

ONSITE WASTEWATER ADVISORY BOARD
ST. JOSEPH COUNTY, INDIANA
Meeting

April 23, 2026
8th Floor Board Room
County Building, South Bend, IN

Members Present:

Ronald Hellenthal	Kevin Siedlecki
Jacob Osowski	Briannah McCall
Adam DeVon	Andy Place
Shawn Klein	Tamara Harke
Dave Jeffers	Walter Siematkowski

Members Absent:

Michelle Migliore, D.O.
Carl Baxmeyer
Tim Monaghan
Sky Medors
Vacant Position

Others Present:

David Ekkens
Katey Myers
Rebecca Alva

Note: Jacob Osowski arrived at 3:15 p.m.

I. Call To Order & Roll Call

- A. The meeting of the Onsite Wastewater Advisory Board was called to order at 3:01 p.m.

II. Adoption of the Agenda

- A. It is recommended that the Onsite Wastewater Advisory Board members adopt the agenda for April 23, 2026.

Dr. Hellenthal presented a motion to adopt the agenda. It was supported by Briannah McCall, seconded by Andy Place, and carried unanimously.

- B. Dr. Hellenthal noted that the appointment of officers had already been completed at the first meeting of the year and removed that item from the agenda.

Upon a motion by Dr. Hellenthal, all unanimously carried to adopt the revised agenda for April 23, 2026.

III. Approval of Minutes

- A. It is recommended that the Onsite Wastewater Advisory Board members approve the minutes of January 22, 2026.

A motion was made by Dr. Hellenthal, supported by Shawn Kline, and seconded by Adam DeVon. The motion to approve the minutes from January 22, 2026, carried unanimously.

IV. Old Business

A. County Code 51 Review and Update

The Board provided an update on the ongoing state revisions to County Code 51 (CC51). It was reported that proposed revisions remain under review following statewide public comment sessions and are now expected to be adopted later this summer rather than by July 1st. Discussion included proposed revisions related to dry wells, the definition of malfunctioning systems, and updated watertight septic tank standards. Members discussed how the final state revisions may affect local ordinances, permitting requirements, inspection procedures, and property transfer inspections. It was noted that an additional public comment period is anticipated before the state finalizes the revisions.

V. New Business

No formal new business was presented.

VI. Miscellaneous

A. Accessory Dwelling Units (ADUs)

A discussion was held regarding proposed zoning ordinance amendments for Accessory Dwelling Units (ADUs). Planning staff reviewed proposed standards including minimum one-acre lot sizes, bedroom limitations, detached versus attached units, and the proposed requirement for 6,000 square feet of undeveloped area reserved for future replacement septic systems. Members also discussed well and septic requirements, cluster systems, and the need to coordinate county requirements with state regulations before finalizing ordinance language.

B. Permitting Software Update (CivicGov, FileMaker, and RedCap)

Briannah McCall, Director of Environmental, reported that the countywide rollout of CivicGov has been delayed due to difficulties importing historical permit data. The Department of Health is not yet using the system, and several permitting modules are still under development. Staff has participated in training, but no implementation date has been established.

In the meantime, staff developed an interim online permitting system through RedCap that will allow applicants to submit documents, receive automatic notifications, and track permit progress. The system will initially be used only for new applications. It was also stated that schematic requests will eventually be processed through RedCap using a separate pool. The goal is to create a more streamlined process that allows users to request records for multiple addresses and receive automated notifications when/if documents are available. Board members discussed challenges locating historical records in FileMaker due to address changes, inconsistent data entry, older filing methods, replats, and the absence of parcel or tax identification numbers on old permits. Members also recommended continued use of parcel and tax identification numbers whenever possible to improve record searches and future data management.

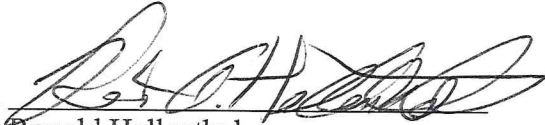
VII. Public Comment (3 Minute Limit)

There was no one present for Public Comment.

VIII. Adjournment

A motion to adjourn was made by Dr. Hellenthal, supported by Tamara Harke, seconded by Dave Jeffers, and approved unanimously.

The St. Joseph County Onsite Wastewater Advisory Board was adjourned at 3:37 p.m.



Ronald Hellenthal
Chairperson



Briannah J. McCall
Environmental Health Director