

**November 14, 2017**

The regular monthly meeting of the Board of Health was held on Tuesday, November 14, 2017 in the Board Room, 2<sup>nd</sup> Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

**Present**

Frank L. Petrola  
Dale Featheringham  
John Fabian  
John Parker

**Staff**

Frank J. Petrola  
Annette Stewart

**Absent**

Dr. George VanWeelden

**Prosecutor**

Absent

**Guest**

See attached sign in sheet

**CALL TO ORDER**

Frank L. Petrola called the meeting to order.

**APPROVAL OF BOARD MINUTES**

Mrs. Stewart presented the Board of Health with the October 2017 Board Minutes for their approval.

*Mr. John Fabian made a motion to approve the October 2017 Board Minutes as presented by Mrs. Stewart, seconded by Mr. John Parker.*

**Vote – Unanimous, YES**

## FISCAL REPORTS

### **October Fund Balance, Expenditures, Revenue, Purchase Orders, and Then and Nows**

Mrs. Stewart presented the Board of Health with, October Fund Balances, September Revenue totaling \$190,316.93, October Expenditures totaling \$157,678.68, October Purchase Orders totaling \$9,301.12, and Then and Now Statements totaling \$47,711.53 for their approval.

*Mr. John Parker moved to approve the October Fund Balances, October Revenue totaling \$190,316.93, October Expenditures totaling \$157,678.68, October Purchase Orders totaling \$9,301.12, and Then and Now Statements totaling \$47,711.53 as presented by Mrs. Stewart, seconded by Mr. John Fabian.*

**Vote – Unanimous, YES**

The Public Hearing on the 2018 Fees For Services is scheduled for 8:15 am, Tuesday, December 12, 2017 on the 2<sup>nd</sup> Floor Board Room.

## OPEN ISSUES

### **Resolution 2017 – 2 Point of Sale Program**

Mr. Maragos, RS, presented the Board of Health with Resolution 2017-2: Point of Sale Program for the inspections and assessments of household sewage treatment systems and/or private water systems in the jurisdiction of the Jefferson County General Health District. Resolution attached hereto and made a permanent record.

*Mr. John Parker moved to approve Resolution 2017-2: Point of Sale Program as presented by Mr. Maragos, it will go into effect on January 1, 2018, seconded by Mr. John Fabian.*

**Vote – Unanimous, YES**

## NEW BUSINESS

### **2018 Hospitalization Plan**

Mrs. Stewart explained to the Board of Health that we have completed the 3 year health insurance contract with Ohio Public Entity Consortium – Healthcare Cooperative, and is requesting permission to sign with Anthem beginning January 1, 2018.

*Mr. John Fabian made the motion to sign with Anthem beginning January 1, 2018, seconded by Mr. John Parker.*

**Vote – Unanimous, YES**

### **STD Grant**

Kim Mark, RN, spoke to the Board of Health regarding STD Clinic; she informed them that all testing and treatment for the public will be free of charge. She explained that next year she is hoping to provide free syphilis testing and Hepatitis C testing.

Mrs. Mark also stated that she will be hosting a School Nurse and School Counselor meeting to discuss what services the Health Department can provide to them.

Also, Mrs. Mark informed the Board of Health that she is currently working on writing grants for Nursing Homes regarding, Safety and Fall Precautions, Infectious Disease, and Scabies.

### **12st Reading of 2018 Fees For Service**

Mrs. Stewart read the 1<sup>st</sup> reading of the 2018 Fees for Services, and requested the Board of Health's Approval.

*Mr. John Parker made a motion to accept the 1<sup>st</sup> reading of the 2018 Fees For Services as presented by Mrs. Stewart, seconded Mr. Dale Featheringham. Copy attached hereto and made a permanent part of this record.*

**Vote – Unanimous, YES**

### **Landfill Licensing**

Mrs. Stewart informed the Board of Health that all three landfills, APEX, Cardinal, and Hollow Rock, have submitted their application for the 2018 licensing period.

## **ENVIRONMENTAL**

### **Activity Report**

Copy of Environmental Activity report is attached hereto and made a permanent part of this record.

Mr. Maragos noted that all of our Registered Sanitarians and our Sanitarian In Training went to Columbus for a Food Service Operation Workshop. The Ohio Department will be coming in on October to conduct field training with our staff as part of this workshop.

**APEX** - Mr. Maragos informed the Board that for the month of September we had a total of 51 complaints and so far in October we have had a total of 46.

**EPA** – Mr. Maragos, RS, and Carla Gampolo, RS, has come up with a list of questions they will be submitting to the OEPA. Marc is giving the EPA a deadline of November 1, 2017 for submitting their response.

### **Point of Sale Program**

Mr. Maragos explained to the Board of Health that most surrounding county health departments have adopted the Point of Sale Program. This Resolution would make it mandatory for household sewage disposal systems, and wells to be evaluated by the Health Department prior to the sale. Mr. Maragos stated that it is important to educate the buyer on how to maintain these systems in order to lower the failure rate, and correct the failing systems.

Mr. Maragos stated that he will present this Resolution to the Board of Health during the November Board Meeting. This will give him a chance to make necessary changes to this document in order that it will be tailored to our Health Department.

## **NURSING DIVISION REPORT**

None

## **HEALTH EDUCATOR REPORT**

Laura Scott, LPN explained to the Board of Health that she will be focusing on reducing mortality in infants and children. She stated that she will be educating at the Trinity Birthing Center. During the Car Seat event held, we checked 59 car seats and replaced 57 seats and there was a 100% misuse rate noted.

Mrs. Scott is working with the Harm Reduction Program and has done flu immunizations to the public in Rayland, Brilliant, Tiltonsville, and is looking forward to assisting with walk in physicals, and immunizations.

### **WIC DIVISION REPORT**

Mrs. Wilson presented the Board of Health with a WIC Activity Report. She noted that her case load went up for the month of July has remained consistent. Mrs. Wilson stated that in order to try to increase their caseload WIC will take walk-ins; Monday thru Friday. She stated that she will give it approximately 6 months to see if there is an increase in her case load, if not, they will discontinue and move back to appointments.

### **ADMINISTRATORS REPORT**

#### **Accreditation Process**

Dr. Petrola informed the Board of Health that Kim Mark, RN, Accreditation Coordinator will be kicking off our process of accreditation on November 21, 2017.

#### **Solid Waste**

Dr. Petrola informed the Board of Health there was a meeting between the OEPA and Apex, scheduled for October 25, 2017 and it has been cancelled.

### **PERSONNEL**

***Mr. John Parker made a motion to enter executive session pursuant to ORD 121.22 (G)(1) to discuss personnel, seconded by Dr. Frank L. Petrola.***

**Vote – Unanimous, YES**

*Mr. John Parker made a motion to exit executive session, seconded by Mr. Dale Featheringham.*

**Vote – Unanimous, YES**

**There Being No Further Business Before the Board of Health, the meeting was adjourned.**

**ATTESTED:**

  
\_\_\_\_\_  
**Frank L. Petrola, Board of Health President**

  
\_\_\_\_\_  
**Frank J. Petrola, Health Commissioner**

## FISCAL REPORTS

### **October Fund Balance, Expenditures, Revenue, Purchase Orders, and Then and Nows**

Mrs. Stewart presented the Board of Health with, October Fund Balances, September Revenue totaling \$190,316.93, October Expenditures totaling \$157,678.68, October Purchase Orders totaling \$9,301.12, and Then and Now Statements totaling \$47,711.53 for their approval.

*Mr. John Parker moved to approve the October Fund Balances, October Revenue totaling \$190,316.93, October Expenditures totaling \$157,678.68, October Purchase Orders totaling \$9,301.12, and Then and Now Statements totaling \$47,711.53 as presented by Mrs. Stewart, seconded by Mr. John Fabian.*

**Vote – Unanimous, YES**

The Public Hearing on the 2018 Fees For Services is scheduled for 8:15 am, Tuesday, December 12, 2017 on the 2<sup>nd</sup> Floor Board Room.

## OPEN ISSUES

### **Resolution 2017 – 2 Point of Sale Program**

Mr. Maragos, RS, presented the Board of Health with Resolution 2017-2: Point of Sale Program for the inspections and assessments of household sewage treatment systems and/or private water systems in the jurisdiction of the Jefferson County General Health District. Resolution attached hereto and made a permanent record.

*Mr. John Parker moved to approve Resolution 2017-2: Point of Sale Program as presented by Mr. Maragos, it will go into effect on January 1, 2018, seconded by Mr. John Fabian.*

**Vote – Unanimous, YES**

## NEW BUSINESS

### **2018 Hospitalization Plan**

**November 14, 2017**

The regular monthly meeting of the Board of Health was held on Tuesday, November 14, 2017 in the Board Room, 2<sup>nd</sup> Floor, Trumbull Towers Building, 500 Market Street, Steubenville, Ohio.

**Present**

Frank L. Petrola  
Dale Featheringham  
John Fabian  
John Parker

**Staff**

Frank J. Petrola  
Annette Stewart

**Absent**

Dr. George VanWeelden

**Prosecutor**

Absent

**Guest**

See attached sign in sheet

**CALL TO ORDER**

Frank L. Petrola called the meeting to order.

**APPROVAL OF BOARD MINUTES**

Mrs. Stewart presented the Board of Health with the October 2017 Board Minutes for their approval.

*Mr. John Fabian made a motion to approve the October 2017 Board Minutes as presented by Mrs. Stewart, seconded by Mr. John Parker.*

**Vote – Unanimous, YES**

## **ENVIRONMENTAL**

### **Activity Report**

Copy of Environmental Activity report is attached hereto and made a permanent part of this record.

Mr. Maragos noted that all of our Registered Sanitarians and our Sanitarian In Training went to Columbus for a Food Service Operation Workshop. The Ohio Department will be coming in on October to conduct field training with our staff as part of this workshop.

**APEX** - Mr. Maragos informed the Board that for the month of September we had a total of 51 complaints and so far in October we have had a total of 46.

**EPA** – Mr. Maragos, RS, and Carla Gampolo, RS, has come up with a list of questions they will be submitting to the OEPA. Marc is giving the EPA a deadline of November 1, 2017 for submitting their response.

### **Point of Sale Program**

Mr. Maragos explained to the Board of Health that most surrounding county health departments have adopted the Point of Sale Program. This Resolution would make it mandatory for household sewage disposal systems, and wells to be evaluated by the Health Department prior to the sale. Mr. Maragos stated that it is important to educate the buyer on how to maintain these systems in order to lower the failure rate, and correct the failing systems.

Mr. Maragos stated that he will present this Resolution to the Board of Health during the November Board Meeting. This will give him a chance to make necessary changes to this document in order that it will be tailored to our Health Department.

## **NURSING DIVISION REPORT**

None

## **HEALTH EDUCATOR REPORT**

Mrs. Stewart explained to the Board of Health that we have completed the 3 year health insurance contract with Ohio Public Entity Consortium – Healthcare Cooperative, and is requesting permission to sign with Anthem beginning January 1, 2018.

***Mr. John Fabian made the motion to sign with Anthem beginning January 1, 2018, seconded by Mr. John Parker.***

**Vote – Unanimous, YES**

### **STD Grant**

Kim Mark, RN, spoke to the Board of Health regarding STD Clinic; she informed them that all testing and treatment for the public will be free of charge. She explained that next year she is hoping to provide free syphilis testing and Hepatitis C testing.

Mrs. Mark also stated that she will be hosting a School Nurse and School Counselor meeting to discuss what services the Health Department can provide to them.

Also, Mrs. Mark informed the Board of Health that she is currently working on writing grants for Nursing Homes regarding, Safety and Fall Precautions, Infectious Disease, and Scabies.

### **12st Reading of 2018 Fees For Service**

Mrs. Stewart read the 1<sup>st</sup> reading of the 2018 Fees for Services, and requested the Board of Health's Approval.

***Mr. John Parker made a motion to accept the 1<sup>st</sup> reading of the 2018 Fees For Services as presented by Mrs. Stewart, seconded Mr. Dale Featheringham. Copy attached hereto and made a permanent part of this record.***

**Vote – Unanimous, YES**

### **Landfill Licensing**

Mrs. Stewart informed the Board of Health that all three landfills, APEX, Cardinal, and Hollow Rock, have submitted their application for the 2018 licensing period.

Laura Scott, LPN explained to the Board of Health that she will be focusing on reducing mortality in infants and children. She stated that she will be educating at the Trinity Birthing Center. During the Car Seat event held, we checked 59 car seats and replaced 57 seats and there was a 100% misuse rate noted.

Mrs. Scott is working with the Harm Reduction Program and has done flu immunizations to the public in Rayland, Brilliant, Tiltonsville, and is looking forward to assisting with walk in physicals, and immunizations.

### **WIC DIVISION REPORT**

Mrs. Wilson presented the Board of Health with a WIC Activity Report. She noted that her case load went up for the month of July has remained consistent. Mrs. Wilson stated that in order to try to increase their caseload WIC will take walk-ins; Monday thru Friday. She stated that she will give it approximately 6 months to see if there is an increase in her case load, if not, they will discontinue and move back to appointments.

### **ADMINISTRATORS REPORT**

#### **Accreditation Process**

Dr. Petrola informed the Board of Health that Kim Mark, RN, Accreditation Coordinator will be kicking off our process of accreditation on November 21, 2017.

#### **Solid Waste**

Dr. Petrola informed the Board of Health there was a meeting between the OEPA and Apex, scheduled for October 25, 2017 and it has been cancelled.

### **PERSONNEL**

***Mr. John Parker made a motion to enter executive session pursuant to ORD 121.22 (G)(1) to discuss personnel, seconded by Dr. Frank L. Petrola.***

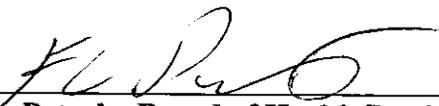
**Vote – Unanimous, YES**

**Mr. John Parker made a motion to exit executive session, seconded by Mr. Dale Featheringham.**

**Vote – Unanimous, YES**

**There Being No Further Business Before the Board of Health, the meeting was adjourned.**

**ATTESTED:**

  
\_\_\_\_\_  
**Frank L. Petrola, Board of Health President**

  
\_\_\_\_\_  
**Frank J. Petrola, Health Commissioner**

Brd. mtg.

Sign IN:

Nov. 14, 2017

Michael Dukakis  
David Singer News 9  
Fritz Tillenok

# **Jefferson County General Health District**

## **Meeting Agenda**

November 14, 2017

**9:15 AM**

Type of Meeting: Regular Monthly Meeting

- Call to order
- Approval of October Minutes
- Fiscal Reports
  - October Fund Balances
  - Purchase Orders
  - Revenue and Expenses
  - Then and Nows
  - 2018 Fee Schedule – Second Reading
  - Set Public Hearing Date for Fee Adoption
- Open Business
  - Resolution 2017-2 Point of Sale Program
  - Adoption of Strategic Plan
- New Business
  - 2018 Solid Waste Facility Licenses
  - David Singer, News 9 – Preview of health inspections of restaurants in Steubenville and the County-at-large
- Environmental Division Report
  - Activity Report
  - Solid Waste Program
- Nursing Division Report
  - Activity Report
  - Health Educator Report
- WIC Division
  - Activity Report
- Administrator's Report
  - Solid Waste

**Accreditation Coordinator Report**

➤ **Personnel**

**Clerk moving to Full Time Status**

➤ **Adjournment**

GENERAL HEALTH DISTRICT - COUNTY OF JEFFERSON  
**SUMMARY OF RECEIPTS, EXPENDITURES AND BALANCES OCTOBER 2017**

FUND	PRIOR MONTHS CASH BALANCE	OCTOBER RECEIPTS	ADVANCE-IN	OCTOBER EXP.	ADVANCE-OUT	FUND BALANCE
District Board of Health	\$ 272,353.79	\$ 994.30	\$ -	\$ 20,183.20	\$ -	\$ 253,164.89
Food Service	\$ 6,261.51	\$ 1,285.78	\$ -	\$ 7,172.16	\$ -	\$ 375.13
Vital Statistics	\$ 29,385.95	\$ 13,276.50	\$ -	\$ 23,865.10	\$ -	\$ 18,797.35
Nursing	\$ (30,806.61)	\$ 5,302.11	\$ -	\$ 7,082.45	\$ -	\$ (32,586.95)
Tattoo	\$ 193.70	\$ -	\$ -	\$ -	\$ -	\$ 193.70
Car Seats	\$ 1,223.60	\$ -	\$ -	\$ 1,122.75	\$ -	\$ 100.85
Parks/Camps	\$ 1,397.93	\$ -	\$ -	\$ 167.34	\$ -	\$ 1,230.59
Plumbing	\$ (11,074.77)	\$ 794.50	\$ -	\$ 2,082.03	\$ -	\$ (12,362.30)
TB	\$ (24,334.94)	\$ 937.23	\$ -	\$ 2,258.78	\$ -	\$ (25,656.49)
BCMH	\$ (19,399.61)	\$ 2,250.00	\$ -	\$ 2,054.96	\$ -	\$ (19,204.57)
Toronto	\$ 6,616.71	\$ -	\$ -	\$ 552.13	\$ -	\$ 6,064.58
Water	\$ 1,826.26	\$ 540.78	\$ -	\$ 903.54	\$ -	\$ 1,463.50
Swimming Pools	\$ 1,704.17	\$ -	\$ -	\$ 167.34	\$ -	\$ 1,536.83
Sewage	\$ 20,547.42	\$ 3,245.00	\$ -	\$ 5,219.97	\$ -	\$ 18,572.45
PHEP	\$ (51,617.91)	\$ 69,885.85	\$ -	\$ 4,589.92	\$ -	\$ 13,678.02
Solid Waste	\$ (24,495.10)	\$ -	\$ -	\$ 6,382.31	\$ -	\$ (30,877.41)
Landfills	\$ 20,639.83	\$ 61,810.02	\$ -	\$ 54,423.84	\$ -	\$ 28,026.01
WIC	\$ (51,719.84)	\$ 29,994.86	\$ -	\$ 19,450.86	\$ -	\$ (41,175.84)
Lead	\$ 198.83	\$ -	\$ -	\$ -	\$ -	\$ 198.83
Severance Fund	\$ 37,809.12	\$ -	\$ -	\$ -	\$ -	\$ 37,809.12
<b>Totals</b>	<b>\$ 186,710.04</b>	<b>\$ 190,316.93</b>	<b>\$ -</b>	<b>\$ 157,678.68</b>	<b>\$ -</b>	<b>\$ 219,348.29</b>

*Signature for Approval:*

*[Handwritten Signature]*

(

(

BOARD OF HEALTH BOARD REPORT  
 FOR OCTOBER  
 REPORT DATE: NOVEMBER 03, 2017

*Signature for  
Approval:*

*For P  
JLP  
L. Dale Fisher  
J. Fisher*

TOTAL FOR RIVISION BOARD GENERAL FUND	\$ 994.30
TOTAL FOR RIVISION FOOD SERVICE	\$ 1,285.78
TOTAL FOR RIVISION VITAL STATISTICS	\$ 13,276.50
TOTAL FOR RIVISION NURSING	\$ 5,302.11
TOTAL FOR RIVISION TATTOO	\$ 0.00
TOTAL FOR RIVISION CAR SEATS	\$ 0.00
TOTAL FOR RIVISION PARKS AND CAMPS	\$ 0.00
TOTAL FOR RIVISION PAT	\$ 0.00
TOTAL FOR RIVISION PLUMBING	\$ 794.50
TOTAL FOR RIVISION TUBURCULOSIS	\$ 937.23
TOTAL FOR RIVISION BCMH	\$ 2,250.00
TOTAL FOR RIVISION TORONTO	\$ 0.00
TOTAL FOR RIVISION TB	\$ 0.00
TOTAL FOR RIVISION TRAILER PARKS	\$ 0.00
TOTAL FOR RIVISION WATER FUND	\$ 540.78
TOTAL FOR RIVISION SWIMMING POOLS	\$ 0.00
TOTAL FOR RIVISION SEWAGE	\$ 3,245.00
TOTAL FOR RIVISION IAP	\$ 0.00
TOTAL FOR RIVISION PHEP	\$ 69,885.85
TOTAL FOR RIVISION HMG PART C	\$ 0.00
TOTAL FOR RIVISION HELP ME GROW	\$ 0.00
TOTAL FOR RIVISION SOLID WASTE	\$ 0.00
TOTAL FOR RIVISION LANDFILLS	\$ 61,810.02
TOTAL FOR RIVISION WIC	<u>\$ 29,994.86</u>
GRAND TOTAL FOR OCTOBER	\$ 190,316.93

BOARD OF HEALTH BOARD REPORT  
FOR OCTOBER  
REPORT DATE: NOVEMBER 03, 2017

(POSTED)

TOTAL FOR DIVISION BOARD OF HEALTH	\$	20,183.20
TOTAL FOR DIVISION MOSQUITO FUND	\$	0.00
TOTAL FOR DIVISION FOOD SERVICE	\$	7,172.16
TOTAL FOR DIVISION VITAL STATISTICS	\$	23,865.10
TOTAL FOR DIVISION <del>SUPPLIES</del> Nursing	\$	7,082.45
TOTAL FOR DIVISION TATTOO	\$	0.00
TOTAL FOR DIVISION CAR SEATS	\$	1,122.75
TOTAL FOR DIVISION PARKS AND CAMPS	\$	167.34
TOTAL FOR DIVISION PAT	\$	0.00
TOTAL FOR DIVISION PLUMBING	\$	2,082.03
TOTAL FOR DIVISION TB	\$	2,258.78
TOTAL FOR DIVISION BCMC	\$	2,054.96
TOTAL FOR DIVISION TORONTO	\$	552.13
TOTAL FOR DIVISION TB	\$	5,571.89
TOTAL FOR DIVISION TRAILER PARKS	\$	0.02
TOTAL FOR DIVISION MARINAS	\$	0.00
TOTAL FOR DIVISION WATER WELLS	\$	903.52
TOTAL FOR DIVISION SWIMMING POOLS	\$	167.34
TOTAL FOR DIVISION ENVIRONMENTAL	\$	5,219.97
TOTAL FOR DIVISION IAP	\$	0.00
TOTAL FOR DIVISION RABIES	\$	0.00
TOTAL FOR DIVISION INFRASTRUCTURE	\$	4,589.92
TOTAL FOR DIVISION CFHS	\$	0.00
TOTAL FOR DIVISION HELP ME GROW PART C	\$	0.00

*Signature For  
Approval:*

BOARD OF HEALTH BOARD REPORT  
 FOR OCTOBER  
 REPORT DATE: NOVEMBER 03, 2017 TOTAL FOR DIVISION HELP

TOTAL FOR DIVISION HELP ME GROW TANF	\$	0.00
TOTAL FOR DIVISION SOLID WASTE	\$	6,382.31
TOTAL FOR DIVISION CD&D	\$	0.00
TOTAL FOR DIVISION LANDFILL	\$	54,423.84
TOTAL FOR DIVISION TOBACCO	\$	0.00
TOTAL FOR DIVISION PERSONNEL	\$	0.00
TOTAL FOR DIVISION SUBSIDIES	\$	0.00
TOTAL FOR DIVISION WIC	\$	19,450.86
TOTAL FOR DIVISION PURCHASED PERS. SERV	\$	0.00
TOTAL FOR DIVISION MAINTENANCE	\$	0.00
TOTAL FOR DIVISION CIN MED	\$	0.00
TOTAL FOR DIVISION EQUIPMENT	\$	0.00
TOTAL FOR DIVISION SUBSIDIES	\$	0.00
TOTAL FOR DIVISION MISC.	\$	0.00
TOTAL FOR DIVISION MISC.	\$	<u>0.00</u>
GRAND TOTAL FOR OCTOBER	\$	163,250.57

*Dr. D. J. L...*  
*J. R. Faber*

5,571.89  
 157,678.68

**RESOLUTION 2017-2**

**Amended Regulations for the Inspections and Assessments of Household Sewage Treatment System and/or Private Water Systems in the jurisdiction of the Jefferson County General Health District.**

**NOW THEREFORE, BE IT RESOLVED** that for the purpose of governing the installation, Jefferson County General Health District, and for the purpose of preserving and promoting the public health, safety and welfare, the Board of Health of said District hereby adopts Resolution 2017-2 Regulations for the Jefferson County General Health District, amended regulations for the inspection and assessment of a household sewage treatment system and/or a private water system.

**BE IT FURTHER RESOLVED**, that these regulations shall be adopted on November 14, 2017, and shall become effective on January 1, 2018.

**SECTION 1      INSPECTION AND ASSESSMENTS**

Ownership of a dwelling served by household sewage treatment system and/or private water system shall not be transferred, pursuant to sale or completion of land installment contract, unless the household sewage treatment system and/or private water system has been inspected within the preceding twelve (12) months by the health commissioner.

\*If the household sewage treatment has been inspected by the Board of Health or an authorized manufacturer's representative within the previous twelve (12) months, a point of sale inspection is not required.

**SECTION 2      PENALTIES**

Any person who violates any provision of this regulation shall be in violation of Section 3707.48 of the Ohio Revised Code and subject to the penalties provided by Section 3709.99 of the Ohio Revised Code.

**SECTION 3      EFFECT OF PARTIAL INVALIDITY**

Should any part of these regulations be declared unconstitutional or illegal for any reason, the remainder of these regulations shall not be affected.

**SECTION 4      EFFECTIVE DATE**

These regulations were adopted and passed by the Board of Health of the Jefferson County General Health District, according to law on November 14, 2017 and are in effect on or after January 1, 2018

  
\_\_\_\_\_  
Dr. Frank L. Petrola, President  
Jefferson County Board of Health

  
\_\_\_\_\_  
Dr. Frank J. Petrola  
Health Commissioner

Jefferson County General Health District

**Point Of Sale Evaluation**

**Rules and Regulations**

- (A) An evaluation of a residential sewage system must be completed prior to the transfer of ownership of any parcel with said system. The evaluation shall be conducted by a member of the Jefferson County Health Department and if necessary, any corrective action(s) required shall be accomplished within the time period(s) directed.
- (B) Application for the evaluation permit shall be in writing and contain pertinent information as required by the Board of Health. Any fee established for the evaluation by law or by the Board of Health under authority of law shall accompany the application.
- (C) Reinspection fees are set by the Board of Health.
- (D) The inspection will be conducted to assure compliance with the Jefferson County General Health District Household Sewage Disposal System Regulations 3701-29-01 to 3701-29-21.
- (E) The Jefferson County Health District shall deny an evaluation if the information on the application is incomplete, inaccurate, or indicates that the provisions of regulations 3701-29-01 to 3701-29-21 of the Household Sewage Disposal System Regulation of the Jefferson County Health District cannot be met.
- (F) When permit information is not on file at the Jefferson County Health Department, the owner at their expense shall contract with a registered sewage installer to identify system components and make the system reasonably accessible to the Jefferson County Health Department as required.
- (G) Off-lot sewage disposal system evaluations may include sewage effluent sampling. All off-lot sewage systems must have an approved sewage effluent sample well installed unless otherwise directed by the health district.
- (H) All sample wells will be installed within six (6) feet of the last treatment component, unless otherwise directed by the health district.
- (I) Any system found to be functioning improperly must be brought up to current code.
- (J) System evaluations shall be valid for twelve (12) months.

JEFFERSON COUNTY GENERAL HEALTH DISTRICT

**For Sale of Property Evaluation  
Some Frequently Asked Questions**

1. What homes will require an inspection by the Jefferson County Health District?  
All 1,2 and 3 family residential dwellings with a sewage disposal system, which, as determined by the Auditors' office, have a money transfer and are not exempt from the conveyance fee will require an inspection. The Auditors' office will provide the Jefferson County Health District with a list of these properties.
2. Will this inspection hold up the transfer of title of a piece of property?  
No, the Jefferson County Health District will not hold up the transfer of title of a property.
3. If the sewage disposal system does not meet the current health district code, will the system automatically not pass the inspection?  
No, sewage disposal systems will be evaluated and the performance of the system will determine whether the system passes the inspection.
4. If the sewage disposal system does not meet the current health district code, does it have to be updated to current code?  
No, sewage disposal systems will be evaluated and the performance of the system will determine whether the system passes the inspection.
5. If the sewage disposal system does not pass the inspection, will a new system need to be installed?  
No, some systems may only need repairs. (Older systems were not designed to meet current quality standards.)
6. What length of time will an evaluation be acceptable to the Jefferson County Health District?  
Evaluations will be good for twelve months.
7. Does the Jefferson County Health District accept water sample results or septic evaluation results from someone else?  
No.
8. How soon after the inspection is the report available?  
Generally, the report will be available within three to five working days.
9. Who can do repairs to sewage disposal system?  
This will be determined on an individual basis.

JEFFERSON COUNTY GENERAL HEALTH DISTRICT

**PLEASE CALL TO SCHEDULE AN APPOINTMENT**

**(740) 283-8530**

**For Sale of Property Checklist**

1. Is the home vacant? Real Estate inspections will be performed on vacant homes. However, a Hold Harmless Agreement will be required between the person requesting the inspection and the Jefferson County Health Department. This agreement shall state that because the home is vacant, it is not the ideal condition to perform the septic inspection but will allow the transfer of the deed, in which case, the Jefferson County Health Department and the Board of Health cannot be liable for problems that may arise with the septic system and/or private water system.
2. Is there excessive snow or grass cover? Generally, on-lot sewage disposal systems with snow cover more than 1" to 2" and grass higher the 6" cannot be evaluated. Off-lot sewage systems may be able to be evaluated under these conditions.
3. Is the household plumbing all tied into the sewage system as required?
4. A sample well may need to be installed if a flowing sample close to the last treatment component cannot be obtained, as determined by the inspector.
5. Has the system had any prior repairs or inspections? If yes, provide a copy of the information.
6. All components must be easily accessible and uncovered.

Once the fees have been paid and the paperwork submitted to the Jefferson County Health District office, **you must call to schedule an appointment with a sanitarian.**

**BEFORE AN INSPECTION IS MADE, THE FOLLOWING IS NEEDED:**

1. The tank/aerator inlet(s) and outlet(s) lids must be exposed. Both openings on each septic tank.
2. All distribution boxes must be exposed.
3. The exit(s) to any curtain drain must be exposed if present.
4. Any other component(s) of the system must be exposed (lift station, chlorinator, discharge point, etc.)
5. Someone is present to provide access to the property.

**AFTER THE INSPECTION**

1. A report will be filled out and sent only to the requestor.
2. If corrections are needed, orders will be issued and follow up inspection will be scheduled (additional fee may be required).
3. If the system is found to be failing, orders will be issued to make the necessary corrections or install a new system (additional fee may be required).

500 Market Street • Steubenville, Ohio 43952 • (740) 283-8530  
AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES

GENERAL HEALTH DISTRICT - COUNTY OF JEFFERSON  
SUMMARY OF RECEIPTS, EXPENDITURES AND BALANCES SEPTEMBER 2017

FUND	PRIOR MONTHS CASH BALANCE	SEPTEMBER RECEIPTS	ADVANCE-IN	SEPTEMBER EXP.	ADVANCE-OUT	FUND BALANCE
District Board of Health	\$ 266,852.94	\$ 21,734.19	\$ -	\$ 16,233.34	\$ -	\$ 272,353.79
Food Service	\$ 25,388.31	\$ 693.57	\$ -	\$ 19,820.37	\$ -	\$ 6,261.51
Vital Statistics	\$ 23,297.37	\$ 11,896.00	\$ -	\$ 5,807.42	\$ -	\$ 29,385.95
Nursing	\$ (21,360.17)	\$ 3,769.54	\$ -	\$ 13,215.98	\$ -	\$ (30,806.61)
Tattoo	\$ 324.28	\$ -	\$ -	\$ 130.58	\$ -	\$ 193.70
Car Seats	\$ 1,223.60	\$ -	\$ -	\$ -	\$ -	\$ 1,223.60
Parks/Camps	\$ 2,111.44	\$ -	\$ -	\$ 713.51	\$ -	\$ 1,397.93
Plumbing	\$ (9,456.07)	\$ 2,146.00	\$ -	\$ 3,764.70	\$ -	\$ (11,074.77)
TB	\$ (20,830.65)	\$ 723.49	\$ -	\$ 4,227.78	\$ -	\$ (24,334.94)
BCMH	\$ (15,696.08)	\$ -	\$ -	\$ 3,703.53	\$ -	\$ (19,399.61)
Toronto	\$ 7,478.58	\$ -	\$ -	\$ 861.87	\$ -	\$ 6,616.71
Water	\$ 2,861.12	\$ 475.00	\$ -	\$ 1,509.86	\$ -	\$ 1,826.26
Swimming Pools	\$ 3,336.16	\$ -	\$ -	\$ 1,631.99	\$ -	\$ 1,704.17
Sewage	\$ 21,195.08	\$ 5,542.00	\$ -	\$ 6,189.66	\$ -	\$ 20,547.42
PHEP	\$ (44,572.13)	\$ 832.77	\$ -	\$ 7,878.55	\$ -	\$ (51,617.91)
Solid Waste	\$ (22,380.86)	\$ 7,325.48	\$ -	\$ 9,439.72	\$ -	\$ (24,495.10)
Landfills	\$ 20,307.05	\$ 55,864.26	\$ -	\$ 55,531.48	\$ -	\$ 20,639.83
WIC	\$ (14,390.64)	\$ -	\$ -	\$ 37,329.20	\$ -	\$ (51,719.84)
Lead	\$ 198.83	\$ -	\$ -	\$ -	\$ -	\$ 198.83
Severence Fund	\$ 37,809.12	\$ -	\$ -	\$ -	\$ -	\$ 37,809.12
<b>Totals</b>	<b>\$ 263,697.28</b>	<b>\$ 111,002.30</b>	<b>\$ -</b>	<b>\$ 187,989.54</b>	<b>\$ -</b>	<b>\$ 186,710.04</b>

Signature:

*[Handwritten signatures]*

BOARD OF HEALTH BOARD REPORT  
FOR SEPTEMBER  
REPORT DATE: OCTOBER 12, 2017

TOTAL FOR RIVISION BOARD GENERAL FUND	\$	21,734.19
TOTAL FOR RIVISION FOOD SERVICE	\$	693.57
TOTAL FOR RIVISION VITAL STATISTICS	\$	11,896.00
TOTAL FOR RIVISION NURSING	\$	3,769.54
TOTAL FOR RIVISION TATTOO	\$	0.00
TOTAL FOR RIVISION CAR SEATS	\$	0.00
TOTAL FOR RIVISION PARKS AND CAMPS	\$	0.00
TOTAL FOR RIVISION PAT	\$	0.00
TOTAL FOR RIVISION PLUMBING	\$	2,146.00
TOTAL FOR RIVISION TUBERCULOSIS	\$	723.49
TOTAL FOR RIVISION BCMH	\$	0.00
TOTAL FOR RIVISION TORONTO	\$	0.00
TOTAL FOR RIVISION TB	\$	0.00
TOTAL FOR RIVISION TRAILER PARKS	\$	0.00
TOTAL FOR RIVISION WATER FUND	\$	475.00
TOTAL FOR RIVISION SWIMMING POOLS	\$	0.00
TOTAL FOR RIVISION SEWAGE	\$	5,542.00
TOTAL FOR RIVISION IAP	\$	0.00
TOTAL FOR RIVISION PHEP	\$	832.77
TOTAL FOR RIVISION HMG PART C	\$	0.00
TOTAL FOR RIVISION HELP ME GROW	\$	0.00
TOTAL FOR RIVISION SOLID WASTE	\$	7,325.48
TOTAL FOR RIVISION LANDFILLS	\$	55,864.26
TOTAL FOR RIVISION WIC	\$	<u>0.00</u>
GRAND TOTAL FOR SEPTEMBER	\$	111,002.30

*Signature:*

*El Paso  
JR Faber  
Jill  
Dale Feethof*

BOARD OF HEALTH BOARD REPORT  
FOR SEPTEMBER

REPORT DATE: OCTOBER 12, 2017 TOTAL FOR DIVISION HELP ME

TOTAL FOR DIVISION HELP ME GROW TANF	\$	0.00
TOTAL FOR DIVISION SOLID WASTE	\$	9,439.72
TOTAL FOR DIVISION CD&D	\$	0.00
TOTAL FOR DIVISION LANDFILL	\$	55,531.48
TOTAL FOR DIVISION TOBACCO	\$	0.00
TOTAL FOR DIVISION PERSONNEL	\$	0.00
TOTAL FOR DIVISION SUBSIDIES	\$	0.00
TOTAL FOR DIVISION WIC	\$	37,329.20
TOTAL FOR DIVISION PURCHASED PERS. SERV.	\$	0.00
TOTAL FOR DIVISION MAINTENANCE	\$	0.00
TOTAL FOR DIVISION CIN MED	\$	0.00
TOTAL FOR DIVISION EQUIPMENT	\$	0.00
TOTAL FOR DIVISION SUBSIDIES	\$	0.00
TOTAL FOR DIVISION MISC.	\$	0.00
TOTAL FOR DIVISION MISC.	\$	0.00
GRAND TOTAL FOR SEPTEMBER	\$	188,653.56

TE  
37408  
188,653.56

Signature:

KC Puts

JR Fahn

John

50 Dale

BOARD OF HEALTH BOARD REPORT  
FOR SEPTEMBER  
REPORT DATE: OCTOBER 12, 2017

(POSTED)

TOTAL FOR DIVISION BOARD OF HEALTH	\$	16,233.34
TOTAL FOR DIVISION MOSQUITO FUND	\$	0.00
TOTAL FOR DIVISION FOOD SERVICE	\$	19,820.37
TOTAL FOR DIVISION VITAL STATISTICS	\$	5,807.42
TOTAL FOR DIVISION <del>SUPPLIES</del> NURSING	\$	13,215.98
TOTAL FOR DIVISION TATTOO	\$	130.58
TOTAL FOR DIVISION CAR SEATS	\$	0.00
TOTAL FOR DIVISION PARKS AND CAMPS	\$	713.50
TOTAL FOR DIVISION PAT	\$	0.00
TOTAL FOR DIVISION PLUMBING	\$	3,764.70
TOTAL FOR DIVISION TB	\$	4,227.78
TOTAL FOR DIVISION BCMC	\$	3,703.53
TOTAL FOR DIVISION TORONTO	\$	861.87
TOTAL FOR DIVISION TB	\$	664.02
TOTAL FOR DIVISION TRAILER PARKS	\$	0.01
TOTAL FOR DIVISION MARINAS	\$	0.00
TOTAL FOR DIVISION WATER WELLS	\$	1,509.86
TOTAL FOR DIVISION SWIMMING POOLS	\$	1,631.99
TOTAL FOR DIVISION ENVIRONMENTAL	\$	6,189.66
TOTAL FOR DIVISION IAP	\$	0.00
TOTAL FOR DIVISION RABIES	\$	0.00
TOTAL FOR DIVISION INFRASTRUCTURE	\$	7,878.55
TOTAL FOR DIVISION CFHS	\$	0.00
TOTAL FOR DIVISION HELP ME GROW PART C	\$	0.00







Health · Dental · Vision · Life · Disability

Note: All benefits are listed below as member only.

Premium	16,044.37	16,127.63
Contract Code	2UC6	2U9Z
<b>In-network benefits</b>		
Deductible (individual/family)	\$2,500 / \$5,000	\$2,800 / \$5,600
Out-of-pocket maximum	\$7,350 / \$14,700	\$3,800 / \$7,600
Coinsurance	0%	0%
Office visit: primary care physician (PCP)	\$20 copay	\$30 copay
Office visit: specialist	\$40 copay	\$60 copay
Enhanced Personal Health Care	Not applicable	Not applicable
Retail Health Clinic	\$20 copay	\$30 copay
Urgent care	\$100 copay	\$100 copay
Emergency room	\$300 copay, then 0% coinsurance	\$400 copay, then 0% coinsurance
Hospital inpatient	Deductible, then 0% coinsurance	Deductible, then 0% coinsurance
Outpatient surgery	Deductible, then 0% coinsurance	Deductible, then 0% coinsurance
<b>Out-of-network benefits</b>		
Deductible (individual/family)	\$7,500 / \$15,000	\$8,400 / \$16,800
Out-of-pocket maximum	\$22,050 / \$44,100	\$11,400 / \$22,800
Coinsurance	50%	30%
<b>Prescription drug benefits</b>		
Pharmacy Deductible	Level 1 / Level 2 Pharmacy Tiers 1, 2, 3, 4, 5: No deductible	Level 1 / Level 2 Pharmacy Tiers 1, 2, 3, 4, 5: No deductible
Retail pharmacy Tier 1	Level 1: \$15 Level 2: \$25	Level 1: \$15 Level 2: \$25
Retail pharmacy Tier 2	Level 1: \$50 Level 2: \$60	Level 1: \$50 Level 2: \$60



Health · Dental · Vision · Life · Disability

<p>Notes: All benefits are subject to the following conditions:</p>	
Premium	16,044.37
Contract Code	2UC6
<p><b>In-network benefits</b></p>	
Deductible (individual/family)	\$2,500 / \$5,000
Out-of-pocket maximum	\$7,350 / \$14,700
Coinsurance	0%
Office visit: primary care physician (PCP)	\$20 copay
Office visit: specialist	\$40 copay
Enhanced Personal Health Care	Not applicable
Retail Health Clinic	\$20 copay
Urgent care	\$100 copay
Emergency room	\$300 copay, then 0% coinsurance
Hospital inpatient	Deductible, then 0% coinsurance
Outpatient surgery	Deductible, then 0% coinsurance
<p><b>Out-of-network benefits</b></p>	
Deductible (individual/family)	\$7,500 / \$15,000
Out-of-pocket maximum	\$22,050 / \$44,100
Coinsurance	50%
<p><b>Prescription drug benefits</b></p>	
Pharmacy Deductible	Level 1 / Level 2 Pharmacy Tiers 1, 2, 3, 4, 5: No deductible
Retail pharmacy Tier 1	Level 1: \$15 Level 2: \$25
Retail pharmacy Tier 2	Level 1: \$50 Level 2: \$60



Health · Dental · Vision · Life · Disability

Costs and benefits are listed below as member pays.

Premium	16,044.37	16,127.63
Contract Code	2UC6	2U9Z
<b>In-network benefits</b>		
Deductible (individual/family)	\$2,500 / \$5,000	\$2,800 / \$5,600
Out-of-pocket maximum	\$7,350 / \$14,700	\$3,800 / \$7,600
Coinsurance	0%	0%
Office visit: primary care physician (PCP)	\$20 copay	\$30 copay
Office visit: specialist	\$40 copay	\$60 copay
Enhanced Personal Health Care	Not applicable	Not applicable
Retail Health Clinic	\$20 copay	\$30 copay
Urgent care	\$100 copay	\$100 copay
Emergency room	\$300 copay, then 0% coinsurance	\$400 copay, then 0% coinsurance
Hospital inpatient	Deductible, then 0% coinsurance	Deductible, then 0% coinsurance
Outpatient surgery	Deductible, then 0% coinsurance	Deductible, then 0% coinsurance
<b>Out-of-network benefits</b>		
Deductible (individual/family)	\$7,500 / \$15,000	\$8,400 / \$16,800
Out-of-pocket maximum	\$22,050 / \$44,100	\$11,400 / \$22,800
Coinsurance	50%	30%
<b>Prescription drug benefits</b>		
Pharmacy Deductible	Level 1 / Level 2 Pharmacy Tiers 1, 2, 3, 4, 5: No deductible	Level 1 / Level 2 Pharmacy Tiers 1, 2, 3, 4, 5: No deductible
Retail pharmacy Tier 1	Level 1: \$15 Level 2: \$25	Level 1: \$15 Level 2: \$25
Retail pharmacy Tier 2	Level 1: \$50 Level 2: \$60	Level 1: \$50 Level 2: \$60





1st Mtg Read 10/24  
2nd Reading  
11-14-2017

## 2018 FEES FOR SERVICES

### ENVIRONMENTAL DIVISION

Application for a Site Review of an HSTS	200.00
Application for a Site Review for a GWRS	200.00
Permit for the installation of a new or replacement HSTS	200.00
Permit for the alteration of an existing HSTS	391.96
Permit for the alteration of an existing GWRS	391.96
Permit for operation	50.00
Registration for Installers (annual)	200.00
Registration for Service Providers (annual)	100.00
Abandonment of a STS or GWRS	50.00
Application for a Variance	100.00
Collection and examination of effluent samples taken to Determine compliance	175.00 138.78
Sewage Hauler Permits	284.26
Sewage Loan Appraisals	175.00
Semi Public Sewage System	136.19
Water Appraisal	175.00
Both Water and Sewage Appraisal	300.00
Water Testing Fees	175.00
Well Permits	438.93
Well Alteration	438.93
Solid Waste Hauler	178.81
Swimming Pools	308.28
Park/Camps	271.00
Each additional lot exceeding 50 Tattoos	6.67 219.00

### FOOD SERVICE

Level 1, less than 25,000 sq. ft.	167.79
Level 2, less than 25,000 sq. ft.	193.23
Level 3, less than 25,000 sq. ft.	399.83
Level 4, less than 25,000 sq. ft.	515.84
Level 1, over 25,000 sq. ft.	257.35
Level 2, over 25,000 sq. ft.	272.61
Level 3, over 25,000 sq. ft.	1,051.15
Level 4, over 25,000 sq. ft.	1,116.29
Mobile License Fee	83.91
Vending License Fee	5.00
Commercial Temporary	58.34
Non Commercial Temporary	29.17

1st Mtg Read  
10-24-17

2nd Reading  
11-14-2017

# **PLUMBING FEE'S INCREASE FOR 2018**

Increase fixtures fees from  
\$9.00 to \$10.00

Increase inspection fees from  
\$35.00 to \$40.00

## **Real Estate Inspection Policy**

### **1. Introduction**

The primary purpose of this policy is to provide a service to buyers, sellers and their agents of real estate in Jefferson County.

By providing this service, the evaluation and testing of the potable water source and/or the septic systems performance, it is expected that the overall health of the home will be improved for the residents.

There is no intention to delay the transaction or transfer of real estate. Proper planning by all involved parties will assist in the transfer of real estate.

### **2. Procedure and Testing**

The following procedures and testing will be implemented to certify the potable water source and or septic system.

#### **A. Potable Water**

- Visual Inspection – This evaluation will be used to insure that all visible components (i.e. well cap, casing etc.) are in an acceptable condition.
- Bacterial Water Test – This test will be accomplished in parameters set forth by O.A.C. 3701-28-04 (E) (1-9).
- Records and Permits – All known records and permits will be researched and made available with the inspection report as long as these records and permits exist.

**B. Septic System** – An inventory and evaluation of the septic system will be completed to offer information to the performance of the septic system as well as to identify a failing or non-performing system and prescribe a solution for repair or replacement.

- Visual Inspection – This part of the inspection is used to identify the visible components of the system as well as verification that all wastewater is directed to the septic system and water that is not to go to the septic system is directed elsewhere.
- Dye Testing – Tracing dye is introduced into the system to determine that there are no areas of surface effluent or discharge lines that contribute to the degradation of environmental and public health.
- Permits and Records – All existing records and permits will be researched and made available with the inspection report.

### 3. Inspection Reports

All inspections reports will be transferred to the individuals who requested the inspection.

If there are corrections that are required, the property can still be transferred providing arrangements to correct the deficiencies are made.

All inspection reports are valid for one (1) year.

The following items should be considered when requesting the inspection.

- If the sewage system is determined to be malfunctioning at the time of the inspection, repairs or replacement will be required.
- No evaluation will be conducted if ground cover excessively obscures the leachfield (to include but not limited to high grass, snow cover, leaves etc.). The inspection will be scheduled when the ground cover is removed.
- Any facts, diagrams or records that can be provided may expedite the real estate inspection.
- The septic tanks must be located and the inspection port lids must be removed for the inspection. Running water must be made available to check the plumbing and flow to the septic tank.
- Pumping of the septic tank immediately prior to, or during the dye test will invalidate the sewage system test and a new test and fee will be required.
- Disinfection (chlorination) of the water well prior to the water sample will invalidate the water test and a new test and fee will be required.
- When tanks are pumped and inspected by a registered septic tank pumper after completion of the dye test, the pumper's report must include the tank(s) capacity, baffle condition and type of tank construction (brick, concrete etc.) and if any runback was observed.
- If the evaluation is not completed within six (6) months from the original date of application due to lack of information provided by the applicant, the application will be returned as invalid.
- All questions and results must be directed through the designated contact person who is listed on the **Request for Individual On-Site Water Supply and/or Sewage Disposal System Evaluation Form.**

- If an aeration system is in place, the applicant must furnish the health department a copy of a service/maintenance contract for the system. **Aeration systems without a service contract/maintenance contract will not be approved.**
- In the matter of a deed transfer within immediate family (siblings, spouses etc.) living in the home are **not** required to have a septic system and/or well inspection. This exemption would also apply to Foreclosed/Sherriff sale properties unless requested.

The exemption for the foreclosure process that moves the ownership of a property from a delinquent owner to the bank and is accompanied by filed foreclosure documents. The exemption would not apply to the bank's subsequent sale of the same property.

### **Conclusion**

As prior mentioned, the goal of this policy is to use the inspection as a tool to educate parties on the importance of these components and their contribution to a healthy functioning home, as well as public health in general.

As with all planning, exceptions and circumstances will occur and will be addressed as they occur.

**Adopted by the Jefferson County Board of Health on 11/14/2017**