

**ONSITE WASTEWATER ADVISORY BOARD  
ST. JOSEPH COUNTY, INDIANA**

Meeting

January 22, 2026  
8<sup>th</sup> Floor Board Room  
County Building, South Bend, IN

**Members Present:**

Ronald Hellenthal	Tim Monaghan
Carl Baxmeyer	Briannah McCall
Adam DeVon	Andy Place
Shawn Klein	Tamara Harke
Dave Jeffers	Walter Siematkowski
Kevin Siedlecki	

**Members Absent:**

Michelle Migliore  
Jacob Osowski  
Sky Medors  
VACANT

**Other Members:**

David Ekkens  
Katey Myers

**I. Call To Order & Roll Call**

A. The meeting of the Onsite Wastewater Advisory Board was called to order at 3:02 p.m.

**II. Appointment of Officers**

A. Election of Chair and Vice Chair

A motion was made to reappoint Ronald Hellenthal as Chair and Tim Monaghan as Vice Chair of the Onsite Wastewater Advisory Board.

Upon a motion by Adam DeVon, being seconded by Dave Jeffers, and unanimously carried, Ronald Hellenthal was reappointed as Chair and Tim Monaghan was reappointed as Vice Chair.

**III. Adoption of the Agenda**

A. It is recommended that the Onsite Wastewater Advisory Board members adopt the agenda for January 22, 2026.

Upon a motion by Tim Monaghan, seconded by Carl Baxmeyer and unanimously carried, the agenda for January 22, 2026, was adopted.

**IV. Approval of Minutes**

A. It is recommended that the Onsite Wastewater Advisory Board members approve the minutes of the January 29, 2025, meeting.

Upon a motion by Adam DeVon, seconded by Carl Baxmeyer, and unanimously carried, the minutes of January 29, 2025, were approved.

## V. Old Business

### A. County Code 51 Review and Update

The Board discussed County Code 51 and ongoing considerations related to onsite wastewater system regulations. General discussion occurred regarding the status of the code, related state-level activity, and the role of the State Department of Health (IDoH) and the Technical Review Panel (TRP) in reviewing and approving proposed changes.

Members clarified that revisions to the Indiana Administrative Code related to onsite sewage systems are being handled by the IDoH and the TRP, rather than through direct legislative action. Board members were encouraged to review proposed changes and meeting materials published by the TRP.

No formal action was taken.

## VI. New Business

No new business presented.

## VII. Miscellaneous

### A. Permitting Software Update (Civic Platform)

The Board received an update regarding the Civic permitting software. Discussion focused on the status of the system, noting that the code enforcement module is further developed than the permitting component, which is not yet fully functional for onsite wastewater permits.

Additional discussion included:

- Limitations of the system for septic permitting and exception permits.
- Data migration challenges from the prior system, including permit number inconsistencies.
- The importance of ensuring the software improves efficiency for staff and provides meaningful benefits to applicants and the public.
- Ongoing communication with vendor representatives and internal staff regarding system functionality and potential improvements.

Board members expressed interest in continued updates and providing feedback at future meetings once additional information on the permitting module becomes available.


## VIII. Public Comment (3-Minute Limit)

Katey Myers, Environmental Health Specialist provided comment regarding the revisions to the state rule.

## IX. Adjournment


A motion to adjourn was made by Dr. Ron Hellenthal, supported by Adam DeVon, seconded by Carl Baxmeyer, and carried unanimously.

The St. Joseph County, Onsite Wastewater Advisory Board meeting was adjourned at 3:45 p.m.



Ronald Hellenthal

Chairperson



Briannah J. McCall

Director Environmental Health