



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 October 15, 2025. 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, Shelby Pence, and Dr. Matt Vasko. Quorum was established. Also in attendance were Erica Lentz, Health Commissioner, Kent Topp, Environmental Health Director, Eileen Ferree, Accreditation Coordinator, Teri Heath, Director of Nursing, Kim DeLoye, Fiscal Officer, Tia Toner, Human Resource Manager, Amy Landis, Mark Landis, Amanda Kelsey, Mark Hughes, and Annette Boone.

ADOPTION OF REVISED AGENDA

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

APPROVAL OF SEPTEMBER 17, 2025 MEETING MINUTES

Dr. Vasko moved, seconded by Mr. Holthaus to approve the September 17, 2025 meeting minutes. Motion approved.

ENVIRONMENTAL HEALTH REPORT

Annette Boone, 10509 Ft. Loramie Swanders Rd., Sidney – Household Sewage System Variance

Kent Topp presented this agenda item.

Situation:

Ms. Boone plans to upgrade her sewage system in her existing home. She contacted Bobcat Multiworks and Steve Miller (soil evaluator and designer) to complete the work. The soil evaluation showed seasonal perched water at 6 inches below grade. Therefore, only 6 inches of “in situ” soil is present. A minimum of 8 inches of “in situ” soil is required per BOH Resolution 14-7 Section 3.

Ms. Boone is requesting a variance to allow for 6 inches of “in situ” soil.

Staff Recommendation:

Approve the variance to allow for 6 inches of “in situ” soil with the stipulation that the sewage system will be installed according to the mound style system submitted by Steve Miller.

Mr. Holthaus moved, seconded by Mr. Ankney to approve the variance to allow for 6 inches of “in situ” soil with the stipulation that the sewage system will be installed according to the mound style system submitted by Steve Miller. Motion approved.

Skylar Brown, 1574 S. CR 25A, Sidney – Refer to the County Prosecutor

Mr. Brown has a failing sewage treatment system and has failed to obtain a maintenance contract. On September 17, 2025 the Board of Health approved an Order for the home to remain vacant. The home was

placarded with the “Order to Remain Vacant”. The sign was removed. Due to non-compliance, the next step is to refer to the County Prosecutor.

Mr. Holthaus moved, seconded by Mr. Ankney to refer the matter to the County Prosecutor. Motion approved.

Mark Landis, 13395 McCartyville Rd., Anna – Private Water System Variance

Kent Topp presented this agenda item. Mark and Amy Landis were present and provided information to the Board.

Situation:

Mr. Landis recently installed an inground pool and was not aware of the Ohio Private Water System Rules that set forth how far a well can be from in-ground swimming pool. The new pool is 6 feet from the well. Mr. Landis would like to have a concrete deck poured around the pool, making the concrete surrounding the pool only 2 feet from the well.

Mr. Landis is requesting a variance from the isolation distances set forth in the Ohio Private Water System Rules, OAC 3701-28-07, to have the in-ground swimming pool 6 feet from the well and the surrounding deck to be 2 feet from the well. Mr. Landis will install a channel drain to intercept pool water overflows near the well.

Staff Recommendation:

To approve the variance for the swimming pool to be 6 feet from the well, the surrounding concrete deck to be 2 feet from the well, and channel drains will be installed to intercept pool water overflows near the well.

Mr. Holthaus moved, seconded by Mr. Ankney to approve the variance to allow for 6 feet of separation from the pool to the well, 2 feet of separation between the concrete deck around the pool and the well, and channel drains be installed intercept pool water near the well. Motion approved.

Environmental Health Updates

Kent Topp updated the Board on the Water Pollution Control Loan Grant. One bid was received from Deaton Soil Service. The quoted cost per site is \$2,600.

Kent provided information on “in situ” soil and reviewed the Health Department’s Resolution 14-7, section 3 – General Soil Absorption Standards.

STRATEGIC PLAN

Eileen Ferree presented the Strategic Plan. There were a few corrections noted. Eileen will make the suggested changes.

Mr. Holthaus moved, seconded by Ms. Pence to approve the Strategic Plan with the corrections. Motion approved.

APPROVAL OF BILLS

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

FINANCIAL REPORT

Kim DeLoye presented the September 2025 financial reports. Erica Lentz shared the IT cost and the breakdown for the health department. The estimated total for IT cost is \$45,884.58.

October 7, 2025 Letter to the Auditor

There were two letters to the auditor dated October 7, 2025. The first letter was to increase Food (9006-41038-46200) by \$500. The second letter increased the following appropriations: Health (9004-41036-56000) by \$14,500, Water (9054-41072-52610) by \$430, Water (9054-41072-52660) by \$2,500, and Food (9006-41038-52610) by \$184.

Dr. Vasko moved, seconded by Mr. Ankney to approve both October 7, 2025 Letter's to the Auditor. Motion approved.

Employee Health Insurance

Erica reviewed the employee insurance increase for 2026. The increased cost for insurance was around 14%. Shelby County has elected to absorb the majority of the increase. Each employee's portion will go up \$20 a month for those who have completed the wellness program. The increase will increase the current budget by \$49,181.28.

Dr. Vasko moved, seconded by Mr. Ankney to align with Shelby County for the insurance increase. Motion approved.

PUBLIC HEALTH NURSING REPORT

Monthly Report

Teri Heath presented the September 2025 nursing report and infectious disease report. Updates were given on the harm reduction grant.

HEALTH COMMISSIONER REPORT

Erica Lentz shared the following;

1. Health Department Levy Fact Sheet
2. Harm reduction event flyer
3. October 5, 2025 AOHC Newsletter

ADJOURN TO EXECUTIVE SESSION

Dr. Vasko moved, seconded by Mr. Holthaus to enter into executive session at 8:23 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Motion carried with a roll call vote. Mr. Ankney, yes; Mr. Holthaus, yes; Ms. Pence, yes; Dr. Sargeant, yes; Dr. Vasko, yes.

Erica Lentz, Tia Toner, Kent Topp, and Teri Heath were included in the executive session.

RECONVENE PUBLIC MEETING

Dr. Vasko moved, seconded by Ms. Pence to reconvene the public meeting at 9:05 p.m.. Motion carried with a roll call vote. Mr. Ankney, yes; Mr. Holthaus, yes; Ms. Pence, yes; Dr. Sargeant, yes; Dr. Vasko, yes.

No action taken in Executive Session.

Next Board of Health Meeting- November 19, 2025 at 7:00 p.m.

ADJOURNMENT

Dr. Vasko moved, seconded by Ms. Pence to adjourn the meeting at 9:07 p.m. Motion approved.



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

Date



Erica Lentz, MSN, RN
Health Commissioner/Board Secretary

17 Dec 2025
Date