



Public Health
Prevent. Promote. Protect.

Board of Health Sidney-Shelby County

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The regular meeting of the Sidney-Shelby County Board of Health was called to order by Dr. Aaron Sargeant at 7:00 p.m. on April 17, 2024. The meeting was held at the health department located at 202 West Poplar Street, Sidney, Ohio.

Other Board of Health members present included; Bill Ankney, Ted Holthaus, and Dr. Matt Vasko. Also in attendance were Teri Heath, Director of Nursing, Erica Lentz, Health Commissioner, Tia Toner, HR Manager, Jay Stammen, Registered Environmental Health Specialist, Kimberly DeLoye, Fiscal Officer, and Kyle Hoying.

ADOPTION OF REVISED AGENDA

Dr. Vasko moved, seconded by Mr. Ankney to approve the revised agenda. Motion approved.

APPROVAL OF MARCH 20, 2024 and APRIL 1, 2024, 2024 MEETING MINUTES

Dr. Vasko moved, seconded by Mr. Ankney to approve the March 20, 2024 and the April 1, 2024 meeting minutes. Motion approved.

ENVIRONMENTAL HEALTH REPORT

Hoying Carpentry LLC., Brian & Krista Schulze, 7631 Amsterdam Rd., Anna – Sewage Separation Variance Request

Jay Stammen presented this agenda item. Kyle Hoying was present and provided information for the Board.

Situation:

Hoying Carpentry LLC. is requesting a sewage separation variance on behalf of Brian and Krista Schulze for the property above. The Schulze's are adding a 52x48 garage addition to the property. The proposed plan would put the addition in a location involving the sewage treatment system. This would not meet the current code requirement of 10 feet of separation. They are seeking a variance for the addition to be 7 feet from the septic tank.

EH Staff Recommendation:

The staff recommends approving the variance of 7 feet of separation between the proposed addition and the septic tank with the stipulation the clean out is moved outside the new foundation. The Board has issued similar variances in the past.

Mr. Holthaus moved, seconded by Dr. Vasko to approve the variance allowing for 7 feet of separation between the addition and septic tank with the stipulation the clean out is moved outside the new foundation. Motion approved.

10040 Thompson Schiff Property LLC., Survey No. 2, Sharp Rd. & Thompson Schiff Rd., Franklin Township- 4-Lot Subdivision Approval

Jay Stammen presented this agenda item.

Situation:

10040 Thompson Schiff Property LLC is requesting approval for a 4-lot subdivision. The Shelby County Regional Planning office requires any 4-lot subdivision to be brought to the Board of Health for approval.

EH Staff Recommendations: To approve the survey with the following stipulations:

1. The existing sewage system is replaced on tract 2.
2. Recommend the developer follow the culvert ditch sizing recommendations of the Shelby County Soil & Water Conservation District.

Dr. Vasko moved, seconded by Mr. Holthaus to approve survey No. 2 for the 4-lot subdivision with the stipulations recommended by staff; the existing sewage system is replaced on tract 2, and recommendation for the developer to follow the culvert ditching sizing recommendations of the Shelby County Soil & Water Conservation District. Motion approved.

Environmental Health Updates

Jay Stammen updated the Board on the Clean Up Day held on April 13, 2024. The site located at the Inn Between in Dinsmore Township filled one and one half trash compactors and one 30-yard dumpster. The site located at the Houston Community Center in Loramie Township filled six 30-yard dumpsters.

APPROVAL OF BILLS

Mr. Holthaus moved, seconded by Mr. Ankney to approve bills. Motion approved.

FINANCIAL REPORT

Kimberly DeLoye presented the March 2024 financial report.

March 21, 2024 Letter to the Auditor

The Health Commissioner sent a letter to the Auditor on March 21, 2024 to increase appropriations in Health by \$1,900.00, General Nursing by \$11,200.00, and General Environmental Health by \$11,600.00.

March 28, 2024 Letter to the Auditor

The Health Commissioner sent a letter to the Auditor on March 28, 2024 to advance \$13,000.00 out of Health and advance into the WIC grant.

Mr. Ankney moved, seconded by Mr. Holthaus to approve both March 21, 2024 and March 28, 2024 Letters to the Auditor. Motion approved.

PUBLIC HEALTH NURSING REPORT

Monthly Report

Teri Heath presented the March 2024 nursing report, infectious disease report, and nursing updates.

HEALTH COMMISSIONER REPORT

Erica Lentz reviewed the Preliminary Budget Meeting minutes held on April 3, 2024. Information was shared on the Blessing of the Wheels event occurring on April 27, 2024.

ADJOURN TO EXECUTIVE SESSION

Dr. Vasko moved, seconded by Mr. Holthaus to enter into executive session at 8:29 p.m. to discuss compensation of a public employee or official. Motion carried with a roll call vote. Mr. Ankney, yes; Mr. Holthaus, yes; Dr. Sargeant, yes; Dr. Vasko, yes.

Tia Toner and Erica Lentz were included in a portion of the executive session.

RECONVENE PUBLIC MEETING

Mr. Holthaus moved, seconded by Mr. Ankney to reconvene the public meeting at 8:50 p.m. Motion carried with a roll call vote. Mr. Ankney, yes; Mr. Holthaus, yes; Dr. Sargeant, yes; Dr. Vasko, yes.

Dr. Vasko moved, seconded by Mr. Ankney to approve the proposed drafted pay scale as presented to allow flexibility when hiring new staff, approve a 5% pay increase for all hourly staff retroactive to the first pay period of 2024, and increase the annual salary of the health commissioner to \$91,000 starting on April 20, 2024. Motion approved.


Next Board of Health Meeting- May 15 at 7:00 p.m.

ADJOURNMENT

Dr. Vasko moved, seconded by Mr. Holthaus to adjourn the meeting. Motion approved.



Aaron Sargeant, DVM, PhD, President
Sidney-Shelby County Board of Health



Erica Lentz, MSN, RN
Health Commissioner/Board Secretary

15 May 2024
Date