



Clermont County Public Health

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Clermont County General Health District Board of Health Meeting

The Clermont County Board of Health held its monthly meeting on April 13, 2022. Dr. Janet Rickabaugh, President, called the meeting to order at 6:30 PM. Dr. Janet Rickabaugh led the Board Members and guests in the Pledge of Allegiance.

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

Others present included Tim Kelly, Assistant Health Commissioner of Environmental Health Services; Tara Jimison, Director of Nursing; Robert Wildey, Director of Water and Waste; Brian Williamson, Director of Environmental Health; Dr. James Kaya, Medical Director; Megan Young, Administrative Assistant, and others as listed on Attachment #1.

Reorganization of the Board- Dr. Rickabaugh relinquished the Chair to Mr. Kelly. Mr. Kelly asked for nominations for the position of President of the Board of Health. Mr. Brown made a motion to nominate Dr. Rickabaugh to the position of President of the Board of Health. The motion was seconded by Mr. Crum. The vote was all ayes; Dr. Rickabaugh was elected to the position of President of the Board of Health.

Mr. Kelly returned the Chair to Dr. Rickabaugh. Dr. Rickabaugh asked for nominations for the position of Vice President of the Board of Health. Mr. Brown made a motion to nominate Mr. Crum to the position of Vice President of the Board of Health. The motion was seconded by Mr. Meadors. The vote was all ayes; Mr. Crum was elected to the position of Vice President of the Board of Health.

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 March 9, 2022** - Recommendation to approve the minutes from the March 9, 2022 Board of Health Meeting.
2. **Blackwater Holding Tank Variance Extension Request** - Recommendation to approve extending the variance for a black water holding tank for an additional month.
 - a. Wolfson- 3976 Greenbriar, Batavia Township (38-V-21)
 - b. CCET, LLC- 880 Roundbottom Road, Union Township (44-V-21)
 - c. Gibson- 3532 Taylor Rd, Jackson Township (3-V-22)
 - d. Yackey- 5742 Baas Rd, Stonelick Township (5-V-22)
3. **Approval of Satisfactions of Mortgages Relative to the Septic System Rehabilitation Financing Program-** Recommendation to execute Satisfaction of Mortgages, certifying that the terms of the mortgages and promissory notes they secured have been satisfied, and authorizing the Recorder to release the mortgages of record as they relate to the Septic System Rehabilitation Financing Program (Attachment # 2)
 - a. Crystal Beverly- 3584 Graham Road

4. **Approval to Appoint Brianna Wolken as the Health Educator for the Injury Prevention Program** - Recommendation to appoint Brianna Wolken as the Health Educator for the Injury Prevention Program at the salary indicated on the attached salary sheet. (Attachment # 3)
5. **Approval to Appoint Megan White as the Administration Intern Position for the Front Office** - Recommendation to appoint Megan White as the Administration Intern Position at the salary indicated on the attached salary sheet. (Attachment # 4)
6. **Approval of Professional Services Agreement with the Board of County Commissioners of Clermont County for Administration of Community Development Block Grant (CDBG) Fiscal Year 2021 Funding** - Recommendation to approve the Professional Services Agreement with the Board of County Commissioners of Clermont County for the administration of Community Development Block Grant (CDBG) fiscal year 2021 funding in the amount of \$125,000. (Attachment # 5)

Mr. Brown made a motion to approve the consent agenda items #1 through #6. Mr. Crum seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variances:

Isolation Distance- Reynolds- 5015 St. Rt. 222, Stonelick Township (6-V-22) - Mr. Kelly stated Tim Reynolds requested an isolation distance variance for a detached garage. The driveway for the garage will be covering the last twenty feet of one leach line. Rules state that a driveway should be at least 10 feet from any part of an STS. Staff recommends disapproval.

Mr. Crum made a motion to approve the isolation distance variance request for a detached garage with the driveway to be constructed over the last twenty feet of one leach line at 5015 St. Rt. 222, Stonelick Township (6-V-22). Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment # 6)

Isolation Distance- Cole- 1744 Clough Pk., Batavia Township (7-V-22) - Mr. Kelly stated Greg Cole requested an isolation distance variance for a new system being installed for the home that needs the force main from the tanks to the mound to cross a drainage easement. There are no better options for the system design with the limited area available. Staff is recommending approval of the variance.

Mr. Brown made a motion to approve the isolation distance variance request a for a new system being installed for the home that needs the force main from the tanks to the mound to cross a drainage easement at 1744 Clough Pk., Batavia Township (7-V-22). Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment # 7)

Isolation Distance- Podratz- 275 Indian View, Miami Township (8-V-22) - Mr. Kelly stated Kim Podratz requested an isolation distance variance because they are building a new home on a 0.89-acre lot with a proposed mound thirty-six feet from a pond on the east end and six feet from the western property line. The staff is recommending approval since there are no better options.

Mr. Brown made a motion to approve the isolation distance variance request for a new home to be constructed on the small 0.89-acre lot at 275 Indian View, Miami Township (8-V-22). Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment # 8)

Isolation Distance- Herndon- 5250 Aber Rd., Jackson Township (9-V-22) - Mr. Kelly stated Chris Herndon requested an isolation distance variance for a room addition built onto the home. The addition was started without permits and is now six inches from the existing septic tank. Staff is recommending approval because, at this point, any existing damage has been done, and it would only cause further damage to remove the addition.

Mr. Brown made a motion to approve the isolation distance variance request for a room addition built onto the home at 5250 Aber Rd., Jackson Township (9-V-220). Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment # 9)

Isolation Distance- Messer- 6040 Deerfield Rd., Goshen Township (10-V-22) - Mr. Kelly stated Kevin Messer requested an isolation distance variance for building a pole barn at 6040 Deerfield Rd. Goshen Township (10-V-22). A previous application was made in 2019 and denied due to the proposed pole barn footprint covering parts of three leach lines of the septic system, with no plans for the availability of sanitary sewer for this location. However, there is new information from Clermont County Water Resources indicating sanitary sewer is being extended down this portion of Deerfield Road but the timeline is unknown. The septic system for this property consists of a septic tank followed by an estimated six leach lines, each line is approximately 100 feet long. The lot is relatively poorly drained and showed evidence of standing water during the most recent inspection. The proposed pole barn would cover 75 feet of two leach lines and approximately 30 feet of a third line, resulting in 180 feet out of the 600 feet of leach lines being removed from service. Staff is recommending disapproval due to the system's age, capacity reduction, and unknown timeline for connection to the sewer.

Mr. Brown made a motion to approve the isolation distance variance request for new construction of a pole barn at 6040 Deerfield Rd., Goshen Township (10-V-22). Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment # 10)

New Black Water Holding Tank – Miller- 2697 Indian Summer Dr., Tate Township (11-V-22). Mr. Kelly reported Tonya Miller and Donald Staubitz requested a variance to install a black water holding tank at 2697 Indian Summer Dr., Tate Township (11-V-22). Mr. Kelly informed the Board all the paperwork was in order; staff recommended approval contingent on the tank passing a watertight test.

Mr. Crum made a motion to approve the variance request to install a black water holding tank at 2697 Indian Summer Dr., Tate Township (11-V-22), contingent on the tank passing watertight test. Mr. Brown seconded the motion. The vote was all ayes, motion carried. (Attachment # 11)

PUBLIC COMMENT:

No members of the public were present to offer comments.

Approval of Engagement Letter with Charles E. Harris & Associates for the 2021 Financial Audit – Mr. Kelly indicated an associate with Charles E. Harris and Associates, Inc. had been onsite from March 22nd through March 25th working to complete the FY2021 audit for the agency. Mr. Kelly requested approval to sign the FY2021 Audit Engagement Letter to outline audit procedures.

Mr. Crum made a motion to approve signing the engagement letter from Charles E. Harris and Associates, Inc. for the FY2021 audit. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment # 12)

Adoption of Resolution 06-22 Authorizing the Temporary Advance of Cash in the amount of \$80,000 from the Environmental Health Fund (7301) to the COVID Grant Fund (7330) - Mr. Kelly stated when the agency advanced cash to the COVID Grant Fund, it was for anticipation of the Workforce Development Funding the agency would be receiving. Additional COVID-19 funding will be received through 2022 so the agency needs to have additional cash in the fund to deal with the cash flow for the grant. An additional of \$80,000 is needed to cover expenses in the fund until reimbursement is received from the Ohio Department of Health.

Mr. Brown made a motion to Adopt Resolution 06-22 authorizing the temporary advance of cash in the amount of \$80,000 from the Environmental Health Fund (7301) to the COVID Grand Funding (7330). Mr. Crum seconded the motion. The vote was all aye, motion carried. (Attachment # 13)

Approval to Increase the 2022 Estimated Resources and Appropriations in Fund 7330 (COVID Grant Fund) – Mr. Kelly stated the agency also needs to increase the estimated resources and appropriations for the budget for the COVID funding through 2022.

Mr. Crum made a motion to approve to increase the 2022 estimated resources and appropriations in Fund 7330. Mr. Brown seconded the motion. The vote was all aye, motion carried. (Attachment # 14)

Approval to Purchase Two Copiers from ProSource – Mr. Kelly stated the COVID-19 response was rough on copiers, and the agency needs to replace one at Permit Central that stopped working. The agency will be keeping the current primary one as a backup, which has been traditionally done. The agency also needs to replace the main copier at Nursing. Megan Young has been working with ProSource, and the agency requests the purchase of two combination copier/fax/scanners at \$8,795 each plus \$300 to dispose of the existing copiers. Traditionally the agency has auctioned the old copiers, but Facilities Management has indicated they do not have the equipment to move the ones being replaced or the storage for them until they can be auctioned. It can take up to a year for equipment to be auctioned by the county, and the agency does not have office space to allow them to sit.

Mr. Meadors made a motion to approve the purchase of two copiers from ProSource. Mr. Brown seconded the motion. The vote was all aye, motion carried.

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. Mr. Brown seconded the motion. The vote was all ayes; motion carried. (Attachment # 15)

Adoption of Resolution 07-22 Declaring Properties Public Health Nuisances- Mr. Kelly presented the address of one property to be considered a public health nuisance as stated on Attachments A, of Resolution 07-22 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at the identified properties.

Following a review and discussion, Mr. Brown made a motion to adopt Resolution 07-22, to declare the property listed on Attachment A, a public health nuisance, to declare the resolution an emergency order, and to waive the required three readings. The motion further stated if corrections were not made within the allotted time, the nuisance case would be referred to the Health District's legal counsel for appropriate action. Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment # 16)

Adoption of Resolution 08-22 Requesting Prosecuting Attorney Criminally Prosecute or Bring Action for Injunction Regarding Violations or Threatened Violations of Chapter 3734 of the Ohio Revised Code- Mr. Kelly stated at the March 9th, 2022 Board of Health meeting, the property at 5427 State Route 286, Williamsburg, Ohio 45176 was declared a public health nuisance. The case was referred to the Clermont County Prosecutor's Office. Mr. Kelly allowed Mr. Brian Shrive, Assistant Clermont County Prosecutor, to address the Board.

After reviewing ORC 3734.10, Mr. Shrive indicated per code, the Board of Health itself was required to make the recommendation to the Prosecutor to criminally prosecute or seek an injunction. Mr. Shrive asked the Board to adopt Resolution 08-22.

Mr. Brown made a motion to adopt Resolution 08-22 Requesting Prosecuting Attorney Criminally Prosecute or Bring Action for Injunction Regarding Violations or Threatened Violations of Chapter 3734 of the Ohio Revised Code Mr. Crum seconded the motion. The vote was all aye, motion carried. (Attachment # 17)

DISCUSSION ITEMS:

ADDITIONAL INFORMATION:

Annual Financial Report – Mr. Kelly stated that Trina has completed the annual financial report for 2022 that is required to be submitted to the Ohio Department of Health. The information is also submitted to the Association of Ohio Health Commissioners for analysis of public health services' costs. (Attachment #18)

Women, Infants, and Children (WIC) Program Participation in the Nutrition Assessment and Tailoring Study (NATS) - Mr. Kelly noted that our local WIC program was one of three in Ohio to participate in the WIC NATS. A very nice thank you email was received from the consulting firm conducting the research for participating. The study looks at how the nutrition risk assessment process works in the remote environment, the strengths and limitations of the system design and the way participant benefits can be tailored to address assessment results.

Board of Health Education

At 7:00 PM the Board watched "Fiduciary Duties of Ohio's Boards and Commissions," a video provided by the Ohio Auditor of State. The presentation was followed by a brief discussion that concluded at 7:21 PM.

ADJOURNMENT:

Mr. Brown made a motion to adjourn the meeting at 7:21 PM. Mr. Crum seconded the motion. The vote was all ayes; motion carried.



SECRETARY



RESPECTFULLY SUBMITTED