



## **Clermont County Public Health**

Prevent. Promote. Protect.

**\*AMENDED\***

### **Clermont County General Health District Board of Health Meeting**

The Clermont County Board of Health held its monthly meeting on July 12, 2023. President Janet Rickabaugh called the meeting to order at 3:30 p.m. Dr. Rickabaugh led the Board Members and guests in the Pledge of Allegiance.

**Call to Order:** Dr. Janet Rickabaugh, present                      Dr. Joseph Khan, present  
Andrew Crum, present    Dennis Brown, present  
Steve Meadors, present

Others present included Dr. James Kaya, Medical Director; Tim Kelly, Assistant Health Commissioner of Environmental Health Services; Maalini Vijayan, Assistant Health Commissioner of Community Health Services; Brian Williamson, Director of Environmental Health; Robert Wildey, Director of Water and Waste; Katrina Stapleton, Fiscal Officer; Jessica Johnson, Administrative Assistant, and others as listed on Attachment #1.

#### **CONSENT AGENDA:**

Mr. Kelly stated a consent agenda was prepared for the Board and asked if any member wanted items moved to the non-consent agenda for further discussion and consideration. No members requested further discussion of items on the consent agenda. Mr. Kelly recommended approval of the following items:

- 1. Approval of Board of Health Meeting Minutes for June 14, 2023** - Recommendation to approve the minutes from the June 14, 2023 Board of Health Meeting.
- 2. Black Water Holding Tank Variance Extension Requests** - Recommendation to approve extending the variances for black water holding tanks for an additional month.
  - a. CCET, LLC- 880 Roundbottom Road, Union Township (44-V-21)
  - b. Perry- 2702 Indian Summer Drive, Tate Township (18-V-22)
  - c. McCoy - 2435 Crane Schoolhouse Rd., Tate Township (9-V-23)
  - d. Jacobs - 4000 Merwin Farms Dr., Pierce Township (21-V-23)
- 3. Approval of Memorandum of Understanding with Caracole, Inc. for HIV and Hepatitis C Services** - Recommendation to approve the Memorandum of Understanding with Caracole, Inc. for HIV and Hepatitis C Services. (Attachment #2)
- 4. Accept Resignation of Sara Thomas, Water Quality Technician I** - Recommendation to accept the resignation of Sara Thomas, Water Quality Technician I, effective June 30, 2023.
- 5. Accept Resignation of Robert Eggleton, Office Specialist 1** - Recommendation to accept the resignation of Robert Eggleton, Office Specialist 1, effective July 7, 2023.
- 6. Accept Resignation of Jon D. Crowe, Plumbing Inspector II** - Recommendation to accept the resignation of Jon D. Crowe, Plumbing Inspector II, effective July 28, 2023.
- 7. Approval of Voluntary Job Change for Susan Reutman from a Full-Time Public Health Nurse 2 in the CMH Program to a Part-Time Public Health Nurse 1 in the WIC Program**

**of the Nursing Division** - Recommendation to approve a voluntary job change for Susan Reutman from a full-time Public Health Nurse in the CMH Program of the Nursing Division to a part-time Public Health Nurse 1 in the Nursing Division WIC Program at the same rate of pay.

- 8. Approval to Appoint Claire Kinner as an Office Specialist 1 in the Administration Division** - Recommendation to appoint Claire Kinner as an Office Specialist 1 in the Administration Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #3)
- 9. Approval to Appoint Emilee P. Rice as an Office Specialist 1 in the Administration Division** - Recommendation to appoint Emilee P. Rice as an Office Specialist 1 in the Administration Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #4)
- 10. Approval to Appoint Annabelle Terrell as a Part-Time Office Specialist 1 in the Administration Division** - Recommendation to appoint Annabelle Terrell as a Part-Time Office Specialist 1 in the Administration Division contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #5)

Mr. Brown made a motion to approve consent agenda items #1 through #10. Dr. Khan seconded the motion. The vote was all ayes, motion carried.

#### **NON-CONSENT AGENDA:**

##### **Variances:**

**Black Water Holding Tank Extension Request** - Mr. Kelly stated no pump ticket was received for the black water holding tank variance extension request for Colwell – 3016 Jackson Pike, Jackson Township (45-V-22). He explained the system was very close to being completed, and he expected the Black Water Holding Tank Variance would be removed by the August Board of Health meeting. He suggested tabling approval of the extension until the August 9, 2023 meeting.

Mr. Crum made a motion to table approval of the black water holding tank variance extension request for Colwell – 3016 Jackson Pike, Jackson Township (45-V-22) until the August 9, 2023 meeting. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

**Isolation Distance at 1993 Barkley Rd., Monroe Township (23-V-23)** - Mr. Kelly stated the property owner, Peter Wolfer, is requesting an isolation distance variance at 1993 Barkley Rd., Monroe Township (23-V-23). Mr. Kelly stated the solar panel construction posts cemented into the ground and less than 10 feet from the Millennium Mound have already been installed. This does not meet the required isolation distance of a 10-foot minimum distance from the sewage treatment system. The closest post is two feet one inch from the gradient drain going around the perimeter of the mound. It does not appear any damage has been created to the Millennium Mound system. Staff recommended approval.

The property owner was not present.

Mr. Crum inquired if the posts would be set in concrete. Mr. Kelly indicated the posts have already been set in concrete.

Mr. Brown made a motion to approve the isolation distance variance request at 1993 Barkley Rd., Monroe Township (23-V-23). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #6)

**Isolation Distance at 2531 Thicket Dr., Tate Township (24-V-23)** - Mr. Kelly stated the property owners, Jeffrey and Cortney Gaffney, are requesting an isolation distance variance at 2531 Thicket Dr., Tate Township (24-V-23). Mr. Kelly explained a pool on the property is five feet five inches away from the NPDES discharging system. At this time, the system is functioning as designed. Staff recommended approval.

The property owners were not present.

Dr. Khan made a motion to approve the isolation distance variance request at 2531 Thicket Dr., Tate Township (24-V-23). Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #7)

**Isolation Distance at 4025 Barricklow Ln., Batavia Township (26-V-23)** - Mr. Kelly stated the property owners, Dennis Colyer and Gail Strieker, are requesting an isolation distance variance at 4025 Barricklow Ln., Batavia Township (26-V-23). Mr. Kelly explained a NPDES discharging system has been proposed as a replacement septic system at the property. The discharge pipe needs to be installed on the north side of the house between the house and the property line and will be less than 10 feet from both. Staff recommended approval.

The property owner, Dennis Colyer, was present. He indicated the proposed replacement system's specifications were his only option. He has lived at the home for 32 years and wants to be proactive by replacing the system to avoid any problems in the future.

Mr. Crum made a motion to approve the isolation distance variance request at 4023 Barricklow Ln., Batavia Township (26-V-23). Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #8)

**Isolation Distance at 927 Stanlyn Dr., Union Township (28-V-23)** - Mr. Kelly stated the property owners, Vern and Meredith Hubbard, are requesting an isolation distance variance at 927 Stanlyn Dr., Union Township (28-V-23). Mr. Kelly explained a covered patio concrete slab was being extended by two feet. The existing concrete patio slab on the property is already less than 10 feet from the closest leach line. Staff indicated an extension of an additional two feet would have little impact on system operation and recommended approval.

The property owner, Vernon Hubbard, was present.

Mr. Crum made a motion to approve the isolation distance variance request at 927 Stanlyn Dr., Union Township (28-V-23). Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #9)

**Connect a New Home to an Existing Household Sewage Treatment System at 3066 South Bantam Rd., Tate Township (25-V-23)** - Mr. Kelly stated the property owner, Kelly Liming, is requesting a variance to connect a new three-bedroom home to an existing household sewage treatment system at 3066 South Bantam Rd., Tate Township (25-V-23). The existing septic system consists of a septic tank followed by leach lines. The top of the existing septic tank is not buried, and no inlet or outlet baffles are present inside the septic tank. A home is not present on the property.

The system failed inspection in May 2002 but passed inspection in December 2002. The property was vacant at the time of inspections in September 2018 and April 2020. Due to the system being older, undersized, and not meeting current standards, staff recommended disapproval. A representative for the builder was present. He indicated due to the size of the lot, there was no other way to get a system installed. He stated the owner was building a three-bedroom home with a garage.

Mr. Brown asked Mr. Wildey if the existing leach lines could be used if the system was replaced. Mr. Wildey indicated this has been done previously, but the homeowner could also install a discharging-type system. Mr. Wildey said the current system may work depending on the water usage.

The representative indicated the owner would be willing to sign any paperwork necessary regarding proposed contingencies and/or be willing to install a discharging-type system.

Mr. Wildey stated it would be in the homeowner's best interests to try to use the existing system if the variance is granted.

Mr. Crum asked when construction on the new home was set to begin.

The representative stated construction was scheduled to begin as soon as possible.

Mr. Crum asked the representative if he would like the Board to table the variance request so the builder could check with the homeowner to see if he would like to install a discharging-type system.

The representative indicated the homeowner would prefer the variance to be granted.

Mr. Meadors asked the representative if the homeowner intended to sell the home once it was completed.

The representative stated the homeowner intended to reside in the newly constructed home.

Mr. Crum made a motion to approve the variance request to connect a new home to an existing household sewage treatment system at 3066 South Bantam Rd., Tate Township (19-V-23), with the condition if the system should fail, a discharging-type system would need to be installed. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #10)

**Isolation Distance and Connect a New Home to an Existing Household Sewage Treatment System at 167 Felicity-Cedron Rd., Franklin Township (27-V-23)** - Mr. Kelly stated the property owner, Melanie Hauserman, is requesting an isolation distance variance as well as a variance to connect a new home to an existing household sewage treatment system at 167 Felicity-Cedron Rd., Franklin Township (27-V-23). The existing septic system is an older type system, consisting of a septic tank followed by a leach bed. The top of the septic tank is partially uncovered. The inlet baffle was present; however, the presence of an outlet baffle was not verified due to that portion of the septic tank being buried. The septic tank is located four feet from the edge of the driveway. It was observed that an overflow pipe may be connected to the leach bed. The pipe exits out of the leach bed, and the end of the pipe is located just above a drainage way north of the leach bed. No home is presently on the property. The proposed home is a new two-bedroom home. Staff recommended disapproval based on the system being older and possibly having an overflow pipe connected to the leach bed.

The property owner was present and asked how they would know if the system had failed in the past.

Mr. Meadors stated the presence of an overflow pipe was evidence of a past failure.

Mr. Crum asked how many bedrooms were in the previous home and how many occupants would be in the new home.

The property owner stated the previous home was a two-bedroom home, which is the same size as the proposed new home, and there would only be one occupant in the new home.

Mr. Crum asked the homeowner if it was understood that the system would need to be replaced if it failed. The homeowner acknowledged this.

Mr. Wildey also suggested even if the isolation distance was approved, it would be in the homeowner's best interests to move the driveway at least ten feet from the existing system. The homeowner indicated that would not be a problem.

Mr. Crum made a motion to approve the isolation distance variance and request to connect a new home to an existing household sewage treatment system at 167 Felicity-Cedron Rd., Franklin Township (27-V-23), with conditions of moving the driveway, removing the discharge pipe, and replacing the system should the existing system fail. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #11)

**Locate a STS in Flood Plain (OAC/REG 3701-29-06(H)(1)) at 86 Center St., Washington Township (29-V-23)** - Mr. Kelly stated the property owners, Eddie and Maria Rodriguez, are requesting a variance from OAC/REG 3701-29-06(H)(1) to locate the septic system in a flood plain. The current system is failing. The replacement system is a 500GPD pretreatment device followed by a three-bedroom mound. Staff recommended approval and adding an additional one foot of riser to the pretreatment device and dosing tank to help prevent water from entering the system during a flood event.

The property owners were not present.

Mr. Crum made a motion to approve the variance from OAC/REG 3701-29-06(H)(1) in order to locate a STS in the flood plain. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #12)

**PUBLIC COMMENT:**

No members of the public offered any comments at this point in the meeting.

**Approval to Create New Position for Plumbing Inspector Trainee, Update the Salary Ranges, and Update the Organizational Chart** – Mr. Kelly explained to the Board due to one of the plumbing inspectors resigning at the end of July, the agency will have a vacant position. Based on past experience, the plumbing inspector positions have been difficult to fill. Therefore, after discussions with the remaining plumbing staff, it is believed that the job applicant pool would increase by creating a new position for a plumbing inspector trainee. The trainee would be required to have three years of experience in the installation of plumbing systems subject to inspection under a model building code of a national model code organization and would be required to work under a certified plumbing inspector for a period of time. In order to create this position, the salary ranges will need to be updated, as well as the organizational chart.

Mr. Brown made a motion to create a new position for a plumbing inspector trainee, update the salary ranges, and update the organization chart. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachments #13 and #14)

**Approval of the 2023 Septic Rehab Program Property Ranking** – Ms. Stapleton explained to the Board that there is no longer a Septic Rehab Committee; the Board of Health now oversees the Septic Rehab Program. The program is grant-funded, wherein homeowners submit applications for septic repairs or replacements. If the applications meet certain requirements, they are put in a pool to be ranked according to repair needs, with the most significant needs being ranked higher.

Ms. Stapleton reminded the Board that CCPH submitted two applications for Community Development Block Grant (CDBG) funds, one for septic repairs/replacements and one for the Newtonsville sewer project. Both applications were accepted, and \$100,000 was awarded for each project. She explained that a five-year forgivable mortgage is placed on assisted properties. At the end of the five years, the mortgage is forgiven. If the home is transferred within the five-year period, the homeowner is responsible for paying the unforgiven balance of the mortgage, and those repayments were placed in a revolving loan fund and reinvested in the Septic Rehab Program. The \$100,000 from CDBG, as well as \$100,000 in Water Pollution Control Loan Fund (WPCLF) monies, and \$81,287.34 in revolving loan funds were available to fund repairs, replacements, and sewer changeovers.

Ms. Stapleton estimated the first ten properties could be assisted and requested the Board designate them as high-priority. She hoped the bids received on the first ten properties were lower than the budgeted cost estimates and more properties could be assisted. If any high-priority properties were disqualified during the title search process, the alternate properties would be assisted. Ms. Stapleton asked the Board to approve the Septic Rehab Program Property ranking for 2023 as presented.

Mr. Crum asked how current the estimates were for repairs or replacements. Ms. Stapleton explained the estimates were based on actual bids for 2022 jobs. She noted there may be some market fluctuations, given the lag time before the projects start due to some installers being previously booked.

Mr. Crum asked if the chosen properties are owner-occupied properties or rentals. Ms. Stapleton indicated only owner-occupied properties are chosen.

Mr. Crum inquired how properties held in a trust fit into the equation. Ms. Stapleton stated the property could not be utilized as a rental by the trust, and the determination of income eligibility included the income of all people living in the home and the trustee.

Mr. Meadors asked if there was a pre-determined tap-in fee for Newtonsville. Ms. Stapleton indicated the Newtonsville project was still in the planning stages, and she was unsure of the tap fee.

Dr. Khan made a motion to approve the 2023 Septic Rehab Program Property Rankings. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment #15)

**Approval and Payment of Bills** – Mr. Kelly presented the Health District's bills for consideration. Following the Board's review and discussion, Mr. Crum made a motion to pay the bills as presented. Dr. Khan seconded the motion. The vote was all ayes, motion carried. (Attachment #16)

**EXECUTIVE SESSION**

**Pursuant to Section 121.22 (G)(3) of the Ohio Revised Code to Discuss Staff Compensation of an Employee** - At 4:01 p.m., Mr. Crum made a motion to enter into executive session pursuant to Section 121.22 (G)(3) of the Ohio Revised Code to discuss staff compensation of an employee. Dr. Khan seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried.

At 4:15 p.m., the Board returned from executive session, and resumed regular session after having discussed staff compensation of an employee, with no action taken and no decisions made.

**Addition of One Additional Item to the Agenda of the Regular Session of July 12, 2023 to Discuss Staff Compensation of an Employee** – Mr. Brown made a motion to add one additional item to the agenda of the regular session of July 12, 2023 to consider a motion to Approve Temporary Supplemental Salary for Amanda Myers, Operations Manager. Mr. Crum seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried.

**Approval of Temporary Supplemental Salary for Amanda Myers, Operations Manager** – Mr. Crum made a motion to approve temporary supplemental salary for Amanda Myers, Operations Manager, at the salary indicated on the attached salary sheet. Mr. Brown seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Khan, aye; Mr. Meadors, aye; Mr. Crum, aye; Dr. Rickabaugh, aye; motion carried. (Attachment #17)

**ADJOURNMENT:**

Mr. Crum made a motion to adjourn the meeting at 4:21 p.m. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

  
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SECRETARY

  
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RESPECTFULLY SUBMITTED

