



HURON COUNTY BOARD OF HEALTH MEETING
December 5, 2024, at 1:00 PM

Present: Randolph Bacon, Dr. Amy Browne, Jessica Khaledi, Jeremy Loose, Greg Polachek, Sara Smith, Kim Stults, Kenneth Tkach

Absent: Krista Sowers

HCPH Staff: Bethany Bracken, Eric Cherry, Timothy Hollinger, Nino Majoy, Nicole Marks, Kristian McCallen

Guest(s) In Person: Matt Roche-Norwalk Ohio News; Randal Strickler – Chief Assistant Prosecutor, Civil Division, Huron County Prosecutor’s Office; Huron County residents: Carl Pettit, Jeanne Pettit

The Board of Health of Huron County Public Health (HCPH), Huron County, Ohio met at a regular meeting of the Board on December 5, 2024, at HCPH Conference Room 1.

Mr. Loose called the meeting to order at 1:00PM and requested a roll call. Mrs. Marks completed the roll call: Mr. Bacon – Present; Dr. Browne – Present; Ms. Khaledi – Present; Mr. Loose – Present; Mr. Polachek – Absent; Mrs. Smith – Present; Mrs. Sowers – Absent; Mrs. Stults – Present; Mr. Tkach – Present.

Mr. Loose presented the Administrative Hearing for 457 Boughtonville Road East, Ripley Township, Huron County, Ohio. Dr. Browne made a motion to proceed with the hearing and Mr. Tkach seconded the motion. Mr. Polachek arrived to the meeting at this time. Mr. Randal Strickler of the Huron County Prosecutor’s Office asked that those planning to give testimony in the hearing please stand. Mr. Nino Majoy and Mr. Carl Pettit stood at this time and were dually sworn by Mr. Strickler, who then gave the floor to Mr. Pettit.

Mr. Pettit provided his testimony surrounding 457 Boughtonville Road East. Mr. Pettit stated that the property belonged to his mother, who passed away over six years ago. Mr. Pettit serves as the executor of her estate and trust, which stated that after 5 years, Mr. Pettit’s brother was entitled to ½ of the estate, including the farm at the address listed. Mr. Pettit is currently in the process of buying his brother out of his portion of the estate. Mr. Pettit stated that the home is currently vacant and that he has no intention of living in or renting the home and that the water and boiler are currently shut off at the property. Mr. Pettit has intentions to sell the home in the coming years and does not feel that he should replace the septic system at this time or pay the fees associated with the Operation & Maintenance (O&M) program. Mr. Pettit answered a series of questions from the Board regarding his notification of the O&M Program, timeline of property transfer, state of the livability of and utilities at the residence, and potential options for proceeding with the residence and septic system.

With no further questions from the Board, Mr. Majoy provided his testimony regarding 457 Boughtonville Road East. Mr. Majoy outlined the timeline of the property’s involvement in the O&M program, including the record of the sale of property (April 5, 2024) which enrolled the property at 457 Boughtonville Road East into the O&M program, the draft and delivery of notice of O&M enrollment (April 18, 2024 and April 20, 2024, respectively), phone discussions with Mr. Pettit regarding the O&M program, the draft and delivery of the non-compliance letter outlining the \$350 non-compliance fee (June 7, 2024) and draft and delivery of final notice (August 21, 2024 and August 23, 2024, respectively). Further discussion followed regarding potential options for proceeding with

the residence and septic system, exemptions for the O&M program, and the real property transfer occurring on April 5, 2024.

Following the Board's discussion, Dr. Browne made a motion to enter into an Executive Session pursuant to Ohio Revised Code 121.22(G)(3), for conferences with an attorney for the public body concerning disputes of the public body that are the subject of pending or imminent court action, to deliberate on the appeal. Ms. Khaledi seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes. Following the Board's deliberation, Dr. Browne made a motion to exit executive session and resume into regular session and Mr. Bacon seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Once regular session was resumed, Mr. Tkach made a motion to grant the variance that the \$350 non-compliance fee to be waived for the property at 457 Boughtonville Road East, Ripley Township, Huron County, Ohio, owned by Carl E. Pettit. Mr. Bacon seconded the motion. The motion failed upon roll call vote: Mr. Bacon – No; Dr. Browne – No; Ms. Khaledi – No; Mr. Loose – No; Mr. Polachek – Abstain; Mrs. Smith – No; Mr. Tkach – No. Mr. Strickler informed Mr. Pettit that the failure of the motion means he will have to pay the \$350 non-compliance fee, either in person at the health department, or it will be assessed on his property taxes.

Mr. Loose invited the public to participate in the public comment period, but there were no members of the public present who wished to comment.

Mr. Hollinger presented the employee service awards, which are given in 5-year increments. Matt Schwab has achieved 5 years of service in the Environmental Health Division.

Dr. Browne made a motion to enter into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(1) and G(2) to consider the compensation of a public employee and to consider the sale of property at competitive bidding. Mrs. Smith seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes. Mrs. Stults left the meeting prior to the end of the executive session.

Dr. Browne made a motion to exit executive session and enter into regular session and Ms. Khaledi seconded the motion. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose requested a motion for elections. Dr. Browne made a motion and Mr. Polachek seconded the motion. Mr. Loose requested nominations for president. Dr. Browne nominated Mr. Loose to continue as Board president in 2025 and Ms. Khaledi seconded the motion. Mr. Bacon motioned to close nominations and Ms. Khaledi seconded the motion. With all in favor and none opposed, Mr. Loose was re-elected the Board of Health President for 2025.

Mr. Loose then asked for nominations for Vice President for calendar year 2025. Dr. Browne then nominated Mr. Polachek to serve as Vice President for 2025 and Mrs. Smith seconded the motion. With all in favor and none opposed, Mr. Polachek was elected the Board Vice President for 2025.

Mr. Loose proceeded to action items on the agenda and presented the Board with Resolution 2024-121: Approval of Minutes from the November 7, 2024 Regular Meeting. Dr. Browne made a motion to approve

Resolution 2024-121, and Mr. Polachek seconded the motion. With all in favor and no members opposed, the motion carried.

Mr. Loose presented Resolution 2024-122: Approval of Expenditures from Last Meeting, which were sent out in the Board packet in advance of the meeting. Mrs. Smith made a motion to approve Resolution 2024-122, Ms. Khaledi seconded the motion. With no discussion, the motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-123: Approval of November 2024 Budgetary Transactions. Mr. Bacon made a motion to approve Resolution 2024-123, Mr. Polachek seconded the motion. With no discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-124: Pre-Approval of December 2024 Expenditures. Mr. Tkach made a motion to approve Resolution 2024-124, and Mr. Bacon seconded the motion. Mr. Hollinger described the purpose of the resolution, which is to ensure that all 2024 expenditures and budgetary transactions are approved in calendar year 2024. Resolution 2024-124 outlines anticipated expenditures through December 31st. A tentative Special Board of Health Meeting was also scheduled for December 31st at 7:45am to approve unanticipated December expenditures not included with this Resolution. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-125: Resolution to Choose 2025 Health Insurance Coverage. Mr. Loose made a motion to approve Resolution 2024-125, with the Board accepting Anthem insurance coverage and paying 80% of insurance costs and Dr. Browne seconded the motion. With no discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-126: Approval of Cost-of-Living Increase and Adjustment of Classification Ranges. Mr. Polachek made a motion to approve Resolution 2024-126 with a 4% cost of living increase, and Mrs. Smith seconded the motion. With no discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-127: Request to Accept Additional Funding for the Public Health Workforce Grant (\$50,000.00). Dr. Browne made a motion to approve Resolution 2024-127, and Ms. Khaledi seconded the motion. Mr. Hollinger explained that this is one-time \$50,000.00 funding for each health department in Ohio that signs a letter of commitment to continue with PHAB accreditation. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-128: Request to Lease/Sell Real Property at 388 East Howard Street, Willard. Mr. Polachek made a motion to approve Resolution 2024-128, and Dr. Browne seconded the motion. With no discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-129: Administration and Fiscal Management. Mr. Bacon made a motion to approve Resolution 2024-129, and Dr. Browne seconded the motion. Mr. Hollinger explained that this was sent in the Board packet, and is the annual resolution that allows Mr. Hollinger his powers between Board of Health meetings to allow for business functions between Board meetings. Clarification was provided that Mr. Cherry was specifically listed as a back-up for Mr. Hollinger as the Board took out a surety bond for Mr. Cherry to have the authority for the duties listed. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-130: Request to Seek and Accept Donations for the 2025 Huron County Fair. Dr. Browne made a motion to approve Resolution 2024-130, and Mrs. Smith seconded the motion. Mrs. Marks explained that annual surveys are completed at the fair and these donations help incentivize participation by attendees. With no discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-131: Request to Approve Conference Room Expansion. Mr. Polachek made a motion to approve Resolution 2024-131, and Dr. Browne seconded the motion. Mr. Hollinger explained that the proposed expansion of the main conference room would be completed with COVID-19 funding. This resolution is asking for permission to reach out for design and draw bids, and then it would be brought back into Board for discussion, selection, and approval of design. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-132: Approval of Updated Fees. Dr. Browne made a motion to approve Resolution 2024-132, and Mr. Bacon seconded the motion. Mr. Hollinger provided an overview of the proposed fee adjustments, based on what the insurance companies will reimburse, which were sent out to the Board ahead of the meeting. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-133: Request to Reimburse Employee for Health Insurance Over Charge from January 2021. Dr. Browne made a motion to approve Resolution 2024-133, and Mrs. Smith seconded the motion. Mr. Hollinger explained that an employee soon to be retiring brought to Management's attention that when he initially became a full-time employee in 2021, he was charged for insurance 30 days before his insurance began. This Resolution reimburses him for that error. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-134: Emergency Resolution to Amend FSO and RFE Fee Schedule. Mr. Polachek made a motion to approve Resolution 2024-134, and Dr. Browne seconded the motion. Mr. Cherry explained the purpose of this Resolution, which relates back to the state-level changes in the cost methodology worksheet. There are three additional fees changing; all changes are less than \$10, but because fees are going down, they must be changed. An emergency resolution and three formal readings will be followed. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-135: Request to Contract for NPDES Sampling. Mr. Polachek made a motion to approve Resolution 2024-135, and Mrs. Smith seconded the motion. Mr. Cherry stated that any permitted systems from 2007 forward with off-lot discharging systems must receive a NPDES permit from the Ohio Environmental Protection Agency (EPA), which allows them to discharge partially-treated effluent to waters of the State. Part of the terms and conditions of the permit is that sampling must be completed annually and that results have to be sent annually to the Ohio EPA. HCPH requires that samples are taken through HCPH, but this year staff had not have time to pull all samples, thus why the contract is necessary. The contract was also more cost-effective than HCPH sending staff to complete the sampling. With no further discussion, Mr. Loose requested a roll call vote. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Mr. Loose presented Resolution 2024-136: Resolution to Adopt and Validate Amended FSO and RFE Service Fee and License Charge Schedule. This was the first reading for Resolution 2024-136, thus no vote occurred. Mr. Cherry read the Resolution in its entirety and fees/license charges were displayed on the screen, with changing fees highlighted in yellow.

Mr. Loose proceeded to the Fiscal Report. Mr. Bacon made a motion to approve the fiscal report and Mrs. Smith seconded the motion. Ms. Bracken proceeded to present the Fiscal Report to the Board. The fund balance report was reviewed, in addition to the general fund cash balance, year-to-date budget performance and November 2024 expense highlights. With no further discussion, Mr. Loose requested a roll call vote to approve the Fiscal Report. The motion carried upon roll call vote: Mr. Bacon – Yes; Dr. Browne – Yes; Ms. Khaledi – Yes; Mr. Loose – Yes; Mr. Polachek – Yes; Mrs. Smith – Yes; Mr. Tkach – Yes.

Ms. McCallen presented the Communicable Disease Report for November 2024 to the Board, providing an overview of communicable disease trends for the month, harm reduction vending machine activity for the month, and school absentee surveillance for the month of November. Mrs. Smith made a motion to approve the presentation, and Dr. Browne seconded the motion.

Mrs. Marks announced that 2025 meeting dates have been sent out to the Board via email.

With no other discussions or business on the agenda or presented by Board members, Mr. Tkach made a motion to adjourn, and Mr. Bacon seconded the motion. The meeting adjourned at approximately 3:20pm. The next regular session is scheduled for January 9, 2025.