Seneca County Board of Health Meeting Minutes

The Seneca County Board of Health met on Thursday, November 20, 2025, at the Seneca County General Health District, Basement Conference Room A, 92 E Perry Street, Tiffin, Oh 44883. With a quorum present, President Dr. Clay Wolph called the meeting to order at 5:00 pm.

Dr. Clay Wolph 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 Arrived at 5:02	Mr. Dwight Clary – Yes	Dr. Andrew Gase -Yes
Mrs. Deborah Hay –Yes	Mr. Nathanael Heiser - Absent	Mr. Scott Lyons – Yes
Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes	Dr. Clay Wolph – Yes

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
Erika Handru, Communication Specialist
Lisa England, Registrar

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Executive Session

Dr. Wolph made a motion to enter into executive session at 5:01 to discuss pending and imminent court action with attorney Jack Van Kley, according to Section 121.22 G3 of the Ohio Revised Code. Mr. Podach seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes Arrived at 5:02	Mr. Dwight Clary – Yes	Dr. Andrew Gase -Yes
Mrs. Deborah Hay –Yes	Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes
Dr. Heleana Theixos – Yes	Dr. Clay Wolph – Yes	

The board requested that Health Commissioner Julie Richards, Communications Specialist Erika Handru and Landfill Oversight and Compliance Director Ajith Singh Bhagavath Singh and Landfill Inspector Jordan Puritt by phone attend the executive session.

Dr. Wolph announced the return from the executive session at 6:07 pm. Dr. Wolph stated no action was taken.

Mr. Podach made a motion that Van Kley Law, LLC be authorized and directed to file an appeal of the decision issued by the Environmental Review Appeals Commission (ERAC) on October 29, 2025 in

Case Number ERAC 23-7181 and ERAC 24-7193, that Van Kley Law, LLC be authorized to represent the Seneca County General Health District in this appeal, and that Van Kley Law be authorized to represent the Seneca County General Health district in any appeal of this ERAC ruling by WIN Waste Innovations of Seneca County LLC. Mr. Clary seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – Yes	Dr. Andrew Gase -Yes	
Mrs. Deborah Hay –Yes	Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr.
Heleana Theixos – Yes	Dr. Clay Wolph – Yes		

Landfill License Discussion
Dr. Wolph read resolution 2025.27 Notice of intent to deny the application of WIN Waste Innovations of Seneca County LLC for 2026 License.

Mr. Podach made a motion for the Board to pass resolution number 2025.27 in order to propose the denial of the application of WIN Waste Innovations of Seneca County LLC for a 2026 license for its landfill in Seneca County. Mr. Clary seconded the motion.

The board discussed questions and concerns about the landfill with Ajith Singh Bhagavath Singh, Landfill Oversight and Compliance Director. Board raised various concerns regarding the size of the working face, operating hours for accepting trash, the frequency of scale certification, and the history of the Board's license denials.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – Yes	Dr. Andrew Gase -Yes	
Mrs. Deborah Hay –Yes	Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr.
Heleana Theixos – Yes	Dr. Clay Wolph – Yes		

Approval of Minutes
Mr. Lyons made a motion to approve the minutes from the October 23, 2025, Board of Health Meeting. Mrs. Hay seconded the motion. The motion carried unanimously.

Public Records Request
Communications Specialist Erika Handru reported that the Health District received four public records requests since the last meeting. All four records request are completed.

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

Dr. Nathaniel Beres –Yes	Mr. Dwight Clary – Yes	Dr. Andrew Gase -Yes	
Mrs. Deborah Hay –Yes	Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr.
Heleana Theixos – Yes	Dr. Clay Wolph – Yes		

Mr. Clary left the meeting at 6:56.

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

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Fund Advances

Mr. Podach made a motion to approve the following fund advances:

1. From fund 7060 General fund to fund 7082 WIC grant - $7,000.00 – 10/22/2025

Mrs. Hay seconded the motion. The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Fund Advance Repayments

Mr. Podach made a motion to approve the following fund advance repayment:

1. From fund 7092 Get Vaccinated to fund 7060 Board of Health - $8,000.00 – 10/22/2025

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

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Appropriation Transfers

Mr. Lyons made a motion to approve the following appropriation transfers:

1. Fund 7089 C & DD-advertising to travel - $700.00 – 10/21/2025
2. Fund 7164 HSTS-other expenses to supplies - $250.00 – 10/24/2025
3. Fund 7062 Water systems-salaries to contract service - $1,850.00 – 10/24/2025
4. Fund 7089 C & DD-equipment to travel - $3,500.00 – 10/30/2025
5. Fund 7164 HSTS-contract service to supplies - $125.00 – 11/03/2025
6. Fund 7060 General Fund – salaries to contract service - $7,500.00 – 11/06/2025
7. Fund 7060 General Fund - equipment to contract service - $12,000.00 – 11/06/2025
8. Fund 7060 General Fund – leases to contract service - $1,500.00 – 11/06/2025
9. Fund 7060 General Fund – advertising to contract service - $1,000.00 – 11/06/2025
10. Fund 7060 General Fund - H.S.A to contract service - $2,000.00 – 11/06/2025
11. Fund 7060 General Fund – O.P.E.R.S to contract service - $3,000.00 – 11/06/2025
12. Fund 7062 Water systems – salaries to software license/service - $331.00 – 11/06/2025
13. Fund 7067 Food service – equipment to supplies - $75.00 – 11/06/2025
14. Fund 7164 HSTS-contract service to software license/service - $477.00 – 11/06/2025

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

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Supplements
Mr. Lyons made a motion to approve the following supplements:

1. Fund 7069 – Joint Solid Waste - $710.00
2. Fund 7092 – Get Vaccinated – ($4,000.00)
3. Fund 7141 – Nuisance Abatement – ($1,000.00)

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

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

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

1. Wyandot County General Health District, for Get Vaccinated Ohio Grant administrative support services, 07/01/2025 - 06/30/2026, not to exceed $27,101.00 (payee).
2. Seneca County Board of Commissioners, for Seneca County Youth Center nursing services, 01/01/2026 - 12/31/2026, not to exceed $22,300.00 (payee).

Dr. Theixos seconded the motion.

Dr. Gase asked for an explanation of the Wyandot County General Health District, for Get Vaccinated Ohio Grant. Mrs. Barrell explained what the grant helps fund for the Health District.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Resolutions
Mr. Lyons made a motion to approve Resolutions as presented:

1. Resolution 2025.21 Recognition of employee years of service
2. Resolution 2025.22 Approving payment for employee service awards
3. Resolution 2025.23 Approving cell phone rates and stipend payments
4. Resolution 2025.24 Transferring funds into the Termination Benefits Fund (7190)

Dr. Beres seconded the motion.

Dr. Gase asked for an explanation of the Termination Benefits Fund (7190). Mrs. Gaietto explained the fund.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

WIC Division Report
WIC Director Trisha Kahler discussed Ohio WIC is filling the open positions. Also that they have been notified they will receive funding thru the fiscal year.

Nursing Division Report
Nursing Director Andrea Barell reviewed her report. She highlighted the 18 flu clinics that the nursing staff did throughout the county. The nursing staff administered 341 flu vaccines at these clinics. She also discussed the hearing and vision screenings done this year by the school nurses.

Environmental Health Division
Third 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. Podach made a motion to approve the 2026 proposed food fees as presented. Mrs. Hay seconded the motion.

Mrs. Hay asked about the vending fees. Mr. Sendelbach explained the fee is for a vending machine for the whole year.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes
Dr. Andrew Gase -Yes
Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes
Mr. Robert Podach – Yes
Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes

Condemnation
Mr. Lyons made a motion to approve the following condemnation:

1. 245 Ohio Avenue

Tiffin Ohio 44883
Owner: Almighty Reality Investments LLC

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

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Rescind

Mr. Lyons made a motion to approve the rescind commendation for the following property:

1. 225 E North St.
   Fostoria Ohio 44830

Dr. Gase seconded the motion:

Mr. Sendelbach explained the property had been cleared by Allen Excavating in November. Pictures of the completed work were presented for review.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Well variance request

Mrs. Hay made a motion to approve the well variance for the following property:

1. 12500 W. CR. 18
   Fostoria, Ohio 44830
   Owner: WIN Waste Innovations LLC

Mr. Lyons seconded the motion:

Mr. Sendelbach explained why the variance was needed.

The motion carried upon roll call vote:

Dr. Nathaniel Beres –Yes	Dr. Andrew Gase -Yes	Mrs. Deborah Hay –Yes
Mr. Scott Lyons – Yes	Mr. Robert Podach – Yes	Dr. Heleana Theixos – Yes
Dr. Clay Wolph – Yes		

Epidemiologist /Emergency Planner Report

Epidemiologist Caitlin Dennison said that in October, there were 33 total disease reports, 23 were determined to be actual cases. She also discussed the changes in disease reporting that took place in October.

Landfill Division Report

Director of Environmental Science and Landfill Compliance Ajith Singh Bhagavath Singh reviewed his October landfill division report. He noted that the landfill division maintained a consistent on-site presence, conducting visits almost every week during the month. The division has also been attending conference and EPA trainings this past month.

Health Commissioner
Health Commissioner Julie Richards reviewed the previous month's activities and report. She highlighted the successful passing of the recent levy and announced Joann Florence as the Employee of the Month. The Commissioner further reported that the leadership team is actively reviewing organizational policies and will present proposed changes to the Board for approval as needed.

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

Employee related actions
Mr. Lyons made a motion to approve the following resolutions:

1. Resolution 2025.25 Approving employment of Alayna Rinebold as PT Breastfeeding Peer Helper-WIC Division effective 11/17/2025.
2. Resolution 2025.26 Approving employment of Olivia Wise as FT Clerk-WIC Division effective 12/01/2025.

Mrs. Hay seconded the motion. The motion carried unanimously.

Unfinished Business
Environmental Impact Study
Mrs. Richards updated the Board on progress with the Environmental Impact Study. Mrs. Richards has been working with Gershman, Brickner and Bratton to break the study down into smaller sections to make it more obtain able. She will have more information to come.

December Board Meeting
Mrs. Richards gave a reminder that the next Board Meeting will be on December 12, 2025 and will be held in the Board of Elections conference room.

New Business
Shared Use Agreement Policy (Health Alliance)
Ms. Dennison explained the agreement to the Board and informed the Board it is still a draft.

Public Concerns/Requests
Mr. Ezyk addressed the Board regarding the denial of the landfill license. He raised concerns regarding inaccuracies in previously presented information related to the landfill operation and extended an invitation to all Board members and attendees to tour the facility. Mr. Ezyk also expressed concern over the financial expenditures associated with the license denial.

Mrs. Hay made a motion to adjourn the meeting at 7:42 p.m. Dr. Theixos seconded the motion.

The next Board of Health meeting is scheduled for December 11, 2025, at 5:00 pm. at the Seneca County Board of Elections Conference Room, 71 S. Washington Street, Tiffin, Oh 44883.

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Board of Health President Board of Health Secretary