



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 11, 2026. Dennis Brown, President, 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. Janet Rickabaugh, present
Steve Meadors, present Dr. Joseph Khan, present
Trevor Seal, present

Others present included Maalini Vijayan, Assistant Health Commissioner of Community Health Services; Tim Kelly, Assistant Health Commissioner of Environmental Health Services; Tom Racke, Director of Plumbing; Brian Williamson, Director of Environmental Health; Tyler Braasch, Director of Water and Waste; Dr. James Kaya, Medical Director; Katrina Stapleton, Fiscal Officer; Krista Rose, Communications Coordinator; Ashley Longbottom, Environmental Health Specialist-in-training; Daniel Slone, Water Quality Technician 1; and others as listed on Attachment #1.

CONSENT AGENDA:

Ms Vijayan 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. Vijayan recommended approval of the following items:

- 1. Approval of Board of Health Meeting Minutes from January 14, 2026-** Recommendation to approve the minutes of the January 14, 2026, Board of Health meeting as presented.
- 2. Approval to Promote Kevin McDonald to a Water Quality Technician 2-** Recommendation to promote Kevin McDonald to a Water Quality Technician 2 in the Water and Waste Division at the rate indicated on the attached salary sheet. (Attachment #2)
- 3. Approval of Resignation of Joshua Proffitt, Water Quality Technician 1-** Recommendation to accept the resignation of Joshua Proffitt as a Water Quality Technician 1 in the Water and Waste Division, effective February 4, 2026.

Mr. Meadors made a motion to approve consent agenda items #1 through #3. Dr. Rickabaugh seconded the motion.

NON-CONSENT AGENDA:

Variances:

Connect a Room Addition to the Existing Household Sewage Treatment System at 5340 Galley Hill Rd, Stonelick Twp (3-V-26)- Mr. Braasch stated Harvest Property Group LLC requested approval to connect a room addition to the existing leach field system at 5340 Galley Hill Rd, Stonelick Twp (3-V-26). Staff recommended disapproval because the proposed addition would be placed over the existing cistern, and OAC 3701-28-07 requires a private water system to be located so that it is accessible for cleaning, treatment, repair, alteration, testing, and other attention as may be necessary. Mr. Braasch noted the applicant's variance request stated an existing bedroom would be converted to an office; however, the office met the definition of a bedroom when determining capacity for the

septic system. Mr. Braasch also noted that an old well was located on the property and needed to be properly abandoned.

Victor Kapitula, a representative for Harvest Property Group LLC, stated he would like to keep the plan as presented, but may be able to alter the layout by creating a bump-out or covered porch. Mr. Braasch stated he would recommend approval of the addition contingent on receiving an updated floor plan that did not cover the existing cistern.

Dr. Khan asked for clarification that the cistern blocked by the proposed addition was the one currently in use, and the old well was being abandoned. Mr. Kapitula stated it was and asked if he could keep the old well. Mr. Braasch stated that, given the age of the well, it was very unlikely it would meet the criteria to be kept for agricultural use, but he could not say definitively without evaluating the well. Dr. Khan asked how big the lot was. Mr. Kapitula stated it was slightly less than two and a half acres.

Mr. Meadors asked if public water was accessible. Mr. Kapitula stated it was not.

Dr. Khan asked who would be living in the home. Mr. Kapitula stated family would reside in the home. Dr. Rickabaugh asked if anyone was living in the home currently. Mr. Kapitula stated the home was currently unoccupied. Dr. Rickabaugh asked if the occupants would be charged rent. Mr. Kapitula was not sure; he reiterated that it would be family. Mr. Meadors asked about the family size of the intended occupants. Mr. Kapitula stated two or three family members.

Mr. Brown asked if there were any issues with the septic system. Mr. Braasch stated the septic system passed all previous inspections and noted that an advantage of the home being connected to a private water system was the decreased load on the septic system.

Mr. Meadors made a motion to approve connecting a room addition to the existing leach field system at 5340 Galley Hill Rd, Stonelick Twp (3-V-26) contingent on a revised design that does not place the addition over the existing cistern and abandonment of the old well if it does not meet the criteria to be kept for agricultural use. Mr. Seal seconded the motion. The vote was three ayes and two nays; the motion carried. (Attachment #3)

New Black Water Holding Tank at 6922 Gaynor Road, Goshen Twp (4-V-26)- Mr. Braasch reported the Cincinnati Nature Center requested approval to install a black water holding tank at 6922 Gaynor Road, Goshen Twp (4-V-26). Staff recommended approval contingent on the tank passing a watertight test, documentation of anti-buoyancy measures, and a contract with a registered pumper being submitted. He noted the system would be a Hydro Action, which uses plastic tanks, so the designer submitted a plan on how to pump it monthly without floating the tanks.

Mr. Braasch asked when the facility was scheduled to open. Jordan Tobler, a representative from the Cincinnati Nature Center, stated they hoped to have employees at the facility beginning May 13, 2026.

Mr. Braasch asked if anti-buoyancy measures had been discussed. Stephanie Hall, a representative from the Cincinnati Nature Center, indicated they intended to strap railroad ties to the tank as an anti-buoyancy measure.

Mr. Braasch explained to Mr. Tobler and Ms. Hall that a contract to have the system pumped monthly was not submitted with the variance request and was needed before approval of the variance was granted. Ms. Hall explained that a portalet was currently being used on-site, and they planned to use the same company for pumping services if the variance request was approved.

Dr. Khan made a motion to approve installing a black water holding tank at 6922 Gaynor Road, Goshen Twp (4-V-26), contingent on the tank passing a watertight test and a contract for monthly pumping by a registered septic pumper being submitted. Mr. Meadors seconded the motion. The vote was all ayes, motion carried. (Attachment #4)

PUBLIC COMMENT:

No members of the public were present to offer comments.

NON-CONSENT AGENDA (continued):

Third Reading of a Resolution to Revise Local On-site Sewage Treatment System Regulation 415- Ms. Vijayan held the second reading of the resolution to revise Local On-site Sewage Treatment System Regulation 415 by title only.

Adoption Resolution 01-26 to Revise Local On-site Sewage Treatment System Regulation 415- Ms. Vijayan requested the Board adopt Resolution 01-26 to Revise Local On-site Sewage Treatment System Regulation 415.

Mr. Seal made a motion to adopt Resolution 01-26 to Revise Local On-site Sewage Treatment System Regulation 415. Mr. Meadors seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Seal, aye; motion carried. (Attachment #5)

Adoption of Resolution 02-26 Declaring Properties Public Health Nuisances- Ms. Vijayan presented the addresses of four properties to be considered a public health nuisance as stated on Attachment A of Resolution 02-26 Declaring Public Health Nuisances and Ordering Abatement of Nuisances at the identified properties. The properties were as follows:

1. 588 Wards Corner Rd, Loveland, OH 45140- The upflow filter inlet baffle is broken.
2. 6950 Paxton Rd, Loveland, OH 45140- The motor is not running and must be repaired or replaced; the upflow filter needs to be pumped and cleaned; and a new air filter on the motor needs to be installed.
3. 719 Windfield Dr, Loveland, OH 45140- The motor is not running and must be repaired or replaced; the upflow filter needs to be pumped and cleaned; and a new air filter on the motor needs to be installed.
4. 6351 Marathon Edenton Rd, Goshen, OH 45107- Wastewater is pooling on top of the ground with effluent on top of the mound, and the dosing tank lid needs to be replaced with a properly sized lid

Following a review and discussion, Dr. Khan made a motion to waive the three required readings of Resolution 02-26 Declaring the Properties listed on Attachment A Public Health Nuisances. Dr. Rickabaugh seconded the motion. The vote upon roll call was as follows: Mr. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Seal, aye; motion carried.

Dr. Khan then made a motion to declare Resolution 02-26 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: Mr. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Seal, aye; motion carried.

Dr. Khan then made a motion to adopt Resolution 02-26, declaring the properties listed on Attachment A to be public health nuisances and ordering abatement of nuisances at the identified

properties. The motion further stated that 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 call was as follows: Mr. Brown, aye; Dr. Rickabaugh, aye; Mr. Meadors, aye; Dr. Khan, aye; Mr. Seal, aye; motion carried. (Attachment #6)

Approval to Purchase Three Vehicles- Mr. Kelly reminded the Board that, to turn over the existing fleet every seven years, it is necessary to purchase three vehicles per year. He requested approval to purchase one Chevy Silverado 4WD Crew Cab Short Bed from Tim Lally Chevrolet at a cost of up to \$45,000 and two Ford Hybrid Escape ST AWD from Montrose Ford at a cost of up to \$35,000 each. All vehicles were on the state bid list. Mr. Kelly noted he originally planned to request purchasing a Honda Accord Hybrid Sport for \$37,000 instead of one of the Ford Escapes; however, after further research, it would take approximately eleven years to recuperate the increased cost through fuel efficiency. The total cost for the three vehicles is \$115,000. Mr. Kelly noted there would be one 2021 Nissan Altima and nine Ford F-150s to buy out the leases from Enterprise Fleet Management. Those vehicles would eventually be sold through Govdeals.com.

Dr. Khan made a motion to approve the purchase of one full-size pick-up truck at a cost of up to \$45,000 and two compact SUVs at a cost of up to \$35,000 each. Mr. Seal seconded the motion. The vote was all ayes, motion carried.

Approval of the 2027 Budget- Ms. Stapleton presented an overview of the proposed budget. She explained that for the past several years, cash reserves have continued to grow despite continued efforts to lower them to the recommended levels. This year, it was proposed to spend \$255,562 in reserves. She acknowledged that it was a jarring proposal and explained the reserve amount was due to several factors. The biggest factor was preparing for the discontinuation of the Workforce Development Grant in November of 2027. The Workforce Development Grant currently fully supports one Epidemiologist and the Assistant Health Commissioner of Community Health Services positions. The general fund would support those positions until they were eliminated through attrition. There were several high-level retirements expected in the next three to five years. The general fund would also resume supporting staff working on unfunded mandates and programs that are not self-sustaining. An estimated \$180,245 was appropriated from the cash reserves in Fund 7301. Fund 7310- Food Service would use \$19,782 in reserves to purchase vehicles. Fund 7331- Miscellaneous Grants had \$55,535 in cash reserves appropriated to accommodate repayment of funds advanced at the establishment of the fund once the Workforce Development Grant ends.

Ms. Stapleton stated the agency was requesting a 3.18% increase from what was appropriated for 2026, and the proposed budget includes a current 2.6% cost of living adjustment and a 10% increase in healthcare costs; no raise pool was budgeted. The budget proposed flat funding in the annual request from Townships and Villages. She stated the 2025 and 2026 budgets were structured to spend down cash reserves in several restricted funds, and in 2026, the cash reserves in most of those funds were expected to be at the benchmarked levels; thus, the expenses for those funds increased. Overall, the proposed 2027 budget reflects a 2.29% increase in salaries, a 9.36% increase in benefits, and a 0.17% decrease in other expenses.

Ms. Vijayan requested approval of the 2027 budget, which the Health Commissioner reviewed.

Dr. Khan made a motion to approve the 2027 budget. Mr. Seal seconded the motion. The vote was all ayes, motion carried. (Attachment #7)

Approval of Bills- Ms. Vijayan presented a list of the Health District's invoices paid in January 2026 for consideration. Following the Board's review and discussion, Dr. Rickabaugh made a motion to

approve the bills as presented. Dr. Khan seconded the motion. The vote was all ayes; motion carried. (Attachment #8)

DISCUSSION ITEMS:

Annual Report- Ms. Vijayan commended Krista Rose, Communication Coordinator, for her hard work on the 2025 Annual Report. She noted the new look and feel of the report, which highlights program activities and staff. (Attachment #9)

Southwest Ohio Air Quality Report 2025- Ms. Vijayan noted the 2025 Southwest Ohio Air Quality Report was included in the Board members' packets for review. (Attachment #10)

Results of the Retail Food Establishment Program Survey- Ms. Vijayan presented the results of the Retail Food Establishment Program Survey for review. She thanked the team for their efforts. This was the first time the program was evaluated using a written assessment rather than an on-site inspection. The program was approved; however, a small number of items required the development and submission of an action plan. Brian Williamson, Director of Environmental Health, was actively working to address these matters. (Attachment #11)

2025 Quality Improvement Projects Update- Ms. Vijayan reported that staff completed Phase 2 of the Employee Evaluation Quality Improvement (QI) Project. This phase focused on improving the probationary staff evaluation tool and process. She presented the project's storyboard for review. (Attachment #12)

District Advisory Council Meeting March 19, 2026- Ms. Vijayan reminded the members that the District Advisory Council (DAC) meeting was scheduled for Thursday, March 19, 2026, and provided a save-the-date flier. Dinner would be served at 6:30 PM, the Township Association would hold a brief meeting at 7:00 PM, and the DAC meeting would follow at 7:15 PM. (Attachment #13)

Ms. Vijayan notes Ms. Nesbit and staff were working diligently to find a physician to fill Dr. Khan's expiring position. Dr. Khan indicated his willingness to speak with any interested physicians.

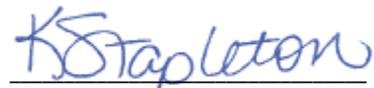
ADDITIONAL INFORMATION

Health Commissioner's return to office- Ms. Vijayan reported that Health Commissioner Nesbit planned to return to work in the office in early March.

ADJOURNMENT:

Dr. Rickabaugh made a motion to adjourn the meeting at 4:16 PM. Dr. Khan seconded the motion. The vote was all ayes; motion carried.


SECRETARY


RESPECTFULLY SUBMITTED