Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, July 24, 2025, at the Seneca County General Health District, Basement Conference Room A, 92 E Perry Street, Tiffin, Oh 44883. With a quorum present, Board Vice President Mr. Robert Podach called the meeting to order at 5:01 pm.

Mr. Robert Podach started the meeting by reading the Mission Statement in the Seneca County Board of Health bylaws:

The Seneca County General Health District, in collaboration with its citizens, promotes wellness, prevents disease, protects the environment, and assures access to quality health care.

Board Members Roll Call:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase-Yes
Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes
Dr. Clay Wolph – Arrival at 5:03		

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Others Present:

Julie Richards, MA, LSW, LPCC/S, Health Commissioner
Anita Gaietto, BBA, Fiscal Director
Trisha Kahler, RD, LD, WIC Director
Ryan Sendelbach, REHS Environmental Director
Andrea Barrell, RN, BSN, Nursing Director
Ajith Singh Bhagavath Singh, Landfill Oversight and Compliance Director
Caitlin Dennison, MPH, Epidemiologist
Jordan Pruitt, BS, Landfill Inspector
Erika Handru, Communication Specialist
Lisa England, Registrar

Approval of Minutes

Mr. Heiser made a motion to approve the minutes from the June 26, 2025, Board of Health Meetings. Dr. Gase seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase- Yes
Nathanael Heiser – Yes	Scott Lyons – Yes	Robert Podach – Yes

Public Records Request

Mrs. Handru stated that there was one record request since the last board meeting, the request has been fulfilled.

Review Expenditures/Approve Payment of Bills

Mr. Podach made a motion to approve the June 2025 bills as presented. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes | Dwight Clary – Yes | Dr. Andrew Gase- Yes
Nathanael Heiser – Yes | Scott Lyons – Yes | Robert Podach – Yes
Dr. Clay Wolph – Yes

Out of County Travel
Mr. Podach made a motion to approve the out of county travel as presented to the Board in the board packet. Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes | Dwight Clary – Yes | Dr. Andrew Gase- Yes
Nathanael Heiser – Yes | Scott Lyons – Yes | Robert Podach – Yes
Dr. Clay Wolph – Yes

Appropriation Transfer
Mr. Heiser made a motion to approve repaying the appropriation transfer:

1. Fund 7096 Integrated Naloxone-salaries to equipment - $35,688.00 - 6/25/25
2. Fund 7142 PHEP-supplies to software license/service - $90.00 – 7/1/25

Mr. Clary seconded the motion.

Mrs. Richards explained Fund 7096 will be used to cover the cost for Naloxone vending machines that will be located through out the county.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes | Dwight Clary – Yes | Dr. Andrew Gase- Yes
Nathanael Heiser – Yes | Scott Lyons – Yes | Robert Podach – Yes
Dr. Clay Wolph – Yes

Contracts
Mr. Heiser made a motion to approve the following contracts:

a. The Lamar Companies, for billboard advertising, 08/06/2025 - 09/02/2025, not to exceed $1,005.00 (payer).

Mr. Lyons seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes | Dwight Clary – Yes | Dr. Andrew Gase- Yes
Nathanael Heiser – Yes | Scott Lyons – Yes | Robert Podach – Yes
Dr. Clay Wolph – Yes

WIC Division Report
Trisha Kahler reviewed her report that was in the Board packet. Ms. Kahler said WIC handed out their Farmers Market Coupons for this year.

Nursing Division Report
Andrea Barrell reviewed her monthly nursing report that was included in the packet. She discussed outreach events for June. Mrs. Barrell stated that nursing is preparing for the upcoming school contracts.

Environmental Health Division
Ryan Sendelbach reviewed his Environmental Report from the packet.

Epidemiologist /Emergency Planner Report
Caitlin Dennison reviewed her report from the Board packet. She discussed a training she attended at the Seneca County EMA with staff members Julie Richards and Ryan Sendelbach. She has also been busy working with staff on accreditation work days.

Landfill Division Report
Jordan Pruitt reviewed her Board packet report. Ms. Pruitt has been onsite at the landfill with weekly inspections and responded to incidents that have occurred at the site. She is continuing training and has recently attended a training in Marion at Alloway.

Health Commissioner
Health Commissioner Julie Richards reviewed her Broad report. Mrs. Richards discussed the work the nursing clerks did to obtain a grant to support a collaborative melanoma prevention initiative with the Health Department and Aktion Club. She also met with the Tiffin City Schools superintendent for the recently awarded contract for the 2025/2026 school year.

Mrs. Barrell shared what the nurses currently do in the schools that the Health Department has contracts with.

Mr. Heiser asked if the new hours had started for Environmental. Mr. Sendelbach responded that they have started the new hours, and it seems to be working well.

Mr. Podach made a motion to accept division reports. Mr. Lyons seconded the motion. The motion carried unanimously.

Employee Related Actions
Mr. Lyons made a motion to approve resolution 2025.14 approving the employment of Ajith Singh Bhagavath Singh as full-time Environmental Sciences and Landfill Oversight and Compliance Director, effective 07/14/2025. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase- Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

Unfinished Business
Environmental Impact Study
Ms. Richards reviewed the revised proposal that was mailed in the packet. She would like the Board to review the information and discuss it at a future meeting.

Vehicle Use Policy
Mrs. Richards presented the updated vehicle use policy.

Mr. Podach made a motion to approve the Vehicle Use Policy with the corrections presented. Mr. Clary seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase- Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

New Business

Request for Attorney fees

Mrs. Richards explained that Dr. Zachary West asked that the Health Department reimburse him for fees from an attorney to protect his patient records from when his phone was being scanned related to case 3:24-CV-912.

Mr. Clary made a motion to reimburse Dr. Zachary West in the amount of $775.00 for legal services in case 3:24-CV-912 from attorney Kyle Silvers for the purpose of properly preserving medical information while complying with a subpoena in the case with the stipulation that a letter be sent to Dr. West stating that any further request for fee reimbursement be presented to the Board prior to incurring these fees. Dr. Beres seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dwight Clary – Yes	Dr. Andrew Gase- Yes
Deborah Hay – Yes	Nathanael Heiser – Yes	Robert Podach – Yes
Dr. Clay Wolph – Yes		

Board Member Voicemail

Mrs. Richards did confirm with Buckeye IT that they can set up Board member voice mails. Mr. Lyons asked if the system could notify them with a text or call when they have a message. The Board would like to discuss at the next meeting.

Public Concerns/Requests

Mr. Louis Watkins addressed his concerns about his well's water quality. He feels the water wasn't an issue until the landfill. He feels he is not getting assistance with this issue.

Mr. Podach made a motion to adjourn the meeting at 5:49 p.m. Mr. Lyons seconded the motion.

The next Board of Health meeting is scheduled for August 28, 2025, at 5:00 pm. at the Seneca County General Health District, Basement Conference Room A, 92 E Perry Street, Tiffin, Oh 44883.

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Board of Health President Board of Health Secretary