



## Meeting Minutes

<b>Date:</b> September 24, 2024	<b>Start Time:</b> 3:30pm	<b>Stop Time:</b> 3:54pm
<b>Note Taker:</b> Terri Argent, REHS		<b>Facilitator:</b> Mayor Jamie Slutz
<b>Attendees:</b> Mike Reed                      Mayor Jamie Slutz <u>Guests</u> Margaret Elum                      Dr. Lata Wiggins                      Bethany Perkowski Ann Palaski                      Terri Argent		
<b>Minutes</b>		
On a motion by Ann Palaski, seconded by Margaret Elum. Approval was given to approve August 2024 meeting minutes as emailed. Motion carried.		
On a motion by Margaret Elum, seconded by Ann Palaski. Approval was given to pay the August 2024 bills for the Health Department. Motion carried.		
The monthly Vital Statistics, Environmental, and Nursing Division reports for August 2024 were accepted and approved without comment.		
<b>MINUTES</b>		
<b>MEETING IS BEING RECORDED</b>		
<b><u>Old Business</u></b>		
1. Garden update <ol style="list-style-type: none"> <li>a) Terri states “We have harvested 282 pounds of produce so far this year. That’s pretty exciting, way more than last year. We still have a little bit more to go too. Its starting to wind down a little bit. Our clean up is going to be October 30<sup>th</sup> and that will be it for the year. We are really proud of our harvest so far.”</li> <li>b) Ann asks “What would you say are the things that are most desired? Was there anything that you had a surplus of?”</li> <li>c) Terri responds “We had a lot of herbs; the herbs really took off this year. We had a good amount of green beans, zucchinis were way bigger than anybody expected. We had tomatoes, potatoes... melons didn’t do great. I think we got one watermelon. But that’s pretty much it. We did tomatillos this year, and they grew really well.”</li> </ol>		



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- d) Ann responds "I was just curious how your poundage went. Its nice that you listen to them and grew what they asked for."

### New Business

1. Division Director Report- Environmental Division

- a) Terri states "Bethany Perkowski, our Environmental Director, will give a report on the activity in our Environmental division"
- b) Bethany states "The Environmental division is comprised of myself, the Environmental Health director, and one additional Environmental Health specialist which is Heather. We do all of the environmental inspections, investigations, licensing, mailings, letters, filings, all of our own clerical work of our programs except depositing money. As the Environmental Health director, I am responsible for overseeing four programs that are surveyed or audited by the state of Ohio. That would be our food service program through the Ohio Department of Health, our retail program through the Ohio Department of Agriculture, our swimming pool and temporary campground programs through the Ohio Department of Health recreation programs division. I also oversee public health nuisances, school environment inspections, body art, vector control, household sewage treatment systems, water wells, smoking enforcement, commercial building inspections, and perform other environmental investigations. In addition, the environmental health division provides food service education to our operators as well as to the public. New this year has been pool education by our licensed pool operator and authorized representatives. Currently we have 245 food service licenses. This number includes our food service operations risk level 1-4. Retail food establishments risk level 1-4. Mobiles and vending. We also license 8 body art facilities. 6 pools are currently licensed. There has been one temporary campground license issued this year along with 3 temporary food issued to date. There should be another one coming up in October."
- c) Bethany goes on to say "Some additional numbers representing the environmental health division from January 1<sup>st</sup> to the present, to kind of show you what we do- include the completion of 288 food service inspections, 16 food service consultations, 25 food service complaints, 20 facility reviews, 217 nuisance inspections, 11 pool inspections, 6 smoke free on-site investigations, 1 body art



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inspection, 4 school and institution inspections, 1 sewage complaint investigated, 2 commercial building inspections, 66 animal bites, which those are done in the office, 5 specimens have been collected and submitted to the Ohio Department of Health for rabies testing, and 3 vector complaint investigations. Additionally, we maintain our state licenses which for me includes a commercial applicators license that is used for vector control activities and a registered environmental health specialist license. Heather will be obtaining her commercial applicators license within the next year and she currently holds an environmental health specialist- in training license. The aforementioned license is required for continuing education at renewal, and we additionally ensure we obtain continuing education in each of our program areas. This past summer for the first time ever, Heather developed and facilitated a pool operator refresher course at the Rec center. This course was developed in accordance with the Ohio Department of Health recommendations. It was very well-received by our pool operators. We hope to offer another pool operator training in 2025. Additionally, Heather has been extremely helpful with assisting Canton public health with their pool program. Canton public health recently lost their pool inspector and Heather was able to provide training to their other environmental health specialists who did not have any pool experience. I know how much Heathers help has been appreciated, and I'm pretty proud to have as pool expert working with me."

- d) Bethany states "We continue to send our foodservice operators regular updates by email, whether there are code changes, or informative things for our operators to know. We try to keep them updated and share with them what we know. This is not something most health departments do, but education and communication are something that I prioritize. This past spring, I completed both the ICS 300 and ICS 400 courses and Heather is scheduled to take these courses in October and November. The ICS 300 and the ICS 400 provide training that covers the tools, practices and procedures for managing incidents or events at an advanced level. Currently the environmental health division has been very busy this month reviewing plans which include 6 alone that I reviewed. Updating our food service packets to reflect code changes that took effect this month. Updating our person in charge class to submit to the Ohio Department of Health to be reapproved by the December 1<sup>st</sup> deadline. We've been conducting inspections, attending required meetings and trainings. Heather is preparing for her REHS



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exam. We always looking for ways to better serve the city of Massillon in our nuisance program and animal bite program. That's a pretty brief summary of what Heather and I do but you're always welcome to call or come see us if you have any questions about what we're doing."

- e) Ann states "That's a lot. I have a question- there are six pools in Massillon?" Bethany responds "Yes, there are three at the Rec center, the YMCA, Rolling Hills, and then the Natatorium. We lost Aultman, they closed their therapy pool. Then of course Oak Knoll closed a few years ago."
- f) Terri states "Bethany is going to stay while we go through the next couple of things because they do involve her."

### 2. Approval of Resolution 4-2024 to increase Food Services fees

\*\*\*Corrected to Resolution 3-2024\*\*\*

- a) Terri states "There is a typo, that should be Resolution 3-2024. If this passes it will be the first reading. What this is its time to raise our food service fees. We don't do it randomly, this is done by a formula that takes into account the environmental health specialist salaries and how many food service licenses we have. During COVID we actually lowered our license fees to help out the restaurants. You remember that? Now its time to get back on track and raise them a little bit. Again, this is a formula from the Ohio Department of Health that we have to use to determine how much our fees should be so that we don't take a loss in our food service division. So, I've got the list here of how much they will be changing. We will do a motion and a second to put the resolution through. We have three full readings. This will count as our first reading. Before the second reading which will be our next board meeting we will have a public hearing. Bethany will oversee the hearing. That way if anyone has issues, or if anyone form the public wants to come forth with any testimony or anything like that, they have that opportunity. It'll also go in the newspaper for 2 consecutive weeks, so the public has a chance to see that we are raising our food service fees. A post card will go out to all food service operators at every level to let them know also that the fees are changing. Anyone have questions?"

- b) Mayor Slutz asks "What constitutes L1-L4?" Bethany responds "So that's the risk level. The level 1 is the lowest level, that's going to



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be someone that sells prepackaged stuff. Then you go up to risk level 4, which they're doing everything such as cooking and reheating. So that's what determines your risk level. Then you will see there's an "over 25,000 square feet" so if you're a large operation you pay more than a small restaurant."

- c) Ann states "I noticed too, its like \$20.00 for L1 and L2, then a \$60.00 increase for L3 and L4. Is that because it takes more time?" Bethany responds "It takes a lot more time to do an L3 and L4. Some of those risk level 1's we can go through that in 20 minutes. But then you into these larger places that are cooking and it takes quite a while. These are the local fee. So, the operators also pay a state fee. But that never changes."

Margaret Elum makes a motion for first reading for Resolution 3-2024 to change food service fees. Ann Palaski seconds the motion. We will have our second official reading at the next board meeting.

3. Approval of Resolution 4-2024 to increase Pool/Spa/Special Use pool fees

- a) Terri states "This is the same thing. That's already on your sheet."

Ann Palaski moves to approve the Resolution 4-2024 of the first read to increase Pool/Spa/Special Use pool fees. Mike Reed seconds the motion.

4. Upcoming events

- Massillon vs Canton Diaper Drive 9/27-10/18
- Fall into Wellness 9/28
- City Employee Wellness Fair 10/9
- Community Baby Shower 10/23
- Trunk or Treat 10/24
- Garden Clean-up 10/30

- a) Terri states "You can see Massillon versus Canton diaper drive. Please help us out if you can. We are pretty excited bout that. We are getting Canton excited about it too. We have already taken a few diapers in. There are places to put them all over town, there's one up by the mayor's office, there is one inside the bank, also the rec center, the library, and the museum. Here of course. So, there



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are lots of places you can give those. It lasts till 10/18 so there's plenty of time to give."

- b) Terri goes on to say "Fall into Wellness is this coming Saturday. There is a City Employee Wellness fair, that will be fun. That will be right here on October 9<sup>th</sup>. We Have the community baby shower on the 23<sup>rd</sup>. Trunk or Treat, you probably know what that is. That is Halloween at the rec center. That's going to be the 24<sup>th</sup>. Then the garden clean-up is on the 30<sup>th</sup>. So, we have a busy October."
- c) Mayor Slutz asks "Will all those besides the Trunk or Treat be here at the Health Department?" Terri responds "Garden cleanup is at the garden. Fall into Wellness is at Duncan Plaza."
- d) Ann asks "What is Fall into Wellness?" Terri responds "It's a health fair. We always do it in the fall. This is our third one and its bigger this year than its ever been. It is at Duncan Plaza from 11:00am-2:00pm. A lot of healthcare and civic organizations are going to be there."

5. Terri states she has an announcement

- a) Terri states "Our director of the Ohio Department of Health announced in the last few days that all health departments in Ohio were going to get \$25,000 to help with accreditation. Now they have changed it and we are going to get \$50,000. That will be really nice, it will help us. Our fee alone is \$5,500 just to pay them. It will help us with training, and other activities we need to do for accreditation. Do you remember Mark Plaster? It will help to pay him. Maybe we will have him do another report for us. That's really exciting."
- b) Terri goes on to say "I have more good news. We received \$1,000 grant from PEP, which is our insurance program. Public Entities Program of Ohio for \$1,000. That will be for the egress, emergency door that we talked about at the last meeting. We need to accept that \$1,000 if that's ok with everyone."

Margaret Elum makes a motion to accept the \$1,000 grant from PEP. Ann Palaski seconds the motion. Motion carried.



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**ADJOURNMENT**

Motion to adjourn at 3:54pm pm made by Ann Palaski. Seconded by Margaret Elum. Motion carried.

**APPROVAL**

*These minutes represent a true and accurate record of this meeting to be the best of my knowledge.*

**Meeting minutes submitted by:**

Terri Argent

**Date: 9/25/2024**

\_\_\_\_\_  
Mayor Jamie Slutz  
President of the Board

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Terri D. Argent, Health Commissioner  
Secretary of the Board



## MASSILLON CITY BOARD OF HEALTH

### RESOLUTION 3-2024

A RESOLUTION TO ESTABLISH THE LICENSE FEES FOR RETAIL FOOD ESTABLISHMENTS, FOOD SERVICE OPERATIONS, MOBILE OPERATIONS, VENDING OPERATIONS, TEMPORARY OPERATIONS, AND BODY ART OPERATIONS;

WHEREAS, the Board of Health of a City Health District may make such orders and regulations as are necessary for its own government, for the public health, the prevention of disease, and the prevention, abatement, or suppression of nuisances; and

WHEREAS, section 3717.25 and 3717.45 of the Ohio Revised Code allows a licensor to charge fees for issuing and renewing Retail Food Establishment, Food Service Operation, Mobile Operation, Temporary Operations, Vending Operations, and Body Art Operations licenses; and

WHEREAS, section 3717.25 and 3717.45 of the Ohio Revised Code allows the licensor to charge fees for the administration and enforcement of the provisions of Chapter 3717 of the Ohio Revised Code and the rules adopted applicable to Retail Food Establishment, Food Service Operation, Mobile Operation, Temporary Operations, Vending Operations, and Body Art Operations;

NOW, THEREFORE, BE IT RESOLVED, that upon motion by \_\_\_\_\_, and seconded by \_\_\_\_\_, that the annual licensing fee for each Retail Food Establishment, Food Service Operation, Mobile Operation, Temporary Operation, and Body Art Operation, shall be as follows:

Level 1	0-24,999 square feet	\$180.00 (Local Fee)
Level 2	0-24,999 square feet	\$210.00 (Local Fee)
Level 3	0-24,999 square feet	\$340.00 (Local Fee)
Level 4	0-24,999 square feet	\$500.00 (Local Fee)
Level 1	over 25,000 square feet	\$260.00 (Local Fee)
Level 2	over 25,000 square feet	\$280.00 (Local Fee)
Level 3	over 25,000 square feet	\$740.00 (Local Fee)



Level 4 over 25,000 square feet \$850.00 (Local Fee)

Temporaries (per event) \$70.00 (Local Fee)

Mobiles \$100.00 (Local Fee)

Vending \$34.00 (Local Fee)

Body Art \$200.00

This resolution supersedes all previous Resolutions passed by the Massillon City Board of Health. The license fees previously passed by the Massillon City Board of Health are hereby rescinded.

BE IT FURTHER RESOLVED, that a summary of this resolution be published once a week for two consecutive weeks in a paper of general circulation in the Massillon City Health District, and that this resolution will become effective on November 26, 2024.

First Reading: September 24, 2024

Public Hearing: October 21, 2024

Second Reading: October 22, 2024

Third Reading: November 26, 2024

**Resolution approved** by roll call vote of the Board of Health members as follows:

Sonia Glick

Ann Palaski

Cathy Heitger

Margaret Elum

**Mike Reed**

**Adopted by the Board of Health of the Massillon City Health District on December**

I hereby certify that the foregoing is a true and correct record of the Resolution of the Massillon City Board of Health, adopted this 26<sup>th</sup> day of November, 2024.

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Jamie Slutz, President of the Board

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Terri Argent, Secretary of the Board



**Massillon City Board of Health**

**RESOLUTION 4-2024**

A Resolution to establish the License Fees for Public Swimming Pool/Public Spa/Special Use Pools

WHEREAS, the Board of Health of a City Health District may make such orders and regulations as are necessary for its own government, for the public health, the prevention of disease, and the prevention, abatement, or suppression of nuisances, and

WHEREAS, section 3701-31 of the Ohio Administrative Code and 3749 of the Ohio Revised Code allows a licensor to charge fees for issuing and renewing Public Swimming Pool/Spa/Special Use Pool licenses, and

WHEREAS, section 3701-31 of the Ohio Administrative Code and 3749 of the Ohio Revised Code allows the licensor to charge fees for the administration and enforcement of the provisions of OAC 3701 and ORC 3749 and the rules adopted applicable to Public Swimming Pools/Spa/Special Use Pools:

**NOW, THEREFOR, BE IT RESOLVED**, that upon motion by \_\_\_\_\_, and seconded by \_\_\_\_\_, that the annual licensing fees for Public Swimming Pools/Spa/Special Use Pools in the Massillon City Health District. **Plus any additional state fees, as required**, shall be as follows:

- Individual Public Swimming Pool.....\$250.00
- Individual Public Spa .....\$250.00
- Individual Special Use Pool. ....\$250.00
- Each Individual Pool/Spa/Special Use Pool at the same address \$200.00

This resolution supersedes all previous Resolutions passed by the Massillon City Board of Health. The Swimming Pool/Spa/Special Use Pool regulations previously passed by the Massillon City Board of Health are hereby rescinded.

BE IT FURTHER RESOLVED, that a summary of this resolution be published once a week for two consecutive weeks in a paper of general circulation in the Massillon City Health District and that this resolution will become effective on November 26, 2024.

**First Reading: September 24, 2024**

**Public Hearing: October 21, 2024**

**Second Reading: October 22, 2024**

**Third Reading: November 26, 2024**

**Resolution approved** by roll call vote of the Board members as follows:

Sonia Glick

Ann Palaski

Cathy Heitger

Margaret Elum

**Mike Reed**

**Adopted by the Board of Health of the Massillon City Health District on November 26th, 2024.**

I hereby certify that the foregoing is a true and correct record of the Resolution of the Massillon City Board of Health. Adopted this 26<sup>th</sup> day of November, 2024.

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Mayor Jamie Slutz

President of the Board

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Terri D Argent

Secretary of the Board

## Food Service Fees

Current Fees		Proposed Fees
L1	\$160	\$180
L2	\$190	\$210
L3	\$280	\$340
L4	\$440	\$500
Over 25,000 Sq. Ft.		
L1	\$230	\$260
L2	\$250	\$280
L3	\$660	\$740
L4	\$730	\$850
Temp.	\$50	\$70

## Pools/Spas/Special Use Pools

P1	\$200	\$250
P2	\$150	\$200