy
- f. Financial Health March 2023
- Current Reports-Cross Fund Report for April 2022 and April 2023
  - Budget Performance Report available for the Board for 2023
  - Fee Increases
  - Grand Funding
- g. Open Forum

The next meeting of the Board of Health will be May 10, 2023, at 6:00 p.m.

The motion was made by Bryce Heinbaugh and seconded by Paul Thompson to adjourn the meeting since there was no further business at hand.




Roll Call:

Paul E. Thompson	"Yea"
Dr. Harlan Waid Jr.	"Yea"
Rebecca Robinson	"Yea"
Bryce Heinbaugh	"Yea"
Duane Marcy	"Yea"


The motion carried unanimously.

The meeting adjourned.



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Dr. Harlan Waid Jr.  
President



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Jay Becker, M.P.H.  
Secretary