



# JEFFERSON COUNTY General Health District

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## BOARD OF HEALTH MINUTES OF REGULAR MEETING

May 21, 2024

8:15 a.m.

The regular monthly meeting of the Board of Health was held on Tuesday, May 21, 2024 at 8:15 a.m. in the 2<sup>nd</sup> floor community room of the Towers Building located at 500 Market Street, Steubenville, Ohio.

### Board Members Present:

Anthony Mougianis, President  
Suzanne Brown, Vice-President  
Mark Kissinger, DO  
Terry Bell  
Mary Mihalyo

### Staff:

Andrew Henry, Health Commissioner  
Michele Henry, Administrative Assistant  
Kelly Wilson, Director of Finance  
Marc Maragos, Environmental Director  
Carla Gampolo, Registered Sanitarian  
Dr. Jane Culp, Medical Director  
Kylie Smogonovich, Director of Nursing  
Stephanie Chester, WIC Director

### Absent:

**Prosecutor:** Not in attendance

**Guests:** See sign-in sheet

### CALL TO ORDER

The meeting was called to order at 8:15 a.m. by Anthony Mougianis, President. The Pledge of Allegiance was recited. Roll call was taken. All board members were in attendance.

### APPROVAL OF MINUTES

Mr. Mougianis asked for any corrections notations etc. for the Board Minutes presented. There being none he asked for a motion to accept the minutes as submitted.

<i>Action</i>	<i>Motion to Approve the April 16, 2024 Minutes of the Re-Organizational Board Meeting.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-045	Mr. Bell moved and Mrs. Brown seconded a motion to approve the April 16, 2024 minutes of the Regular Board Meeting.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Brown Bell - Aye Mihalyo – Aye Kissinger – Aye



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

		Mougianis - Aye Brown – Aye
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<i><b>Action</b></i>	<i><b>Motion to Approve the April 16, 2024 Minutes of the Regular Board Meeting.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2024-046	Mr. Bell moved and Mrs. Brown seconded a motion to approve the April 16, 2024 minutes of the Regular Board Meeting.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Brown Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

### April 2024 Revenue Report

Kelly Wilson reported as far as the revenue for the month there was nothing out of the ordinary.

<i><b>Action</b></i>	<i><b>Approval of April 2024 Revenue Report</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion- 2024-047	Mrs. Brown moved and Mr. Bell seconded a motion to approve of April 2024 Revenue Report.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell – Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

### April 2024 Expense Report

Kelly Wilson reported the expenses were normal for the month.

<i><b>Action</b></i>	<i><b>Approval of April 2024 Expense Report</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2024-048	Dr. Kissinger moved and Mr. Bell seconded a motion to approve of April 2024 expense report.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

Health Commissioner Henry stated there are three pay periods in May so the Payroll Expenses will be higher next month.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

**Personnel – None**

**Travel Requests –**

Rick Stead attended a FEMA conference May 14 – 16, 2024 in Columbus, Ohio. Lodging \$387.76, Parking fees approx. \$30.00, Meals est. \$100.00 and Mileage est. \$173.65 for an estimated cost of \$691.41.

Rick Stead attended the Emergency Planning Conference Course on May 20 – 22, 2024 in Columbus, Ohio. Lodging \$251.46, Meals est. \$100.00 and Mileage est. \$185.02 for an estimated cost of \$536.48.

<i>Action</i>	<i>Motion to Approve the Two Travel Requests for Rick Stead.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-049	Dr. Kissinger moved and Mrs. Brown seconded a motion to approve the two travel request for Rick Stead.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Brown Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

**Contracts/MOU's –**

Health Commissioner Henry stated we have two contracts listed this month. There is nothing financially attached to either contract.

- 1) Carroll County Mutual Aid Agreement – We all know in public health that diseases do not stop at county lines diseases and will continue to spread throughout the state and regionally. This agreement presented will create a mutual aid agreement with Carroll County. Typically, we have an understood mutual aid within our Southeast region. Carroll County is in the Northeast region, therefore, they have asked us to create a mutual aid agreement so that we may share our services in the event of a disaster or public health emergency.
- 2) Help Me Grow Kiosk MOU – Help Me Grown has asked if we would put a Kiosk in our waiting room. This will allow clients to put in referrals to the Help Me Grown program while they are here for WIC or nursing.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

<i>Action</i>	<i>Motion to Approve Both Contracts Presented for the Month.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-050	Mrs. Brown moved and Mr. Bell seconded a motion to approve both contracts present for the month. Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

**Adoption of Forms/Policies – None**

**Purchase Orders over \$5000 – None**

**Health Commissioner’s Report**

A copy of the report is attached hereto and made part of the official minutes.

**Medical Director’s Report**

A copy of the report is attached hereto and made part of the official minutes.

**Nursing Report**

A copy of the report is attached hereto and made part of the official minutes.

**WIC Report**

A copy of the report is attached hereto and made part of the official minutes.

**Environmental**

A copy of the report is attached hereto and made part of the official minutes.

**Accreditation**

Health Commissioner Henry stated we will be having one more meeting with our consultant on May 29, 2024. We will submit our final documents to her and she will complete our strategic plan. We will bring the completed Strategic Plan to the June board meeting for the board’s approval.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

There are a couple of seminars coming up that Kelly Wilson and a few other staff members will be attending as they pertain to documentation uploading for accreditation.

## PHEP

A copy of the report is attached hereto and made part of the official minutes.

## Correspondence – None

## Committee Reports

*Environmental* – Nothing to report.

*Administration/Finance* – Nothing to report

*Clinical* – Nothing to report.

*Personnel* – Nothing to report.

*Events*- Nothing to report.

## Old Business –

**Board Retreat** – Health Commissioner Henry stated he knows there is still an interest from our board to have a retreat knowing that it will be a public forum. The cost will come out of our general board of health fund to cover a speaker approximately a few thousand dollars.

The Board requests to continue to pursue a retreat.

Mrs. Mihalyo asked if there were any dates being discussed. Health Commissioner Henry stated he will reach out about the speakers and see which dates they were available and go from there.

## New Business –

### **July 5, 2024:**

Health Commissioner Henry stated July 5<sup>th</sup> is a Friday and we don't normally ask for any additional days off here, but in the spirit of the 4<sup>th</sup> of July falling on a Thursday this year. Health Commissioner Henry asked how the board would feel about a board approved day off for Friday, July 5, 2024. It would very likely be very sparse at the department on that Friday.

Dr. Kissinger spoke up first and said he was taking off Friday, July 5, 2024. So he was in agreement with it. Mrs. Brown stated she was in agreement with it as was Mr. Mougianis. Mr. Mougianis stated the staff works hard and are worthy of having the day off.

Mrs. Brown stated she would like a motion to allow the staff to have July 5, 2024 off.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

<i>Action</i>	<i>Motion to Approve July 5, 2024 as a Day Off for Board of Health Employees.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-051	Mrs. Brown moved and Mr. Bell seconded a motion to approve July 5, 2024 as a day off for Board of Health employees.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

### 2025 Board of Health Meeting Dates

The 2025 meeting dates as the third Tuesday of every month at 8:15 am was presented. Health Commissioner Henry asked for approval to accept those dates.

<i>Action</i>	<i>Motion to Approve the 2025 Board of Health Meeting Dates.</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-052	Dr. Kissinger moved and Mr. Bell seconded a motion to approve the 2025 Board of Health Meeting Dates.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> -- Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

### Amsterdam Sewer Project

Health Commissioner Henry stated as many of you are aware, the Amsterdam Sewer Project sanitary sewer station itself has been completed. There are a number of homes that have yet to connect to the sewer. There are approximately 60 homes in Jefferson County. There are a few different reasons why people have yet to connect. Dating back to 2022 at the June meeting, the Board of Health provided a resolution declaring the purpose of the Amsterdam Sewer Project. The Board of Health has had a small level of participation with this project. With that said, there was also a resolution that went to the County Commissioners making the mandatory connection resolution. That did not come from the Jefferson County Board of Health. Although there is a portion of the ORC that the says the Board of Health shall require residents to connect.

At this time, we will open up for discussion from any elected official or employees of the Jefferson County Water and Sewer Departments who would like to provide comment on the subject.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

Commissioner Timmons stated that this project pre-dates him being a commissioner, but that shows how long this has been going on. He has spoken to Mayor Phillips from Amsterdam and has been out to Amsterdam and there does seem to be a legitimate concern for not having the contractors to do the work. His concern is if there are people wanting to have it done and there is not an availability of contractors to do it.

Mayor Phillips stated it has been a long project, the county has worked hard, the Commissioners have done a good job. He wants to clear the air a little. It kind of seems the story is “defiant residents don’t want to hook up”. He feels there may be some folks that are against it and that might be the case, however, he doesn’t feel that is the majority of the people. There were a couple issues during the project, Covid hit and we had a lot of contractors on the list. Due to no fault of the county, there were supply chain issues, delay in obtaining parts for the plant, and we have lost some of the contractors as a result. We did a great job in getting grants for the low-income folks. That was amazing and everyone worked very hard. Mayor Phillips continued, there are a couple different groups of people, those that don’t want the sewer project and those that want it and have the money but can’t get a contractor to come out. He feels that it is a good section of the folks. Then you have the other people that just don’t have the money.

Mayor Phillips stated he makes room for the County Commissioners and the Health Department that there have been multiple extensions. He understands and appreciates that. He stated inflation is horrible right now. The original cost was \$2000 – \$3000 to hook up then Covid hit and pipe went up and fuel went up and everything went up and he understands those things. A lot of people had the money and then the contractors showed up the next year and the costs had doubled.

Mayor Phillips understands the Water Department having loans on the stuff and this stuff needs to get done. He does urge his resident’s to please get hooked up, but as Commissioner Timmons said it’s a big problem. It took him over a year as the mayor to get three estimates for the village hookup. The mayor personally called all the contractors on the list last week and a couple are interested and a couple are not. In the nature of the business, if you have 100 hook ups to do and 85 are nice flat easy jobs, those jobs will be taken first. He stated he has a construction company and he is no different. Some of the people having a hard time getting a contractor have very steep hills or not the most desirable job. Mayor Phillips doesn’t know what the solution is but the ORC does state that people need to hook up within a reasonable amount of time. He is a strong believer in the law. He doesn’t know what the solution is, he just wants it to be known that this isn’t necessarily a situation where the people are just refusing to hook up. Some people just don’t have the money inflation is killing everyone. There are others that can’t get a contractor.

Mr. Mougianis stated this is a tough situation. He feels for the people that don’t have the money or those that saved for it and then the costs doubled plus.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

Commissioner Timmons asked Mike Erosevich from the Water Department if he had anything to add. This was discussed many times in the past as well as at the Commissioners meetings. For those that don't have money, I'm sympathetic to that. He's just one of the commissioners, are there any other options like a payment plan.

Mike Erosevich from the Water Department was next to speak. In speaking with Marc Maragos, there was a discrepancy in the number of households from the website and to the number given to Mr. Maragos. Mr. Erosevich stated they have been working on those numbers. There is a total of 183 properties that are unconnected. Approximately 50 are abandoned, no one living there or an empty lot, 63 are in Carroll County, and approx. 70 in Jefferson County. The Mayor eluded to the grants that were talked about. Both counties over \$100,000.00 were provided by Our Cap for LMI connections. The Jefferson County Commissioners also approved for the district, we had so many in Jefferson County only half of the people were going to be able to be connected, to qualify for LMI so the district put in another \$100,000.00 to make sure everyone that was LMI qualified got connected. Mr. Erosevich believes Carroll County also kicked in an additional \$11,000 - \$20,000 on their end to make sure their folks got connected.

As part of the contribution as with any project like this, the county has to put up a certain amount of money. Our contribution, there was a \$550.00 cap fee that was set for every property, that's not to connect but an actual tap fee as a contribution into the project. Crestview, Belvedere it was \$6,500.00 per property and \$1,500.00 in Pottery Addition. But Amsterdam was \$550.00. As part of our contribution to the project we paid the tap fee for every property out there. That left the residents who did not LMI qualify with besides their monthly bill having to pay for the connection. As the mayor stated we went into this thing with all the pre-construction meetings, public meetings, going off estimates from \$1,500 - \$3,000 a year later being \$6,000 - \$7,000.

The water department was asked by the board and the mayor to get some more competition out there. We reached out to different contractors, did advertisements and he feels they were able to bring in a couple additional contractors. He is unsure how long they stayed active out there doing different projects. Where do we go from here? He's thought about it and he believes some people are in contract with one or two different contractors to have their property done. What do we do with the rest of them? One idea he thinks of is to have our engineer put together a bid package. We price it out per foot of digging depth, pipe and fittings and put together a bid package and put it out to bid as a known quantity. Have contractors bid on it, the lowest bidder gets the award to tie in the remaining 100 or so properties. How do we pay for it? Those that do have money can pay in advance, those that don't if they can apply some to it or whether we put it on their water/sewer bill that would be up to the county commissioners over a period of time. Or place the cost on their property taxes. Possibly go after additional grants.

Dr. Kissinger stated if we don't come up with a workable solution, it will be turned over to the prosecutor's office is that correct? Health Commissioner Henry stated it very well could, is our county prosecutor going to want to take 70 residents to the court system? Probably not. Dr.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

Kissinger stated he doesn't think any of us in good conscience want to do that. It's going to be impossible to separate who has the money and can't get the contractor to do the work, who doesn't have the money and who is just being defiant?

Commissioner Timmons asked Mr. Erosevich for numbers for the commissioner's meeting on Thursday. Costs for the project for individuals to have to pay over an extended period of time for those that are unable to afford a lump sum. There are a lot of people having problems making their current bills. There will be further discussion at the Commissioners meeting on Thursday.

Mayor Phillips believes it would be a great for the county to perform a bid package. Dr. Kissinger asked if we could table this for further evaluation by the county. Health Commissioner Henry stated sending out any sort of order would be short sided on our part. If we gave them an unrealistic time frame of 30, 60, or 90 days that would not achieve any results. He doesn't feel it would be of value on our part to make a motion like that.

Mr. Erosevich asked if possible whatever is decided that there be a mutual agreement with Carroll County. It seems the mayor gets a lot of grief because Carroll County is doing this and Jefferson County is doing this. Carroll County was more lenient on connection notices. They don't have any money in the game. We did a 14-million-dollar project, a lot of which was grants, but we still have to pay back six million dollars in loans. He feels there was some miscommunication and turn over during Covid with Carroll County Health Department. They feel they haven't been kept in the loop.

Marc Maragos asked Mr. Erosevich if he has heard from Carroll County. Mr. Erosevich responded he sent an email to her and she received it and he asked that if the board of health or county commissioners were discussing this that he be in attendance. He has not heard anything back yet. Health Commissioner Henry stated he would reach out to their Health Commissioner and provide an update on what we are doing here in Jefferson County and ask them to follow suit.

Mrs. Mihalyo asked how many more dollars are needed to resolve the project. Mayor Phillips asked Mr. Erosevich how many more properties were left? He responded we are looking at 130 at approximate 4000 median price. The total cost for the 130 properties if the cost were \$4,000 would be \$520,000.00. Dr. Kissinger added Mike's idea of one contractor would give a path forward for those individuals.

Mr. Erosevich continues, the county prosecutor will need to be involved for any liabilities that may arise on who will be responsible. Would the contractor performing the work, the landowner or the water & sewer district be responsible? Mr. Mougianis asked if we could table this.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

<i>Action</i>	<i>Motion to Table the Amsterdam Sewer Project</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-053	<p>Dr. Kissinger moved and Mrs. Mihalyo seconded a motion to table the Amsterdam Sewer Project.</p> <p>Motion passed unanimously.</p>	<p>1<sup>st</sup> - Kissinger            2<sup>nd</sup> – Mihalyo            Bell - Aye            Mihalyo – Aye            Kissinger – Aye            Mougianis - Aye            Brown – Aye</p>

### Healthy Aging Requests

Health Commissioner Henry stated as I mentioned in the beginning of the meeting we have until the end of June to have Healthy Aging allocations completed. We have had a couple additional requests come in.

If you recall, Our Place requested originally around \$100,000.00 and we gave them \$50,000.00, now they are requesting an additional \$23,365.00 for commercial grade Kitchen Equipment which would fall under the food category. Their total allotment received from Healthy Aging including this amount would be \$73,365.00.

The next request is from Pierce Media for Digital Literacy Initiative. In the grant there is approximately \$30,000.00 in funding that has to be used for Digital Literacy and internet. Pierce Media is requesting \$20,000.00 for Digital Literacy Initiative that would do some how to videos for residents and the senior centers in the community to increase their web and social media presence.

The last request is for the Martin Luther King Center (MLK). As Mrs. Mihalyo mentioned earlier in the meeting the MLK Center is open to the public, they did assure us they would track all the seniors who utilize the fitness equipment. They will have specific times designated for seniors and Health Commissioner Henry was approached by Reno Saccoccia who plans on doing a senior wellness program and he has a number of individuals interested in this program. They are requesting \$39,625.00 to be spent on fitness equipment. A breakdown of the remaining monies was presented to the board. A copy of the report is attached hereto and made part of the official minutes.

We have approximately \$24,000.00 to allocate by the end of next month. The City of Toronto was in contact with us about helping them. Our staff was working with local pools to provide free memberships for Seniors, the City of Toronto asked for help in purchasing Chlorine for their pool to keep it open longer. We will be working with them in the next few weeks.



# JEFFERSON COUNTY General Health District

— Prevent. Promote. Protect. —

<i><b>Action</b></i>	<i><b>Motion to Approve an Additional \$23,365.00 to Our Place for Kitchen Equipment.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2024-054	Mr. Bell moved and Mrs. Brown seconded a motion to approve an additional \$23,365.00 to Our Place for kitchen equipment.  Motion passed unanimously.	1 <sup>st</sup> - Bell 2 <sup>nd</sup> - Brown Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

<i><b>Action</b></i>	<i><b>Motion to Approve \$20,000.00 to Pierce Media for Digital Literacy Initiative.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2024-055	Dr. Kissinger moved and Mrs. Mihalyo seconded a motion to approve \$20,000.00 to Pierce Media for digital literacy initiative.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Mihalyo Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

<i><b>Action</b></i>	<i><b>Motion to Approve \$39,625.00 to the City of Steubenville Parks and Recreation Department for Exercise Equipment at the Martin Luther King Rec Center.</b></i>	<i><b>Vote Detail (Roll Call)</b></i>
Motion – 2024-056	Dr. Kissinger moved and Mrs. Mihalyo seconded a motion to approve \$39,625.00 to the City of Steubenville Parks and Recreation Department for the exercise equipment at the Martin Luther King Rec Center.  Motion passed unanimously.	1 <sup>st</sup> - Kissinger 2 <sup>nd</sup> – Mihalyo Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

**Public Participation – None**

**Executive Session – None**



# JEFFERSON COUNTY General Health District

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<i>Action</i>	<i>Motion to Adjourn</i>	<i>Vote Detail (Roll Call)</i>
Motion – 2024-057	Mrs. Brown moved and Mr. Bell seconded a motion to adjourn.  Motion passed unanimously.	1 <sup>st</sup> - Brown 2 <sup>nd</sup> – Bell Bell - Aye Mihalyo – Aye Kissinger – Aye Mougianis - Aye Brown – Aye

There being no further business before the Board, the meeting was adjourned at 9:14 a.m.

The next regular meeting of the Board of Health is scheduled for Tuesday, June 18, 2024 at 8:15 a.m. in the Towers Building, 2<sup>nd</sup> Floor.

**ATTESTED:**

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Anthony Mougianis, Board President

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Andrew Henry, Health Commissioner