

**Portage County Combined General Health District**  
**Board Meeting Minutes**  
**May 18, 2021**  
**6:00 PM**



**COVID-19 response has changed our Board of Health in-person meeting to a conference call.**

**I. CALL THE MEETING TO ORDER**

The Portage County Combined General Health District Board of Health met on Tuesday, May 18, 2021, via conference call. The meeting was called to order at 6:02pm by Board President Howard.

Board Members in Attendance:      Robert Howard, President  
Amy Everett, Member  
Lucy Ribelin, Member  
James Bierlair, Member  
Dr. Howard Minott, Member  
Linda Grimm, Member

Board Members Absent:                Evelyn Cutlip, Vice President  
Charles Delaney, Member

Staff in Attendance:                    Joseph Diorio, Health Commissioner  
Mark Arredondo, Medical Director  
Rosemary Ferraro, Director of Nursing  
Debra Stall, Director of Finance  
Mary Helen Smith, Director of Environmental Health  
Becky Lehman, Director of Health Education and  
Promotion, Accreditation Coordinator  
Amy Cooper, WIC Director  
Justin Rechichar, Environmental Supervisor  
Amos Sarfo, Environmental Supervisor  
Sarah Meduri, Personnel Officer

Advisory Council:                        Bruce Lange, Charlestown Township

Others:                                        Scott Wilson, Foxwood Estates  
Michael Sprague, Foxwood Estates  
Frank Farquhar, Foxwood Estates  
Barbara Farquhar, Foxwood Estates  
Duane Frame, Foxwood Estates

Media Present:                              None

## II. APPROVAL OF MINUTES:

Board of Health Meeting: April 20, 2021 – Board Member Everett presented a motion to Accept the Board Meeting Minutes of the April 20, 2021, seconded by Board Member Ribelin. An “aye” vote was cast by all, motion carried.

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

## III. PORTAGE COUNTY TOWNSHIP ASSOCIATION (Advisory Council) –

Bruce Lange, Charlestown Township Trustee and Chairman of the District Advisory Council stated the township trustee meeting was held via Zoom. A vote was taken during the meeting to meet in person starting in August. The meeting will be held at the county garage. Also, Mr. Lange stated the Township Association and Portage County Engineers office will share a tent at the Portage County Fair.

## IV. ACTION ITEMS

Mr. Howard stated the Board will move Resolution #21-71 up to Action Item A on the Agenda, so members of the public did not have to wait the entire meeting to discuss the resolution.

### A. **Resolution #21-71** Declaring that Unsanitary Conditions Exist within the Jurisdiction of the Portage County Combined Health District in the vicinity of Foxwood Estates Subdivision Ravenna, Ohio

Mary Helen Smith, Director of Environmental opened the dialogue for the resolution by stating she worked with staff to write a summary report regarding the Foxwood Estates Subdivision. The report is approximately 30 pages in length. The report was sent to the Board of Health and Township Trustees prior to the Board Meeting. Members of the public attending the Board Meeting also received a copy from the Trustees.

Ms. Smith briefly summarized the report by stating the following:

In 2012, in response to an individual property owner complaint of raw or poorly treated sewage emanating from a broken clay drainage tile buried through the property located at 6543 State Route 14, the Portage County Health District investigated an alleged public health nuisance conditions in the Foxwoods Estates Subdivision located in Ravenna Township, contiguous to the City of Ravenna, Portage County, Ohio.

Foxwood Estates Subdivision is comprised of Bryn Mawr Street and Seabury Drive located in the Cuyahoga and Mahoning Watersheds, in Ravenna Township and contiguous to Ravenna City.

The Subdivision was established in the 1960's with eleven lots.

- 1 (one) remains undeveloped as a vacant lot.
- 10 (ten) of the lots are developed with single family residential homes,
  - Nine homes were constructed between 1961 and 1978 utilizing off-lot, discharging household sewage treatment systems to treat the sanitary waste.
    - 2 are failing unknown technology
    - 2 are pre 1986 aeration STS
    - 4 are discharging filter beds
    - 1 Class One aeration with a service contract
  - An additional home was built in 2006 utilizing an on-lot, soil-based household sewage treatment system.

An investigation was conducted in accordance Ohio Revised Code (ORC) 3718.011 and 6117.34 and Ohio Administrative Code (OAC) 3745-1-04 utilizing the Ohio Environmental Protection Agency (Ohio EPA) Water Quality Standard (WQS) Guidance Document #3, *Sampling Methods for Documentation of a Public Health Nuisance*.

In July 2016, 3 of the 3 samples (100%) taken from a 4- inch black, corrugated, point-source, discharge pipe (DP) had characteristics of sewage odor, color or other manifestations of raw or poorly treated sewage and exceeded the allowable *Escherichia coli* (E. coli) water quality standard of 1,030 colonies per 100 milliliters as stated under Ohio Revised Code (ORC) 3718.011 (C). The E. coli bacterial counts in the 3 samples (100%) that exceeded water quality standards ranged from 2,500 to 35,000 colonies per one hundred milliliters.

In November 2016, 3 of the 5 samples (60%) taken from a 4- inch black, corrugated, point-source, discharge pipe (DP) had characteristics of sewage odor, color or other manifestations of raw or poorly treated sewage and exceeded the allowable *Escherichia coli* (E. coli) water quality standard of 1,030 colonies per 100 milliliters as stated under Ohio Revised Code (ORC) 3718.011 (C). The E. coli bacterial counts in the 3 samples (60%) that exceeded water quality standards ranged from 2,600 to 34,000 colonies per one hundred milliliters.; 2 of the 5 samples (40%) taken from a 4- inch black, corrugated, point-source, discharge pipe (DP) had appearance and smell of diluted laundry (gray) water; and 4 upstream samples taken east of the 4'' black, corrugated discharge pipe tested under the water quality standards.

In summary, the household sewage treatment systems in the Foxwood Estates Subdivision are failing and continue to cause public health nuisance conditions in accordance with ORC 3718.011 and OAC 3745-1-04, the sewage treatment systems are considered an illicit, point-source discharge to Waters of the State with exceedances of the Ohio EPA total maximum daily loading (TMDL) rates for the Cuyahoga and Mahoning watersheds., there are no viable options for household sewage treatment systems and the best solution to eliminate the illicit discharge is to pursue sanitary sewers.

Pursuant to Section 6117.34 of the Ohio Revised Code (ORC) whenever the board of health of a general health district, makes complaint, in writing, to the environmental protection agency that unsanitary conditions exist in any county, the agency's director forthwith shall

inquire into and investigate the conditions complained of; therefore, the nuisance investigation concerning unsanitary conditions in the Foxwood Estates justifies a declaration of unsanitary conditions by the Portage County Board of Health by Resolution 21-71 and action to forward a written complaint declaration to the Ohio Environmental Protection Agency Director for consideration in accordance with ORC 6117.34.

Finally, that by undertaking this action will positively impact the situation by:

- 1) Requiring the two political subdivisions to move forward and prepare the best, economical option for the property owners;
- 2) It puts the community in the situation of ranking higher on any financial funding applications such as:
  - a. Ohio EPA Office of Financial Assistance for programs such as the Wastewater Collection & Treatment (sanitary sewer version of) WPCLF for planning, design, and construction
  - b. Ohio water Development Authority
  - c. Rural Community Assistance Programs
  - d. Community Block Development Grants
  - e. Ohio Public Works Commission

Ms. Ribelin inquired how the process would work with the EPA. Ms. Smith stated that the process would be similar to the CHIN allotments which involved over 300 houses by making the declaration, the Health District would transmit the Resolution 21-71 and report to EPA. Then, EPA would verify the Health District's determination and issue an order to the political subdivisions to undertake actions to remediate the problem. There have been multiple meetings regarding the Foxwood Estates subdivision and Ms. Smith stated there is no option for on-lot sewage treatment replacement systems. EPA told the Health District staff they would not issue individual NPDES permits to the homeowners because there are no viable discharge points. Ravenna Township met the Health District and stated they were not willing to dig stormwater drains from Seaberry Road to State Route 14 and it is not an option to go through private property. Ms. Smith stated the only real solution has been sanitary sewer, but the complications have been that the sewer district belongs to the township, but the sewer itself belongs to the city. They traded sewer districts and the hiccup is how to levy the assessment. The resolution will force the issue because EPA will tell the township and city that they must solve the problem. It is the best economical solution for the property owners.

Michael Sprague stated the report mentioned an April 10, 2018 meeting that took place and there was a meeting of residents and government officials which was led by the former Water Resources Director. Out of the meeting the residents thought they had a path forward and agreed to take care of the issues on an equal cost per owner basis and agreement would be written up. Residents did not hear anything after the meeting and believed that no news was good news. He inquired that the report noted February 2021 meeting, of which the Portage County Prosecutors Office reviewed the initiative by the former Water Resources Director and determined the suggestion by attorney Silver is not a viable legal outlet and advised the Health District to move forward prior to the data expiring from EPA standards for credible data. Mr. Sprague asked how the suggestion was not deemed viable and how it will impact the residents going forward. Ms. Smith stated that the Health District approached Allyson Manayan, who represents the Health District, David Garnier who represents the Water Resources Department and Chris Meduri who is the Portage County Civil Prosecutor and indicated the EPA does not want data to be more than 5 years old for water standards. The issue needed to be addressed, so the Health District along with the Prosecutors Office set a

deadline of February to have the matter resolved one way or another. The matter had to be set aside another year already due to COVID and the pandemic response, but the Health District doesn't want the data to expire. Ms. Smith asked for formal explanation from David Garnier regarding the Foxwood Subdivision in which his response was read aloud as the following:

“At the public gathering, the Portage County Water Resources Director envisioned giving residents an opportunity to commit in writing to sewer improvements for the Foxwood Estates sewer service area. Law governing county sewer districts does allow property owners to petition the board of commissioners to provide for a sewer improvement, and to request that the board assess the properties to pay the costs of the sewer improvement; however, the residents will recall that Portage County Water Resources had not determined at that time whether to levy assessments or to pay the cost of the improvement by other means. Because of this, a petition or other document could not be developed.

Although a petition for a sewer improvement has always been within the ability of the property owners to prepare on their own behalf, this office will readily work with the Portage County Health District, Portage County Water Resources Department and state and local authorities to pursue this matter in the manner it is able, and to see it to its proper resolution.”

Ms. Smith stated the same issues arise, as no resolution has been made between the two different political subdivisions and two different sewer districts whether it should be an assessment project or whether there is another means to pay for it. She believes by making the Resolution it will force the conversation and force a solution. Ms. Smith stated the Health District never heard from Mr. Silvers again, so she is unsure if he represented the residents as a group. Mr. Sprague stated that Mr. Silvers has since retired and is not currently their representation. The residents did not think that they needed additional legal assistance after his retirement. Mr. Sprague asked whether they need to retain an attorney. Ms. Smith stated they did not at this time. She stated the next steps would be the Board would decide whether to pass the resolution, and if passed, it would be sent to EPA for review. They would determine whether the Health Districts use of the statutes, guidance documents and samplings were accurate and if so, they will then tell the two political subdivisions to figure it out. Ms. Smith stated this option would be in the resident's best interest as to what is the most economical for all. She advised letting the process play out.

Duane Frame stated the last meeting uptown; Ravenna City did get three prints on three different ways which included grinder pumps and natural falls but that is where the discussion was left. They thought Ravenna City was putting together a plan. The residents agreed to pay but not for the property in front of Longmeadow. The residents were waiting on Ravenna City to work it out. He also commented that when the broken line was found, it was altered and should have never been altered anyway. He likes city sewer as he puts sewer lines in. He stated the residents would like to move on and have notice ahead of time. Ms. Smith stated the City did agree to run the sewer along the length of the road from the corner of the assisted living facility to the first property. At the time, it wasn't their sewer district, so they let them put in their own pump station with no consideration for the adjacent sewer district. The city was making the offer that they would make that part of the project, but they wanted the residents to move forward and commit, which is what the previous water resource director came up with as a potential petition. She stated there was a lot of back and forth as to who owns it and who is doing what and paying for it and again, that the resolution will force the discussion and solution of the problem.

Ms. Smith stated in terms of the homeowner's pipe that was found, it was a clay pipe collector tile that disintegrated, which left a very large puddle of sewage in the homeowner's yard. He took a black corrugated pipe and stuck it in the end of the clay tile that was not broken and ran it down under the fence as a point source discharging into waters of the state. Mr. Frame stated he just wants to get the issues resolved. Mr. Howard stated that he agrees and getting it resolved will be in the best interest of everyone.

Frank Farquhar asked for Mary Helen Smith's opinion as to if the residents are better off now than they were two to three years ago. Ms. Smith responded by stating that water resources Tia Rutledge and Pat Jeffers from the City Engineering Department both continue to be involved in the project and she has good faith that they will advocate and work together on behalf of the residents to come up the most cost-effective solution to pose to the city and the Board of County Commissioners. Mr. Farquhar inquired about additional funding solutions for the residents. Ms. Smith stated through experience, and as an example, when declaring the CHIN allotments as a nuisance declaration it made it more eligible for financial assistance and that they could look for and potentially be eligible for more funding opportunities.

Scott Wilson asked to clarify with Mary Helen that the city had agreed to run the lines to the township had they gone through with it a few years ago. Ms. Smith stated she does believe they did agree to it, but in principle wanted the residents as a group to move forward in good faith so they knew something was going to happen. She stated she cannot speak on behalf of the city now. He further asked about additional funding. Ms. Smith stated she believes they would be eligible to apply for the Ohio EPA Water Pollution Control Fund for wastewater collection and treatment which is what was used for the CHIN allotment. It would be predicated on how much money the governor puts in those projects. The nuisance declaration helps rank it as a greater problem. Mr. Wilson asked if there was any COVID related funding available to which Ms. Smith replied that she does not know but when EPA makes their determination that is something that can be asked. Mr. Wilson stated he was hoping to tie into the sampling of the sewer districts to determine were COVID was prominent. Ms. Smith asked Mr. Wilson to send her that information, project or funding source and she will check into it.

Barbara Farquhar asked if she could get the Minutes from the meeting. Mr. Diorio stated all Board Minutes are posted on the website once approved by the Board.

Board Member Everett presented a motion to Adopt Resolution #21-71 as stated above, seconded by Board Member Minott.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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All members of the public left the Board Meeting.

## B. Expenditure Ratifications

Invoice Batch No.	1439	\$	36,415.89
Invoice Batch No.	1478	\$	24,817.11
Invoice Batch No.	1503	\$	2,575.75
Invoice Batch No.	1511	\$	36,323.02
Invoice Batch No.	1540	\$	1,253.13
Invoice Batch No.	1586	\$	630.62
Invoice Batch No.	1638	\$	24,078.50
Invoice Batch No.	1656	\$	23,929.16
Invoice Batch No.	1672	\$	18,048.43
Invoice Batch No.	1742	\$	20,225.61
Invoice Batch No.	1769	\$	40,834.63
Total Invoice Batch		\$	229,131.85

Ms. Stall stated the invoices include monthly expenditures and supplies. The County financial program MUNIS had an upgrade which changed the format of reports. The Health District laptops are having issues with using MUNIS and VPN connectivity. Ms. Meduri, Ms. Stall, and Quality IP are working with the Portage County IT Department to resolve issues and hope to have Crystal Reports again soon.

Board Member Ribelin presented a motion to accept the above Expenditures and Ratify these expenses, seconded by Board Member Minott.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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## C. Equipment Request-Trailer

Ms. Lehman stated the equipment request for a trailer can be utilized across divisions for a variety of programs. The budget for the CO21 grant includes the trailer for the movement of COVID vaccine supplies and equipment. The Health District is currently using the EMA trailer. The purchase of the trailer would be paid for entirely through the grant. The trailer can also be towed by the Health District's truck.

Board Member Minott presented a motion to approve said equipment request seconded by Board Member Bierlair.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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D. **Resolution #21-62** Amendment to the 2021 Portage County Combined General Health District Annual Appropriations for Revenue Previously Certified.

Ms. Stall stated the Resolution will allow her to appropriate money into the correct line items.

Board Member Ribelin presented a motion to Adopt Resolution #21-62 as stated above, seconded by Board Member Minott.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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E. **Resolution #21-63** A Journal Entry Reversal/Expense Corrections for Portage County Combined General Health District

Ms. Stall stated the appropriations were not in place for food service and some Covid related monies, so the general fund covered the expenses until the money came in. The Resolution will allow her to pay back the general fund. She explained the state is sending money sporadically and the Board of Health and Budget Commission only meet once a month, so the appropriations are not in place and she has to make corrections to the general fund for paying the money upfront.

Board Member Ribelin presented a motion to Adopt Resolution #21-63 as stated above, seconded by Board Member Bierlair.



\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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- F. **Resolution #21-64** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jacob Dudley to Provide Epidemiological Assistant services for COVID-19. (20 hours)
- G. **Resolution #21-65** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Kelley Beck-Plishka to Provide Epidemiological Assistant services for COVID-19. (30 hours)
- H. **Resolution #21-66** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Patricia Bissler to Provide Epidemiological Assistant services for COVID-19. (30 hours)
- I. **Resolution #21-67** The Portage County Board of Health Acceptance of the Agreement for Independent Contractor Services Between the Portage County Combined General Health District and Jeremy Brewer to Provide Epidemiological Assistant services for COVID-19. (40 hours)

Mr. Diorio reminded the Board that all agreements with the Contact Tracers have been terminated due to lack of funding from the Ohio Department of Health (ODH). As a result, ODH designated funding through a Covid Enhanced Operations Grant for what are called Epidemiological Assistants to assist with outbreak response and investigations. The Health District would like to retain four of the Contact Tracers to serve in the capacity as Epidemiological Assistants which are Jacob Dudley, Kelly Beck-Plishka, Jeremy Brewer and Patricia Bissler ranging from twenty to forty hours per week to be paid through the grant through the end of December 2021.

Board Member Bierlair presented a motion to Adopt Resolutions #21-64 through 21-67 as stated above, seconded by Board Member Minott.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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- J. **Resolution #21-68** The Portage County Board of Health Acceptance to Enter into Agreement Between the Portage County Board of Commissioners and the Portage County Combined General Health District for The Purpose of Cooperation and Coordination as it Relates to the Execution of the Responsibilities of the Portage County Storm Water District

Ms. Smith stated the resolution is a renewal Agreement with Portage County Engineers Office on behalf of the Portage County Commissioners to implement minimum control measure three for the Illicit Discharge Detection and Elimination (IDDE) program for outfall verification, screening, identification and to respond to complaints.

Board Member Ribelin presented a motion to Adopt Resolution #21-68 as stated above, seconded by Board Member Bierlair.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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- K. **Resolution #21-69** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 1851 and 1853 Trares Road in Suffield Township and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems

The nuisance complaint was called in by a Township Trustee. The property is adjacent to a golf course and the golfers were getting tired of the balls landing in sewage. The environmental division completed a file review. It is a rental property using prohibited technology and the leach fields are failing. Notices were sent to the landowner with no response.

Board Member Minott presented a motion to Adopt Resolution #21-69 as stated above, seconded by Board Member Ribelin.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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- L. **Resolution #21-70** Declaring a Public Nuisance, Ordering Abatement of that Nuisance Located at 4849 Campbellsport Road in Rootstown Township and Approving the Civil Prosecution for Violation(s) of Ohio Revised Code (ORC) Chapter 3718 and Ohio Administrative Code (OAC) Chapter 3701-29 Sewage Treatment Systems

Ms. Smith stated the lot was split and the new landowner purchased the land, built a new house, and installed a septic system. During the final evaluation, the owner inquired about the smell coming from the catch basin on the adjacent property. The inspector looked at it and concurred that it smelled like sewage. Stormwater staff from the environmental division went out to the property and completed dye testing which indicated the sewage coming from the original owner's property. Notices were served to the owner who called and spoke to Will Duck, Registered Sanitarian regarding financial assistance. Mr. Duck hand delivered information to the homeowner. The Health District has not heard from the homeowner since. Two additional notices were served. As of date, the homeowner has not reached out or applied for financial assistance and is making no effort to resolve the issue.

Board Member Ribelin presented a motion to Adopt Resolution #21-70 as stated above, seconded by Board Member Bierlair.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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- M. **Resolution #21-72** Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Enterprises, LLC for the 2020 Water Pollution Control Loan Fund Contract #202009A Located at 10142 Scotts Corners Road in Palmyra Township

Werab Enterprises, LL presented a bid to offer design and installation services for the WPCLF Contract 202009A in the amount of \$25,000 which was the best and lowest bid.

Board Member Minott presented a motion to Adopt Resolution #21-72 as stated above, seconded by Board Member Bierlair.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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- N. **Resolution #21-73** Authorizing the Portage County Combined General Health District to enter into an Agreement with Stark Aeration & Excavation Inc. for the 2020 Water Pollution Control Loan Fund Contract #202013 Located at 2939 McClintocksburg Road in Palmyra Township.

Stark Aeration & Excavation Inc. presented a bid to offer design and installation services for the WPCLF Contract 202013 in the amount of \$12,800 which was the best and lowest bid.

Board Member Everett presented a motion to Adopt Resolution #21-73 as stated above, seconded by Board Member Bierlair.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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- O. **Resolution #21-74** Authorizing the Portage County Combined General Health District to enter into an Agreement with Werab Enterprises, LLC for the 2020 Water Pollution Control Loan Fund Contract #202014 Located at 11760 State Route 88 In Nelson Township

Werab Enterprises, LL presented a bid to offer design and installation services for the WPCLF Contract 202014 in the amount of \$10,820 which was the best and lowest bid.

Mr. Bierlair commended the environmental staff for the number of systems that have been replaced through the WPCLF program. Mr. Sarfo stated the Health District has helped repair or replace 86 systems. Mr. Bierlair thanked the staff and complimented the Stormwater Report, further commenting that the report is phenomenal and very impressive especially during the pandemic.

Board Member Minott presented a motion to Adopt Resolution #21-74 as stated above, seconded by Board Member Ribelin.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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**P. Variance Request-** 9026 Fewtown Road, Deerfield Township

Mr. Sturges, property owner, is requesting a variance to reduce the isolation distance from the proposed well from 10 feet to no less than 5 feet to the property line. Documentation submitted by Mr. Sturges includes a drawing illustrating the intended isolation distances from the proposed well to property lines, house, and all other potential sources of contamination. Upon review of the documentation and field consultation it appears as though there is enough available space for a drilling rig or other applicable equipment to adequately service the well or other components as needed. It is the recommendation of the program staff to approve the variance reducing the required isolation distances from 10 feet to no less than 5 feet to a property line, with terms and conditions. The private water system is maintained accessible for repairs and servicing. The private water system is maintained in compliance with chapter 3701-28 Private Water Systems.

Board Member Ribelin presented a motion to approve the Variance Request for 9026 Fewtown Road with terms and conditions as outlined, as stated above, seconded by Board Member Bierlair.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Yes

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**Q. Resolution #21-75** The Portage County Board of Health Acceptance to Enter into an Agreement Between the Portage County Combined General Health District and Kent City Health Department for COVID-19 Vaccine Equity Supplemental Grant

Ms. Lehman stated the Vaccine Equity Supplemental Grant provides funding to ensure that high risk residents of Portage County have access to the vaccine. The grant provided funding to Portage County Combined General Health District as well as pass through funding to Kent City Health Department.

Board Member Ribelin presented a motion to Adopt Resolution #21-75 as stated above, seconded by Board Member Everett.

\*Vote on the motion is as follows:

Board Member Howard	Yes	Board Member Everett	Yes
Board Member Cutlip	Absent	Board Member Ribelin	Yes
Board Member Minott	Yes	Board Member Delaney	Absent
Board Member Bierlair	Yes	Board Member Grimm	Abstain

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## **V. DISCUSSION REPORTS**

### **A. Administration and Personnel:**

The Health District received thirty-one iPads from ODH to assist with the mass vaccination clinics. The iPads have been very successful in checking in individuals, entering data while onsite, and scheduling second dose appointments. The ability to use the iPads helped eliminate the code issues from ODH's Vaccine Management System.

Ms. Meduri reported that the Health District is struggling to get applicants for the multiple job postings. For all five postings, in total the Health District just reached over 50 applicants which is abnormally low. The Health District was able to obtain Anita Mackey as the new WIC Clinic Assistant in Lisbon and Ellen Cox as the Seasonal Worker to fill two of the openings. Ms. Meduri has reposted the remaining three position openings for the Accreditation Coordinator, Public Health Nurse and Billing Clerk.

### **B. Fiscal and Accounting:**

Ms. Stall reviewed the Cash Basis Report and reminded the Board that \$988,300 was advanced out of the General Fund to cover expenses that will be repaid through grant funding which will reimburse the General Fund when the money comes in. She stated the General Fund is looking very good thanks to COVID grants that have helped in the salary line items.

### **C. Nursing:**

Ms. Ferraro was pleased to announce that 30,000 doses of vaccine were given to individuals through the Health Districts mass vaccine clinics. She thanked community partners for their help and support throughout the pandemic. The nursing staff are still going to jails, home visits and smaller venues trying to reach as many individuals as they can to provide the vaccine.

D. Environmental:

Ms. Smith thanked the environmental staff for their commitment to the mission of the Health District and Covid response. She stated their efforts have been admirable. PCHD Staff have adapted to working clinics, participating in incident command all while completing their normal job duties.

The Health District applied and was accepted for the 2021 Mosquito Control Grant. Ellen Cox has been hired for the Seasonal Worker position. Ms. Smith commented that she is an environmental science major and very excited about the position. She is thrilled to have her join the environmental team.

E. Health Education and Promotion & Accreditation:

The None 4 Under 21 program was held virtually through Facebook and Twitter. Health Education staff are planning for health fairs outside and some drive thru fairs.

Ms. Lehman is working to complete the first report for Re-Accreditation for year two and plans to have it ready for the next board meeting.

F. Women, Infants and Children (WIC):

WIC staff are continuing services curbside which is predicted to end in August 2021. Ms. Cooper is working with Ms. Miley to complete the WIC Grant FY22. Ms. Cooper stated that WIC is fully staffed and very happy with the new additions. They are excited to start back up with community events and outreach.

G. Health Commissioner:

Mr. Diorio stated that today, May 18<sup>th</sup>, 2021, is the first day the Health District did not have a mass clinic on a Tuesday at the Kent State Field House. He commented that the demand is down but is anticipating the approval of the Pfizer vaccine for those aged 12 years old and up. He talked to all the Superintendents at the schools and is promoting a closed vaccine clinic at Kent State Field House on May 25<sup>th</sup> from 3:00PM-7:00PM with two thousand appointments available for individuals 12 years of age and up. The second dose clinic will be scheduled on Tuesday, June 15<sup>th</sup> which is the same night the Board Meeting is scheduled in June. He would like to move the Board meeting to another day that week.

Mr. Diorio is still watching SB110 as it was passed by the House of Representatives and has since moved to the Senate. He commented that there has been quite a bit of discussion and testimony and expects them to vote by June 10<sup>th</sup>. He will keep the Board apprised of new information.

Mr. Diorio is still looking into possible viable options for a new building for the Health District. He is currently working with the owner and contractor for the building located at 771 North Freedom Street. He is unsure that the building could accommodate about fifty staff members and all the equipment and supplies the Health District needs. On top of physical office space and storage space, the Health District needs clinical rooms, meeting rooms and some enclosed offices for privacy.

## **VI. OLD BUSINESS**

## **VII. NEW BUSINESS**

### **A. Accept the hiring of Anita Mackey, FT WIC Clinic Assistant**

Mr. Diorio stated that WIC staff are very excited about the new hiring of Anita Mackey. Ms. Meduri visited Anita onsite at Lisbon to complete her orientation. She is doing very well acclimating to her new position.

Board Member Minott presented a motion to approve the hiring of Anita Mackey, as stated above, seconded by Board Member Ribelin. An “aye” vote was cast by all. Motion carried.

### **B. Accept the hiring of Ellen Cox, Seasonal Worker**

Mr. Diorio stated the Seasonal Worker position is for the mosquito program and paid through the Mosquito Control Grant the Health District was awarded. Ms. Smith informed the Board that Ellen is Ms. Everett’s daughter, but she was the most qualified for the position. Ms. Smith stated she is very excited for her to join the environmental team and hopes that if she likes it, she will apply again next year. She commented it is a wonderful experience for her to learn what each sanitarian does which will give her valuable insight to direction for her future.

Board Member Bierlair presented a motion to accept the hiring of Ellen Cox as Seasonal Worker, as stated above, seconded by Board Member Minott. An “aye” vote was cast by all, except for Ms. Everett as she abstained from voting. Motion carried.

Ms. Everett commented that she is excited that Ellen will get to train with quality people in a quality program.

## **VIII. BOARD ISSUES AND DISCUSSION:**


Mr. Diorio asked the Board to discuss moving the June 15, 2021 Board Meeting from Tuesday to Thursday, June 17, 2021. The second dose mass vaccine clinic held at the Kent State Field House is scheduled for June 15, 2021 from 3:00PM to 7:00PM. Dr. Minott stated it would be difficult for him to make but did not want that to deter the decision if it worked for everyone else. Board Members Ribelin, Howard, Grimm, Bierlair and Everett all stated that Thursday, June 17<sup>th</sup> would work for them. Board Members Cutlip and Delaney were absent from the meeting, but Mr. Diorio stated he would follow up with them to confirm their availability. Ms. Grimm asked when in person Board Meetings will resume and Mr. Diorio stated he was looking for a space to hold them as the conference room at the Health District is filled with Covid related supplies. He stated he was looking into the community room and the Elks. Mr. Bierlair offered to use the meeting room at Portage County Water Resources Building. Mr. Diorio will email the Board with the confirmation of the date, time, and location of the June meeting.

## **IX. PUBLIC COMMENTS: None**



**X. EXECUTIVE SESSION:**

**Adjournment:** Ms. Ribelin made a motion to adjourn, seconded by Mr. Bierlair. The May 18, 2021 Board meeting was adjourned at 8:06 pm. An “aye” vote was cast by all, motion carried.

A handwritten signature in black ink, reading "Joseph J. Diorio", is written over a horizontal line.

\*Joseph J. Diorio, MPH, MS, R  
Health Commissioner

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