Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, October 23, 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 5:00 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	Mr. Dwight Clary – Absent	Dr. Andrew Gase -Yes
Mrs. Deborah Hay –Absent	Mr. Nathanael Heiser - Yes	Mr. Scott Lyons – Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Absent	Dr. Clay Wolph – Absent

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
Jordan Pruitt, BS, Landfill Inspector
Caitlin Dennison, MPH, Epidemiologist
Erika Handru, Communication Specialist
Lisa England, Registrar

Pledge of Allegiance
The Board recited the Pledge of Allegiance.

December Board Meeting
Mr. Podach made an announcement that the December 11, 2025 Board of Health Meeting will be held in Board of Elections conference room.

Approval of Minutes
Mr. Heiser made a motion to approve the minutes from the September 25, 2025, Board of Health Meeting. Dr. Gase seconded the motion. The motion carried upon roll call vote:

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

Public Records Request
Communications Specialist Erika Handru reported that the Health District received no public records requests since the last meeting.

Committee Report
Verbal report of the October Audit Committee meeting

Mr. Podach presented the Audit Committee verbal report. The Committee had met beforehand at 4:15 p.m., prior to the regular meeting. There were a couple corrections which were taken care of quickly. Mr. Podach concluded by thanking the fiscal department for their hard work.

Mr. Lyons made a motion to approve the Audit Committee report given by Mr. Podach. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

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

Review Expenditures/Approve Payment of Bills
Mr. Lyons made a motion to pay the September 2025 bills as presented. Mr. Heiser seconded the motion. The motion carried upon roll call vote:

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

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

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

Appropriation Transfers
Mr. Lyons made a motion to accept the appropriation transfers:

1. Fund 7033 Swimming Pools-supplies to software license/service-$123.00-10/2/25
2. Fund 7033 Swimming Pools-other expenses to software license/service-$300.00-10/2/25
3. Fund 7051 Manufactured Home Parks-salaries to software license/service-$400.00-10/2/25
4. Fund 7062 Water systems-salaries to software license/service-$1,407.00-10/2/25
5. Fund 7067 Food Service-salaries to software license/service-$4,245.00-10/2/25
6. Fund 7069 OSS Jt. Solid Waste-contract service to software license/service-$1,643.00-10/2/25
7. Fund 7164 HSTS-salaries to software license/service-$2,770.00-10/2/25
8. Fund 7164 HSTS-OPERS to software license/service-$500.00-10/2/25

Dr. Beres seconded the motion. The motion carried upon roll call vote:

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

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

1. Toledo-Lucas County Health Department, for placing a health linkage navigator in programming for support of overdose prevention, 09/01/2025 - 08/31/2026, not to exceed $60,000.00 (payee).
2. HS GovTech USA, Inc., for HSCloud Suite services, 01/01/2025 - 12/31/2025, effective upon signatures - 5 years, $12,900.00 for year one, $5,400.00 for year two, year 3 thru 5, a 6% increase for each year (payer).

3. Pine View Excavating, L.L.C. for home sewage treatment systems installation (Moyer property), 10/15/2025 - 01/12/2026, not to exceed $28,800.00 (payer).
4. Pine View Excavating, L.L.C. for home sewage treatment systems installation (Naugle property), 10/15/2025 - 01/12/2026, not to exceed $33,000.00 (payer)

Mr. Lyons seconded the motion.

Mrs. Richards explained the Contract for Toledo-Lucas County Health Department, how the grant helps provide education and the Naloxone vending machines.

The motion carried upon roll call vote:

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

Resolutions 2025.19

Dr. Gase made a motion to approve Resolution 2025.19 resolution to appoint special counsel Mr. Heiser seconded the motion. The motion carried upon roll call vote:

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

Resolutions 2025.20

Mr. Heiser made a motion to approve Resolution 2025.20 resolution to increase the compensation established for special counsel. Dr. Gase seconded the motion.

Dr. Gase questioned the increased amount and about the case's progress.

The motion carried upon roll call vote:

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

WIC Division Report

WIC Director Trisha Kahler discussed Ohio WIC is still able to continue services with the government shut down. She is also interviewing for the open positions.

Nursing Division Report

Nursing Director Andrea Barell reviewed outreach events attended by the nursing department as detailed in her Nursing Board report. Mrs. Barrell also reviewed the Nursing Department's Vaccine for Children site visit.

Environmental Health Division

Second reading of 2026 proposed food fees

Environmental Director Ryan Sendelbach presented the second reading of the proposed 2026 food fees.

FOOD SERVICE CATEGORY	CURRENT LOCAL FEE	PROPOSED FEE
Commercial Risk 1 <24,999 sq. ft.	**$184.00**	**$172.00**
Commercial Risk 1I <24,999 sq. ft.	**$207.00**	**$195.00**

Commercial Risk 1II <24,999 sq. ft.	**$400.00**	**$377.00**
Commercial Risk 1V <24,999 sq. ft.	**$509.00**	**$479.00**
Commercial Risk I >25,000 sq. ft.	**$268.00**	**$251.00**
Commercial Risk II >25,000 sq. ft.	**$287.00**	**$265.00**
Commercial Risk III >25,000 sq. ft.	**$1,010.00**	**$950.00**
Commercial Risk IV >25,000 sq. ft.	**$1,070.00**	**$1,008.00**
Mobile Low Risk	**$148.00**	**$162.00**
Mobile High Risk	**$297.00**	**$324.00**
Vending	**$13.95**	**$14.35**
Temporary	**$80.00**	**$80.00**

Late Fee: 25% of Local Fee.
Plan Review Fees:
Class 1 or 2 = $300.00
Class 3 or 4 = $350.00

Mr. Sendelbach explained the reduction in some fees. He also discussed the upcoming ODA survey which will start on Monday October 27, 2025.

General Update
Mr. Sendelbach reviewed his board report form the packet.

Epidemiologist /Emergency Planner Report
Epidemiologist Caitlin Dennison said that in August, there were 100 total disease reports, 11 were determined to not be a case. She also discussed she recently attended the Regional Hospital Council meeting and discussed trainings she attended.

Landfill Division Report
Director of Environmental Science and Landfill Compliance Ajith Singh Bhagavath Singh reviewed his landfill division report. The landfill division was on site every week for the month of September.

Health Commissioner
Health Commissioner Julie Richards reviewed her report for the past month. She shared that the employee of the month was Sarah Clouse. Mrs. Richards also discussed the delivery and installation of the harm reduction vending machines. She also discussed training on cyber security.

Dr. Gase made a motion to accept the board reports. Mr. Lyons seconded the motion. The motion carried unanimously.

Unfinished Business
Mrs. Richards explained the updates to the vehicle policy and answered the questions form the Board concerning the policy.

Mr. Lyons made a motion to approve the updated vehicle use policy. Dr. Beres seconded the motion. The motion carried upon roll call vote:

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

New Business
Proposed Holiday and Board Meetings 2026
Dr. Gase made a motion to approve the 2026 proposed Holidays and Board of Health meetings. Mr. Heiser seconded the motion. The motion carried unanimously.

Public Concerns/Requests - none

Dr. Gase made a motion to adjourn the meeting at 5:43 p.m.

The next Board of Health meeting is scheduled for November 20, 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