



**Public Health**  
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Fairfield Department of Health

**FAIRFIELD DEPARTMENT OF HEALTH**

**MEETING MINUTES**

**October 14, 2015**

**1550 Sheridan Drive, Suite 100**

**Lancaster, Ohio 43130**

**3:00 P.M.**

President Dave Petty called the Board of Health meeting to order at 3:00 p.m. Roll call was taken:

Roll Call: Tina Childers – Absent  
Charlie Engen – Present  
Dr. Darryl Koop – Absent  
David Petty – Present  
Jim Massey - Present

A quorum was established. The meeting began with the Pledge of Allegiance.

Staff Present: Larry Hanna, Administrator; Gwen Shafer, Nursing Director; Kathie Whitlock, Administrative Assistant; Paulette Tiller, Fiscal Officer; Kelly Spindler, Environmental Director; Merrilee Taylor, Public Health Emergency Preparedness Coordinator; Jen Valentine, R.S.

Others Present – Paul Kemmer, Michael Stobart; William Stobart; Sandra Stobart; Cindy Thompson, Leah Lyon; Lida Ward

Approval of Minutes – **Mr. Petty asked for a motion to approve the *September 9, 2015, meeting minutes*. Jim Massey moved to approve the *September 9, 2015, meeting minutes* as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Review Committee Report – The written report was submitted and filed appropriately in health department files. Mrs. Spindler discussed the property at [REDACTED] owned by Lida Ward. The history of this complaint was given. Mrs. Ward was referred to prosecution at the December 10, 2014 Board of Health meeting for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1, Section 4. She went to court in May, 2015 and was found guilty and fined. A re-inspection of her property was done and although some progress was noted, there is still an abundance of items on the property. Mrs. Ward was brought before the Environmental Review Committee last week and two Bloom Township officials were present. The township wants the case referred to Prosecution. Mr. Hanna and Mrs. Spindler met with the Prosecutor and will prosecute if the Board refers Ms. Ward to them. A lengthy discussion ensued.

It was the consensus of the Board of Health that health department staff arranges to meet at [REDACTED] with a Bloom Township Trustee and Ms. Ward to discuss what remaining Solid Waste needs to be removed from the property. Health Department staff will clarify to Ms. Ward and

photograph the Solid Waste that needs to be removed. A re-inspection will occur prior to the November 18<sup>th</sup> Board of Health meeting to determine if the solid waste had been removed. If the solid waste has not been removed, then the Board of Health will discuss and vote as to whether to refer to Prosecution.

Village of Baltimore – The public sewer system extends to Fast Max at SR 256 and SR 37 and to the Farm Credit Bureau on SR 37. Mr. Scott Brown, Village Administrator, Village of Baltimore, was present. The Village of Baltimore is requesting that the health department have the homeowners within 200 feet of the sanitary sewer system tie into the system. The sanitary sewers were put in 2013. A new private home sewage treatment system was put in a year after. Mr. Brown stated that it would be better for the homeowners to tie in all at the same time as it would be less expensive that way. There are 14 properties in the area that would be involved. Mr. Petty stated that according to state statute, the department is required to make these homeowners tie into the sanitary sewer system. The board needs to determine when they are to connect. A lengthy discussion ensued on the timeframe.

It was suggested that the health department send a letter to the homeowners involved to determine when they should connect to the sanitary sewer system. Mr. Petty stated that we need to discuss the logistics so everyone has a chance to be involved. An evening meeting would be held with the Board of Health holding a Public Hearing to determine when to have these homeowners connect to the sanitary sewer. Mr. Brown was asked to get the costs for the homeowners and the Health Department will compose letters and send them. The public hearing will take place on December 2<sup>nd</sup> at 7:00 p.m.

Resolution 2015-38 – Resolution 2015-38 – The purpose of Resolution 2015-38 is to adopt the Fairfield Department of Health, Environmental Health Division Operation and Maintenance (O&M) Plan for Home Sewage Treatment Systems. This is the public hearing for Resolution 2015-38. No public comments were noted. Resolution 2015-38 was read into the record as the **Second Reading**.

Approval of Environmental Review Committee Report – **Mr. Petty asked for a motion to approve the ERC Report and recommendations. Jim Massey moved to approve the ERC Report and recommendations as presented. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Financial Report – The written report was submitted and filed appropriately in health department files. Mrs. Tiller highlighted the written report. The department is 75% of the way through 2015, and has collected 78% of the revenue while spending only 68% of the budget. The transfers were listed on the bill list and were reviewed.

Resolution 2015-39 - The purpose of Resolution 2015-39 is to memo expense the WIC grant in the amount of \$358.92.

Resolution 2015-40 – The purpose of Resolution 2015-40 is for the appropriation of unappropriated monies in the Health Insurance funds and salaries.

Resolution 2015-41 – The purpose of Resolution 2015-41 is for the appropriation of unappropriated monies in the Bioterrorism grant.

Resolution 2015-42 – The purpose of Resolution 2015-42 is to memo expense the District Health fund in the amount of \$2,471.39 to pay the OPERS for the two carry-over employees at the Fairfield Community Health Center.

Approval of Resolutions – **Mr. Petty asked for a motion to approve the resolutions. Jim Massey moved to approve Resolution 2015-39; Resolution 2015-40; Resolution 2015-41; and Resolution 2015-42. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Statement and Out-of-County Travel – **Mr. Petty asked for a motion to approve the Financial Report and Out-of-County Travel as presented. Jim Massey moved to approve the Financial Report and Out-of-County Travel as submitted. Charlie Engen seconded the motion. The motion was passed by a unanimous voice vote.**

Mrs. Tiller discussed the amount that has been spent on accreditation so far (\$11,500.00). The 2017 budget was discussed with the Finance Committee and it is currently out of balance. Discussion ensued with the Finance Committee regarding increasing fees department-wide. The health insurance for the department will increase 25%; the budgeted amount for 2016 was 10%.

Nursing Report – The written report was submitted and filed appropriately in health department files. Mrs. Shafer highlighted the written report.

Billable Contract – Mrs. Shafer reviewed the contract. The contract is with the Ohio Department of Health and the cost is \$8,000.00 to join a billing consortium and \$12,500.00 to purchase vaccine for children with private insurance. **Mr. Petty asked for a motion. Charlie Engen moved to approve the contract with the Ohio Department of Health. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

#### Administrator's Report

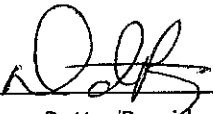
Approval to dispose of vehicle – Mr. Hanna discussed the deteriorating condition of the 1993 Ford Ranger. **Mr. Petty asked for a motion. Jim Massey moved to grant the Administrator permission to take the necessary steps to dispose of the 1993 Ford Ranger. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**


Approval of Retirement Request – Mr. Hanna reported that Paulette Tiller, Fiscal Officer submitted a letter of intent to retire. Her last day at the office would be February 29, 2016. **Mr. Petty asked for a**

**motion. Charlie Engen moved to accept the retirement request of Paulette Tiller, Fiscal Officer. Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

**Approval of Emergency Response Plan – Mr. Petty asked for a motion to approve the Emergency Response Plan as presented. Charlie Engen moved to approve the Emergency Response Plan and Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

**Adjournment – There being no further business, the meeting adjourned at 5:00 p.m. on motion by Charlie Engen and seconded by Jim Massey. The motion passed by a unanimous voice vote.**

  
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Dave Petty, President  
Fairfield Department of Health

  
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Mark Aebi, M.D., Secretary  
Fairfield Department of Health