

RESOLUTION APPROVING CONTRACT BETWEEN THE ASHTABULA COUNTY COMMISSIONERS, THROUGH ITS BUILDING DEPARTMENT, AND THE ASHTABULA COUNTY HEALTH DISTRICT BOARD OF HEALTH FOR PLUMBING SERVICES

WHEREAS, A contract has been presented for the approval of the Board, to-wit:

Parties: Ashtabula County Commissioners, 25 W. Jefferson St., Jefferson, OH 44047
Ashtabula County Health District Board of Health, 12 W. Jefferson St., Jefferson, OH 44047
Ashtabula County Building Department, 25 W. Jefferson St., Jefferson, OH 44047

Purpose: Authorizing the Ashtabula County Building Department to perform plumbing inspections and enforce the plumbing code.

Cost: No cost to the County

Term: Effective September 26, 2025

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Contract noted above is approved in accordance with the copy now on file in this office.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2025-404

September 23, 2025

RESOLUTION APPROVING CONTRACT BETWEEN THE ASHTABULA COUNTY COMMISSIONERS, THROUGH ITS BUILDING DEPARTMENT, AND THE ASHTABULA COUNTY HEALTH DISTRICT BOARD OF HEALTH FOR PLUMBING SERVICES

Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

VOTE:

J.P. Ducro IV

Aye

Casey R. Kozlowski


Aye

Kathryn L. Whittington

Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.


Crystal Sturgill, Clerk of the Board *Acting*
Board of County Commissioners
Ashtabula County, Ohio



Prosecutor April R. Grabman

25 WEST JEFFERSON STREET
JEFFERSON, OHIO 44047

Main Office: (440)576-3584

Children Services Division: (440)998-1811

Tax Division: (440)576-3733

Victims of Crime Assistance: (440)576-3223



A Contract Between the Ashtabula County Health District Board of Health and the Ashtabula County Board of County Commissioners

For the Purpose of Authorizing the Ashtabula County Building Department to Perform Plumbing Inspections and Enforce the Plumbing Code

1. The Ashtabula County Health District Board of Health (hereinafter the Board) and the Ashtabula County Board of County Commissioners (hereinafter the Commissioners) enter into this contract for the purpose of providing plumbing code enforcement and inspections to all residential and non-residential buildings in Ashtabula County, Ohio.
2. The effective date of this contract is September 26, 2025.
3. As of the effective date of this contract, the Ashtabula County Building Department (hereinafter the Building Department) shall assume responsibility for enforcement of the Plumbing Code in accordance Ohio Revised Code Section 3703.01. The Building Department shall uphold and enforce all applicable statutes and Ohio Administrative Code rules. Plumbing inspections shall be conducted by duly licensed and qualified personnel of the Building Department. Fees shall be provided for under the most current Building Department fee schedule as provided by the Commissioners and shall be collected by and to the benefit of the Building Department.
4. As of the effective date of this contract, the Board shall relinquish responsibility for enforcement of the Plumbing Code and related statutes and rules to the Building Department. The Board shall no longer collect any fees associated with said enforcement. No further obligation concerning said responsibility shall fall to the Board under this contract.
5. If the Building Department demonstrably fails for any reason to adequately provide the requisite service and enforcement under this contract for a sustained period of nine (9) months or more, the Board may reassume responsibility for enforcement of the Plumbing Code and related statutes and rules upon joint recognition and agreement of the Board and the Commissioners. Upon such agreement, this contract will be considered terminated.
6. Any purported breach of this contract shall be addressed in good faith in a meeting between the Board, the Commissioners, and the Building Department not more than ten (10) weekdays from when the purported breach is brought to all parties' attentions. The Board and the Commissioners shall exhaust all reasonable alternatives before seeking litigation concerning this contract.

7. This contract is governed by the laws of the state of Ohio and is subject to the jurisdiction of the applicable courts therein.
8. No indemnification obligation shall arise under this contract.
9. This document represents the full and complete contract of the Board and the Commissioners. If any portion of this contract is found to be void or unenforceable, the remainder shall survive and continue to be enforced.

The below-listed representatives of the Board and the Commissioners have read this contract and by their signatures accept and agree to be bound to all terms. This contract will be considered valid if signed in counterparts.

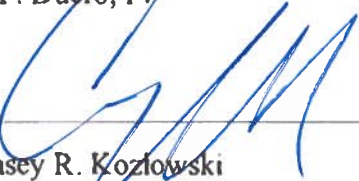
Ashtabula County BoCC

Ashtabula County Health District Board of Health



J. P. Ducro, IV

Dr. Harlan Waid



Casey R. Kozlowski

Rebecca Robinson



Kathryn L. Whittington

Duane Marcy

APPROVED AS TO FORM:

Robert Russell

Prosecutor April R. Grabman

Barbara Klingensmith



Health Department Director Jay Becker

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Ashtabula County BoCC

Ashtabula County Health District Board of Health

J. P. Ducro, IV



Dr. Harlan Waid

Casey R. Kozlowski



Rebecca Robinson

Kathryn L. Whittington



Duane Marcy

APPROVED AS TO FORM:



Robert Russell

Prosecutor April R. Grabman



Barbara Klingensmith



Health Department Director Jay Becker



September 10, 2025

The Ashtabula County Board of Health met in regular session in the basement meeting room of the Ashtabula County Health Department, 12 West Jefferson Street, Jefferson OH on the above date at 6:00 PM.

Answering roll call were:	Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”
	Barbara Klingensmith	“Yea”

A quorum being present, the meeting was called to order at 6:00 PM by the President, Dr. Harlan Waid Jr.

Catherine Bishop, DO, Interim Medical Director, was also present at the meeting.

The board reviewed the agenda as it was submitted. Not needing any adjustments, Duane Marcy made a motion, and Barbara Klingensmith seconded the motion to approve the agenda.

Roll Call:	Harlan Waid Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Robert Russell	“Yea”
	Duane Marcy	“Yea”
	Barbara Klingensmith	“Yea”

The motion carried.

The motion was made by Rebecca Robinson and seconded by Barbara Klingensmith to dispense with the reading of the minutes of the regular meeting of the Board of Health on August 6th, 2025, that the salaries be paid and to approve travel requests for staff for the month of September and expenses to be paid for the same. The bills for September were also approved.

Roll Call:	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”
	Barbara Klingensmith	“Yea”
	Harlan Waid Jr.	“Yea”

The motion carried.

The board then reviewed the work summaries for the month of August 2025 for the registered environmental health specialists, plumbing inspectors, and nurses.

Open Forum (Public Comment)

There were no members of the public present at the September 10th meeting.

Old Business

Discussion occurred regarding the state of the board orders, both new and ongoing. Two properties are under new ownership. The board would like a recommendation from the county prosecutor’s office on whether or not new orders need to be sent to these new owners.

Randall Barnes, Director of Environmental Health, provided the board with an update on the Clean Water Ashtabula grant. He spoke to the status of the workshops and the number of sewage tests and water tests completed.

New Business



The board reviewed a complaint regarding the accumulation of solid waste at the Brainard residence in Kingsville. Robert Russell made a motion, which was seconded by Barbara Klingensmith, to obtain a board order for the property.

Roll call:	Robert Russell	“Yea”
	Barbara Klingensmith	“Yea”
	Harlan Waid, Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”

The motion carried.

The board then reviewed a complaint regarding the accumulation of solid waste at the Trufley residence at Holiday Camplands in Andover. A motion was made by Duane Marcy and seconded by Rebecca Robinson to obtain a board order for the property.

Roll call:	Barbara Klingensmith	“Yea”
	Harlan Waid, Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”

The motion carried.

Nursing Report

Dave Shumate, Director of Nursing, discussed the August 2025 Nursing Report. The report included information on total clinics held, Naloxone kits distributed, overdose reversals and fatalities, and general department updates.

Libby Holden, Deputy Health Commissioner/Epidemiology & Emergency Preparedness Coordinator discussed the communicable disease counts and trends for the month of August 2025.

Administrative Report

Allie Maraffi, Administrator/Director of Quality discussed the Cross Fund, Budget Performance and Earnings History Reports. There were no substantial details to discuss further at this meeting.

The board reviewed multiple personnel status updates. Letters of resignation were submitted by John Dietrich, Chief Plumbing Inspector, and Tiffany French, Clerk in Environmental and Vital Statistics. And, an offer was extended to Yessica Franco, to be hired as Clerk in Environmental and Vital Statistics.

Duane Marcy made a motion to accept the resignation of John Dietrich, Chief Plumbing Inspector. Robert Russell seconded the motion.

Roll Call:	Harlan Waid, Jr.	“Yea”
	Rebecca Robinson	“Yea”
	Duane Marcy	“Yea”
	Robert Russell	“Yea”
	Barbara Klingensmith	“Yea”

The motion carried.

After discussing the future possibilities of the plumbing department, Barbara Klingensmith made a motion, which was seconded by Robert Russell, to authorize the Health Commissioner to enter into a contract to transfer the plumbing department to the Ashtabula County Building Department, effective September 26, 2025, with the understanding that the board would ratify the contract at the October 8th meeting.



Roll call:

Rebecca Robinson "Yea"
 Duane Marcy "Yea"
 Robert Russell "Yea"
 Barbara Klingensmith "Yea"
 Harlan Waid, Jr. "Yea"

The motion carried.

Rebecca Robinson made a motion to accept the resignation of Tiffany French, Clerk in Environmental and Vital Statistics. Rober Russell seconded the motion.

Roll call:

Duane Marcy "Yea"
 Robert Russell "Yea"
 Barbara Klingensmith "Yea"
 Harlan Waid, Jr. "Yea"
 Rebecca Robinson "Yea"

The motion carried.

Barbara Klingensmith made a motion to hire Yessica Franco as Clerk in Environmental Health and Vital Statistics, at a rate of \$15 per hour, effective September 8, 2025. Duane Marcy seconded the motion.

Roll call:

Robert Russell "Yea"
 Barbara Klingensmith "Yea"
 Harlan Waid, Jr. "Yea"
 Rebecca Robinson "Yea"
 Duane Marcy "Yea"

The motion carried.

The next meeting of the Board of Health will be October 8th at 6:00 PM.

The motion was made by Barbara Klingensmith and seconded by Rebecca Robinson to adjourn the meeting since there was no further business at hand.


Roll Call:

Robert Russell "Yea"
 Duane Marcy "Yea"
 Barbara Klingensmith "Yea"
 Harlan Waid Jr. "Yea"
 Rebecca Robinson "Yea"

The motion carried.

The meeting adjourned at 7:22 PM.

Harlan Waid, Jr., MD
 President



Jay Becker, M.P.H.
 Secretary

Crystal M. Sturgill

From: Lisa L. Hawkins
Sent: Thursday, September 18, 2025 11:24 AM
To: Crystal M. Sturgill
Subject: FW: Signed Plumbing Contract
Attachments: SignedPlumbingContract_9_18_2025.pdf; Sept10_2025_BoardMinutes.pdf

From: Jay Becker <jbecker@ashtabulacountyhealth.com>
Sent: Thursday, September 18, 2025 11:22 AM
To: Casey R. Kozlowski <CRKozlowski@ashtabulacounty.us>; Kathryn L. Whittington <KLWhittington@ashtabulacounty.us>; J.P. Ducro <JPDucro@ashtabulacounty.us>; Janet L. Discher <JLDischer@ashtabulacounty.us>
Cc: Harlan Waid <hwaid@ashtabulacountyhealth.com>; Rebecca Robinson <rrobinson@ashtabulacountyhealth.com>; Allie Maraffi <amaraffi@ashtabulacountyhealth.com>; Earl F. Stoll <EFStoll@ashtabulacounty.gov>
Subject: Signed Plumbing Contract

Hello everyone,

Attached is a signed contract to facilitate the transfer of the Ashtabula County Plumbing Program to the Ashtabula County Building Department between the Board of Health and County Commissioners. The date this transfer takes place will be September 26, 2025. I have also attached a copy of the Board Meeting minutes from September's meeting. The highlighted area authorizes the Health Commissioner sign the contract on behalf of the board once a contract has been in place. At the next Board of Health Meeting on October 8, 2025, the Board of Health will ratify the contract, that updated copy will be sent at that time to all involved parties.

Jay Becker, M.P.H.

Health Commissioner

Ashtabula County Health Department

Phone: (440) 576 6010

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Ashtabula County Health Department

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