



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 February 12, 2025. 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, present Andrew Crum, absent
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; Robert Wildey, Director of Water and Waste; Brian M. Williamson, Director of Environmental Health; Tom Racke, Plumbing Director; Tara Jimison, Director of Nursing; 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 – January 8, 2025** - Recommendation to approve the minutes from the January 8, 2025 Board of Health Meeting.
2. **Approval of Subordination of Mortgage for Elizabeth L. Gray and Edna L. Gray – 6372 Belfast Rd., Goshen, OH 45122** - Recommendation to approve subordination of mortgage for Elizabeth L. Gray and Edna L. Gray. (Attachment #2)
3. **Approval of Subordination of Mortgage for Sara R. Perry – 3064 Lakin Chapel Rd., Bethel, OH 45106** - Recommendation to approve subordination of mortgage for Sara R. Perry. (Attachment #3)
4. **Variances Black Water Holding Tank Extension Requests** - Recommendation to approve extending the variances for black water holding tanks for an additional month.
 - a. Cell Properties – 2554A Bergen Rd., Stonelick Township, 47-V-24
5. **Accept Resignation of Martin Clock, Water Quality Technician I** – Recommendation to accept the resignation of Martin Clock, Water Quality Technician I, effective January 23, 2025.

Dr. Rickabaugh made a motion to approve consent agenda items #1 through #5. Dr. Khan seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variances:

Connect a Room Addition to an Existing Household Sewage Treatment System at 1602 Red Fox Lane, Miami Township (02-V-25) – Mr. Kelly stated the property owners, John and Maura Smith, are requesting a variance to connect a room addition to an existing household sewage treatment system at 1602 Red Fox Lane, Miami Township (02-V-25). The homeowners wish to add a full bath to an existing outbuilding that is being converted into an entertainment space. The system is a sand filter system that passed all inspections from January 2005 through July 2009. The system inspection history showed violations in September 2012, December 2015, March 2019, and April 2022, which were corrected, and the system passed upon reinspection. The existing barn/garage will be turned into a living area, and a full bathroom will be added. The sand filter was observed to be in good condition, with a cleanout following the sand filter. The effluent outlet was located in a wooded area behind the fence. If the variance is granted, an alteration permit must be obtained. Staff recommended disapproval.

The homeowner, John Smith, was present and indicated since they did not have animals, they wanted to turn the barn into an entertainment space. There would be no bedrooms in the structure.

Mr. Meadors asked if there was any way for the agency to verify bedrooms would not be added in the future in these types of situations. Mr. Wildey stated the agency has no way of verifying if bedrooms will be added in the future, but if the system is not used as approved, the agency will know if the system fails. If that happens, particularly in this case, at least one new system will need to be installed.

Dr. Khan asked if the system could be disconnected if there was a failure. Mr. Wildey stated there is no way to simply disconnect the system. If it fails, a new system will need to be installed.

Mr. Meadors inquired if there were any rules regarding the number of systems allowed on one property. Mr. Wildey stated that due to updated rules in 2015, there is no limit to the number of systems you can have on one property.

Mr. Smith asked if there was any reason his system could fail at this point. Mr. Wildey stated there were no obvious problems, but any system can fail.

Mr. Meadors made a motion to approve the variance to connect a room addition to an existing household sewage treatment system at 1602 Red Fox Lane, Miami Township (02-V-25). Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #4)

Black Water Holding Tank at 4778 Hawley Rd., Jackson Township (03-V-25) – Mr. Kelly stated the property owners, Teri and Donald Stutzman, are requesting a variance to install a black water holding tank at 4778 Hawley Rd., Jackson Township (03-V-25). Mr. Kelly informed the Board that all required paperwork had been received and was in order. Staff recommended approval, contingent on the tanks being installed and passing the water-tight tests.

The property owners, Don and Teri Stutzman, were present and had nothing to add.

Dr. Rickabaugh made a motion to approve the variance request to install a black water holding tank at 4778 Hawley Rd., Jackson Township (03-V-25). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

Connect a Room Addition to an Existing Household Sewage Treatment System at 2590 Wildlife Way, Monroe Township (4-V-25) – Mr. Kelly stated the property owners, Jameson and Stephanie Thornton, are requesting a variance to connect a room addition to an existing household sewage treatment system at 2590 Wildlife Way, Monroe Township (4-V-25). The homeowners wish to add a bedroom to the existing home. The system is a sand filter system that passed all inspections from September 2002 to February 2009. The system inspection history showed violations in May 2012, August 2018, and December 2024, which were ultimately all corrected, and the system passed upon reinspection. The existing home is currently a two-bedroom home on a two-bedroom septic system. The system was operating properly at the time of inspection. Staff recommended disapproval.

A representative for the homeowners was present and stated the additional bedroom would be added as a second story to the home. He did not anticipate the family moving from the home in the near future. He also indicated there was a separate system on the property for a second structure.

Dr. Rickabaugh made a motion to approve the variance to connect a room addition to an existing household sewage treatment system at 2590 Wildlife Way, Monroe Township (4-V-25). Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Connect a New Home to an Existing Household Sewage Treatment System at 5144 Glancy Corner Marathon, Jackson Township (5-V-25) – Mr. Kelly stated the property owners, David and Stacey Drewes, are requesting a variance to connect a new home to an existing household sewage treatment system at 5144 Glancy Corner Marathon, Jackson Township (5-V-25). The two-bedroom home will be demolished and replaced by a new two-bedroom home, with the new home being built on the same footprint as the existing home. The system is a leach bed system that passed all inspections from October 2006 through August 2021. Upon inspection, the septic tank with a riser appeared in good condition. A small leach bed was found following the septic tank. Staff recommended disapproval.

The homeowners were not present.

Mr. Wildey stated the disapproval was that the system was older and undersized.

Because the homeowners were not present, and the Board had specific questions for them, Dr. Khan made a motion to table the variance to connect a new home to an existing household sewage treatment system at 5144 Glancy Corner Marathon, Jackson Township (5-V-25) to the March 12, 2025, Board of Health meeting. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

Black Water Holding Tank at 6394 SR 133, Wayne Township (6-V-25) – Mr. Kelly stated the property owner, Military Warriors Support Foundation, is requesting a variance to install a black water holding tank at 6394 SR 133, Wayne Township (6-V-25). Mr. Kelly informed the Board that all required paperwork had been received and was in order. Staff recommended approval.

A representative for the property owner was present and had nothing to add.

Dr. Khan made a motion to approve the variance request to install a black water holding tank at 6394 SR 133, Wayne Township (6-V-25). Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #7)

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

Approval to Purchase Bike Helmets for Community Engagement Events – Mr. Kelly stated the agency has traditionally asked to apply for the Ohio American Academy of Pediatrics Put A Lid On It! campaign and/or purchase bike helmets; however, only one case of helmets has been received in the last few years, and by the time a staff person is paid to drive to Columbus and pick it up, it negates the award. Most of the helmets are distributed at the Child Focus Family Day. If there are any helmets remaining after that event, the rest are distributed at Clermont 'County's National Night Out. He requested approval to purchase bike helmets in an amount of up to \$1,500 to give to children at community engagement events this year.

Dr. Khan made a motion to approve the purchase of bike helmets for community engagement events this year in an amount of up to \$1,500. Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried.

Approval of 2026 Budget – Mr. Kelly stated Fiscal Officer Katrina Stapleton completed the proposed 2026 budget, which the Health Commissioner has reviewed.

Ms. Stapleton presented an overview of the proposed budget. She stated the agency was requesting a 3.62% increase from what was appropriated for 2025, and the proposed budget includes a current 2.5% raise pool and an 8% increase in healthcare costs. The budget includes proposing a \$10,000 increase in the annual request from Townships and Villages, which is a 1.24% increase. She noted several funds may be affected by federal funding cuts, and the two remaining COVID grants are expected to end in 2025. She stated the 2025 budget was structured to spend down cash reserves in several restricted funds, and in 2026, the cash reserves in most of those funds are expected to be at the benchmarked levels; thus, the expenses for those funds increased. Overall, the proposed 2026 budget reflects a 1.87% increase in salaries, a 15.89% increase in benefits, and a 3.2% decrease in other expenses.

Dr. Khan asked how much money is received from Medicare and Medicaid. Ms. Stapleton indicated the agency received \$85,000 from Medicaid Administrative Claiming in 2024 but noted routine nursing services have not returned to pre-COVID levels.

Dr. Khan asked how much money is received from federal funding. Ms. Stapleton stated that we have received 24% of our funding from grants slightly above the industry standard of 16% to 20%.

Mr. Kelly asked for approval of the 2026 budget.

Dr. Khan made a motion to approve the 2026 budget. Dr. Rickabaugh seconded the motion. The vote was all ayes, motion carried. (Attachment #8)

Approval of Three Fleet Vehicles – Mr. Kelly stated the agency is moving away from Enterprise Fleet Management (EFM) and is starting the process of purchasing new vehicles, with the intent to turn over the existing fleet within seven years. He asked for approval to purchase three Ford Hybrid Escape SUVs at a cost of up to \$35,000 each for a total of up to \$105,000, noting that two existing 2019 Jeep Compasses will be sold through GovDeals.com.

Mr. Meadors made a motion to approve the purchase of three Ford Hybrid Escape SUVs as fleet vehicles at a cost of up to \$35,000 each. Dr. Rickabaugh seconded the motion. The vote was all ayes, motion carried.

Adoption of Resolution 02-25 Declaring Properties Public Health Nuisances – Mr. Kelly presented the addresses of eight properties to be considered public health nuisances as stated in

Attachments A and B of Resolution 02-25 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at Identified Properties.

Following a review and discussion, Dr. Khan made a motion to waive the three required readings of Resolution 02-25 Declaring the Properties listed on Attachments A and B Public Health Nuisances. Mr. Meadors seconded the motion. The vote upon roll call was as follows: Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. Dr. Khan then made a motion to declare Resolution 02-25 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. Rickabaugh seconded the motion. The vote upon roll call was as follows: Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. Dr. Khan then made a motion to adopt Resolution 02-25, 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. Meadors seconded the motion. The vote upon roll was Dr. Khan, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. (Attachment #9)

Approval and Payment of Bills – Mr. Kelly presented the Health District's bills for consideration. Following the Board's review and discussion, Dr. Khan made a motion to pay the bills as presented. Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #10)

Discussion:

Annual Report – Mr. Kelly stated the 2024 Annual Report had been released and commended Communication Director Keith Robinson for his hard work. (Attachment #11)

Southwest Ohio Air Quality Report 2024 – Mr. Kelly noted the 2024 Southwest Ohio Air Quality Report was included in the packets for the 'Board's review. (Attachment #12)

OEPA Solid & Infectious Waste Program Construction & Demolition Debris Program Survey – Mr. Kelly commended the 'agency's Water and Waste Division for being in substantial compliance according to the recently released OEPA Solid & Infectious Waste Program Construction & Demolition Debris Program Survey. (Attachment #13)

Complex Medical Help Program Annual Chart Review – Mr. Kelly stated the Complex Medical Help Program Annual Chart Review showed a small number of findings that are being addressed by the staff. He indicated that, overall, the staff is doing a great job. (Attachment #14)

Additional Information:

Mosquito Control Grant – Mr. Kelly informed the Board the agency would not be applying for the Mosquito Control Grant in 2025.

ADJOURNMENT:

Dr. Khan made a motion to adjourn the meeting at 4:07 p.m. Dr. Rickabaugh seconded the motion. The vote was all ayes, motion carried.


SECRETARY


RESPECTFULLY SUBMITTED