



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 September 10, 2025. President Dennis Brown called the meeting to order at 3:30 pm. Mr. Brown led the Board Members and guests in the Pledge of Allegiance.

Call to Order: Dennis Brown, present Dr. Joseph Khan, absent
Dr. Janet Rickabaugh, present Trevor Seal, 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; Tyler Braasch, Director of Water and Waste; Brian M. Williamson, Director of Environmental Health; Tom Racke, Plumbing Director; Dr. Tara Jimison, Director of Nursing; Katrina Stapleton, Fiscal Officer, Jessica Johnson, Administrative Assistant; and others as listed on Attachment #1.

CONSENT AGENDA:

A consent agenda was prepared for the Board. 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 – August 13, 2025** - Recommendation to approve the minutes from the August 13, 2025, 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. Linda S. Balcom FKA Linda S. Yeary – 2289 Hulington Rd., Bethel, OH 45106 (Attachment #2)
 - b. Jason Taylor and Sandra Taylor – 6836 Shiloh Rd., Goshen, OH 45122 (Attachment #3)
 - c. Brandon Wanstrath and Julia Anne Wanstrath FKA Julia Anne Davidson – 5437 State Route 133, Williamsburg, OH 45176 (Attachment #4)
- 3. Variance Black Water Holding Tank Extension Requests** - Recommendation to approve extending the variances for black water holding tanks for an additional month.
 - a. Stutzman – 4778 Hawley Rd., Jackson Township, 3-V-25
 - b. Klump – 2431 Crane Schoolhouse Rd., Tate Township, 23-V-25

Dr. Rickabaugh made a motion to approve consent agenda items #1 through #3. Mr. Seal seconded the motion. The vote was all ayes; motion carried.

NON-CONSENT AGENDA:

Variances:

Connect a New Home to an Existing Household Sewage Treatment System at 4991 SR 743, Washington Township, (25-V-25) – Tyler Braasch, Director of Water and Waste, stated the property owner, Hubert Milton, Jr., is requesting a variance to connect a new home to an existing household sewage treatment system at 4991 SR 743, Washington Township, (25-V-25). The system is a leach field system, which has been vacant from 2011 to the present. The current lot has a garage building present. The new home is a three-bedroom home. The existing septic system is undersized and not up to current standards. Staff recommended disapproval.

The property owner was not present.

Mr. Braasch indicated the inspectors could not locate any leach lines, and a neighbor informed the inspectors that sewage was previously pooling at the back of the property. The homeowner has already tied the plumbing into the septic system.

Mr. Meadors asked if there was room on the property to install a new system. Mr. Braasch indicated there was room to install a new system, but it would be difficult to do so.

Mr. Meadors inquired if there was room to install a discharging system to a ditch. Mr. Braasch confirmed this was possible.

Since the property owner was not present, Mr. Brown asked if the variance could be tabled until the October 8, 2025 meeting to allow the homeowner to present evidence of the leach lines. Mr. Kelly stated the variance could be tabled until the October 8, 2025 Board of Health meeting.

Dr. Rickabaugh made a motion to table the variance to connect a new home to an existing household sewage treatment system at 4991 SR 743, Washington Township, (25-V-25) until the October 8, 2025 Board of Health meeting. Mr. Meadors seconded the motion. The vote was all ayes; motion carried.

Isolation Distance at 2275 Oak Corner Rd., Tate Township, (26-V-25) – Tyler Braasch, Director of Water and Waste, stated the property owners, Jeff and Amanda Carlson, are requesting an isolation distance variance at 2275 Oak Corner Rd., Tate Township, (26-V-25). This is a new installation of a Millennium Mound system. The isolation distance variance is being requested due to the water line being marked incorrectly by the water company and being placed approximately two to three feet from the edge of the curtain drain. The homeowners have received approval from the Tate Monroe Water Association to leave the mound as is. Staff recommended approval.

The property owners were not present.

Mr. Braasch also stated that as the installation of the mound was being finalized, a water main was discovered located approximately six feet from the end of the mound. Tate Monroe Water Association was contacted and confirmed they mis-marked the location of the main. The Tate Monroe Water Association indicated they approved of leaving the mound in the current position.

Mr. Meadors made a motion to approve the isolation distance variance at 2275 Oak Corner Rd., Tate Township, (26-V-25). Mr. Seal seconded the motion. The vote was all ayes; motion carried. (Attachment #5)

OAC/REG: 3701-28-07(J) – Private Water System Isolation Distance at 2571 Snider Rd., Monroe Township, (27-V-25) – Tyler Braasch, Director of Water and Waste, stated the property owner, Andrew Case, is requesting a private water system isolation distance variance at 2571 Snider Rd., Monroe Township, (27-V-25). The private water system consists of a cistern, which is located under a portion of the garage floor. The variance is necessary due to a fuel oil tank being located five feet away from the cistern and the septic system being 43 feet away from the cistern. The required isolation distance is 50 feet for both the fuel oil tank and the septic system. The owners wish to alter the system to include the installation of a new continuous disinfection system (an automatic chlorinator with cyst filtration) inside the home. The house is accessible to Tate Monroe Public Water. Staff recommended disapproval.

The property owner, Andrew Case, was present and confirmed he was keeping an additional cistern and a well with a functioning pump for agricultural use.

Mr. Meadors asked if the fuel oil tank was above ground. Mr. Braasch confirmed it was above ground.

Mr. Brown asked if footers were present under the garage. Mr. Braasch indicated footers were present under the garage.

Mr. Braasch asked Mr. Case if the cistern lid was flush with the garage floor. Mr. Case indicated that other than a small lip, the lid was flush with the garage floor.

Mr. Meadors asked Mr. Case if the fuel oil tank could be relocated. Mr. Case indicated the tank could be relocated, but the line would then need to be reinstalled underground and wrap around the garage and the cistern.

In considering the variance, Mr. Meadors indicated that with the fuel oil tank being above ground, any leaks would be visible as opposed to leaks in buried lines if the tank was relocated.

Mr. Meadors made a motion to approve the OAC/REG: 3701-28-07(J) – private water system isolation distance variance at 2571 Snider Rd., Monroe Township, (27-V-25). Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #6)

Connect a New Home to an Existing Household Sewage Treatment System at 1656 Swope Rd, Unit B, Tate Township, (28-V-25) – Tyler Braasch, Director of Water and Waste, stated the property owners, John and Sheila Wilson, are requesting a variance to connect a new home to an existing household sewage treatment system at 1656 Swope Rd., Unit B, Tate Township, (28-V-25). This is a sand filter system where the septic tank is followed by a sand filter bed that is approximately 480 square feet. The property contains two septic systems. This particular system has no records. The proposed barn has a full bathroom and two bedrooms. Mr. Wilson indicated the barn has been used for family events, and no one lives in the barn full-time. The barn has been tied into the existing septic system for some time. Based on the square footage of the system, it is adequately sized for two bedrooms. The system discharges into a creek on the property, and the outlet appeared to be in good condition with an animal guard present at the time of inspection. Staff recommended disapproval.

The property owner, John Wilson, was present and stated the property has been in his family since 1976, and the current septic system was installed in approximately 1978. The barn on the property was converted into a place for family parties in approximately 2012. He stated the system is rarely

used and presented the Board with a handout showing the layout of the property as well as a recent pump ticket (Attachments #7 & #8)

Dr. Rickabaugh made a motion to approve the variance to connect a new home to an existing household sewage treatment system at 1656 Swope Rd., Unit B, Tate Township, (28-V-25). Mr. Meadors seconded the motion. The vote was all ayes; motion carried. (Attachment #9)

Connect a New Home to an Existing Household Sewage Treatment System at 1188 Richey Rd., Franklin Township, (29-V-25) – Tyler Braasch, Director of Water and Waste, stated the property owner, Roger Stickers, is requesting a variance to connect a new home to an existing household sewage treatment system at 1188 Richey Rd., Franklin Township, (29-V-25). This is a leach line system with a septic tank followed by six lines that are each approximately 100 feet long. The property has been vacant since 2014. It previously passed inspection in 2007, and the septic tank lid was replaced in 2011. The proposed home will have four bedrooms. The bedroom count of the original home was unknown. Staff recommended disapproval.

A representative for the property owner, Amanda Glenn, was present and indicated someone had lived on the property a few years ago. She also stated there will be only one person living in the new home.

Mr. Meadors made a motion to approve the variance to connect a new home to an existing household sewage treatment system at 1188 Richey Rd., Franklin Township, (29-V-25). Dr. Rickabaugh seconded the motion. The vote was all ayes; motion carried. (Attachment #10)

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

Public Hearing on Proposed 2026 Fees - At 3:50 pm, Mr. Kelly called to order the hearing concerning the Clermont County Board of Health's proposed fees for the Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Low-Risk Food Service Operations or Retail Food Establishments; Mobile High-Risk Food Service Operations or Retail Food Establishments; Individual Public Swimming Pools, Public Spas, or Special Use Pools; Government or Tax Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks, Recreation Camps, Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Service Establishments; Resident Camps; Plumbing; Septic; Private Water; Vital Statistics; and CPR/AED Training.

The hearing was then opened to testimony. No one was present to comment on the fees. Mr. Kelly added that the notifications of the hearing also allowed comments to be sent via phone, email, or mail. Mr. Kelly stated that one objection to raising the fees had been received and proceeded to read the objection to the Board. (Attachment #11). With there being no questions from the Board, the hearing was closed at 4:05 pm.

Second Reading of a Resolution Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Low-Risk Food Service Operations or Retail Food Establishments; Mobile High-Risk Food Service Operations or Retail Food Establishments; Individual Public Swimming Pools, Public Spas, or Special Use Pools; Government or Tax Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks, Recreation Camps, Combined Park Camps; Temporary

Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Service Establishments; Resident Camps; Plumbing; Septic; Private Water; Vital Statistics; and CPR/AED Training Pursuant to Ohio Revised Code Section 3709.09 and 3709.21. – Mr. Kelly held the second reading of a Resolution Establishing Revised License Fees for Risk Levels I, II, III, and IV Food Service Operations or Retail Food Establishments; Vending Food Service; Temporary Food Service Operations or Retail Food Establishments; Mobile Low-Risk Food Service Operations or Retail Food Establishments; Mobile High-Risk Food Service Operations or Retail Food Establishments; Individual Public Swimming Pools, Public Spas, or Special Use Pools; Government or Tax Supported School Swimming Pools, Spas, or Special Use Pools; Recreational Vehicle Parks, Recreation Camps, Combined Park Camps; Temporary Recreational Vehicle Parks, Recreation Camps, or Combined Park Camps; Tattooing, Body Piercing or Combined Body Art Service Establishments; Resident Camps; Plumbing; Septic; Private Water; Vital Statistics; and CPR/AED Training by title only. The third and final reading is scheduled for October 8, 2025.

Adoption of Resolution 11-25 Establishing Revised Refund Procedures for Clermont County General Health District Fees – Mr. Kelly indicated the agency is proposing to update the refund procedures for the Health District's fees. The updates include adding wording to clarify if the fee is not listed, it is not refundable, and also that refunds must be requested within one year of payment unless otherwise stated. It also lists fees that are nonrefundable, changes wording regarding inspections, and removes refunds for plan reviews for food establishments, resident camps, and body art facilities.

Mr. Seal made a motion to adopt Resolution 11-25 Establishing Revised Refund Procedures for Clermont County General Health District Fees. Dr. Rickabaugh seconded the motion. The vote upon roll call was as follows: Mr. Seal, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. (Attachment #12)

Adoption of Resolution 12-25 Declaring Properties Public Health Nuisances – Mr. Kelly presented the addresses of five properties to be considered public health nuisances as stated in Attachments A and B of Resolution 12-25 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at Identified Properties.

Following a review and discussion, Dr. Rickabaugh made a motion to waive the three required readings of Resolution 12-25, declaring the properties listed on Attachments A and B to be Public Health Nuisances. Mr. Meadors seconded the motion. The vote upon roll call was as follows: Mr. Seal, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. Dr. Rickabaugh then made a motion to declare Resolution 12-25 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. Mr. Seal seconded the motion. The vote upon roll call was as follows: Mr. Seal, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. Mr. Meadors then made a motion to adopt Resolution 12-25, 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. Dr. Rickabaugh seconded the motion. The vote upon roll was Mr. Seal, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried. (Attachment #13)

Approval and Payment of Bills – Mr. Kelly presented the Health District's bills for consideration. Following the Board's review and discussion, Dr. Rickabaugh made a motion to pay the bills as

presented. Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #14)

Discussion:

Staff Inservice Day – Mr. Kelly reminded the Board that the agency will be closed to the public on October 13, 2025 for the annual staff Inservice Day. The scheduled day will include staff recognition, training, and team-building activities and will be held at the Leming House in Milford, Ohio.

Additional Information:

Vaccines For Children Program Site Visit Follow-up Plan – Dr. Tara Jimision, Director of Nursing, stated the agency's Vaccines for Children (VFC) program received the results of their recent compliance visit, and there were no corrective actions. She further stated the immunization team had administered approximately 660 VFC doses between July 2024 and June 2025. This amounts to approximately \$50,900 worth of vaccines. (Attachment #15)

Executive Session to Monitor the Progress of the 2024 Financial Audit Which Includes Matters Required to Be Kept Confidential by Federal Law, Federal Rules, or State Statutes by Division (G)(5) of Section 121.22 of the Revised Code - At 4:18 pm, Mr. Seal made a motion to enter into executive session to Monitor the Progress of the 2024 Financial Audit Which Includes Matters Required to Be Kept Confidential by Federal Law, Federal Rules, or State Statutes by Division (G)(5) of Section 121.22 of the Revised Code. The motion was seconded by Mr. Meadors. The vote upon roll call was as follows: Mr. Seal, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried.

At 4:23 pm, Mr. Seal made a motion to come out of executive session. The motion was seconded by Mr. Meadors. The vote upon roll call was as follows: Mr. Seal, aye; Mr. Meadors, aye; Dr. Rickabaugh, aye; Mr. Brown, aye; motion carried.

Following the Executive Session, Dr. Rickabaugh made a motion to acknowledge receipt of the audit, to waive the post audit conference, and to sign the required communications form and management representation letter. The motion was seconded by Mr. Seal. The vote was all ayes, motion carried. (Attachment #16)

ADJOURNMENT:

Mr. Meadors made a motion to adjourn the meeting at 4:30 pm. Mr. Seal seconded the motion. The vote was all ayes, motion carried.


SECRETARY


RESPECTFULLY SUBMITTED