



**Public Health**  
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Fairfield Department of Health

FAIRFIELD DEPARTMENT OF HEALTH  
MEETING MINUTES  
Fairfield Department of Health  
Lancaster, Ohio 43130  
December 14, 2016  
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 – Present  
Charlie Engen – Present  
Dr. Darryl Koop – Present  
David Petty – Present  
Jim Massey - Present

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

Staff Present: Larry Hanna, Administrator; Kathie Whitlock, Administrative Assistant; Jamie Ehorn, Fiscal Officer; Kelly Spindler, Environmental Director; Diana Stover, R.N.

Others Present – Alexis Gavorcik; Taylor Carpenter; Isaac East.

Approval of Minutes – **Mr. Petty asked for a motion to approve the November 9, 2016 meeting minutes. Jim Massey moved to approve the November 9, 2016 meeting minutes as presented. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Environmental Report – The environmental report was submitted and filed appropriately in health department files. Kelly Spindler highlighted the written report.

Resolution 2016-33 - The purpose of Resolution 2016-33 is to increase the following program fees: Food Program, Campground Program, Swimming Pool Program, Sewage Program, Semi-Public Program, Subdivision(s), Plumbing Program, Private Water Systems Program, Nuisance Re-Inspection and Phase 1 Environmental Assessment. Discussion ensued. Mr. Hanna stated that there has been an addition to the fee schedule. The Park/Camp section was added with a \$2.00 charge per each additional lot for temporary camps. **Mr. Petty read Resolution 2016-33 into the record as the third reading. This is also the public hearing for the Resolution.** Mr. Petty asked for any comments from the public. None were noted. **Mr. Petty asked for a motion. Jim Massey moved to approve Resolution 2016-33. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-53 – The purpose of Resolution 2016-53 is to grant a variance to waive the required length along contour as stated in OAC section 2701-29-15(N)(2) for the soil absorption component located at 4682 Old Columbus Rd., NW, Carroll, OH 43112 (Thomas E. Kinsel). Mrs. Spindler further

discussed the resolution. **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-53. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-56 – The purpose of Resolution 2016-56 is to refer Basil Keeney, 867 Blacklick Road, Millersport, to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations Part 1, Section 4 *“No person shall permit, cause, dump, deposit, or allow to remain on any property owned, occupied, leased, or otherwise controlled by such person, the accumulation of solid waste, garbage, construction and demolition waste, salvage material, recyclable material, brush, junk, tires, or other regulated waste in such quantities to constitute a public health nuisance.”* And for failure to comply with Ohio Revised Code 3707.01: *“The board of health of a city or general health district shall abate and remove all nuisances within its jurisdiction. It may, by order, compel the owners, agents, assignees, occupant, or tenants of any lot, property, building, or structure to abate and remove any nuisance therein, and prosecute such persons for neglect or refusal to obey such orders.”* Discussion ensued. **After discussion, Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-56. David Petty seconded the motion. The motion passed with three “ayes” and 2 “nays”.**

Resolution 2016-60 – The purpose of Resolution 2016-60 is to amend Resolution 2015-30 regarding the establishment of a processing fee for the refunding of a permit, an application, or a registration. This resolution amends Resolution 2015-30 and applies to only food program fees. **Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-60. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Resolution 2016-59 – The purpose of Resolution 2016-59 is to refer Gosia Burroughs to prosecution for failure to comply with Fairfield County General Health District Comprehensive Solid Waste Regulations. Mrs. Spindler discussed this situation with the Board Members. A dumpster was placed at this residence for the homeowner to remove the debris. The homeowner asked for more time because she needed help with the removal of the debris. Mrs. Spindler requested allowing the homeowner to have one more week (Thursday, December 22, 2016) to remove the debris. Discussion ensued. **After discussion, Mr. Petty asked for a motion. Tina Childers moved to approve allowing Gosia Burroughs to have one more week to clean up the property and place the debris into the dumpster. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.** Resolution 2016-59 will be addressed at the next Board of Health meeting, if this situation has not been abated.

Approval of Solid Waste Licensing Facilities – Mrs. Spindler stated that there are six (6) solid waste facilities in Fairfield County that need licensed for 2017 (Pine Grove Landfill, Lancaster Transfer Station, Lancaster Tire Collection, Southeastern Correctional Institute, M&B Demolition Disposal and Walnut C&DD Facility). **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve the 2017 licenses for the six (6) solid waste facilities listed above. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

2017 CFLP Solid Waste District Contract – Mr. Hanna discussed the 2017 CFLP Solid Waste District contract. This is a renewal contract. **Mr. Petty asked for a motion. Dr. Darryl Koop moved to approve**

**the 2017 CFLP Solid Waste District contract as presented. Charlie Engen seconded the motion. The motion passed by 4 “ayes” and 1 “abstained”.**

Finance – The finance report was submitted and filed appropriately in health department files. Mrs. Ehorn highlighted the written report. The department is 92% of the way through 2016 and has collected 98% of the revenue while spending 89% of the budget. The transfers were listed on the financial statement. Mrs. Ehorn discussed the program funds, revenue and expenses by month and reviewed the year-to-date balances and bill lists.

Resolution 2016-49 – The purpose of Resolution 2016-49 is for the appropriation of unappropriated monies in the *Salaries* account in the amount of \$1,500.00 and in the *Materials and Supplies* account in the amount of \$1,500.00.

Resolution 2016-50 – The purpose of Resolution 2016-50 is for a cash transfer to the Public Health Nursing fund in the amount of \$50,000.00.

Resolution 2016-51– The purpose of Resolution 2016-51 is make a cash transfer to the Food Services fund in the amount of \$3,500.00.

Resolution 2016-52 – The purpose of Resolution 2016-52 is to memo expense the District Health fund in the amount of \$596.65. This expense is due to OPERS requiring the health department to pay retirement for a former employee now working at the Fairfield Community Health Center.

Resolution 2016-54 – The purpose of Resolution 2016-54 is to rescind a cash transfer to the Public Health Nursing fund in the amount of \$50,000.00.

Resolution 2016-55 – The purpose of Resolution 2016-55 is to make a cash transfer to the Public Health Nursing fund in the amount of \$6,000.00.

Resolution 2016-58 – The purpose of Resolution 2016-58 is for the authorization for staff increases. The Board of Health voted to award all health department staff a 3% increase for 2017 effective December 10, 2016.

**Approval of Resolutions – Mr. Petty asked for a motion. Tina Childers moved to approve Resolution 2016-49, Resolution 2016-50, Resolution 2016-51, Resolution 2016-52, Resolution 2016-54, and Resolution 2016, 55. Charlie Engen seconded the motion. The motion passed by a unanimous voice vote.**

**Approval of Resolution 2016-58 – Mr. Petty asked for a motion. Charlie Engen moved to approve Resolution 2016-58 (health department staff pay increases for 2017). Jim Massey seconded the motion. The motion passed by a unanimous voice vote.**

Approval of Financial Statement– **Mr. Petty asked for a motion to approve the Financial Report as presented. Dr. Darryl Koop moved to approve the Financial Report. Tina Childers seconded the motion. The motion was passed by a unanimous voice vote.**

2018 Budget – Mrs. Ehorn presented the 2018 health department budget for the Board Members to review and discuss. The budget shows a \$26, 801.00 deficit. Several scenarios were presented to balance the budget with increases from the District Advisory Council (DAC). After discussion it was suggested that the scenarios be presented to the District Advisory Council and get their opinion and suggestions at the January DAC meeting.

Nursing Report – The written report was submitted and filed appropriately in health department files. Mrs. Stover highlighted the written report. No questions were noted.

#### **Administrator’s Report**

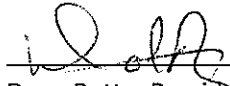
Approval of Plumbing Contract with Hocking County – The plumbing contract is with Hocking County Health Department to share the Fairfield Department of Health’s plumbing inspector. This is a renewal contract and includes the 3% salary increase for the inspector. **Mr. Petty asked for a motion. Tina Childers moved to approve the contract with Hocking County for the renewal of the Plumbing Contract. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

Approval to close Department – Mr. Hanna requested closing the department on February 15, 2017 for work on the department Strategic Plan. Once the Strategic Plan is completed, the FDH will have all the prerequisites needed to apply for accreditation (Community Health Assessment, Community Health Improvement Plan and Strategic Plan). The board gave a verbal consent to close the department for the day on February 15, 2017.

Sewage Appeals Board – Mr. Hanna asked for the board to approve Paul Martin as an appointee to the Sewage Appeals Board. Mr. Martin has served on the Sewage Appeals Board and has agreed to renew his terms. **Mr. Petty asked for a motion. Tina Childers moved to approve the reappointment of Paul Martin to the Sewage Appeals Board. Dr. Darryl Koop seconded the motion. The motion passed by a unanimous voice vote.**

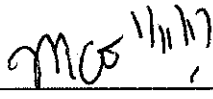
Public Comments – No public participants were noted.

Adjournment – There being no further business, the meeting adjourned at 4:00 p.m. on **motion by Tina Childers 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