

**Hamilton County General Health District**  
**REGULAR MEETING – BOARD OF HEALTH**  
**Minutes – July 16, 2007**

**1. Call to Order**

At 6:30 p.m., President Mark Rippe called to order the regular session of the Board of Health of the Hamilton County General Health District.

**2. Roll Call of Members**

Members Present: President, Mark Rippe; Vice President, Thomas Chatham;  
Tracey Puthoff, Esq.; Jim Brett

District Staff: Timothy Ingram, Health Commissioner;  
Greg Cassiere; H. Stephen Bjornson, M.D.; Nee Fong Chin,  
Chief Assistant Prosecuting Attorney

Guests: Jennifer Davis, Court Reporter; Max & Colleen Greissinger

**3. Approval of Minutes**

**Mr. Chatham** moved to approve the minutes of the meeting for June 18, 2007.

**Ms. Puthoff** seconded the motion.

**Roll call vote – Yes: Puthoff, Rippe, Chatham**

**Abstain: Brett**

**4. Health Commissioner's Report**

Mr. Ingram recommended that the Hamilton County Board of Health adopt *Resolution D-2007* declaring an emergency and adopting *Household Sewage Regulation 529* with a few minor changes. Mr. Cassiere, Supervisor of the Water Quality Division, presented the changes:

**a. Section 529.06 D, Pages 23 and 24, Provisional Operation Permits**

Mr. Cassiere stated that the Water Quality Division included sample wells in *Regulation 529* as part of a provisional operation permit program. The reason is that staff members need to access systems that discharge into collector lines. Staff can't take samples from these discharge lines without a sample well on the line. In the past, staff ordered in sample wells, but when it gets to the prosecution stage, staff can't follow up. Therefore, the staff wants to put sample wells in the code.

**b. Section 529.16 Page 58 Privy and Holding Tank**

Mr. Cassiere stated Water Quality would like to add the following to Section E: **“Only one temporary holding tank permit may be granted per parcel without a variance from the Board of Health.”** This section deals with allowing holding tanks to be permitted without a variance approval. This permit will apply only to new construction. Mr. Rippe said the one thing this would change is the Board would not currently hear anymore of these variances for the black water holding tanks unless the applicants do not get the work done within the required time period. Then, they would have to come back to the Board for a variance. Ms. Puthoff noted that in a sentence in Section D, the words permit and be should be inserted, so that the sentence reads – “A temporary tank permit may be granted without a variance from the Board of Health only when the following conditions exist . . .”.

**c. Section 529.21 Page 64 Small Flow On-Site Sewage Treatment Systems**

Mr. Cassiere stated that State law allows a local health district to permit commercial facility systems that do not discharge and treat no more than one

thousand gallons of sewage per day. As part of the 2007 State rules, the Health District began permitting and inspecting these facilities, and the amendments allow us to continue to do so. Therefore, this should be included in *Regulation 529*. Mr. Rippe commented that this concept was not suspended by the State and needs to be added. Mr. Brett said this addition to *Regulation 529* allows the Health District to provide these services to people so they do not have to go to OEPA.

**d. Section 529.04 Page 20 Applications, HSTS Design, and Sanitation Site Plans**

Mr. Cassiere stated that they would like to change the wording in section L because Board members felt the wording was confusing. It will read: “**A secondary treatment component of an HSTS that requires complete replacement shall be required to obtain an Application to Construct or Replace.**” This was put in the Regulation because there is a fine line between alteration and replacement. The State said that anytime a secondary treatment device needs to be updated or replaced, the owner needs to apply for an application to construct.

Mr. Ingram read *Emergency Resolution D-2007, Declaring an Emergency Adoption of Household Sewage Regulation 529*. **Ms. Puthoff** moved to approve *Resolution D-2007, Declaring an Emergency and Adoption of Household Sewage Regulation 529*, and **Mr. Chatham** seconded the motion.

**Roll call vote – Yes: Brett, Puthoff, Chatham, Rippe**

*Regulation 529* became effective at 6:50 p.m., July 16, 2007.

**5. Regulation 4-2007, Adopt Revised Fees for Household Sewage Systems**

Mr. Rippe stated the next item on the agenda is *Regulation 4-2007*, to adopt the revised fees for household sewage systems. Mr. Ingram stated that *Regulation 4-2007* is necessary in light of the Board’s approval of *Regulation 529*. The State fee portion that we were paying has now decreased from \$50.00 to \$25.00. For every new permit the Health District issues, it has to send \$25.00 instead of \$50.00 to the Ohio Department of Health. Because staff members are now familiar with Regulation 529 and trained, the Health District operates more efficiently in this program. Therefore, staff has proposed the following fee schedule and changes:

1. Sewage Treatment System (STS) Application to Construct or Replace – This was \$385.00 and is being reduced to \$335.00.
2. STS Permit to Install (includes \$25.00 state fee) – This was \$370.00 and is being reduced to \$340.00.
3. Plan / STS Design Change review – This will be \$35.00 per hour with a 2-hour minimum. This is a new fee for changes on designs. It typically takes about 2 hours to review design changes. Mr. Chatham stated that he wants to make sure that fixed overhead, support people, and administration were taken into consideration in determining the hourly rate.
4. Application for STS Alteration (total job cost over \$1,000) – This will be \$250.00. It is a new fee. Mr. Cassiere stated that staff needs to go to the site and assess the situation, check the soil, possible dye tests, check for

tank leakage, etc. This can be a long process. Most of these alterations will cost more than \$1000.00.

5. Application for STS Alteration (minor total job cost under \$1,000) –This will be \$50.00. It is a new fee. This fee is for jobs that are smaller that do not require much staff time.
6. STS Alteration Permit – This was \$320.00 and is being reduced to \$250.00 for a major job (total job cost over \$1000).
7. STS Alteration Permit – This was \$320.00 and is being reduced to \$100.00 for a minor job (total job cost is under \$1000).
8. Unauthorized / Unpermitted Work on an STS – This is subject to Regulation 529.07(J) that states installer or repairer will be charged by paying two times the current installation permit fee for doing unauthorized/unpermitted work on an STS.
9. Application for a Temporary Holding Tank Without a Variance – This cost is \$100.00. It is a new fee. The fee includes initial inspections to assess soil conditions. The homeowner has to submit to the Health District monthly evidence that they are having the tank pumped out. If we do not receive that, we will have to make additional site visits. There is an extra site visit and a \$30.00 processing fee included in the \$100.00 fee.

Mr. Ingram read *Regulation 4-2007* into the record. **Mr. Brett** moved to approve *Regulation 4-2007- Adopt Revised Fees for Household Sewage Systems*. **Mr. Chatham** seconded the motion.

**Roll Call Vote – Yes: Brett, Puthoff, Chatham, Rippe.**

- Mr. Ingram was asked where the generators were purchased. He stated they were purchased from Western Shelter Systems.
- The Board asked Mr. Ingram to extend their appreciation to Kevin Hawkins and Venessa Walker for the outstanding work they do for Hamilton County.

**6. Unfinished business**

Variance for Max & Colleen Greissing, 11206 Foremark Drive, Sycamore Township – This variance was tabled last month. They are requesting to continue to use their septic system rather than connect to the sanitary sewer. Jennifer Davis, Court Reporter, took the minutes for the variance hearing. Court reporter transcript and attachments are available by contacting the Health Commissioner at Hamilton County General Health District.

**Mr. Brett** moved to deny the Greissingers' variance request to continue using the existing septic system. **Mr. Chatham** seconded the motion. **Mr. Chatham** modified the motion, adding that the Greissingers have until December 31, 2007, to connect to the sanitary sewer. **Mr. Rippe** moved to accept the new motion; **Mr. Brett** seconded.

**Roll Call Vote – Yes: Brett, Puthoff, Chatham, Rippe**

**7. Finances**

**Revenue and expenditures** – Ms. Putoff asked why the Drug and Medical Supply expenditure is 62% above last year. Mr. Ingram was not sure and said he would e-mail information to the board the next day. Mr. Brett asked why inspections for home sewage system were running, to date, considerably above last years. Mr. Ingram said it's a combination of having a very dry year with Mr. Cassiere adding that the Water Quality Division is fully staffed. **Ms. Puthoff** moved to approve the revenue and expenditure report and the mileage and disbursement report. **Mr. Chatham** seconded the motion.

**Roll Call Vote – Yes: Brett, Puthoff, Chatham, Rippe**

**8. New Business - Medical Director's Contract - Dr. Bjornson**

Mr. Ingram stated that Dr. Bjornson will be retiring from the University of Cincinnati Medical School at the end of August. Dr. Bjornson has been asked to spend more time in the Health District's office. Dr. Bjornson would like to get a feel for being in the office more and would like to try it until the end of December, 2007. **Mr. Chatham** moved to approve extension of Dr. Bjornson's contract for six months, and **Mr. Rippe** seconded the motion.

**Role Call Vote – Yes: Brett, Puthoff, Chatham, Rippe**

**9. Executive Session**

**Ms. Puthoff** moved to go into executive session for personnel reasons at 8:45 p.m., and **Mr. Brett** seconded the motion.

**Role Call Vote – Yes: Brett, Puthoff, Chatham, Rippe**

**10. Adjournment:** The Board returned from executive session at 9:40 p.m. With no other business to come before the Board, **Ms. Puthoff** moved to adjourn at 9:45 p.m., and **Mr. Brett** seconded the motion.

**Role Call Vote – Yes: Brett, Puthoff, Chatham, Rippe**

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Mark A. Rippe, President

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Timothy I. Ingram, Secretary  
Health Commissioner

