



## **Clermont County Public Health**

Prevent. Promote. Protect.

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

The Clermont County Board of Health held its monthly meeting on May 8, 2024. President Dennis Brown called the meeting to order at 3:30 p.m. Mr. Brown led the Board Members and guests in the Pledge of Allegiance.

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

Others present included Dr. James Kaya, Medical Director; Julianne Nesbit, Health Commissioner; Tim Kelly, Assistant Health Commissioner of Environmental Health Services; Robert Wildey, Director of Water and Waste; Brian Williamson, Director of Environmental Health; Tom Racke, Director of Plumbing; Tara Jimison, Director of Nursing; Katrina Stapleton, Fiscal Officer, Jessica Johnson, Administrative Assistant; and others as listed on Attachment #1.

#### **CONSENT AGENDA:**

Ms. Nesbit 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. Ms. Nesbit recommended approval of the following items:

1. **Approval of Board of Health Meeting Minutes April 10, 2024** - Recommendation to approve the minutes from the April 10, 2024 Board of Health Meeting.
2. **Approval of Satisfaction of Mortgage Relative to the Septic System Rehabilitation Financing Program**- Recommendation to execute Satisfaction of Mortgage, certifying that the terms of the mortgage and promissory note it secured have been satisfied, and authorizing the Recorder to release the mortgage of record as it relates to the Septic System Rehabilitation Financing Program
  - a. Jeremy Moore – 5828 Wolfpen Pleasant Hill Rd., Milford, OH 45150 (Attachment #2)
3. **Variiances Black Water Holding Tank Extension Requests** - Recommendation to approve extending the variiances for black water holding tanks for an additional month.
  - a. Ha – 4135 Clough Lane, Union Township (7-V-24)
  - b. Henze – 7000 Thompson Rd., Goshen Township (16-V-24)
  - c. Renn – 2897 SR 132, Ohio Township (17-V-24)
  - d. Brock – 1911 US 50, Stonelick Township (18-V-24)
4. **Accept Retirement of Charlie Benjamin, Water Quality Technician II** – Recommendation to accept the retirement notification of Charlie Benjamin, Water Quality Technician II, in the Water and Waste Division, effective June 20, 2024.
5. **Approval to Appoint Hannah McFarland as a Medical Billing Specialist I in the Community Health Services Branch** – Recommendation to appoint Hannah McFarland as a Medical Billing Specialist I in the Community Health Services Branch contingent upon meeting all pre-employment requirements at the salary indicated on the attached salary sheet. (Attachment #3)

6. **Accept Resignation of Mark Owens, Water Quality Technician II** –Recommendation to accept the resignation of Mark Owens, Water Quality Technician II, effective April 24, 2024.
7. **Accept Resignation of Lakeda Thomas Johnson, Public Health Nurse II in the Community Health Services Branch** – Recommendation to accept the resignation of Lakeda Thomas Johnson, Public Health Nurse II, effective May 6, 2024.

Mr. Meadors made a motion to approve consent agenda items #1 through #7. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

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

##### **Variances:**

**Isolation Distance at 1794 Shady Oaks Dr., Goshen Township (20-V-24)** –Ms. Nesbit stated the property owner, Robert Glutz, is requesting an isolation distance variance at 1794 Shady Oaks Dr., Goshen Township (20-V-24). The variance is necessary because the proposed add-on is approximately 8 feet and 9 inches away from the edge of the septic tank. Ms. Nesbit stated this is a leach line system. In April 2014, a pipe was found discharging sewage. The violation was corrected in May of 2014. There have been no violations since that time. Staff recommended approval.

The homeowner, Mr. Glutz, was present and added the current porch is being removed and replaced, and the distances for the replacement have changed over time with the current distance of 8 feet and 9 inches being the closest estimate to the tank.

Mr. Crum made a motion to approve the isolation distance variance request at 1794 Shady Oaks Dr., Goshen Township (20-V-24). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #4)

**Construction of a New Private Water System in a Floodplain at 850 Round Bottom Rd., Miami Township (21-V-24)** – Ms. Nesbit stated the property owner, Ohio Mulch, is requesting a variance to construct a new private water system in a floodplain at 850 Round Bottom Rd., Miami Township (21-V-24). Ms. Nesbit stated the property owner intends to construct a new well on a one-hundred-year floodplain. The Ohio Administrative Code allows the construction as long as the system has watertight caps with casing a minimum of 3 feet above the one-hundred-year flood plain elevation or the vent, or the system is equipped with self-sealing vents that seal upon inundation by water. Staff recommended approval contingent upon meeting the Ohio Administrative Code requirements.

The property owner was not present.

Dr. Khan made a motion to approve the variance to construct a new private water system in a floodplain at 850 Round Bottom Rd., Miami Township (21-V-24), with the contingency the new private water system must meet the flood-proofing requirements of the Ohio Administrative Code. Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

**Connect a Room Addition to an Existing Household Sewage Treatment System at 4359 McKeever Rd., Williamsburg Township (22-V-24)** – Ms. Nesbit stated the property owner, Jake Wilson, is requesting a variance to connect a room addition to an existing household sewage treatment system at 4359 McKeever Rd., Williamsburg Township (22-V-24). Ms. Nesbit stated this is a leach bed type system, and all inspections have passed since the first inspection in 2010. The home was originally a three-bedroom home and will stay a three-bedroom home. A full bathroom is going

to be added to the home. Staff recommended disapproval due to the existing septic system not being up to current standards.

The property owner, Jake Wilson, was present and stated his family of three had lived in the home for two years and had no issues.

Mr. Crum made a motion to approve the variance to connect a room addition to an existing household sewage treatment system at 4359 McKeever Rd., Williamsburg Township (22-V-24). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

**Public Comment** - No members of the public offered any comments at this point in the meeting.

**Approval of Promotion for Meranda Tripp to Registered Environmental Health Specialist I** – Ms. Nesbit requested approval to promote Meranda Tripp to Registered Environmental Health Specialist I at the salary indicated on the attached salary sheet.

Mr. Crum made a motion to approve the promotion of Meranda Tripp to Registered Environmental Health Specialist 1 at the salary indicated on the attached salary sheet. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

**Adoption of Resolution 10-24 Authorizing Submittal of Application for FY 2024 Community Development Block Grant Funds to be Used for the Newtonsville Sewer Connection Project to the Board of Clermont County Commissioners** – Ms. Nesbit requested a resolution to apply for Community Development Block Grant (CDBG) Funds for the Newtonsville Sewer Connections. She stated the agency is requesting \$200,000 in funding.

Dr. Khan made a motion to adopt Resolution 10-24 Authorizing Submittal of Application for FY 2024 Community Development Block Grant Funds to be Used for the Newtonsville Sewer Connection Project to the Board of Clermont County Commissioners. Mr. Crum seconded the motion. The vote upon roll call was Mr. Crum, aye; Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, absent; Mr. Brown, aye; motion carried. (Attachment #8)

**Adoption of Resolution 11-24 Authorizing Submittal of Application for FY 2024 Community Development Block Grant Funds to be Used for the Septic System Rehabilitation Financing Program to the Board of Clermont County Commissioners** – Ms. Nesbit requested approval of a resolution to apply for Community Development Block Grant (CDBG) funds for the regular Septic System Rehabilitation Program. She stated the agency is requesting \$200,000 in funding.

Dr. Khan made a motion to adopt Resolution 11-24 Authorizing Submittal of Application for FY 2024 Community Development Block Grant Funds to be Used for the Septic System Rehabilitation Financing Program to the Board of Clermont County Commissioners. Mr. Crum seconded the motion. The vote upon roll call was Mr. Crum, aye; Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, absent; Mr. Brown, aye; motion carried. (Attachment #9)

**Approval of Septic Rehabilitation Program Plan** - Ms. Nesbit stated Fiscal Officer Katrina Stapleton simplified and updated the Septic Rehabilitation Plan. The Director of Water and Waste, Mr. Wildey, and Ms. Nesbit have reviewed the updated plan. She stated the revision eliminated mortgages and simplified requirements. Ms. Stapleton indicated the Clermont County Office of Economic Development was on board with the revised plan, which clarified the current plan's language and moved from forgivable loans toward true grants.

Dr. Khan made a motion to approve the revised Septic Rehabilitation Program Plan. Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachments #10 and #11)

**Approval to Waive Site Assessments for the Septic Rehabilitation Program Properties for the 2024 Newtonsville Sewer Connection Project** – Ms. Nesbit indicated the Septic Rehabilitation Plan is necessary for grant purposes; however, she requested the Board to waive the site assessments for the Septic Rehabilitation Program properties for the 2024 Newtonsville Sewer Connection Project for the current year only. Ms. Stapleton explained there were 17 Newtonsville Sewer Connection Project applications, and two did not income-qualify. Based on discussions with homeowners and installers, Ms. Stapleton estimated the installation cost is approximately \$4,500 to \$7,000. Based on these estimations, the program can fund all qualifying properties; therefore, site assessments are unnecessary this year.

Mr. Meadors made a motion to approve waiving the site assessments for the Septic Rehabilitation Program Properties for the 2024 Newtonsville Sewer Connection Project. Mr. Crum seconded the motion. The vote was all ayes; motion carried. (Attachment #12)

**Approval of Personnel Policy Section 08.20 – Artificial Intelligence** – Ms. Nesbit asked the Board for approval of Personnel Policy Section 08.20 Artificial Intelligence. She explained with the increase in artificial intelligence technology, she wanted to define the parameters of use for the staff. She indicated that Clermont County appeared to be the first county to write a personnel policy regarding the use of artificial intelligence. She indicated artificial intelligence was a helpful resource in areas such as research, grant writing, and social media; however, its use needed to be closely monitored and fact-checked.

Mr. Crum made a motion to approve Personnel Policy Section 08.20 – Artificial Intelligence. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #13)

**Adoption of Resolution 12-24 Declaring Properties Public Health Nuisances** – Ms. Nesbit presented the addresses of ten properties to be considered public health nuisances as stated on Attachments A and B of Resolution 12-24 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at Identified Properties.

Following a review and discussion, Mr. Crum made a motion to waive the three required readings of Resolution 12-24 Declaring the Properties listed on Attachments A and B Public Health Nuisances. Dr. Khan seconded the motion. The vote upon roll call was as follows: Mr. Crum, aye; Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, absent; Mr. Brown, aye; motion carried. Mr. Crum then made a motion to declare Resolution 12-24 an emergency measure necessary for the immediate preservation of the public peace, health, or safety and for the purpose of the immediate need to abate or remove the dangerous public health nuisances. Dr. Khan seconded the motion. The vote upon roll call was as follows: Mr. Crum, aye; Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, absent; Mr. Brown, aye; motion carried. Dr. Khan then made a motion to adopt Resolution 12-24 Declaring the Properties listed on Attachments A and B to be Public Health Nuisances and ordering abatement of nuisances at the identified properties. The motion further stated if corrections were not made within the allotted time, the nuisance cases would be referred to the Health District's legal counsel for appropriate action. Mr. Crum seconded the motion. The vote upon roll was Mr. Crum, aye; Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, absent; Mr. Brown, aye; motion carried. (Attachment #14)

**Approval and Payment of Bills** – Ms. Nesbit 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 #15)

**Discussion** – There was no further discussion.

**Additional Information** – There was no additional information.

**Board of Health Education** – Ms. Nesbit stated she would like the Board to watch the video series "The Role of the Local Board of Health in Food Protection" to fulfill their continuing education requirements. The series could be presented as a whole or in segments at the Board meetings, or she could send the link for the series to the Board members to watch and then attest to the completion thereof. Mr. Crum made a motion to have the link for the video sent to the Board members to watch and then attest to its completion. Dr. Khan seconded the motion. The vote was all ayes, motion carried.

**ADJOURNMENT:**

Mr. Crum made a motion to adjourn the meeting at 3:55 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

