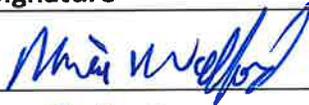
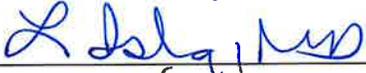
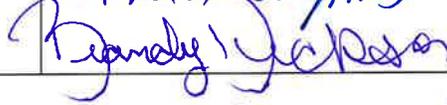


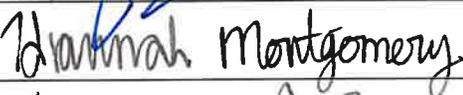
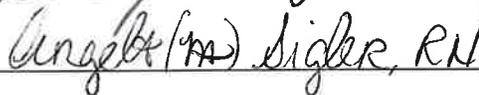
**REGULAR BOARD OF HEALTH MEETING**

January 21, <sup>2025</sup>2024 @ 6:00 P.M.

**Sign-in Sheet**

Printed Name	Signature	Agency	Title
Mike Wolford		BOH	President
Dr. Linda Iskra		BOH	Vice President
Nancie Bechtel		BOH	Board Member
Spencer Cheek		BOH	Board Member
Colin Hedges		BOH	Board Member
Roxan Sigmon		BOH	Board Member
Brandy Dickson		BOH	Board Member

**STAFF**

Andrew Bull, MPH, REHS		PCPH	Health Commissioner
Hannah Montgomery, BSH, REHS		PCPH	Environmental Health Director
Kaleigh Fields		PCPH	Office Manager
Angela (Miller) Sigler, RN		PCPH	Director of Nursing

**GUESTS**

Warren Spangler		District Advisory Council	President
		Spohr Exc. Inc	owner

# Pickaway County Public Health

110 Island Road, Suite C, Circleville, OH 43113

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## REGULAR BOARD OF HEALTH MEETING

JANUARY 21, 2025

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### REGULAR BOARD OF HEALTH MEETING

The Pickaway County General Health District met in regular session on Tuesday, January 21, 2025, at 6:00 p.m., located at 110 Island Road, 2nd floor.

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#### 1) CALL TO ORDER

Board of Health President, Mike Wolford called the meeting to order at 6:01 p.m. The following Board of Health Members answered roll call:

Mr. Mike Wolford, President  
Dr. Linda Iskra, Vice President  
Mr. Spencer Cheek, Board Member (absent)  
Mr. Colin Hedges, Board Member  
Ms. Roxan Sigmon, Board Member  
Ms. Nancie Bechtel, Board Member  
Ms. Brandy Dickson, Board Member

#### Staff:

Mr. Andrew Bull, MPH, REHS, Health Commissioner  
Ms. Hannah Montgomery MPH, REHS  
Ms. Angela (Miller) Sigler, RN  
Mrs. Kaleigh Fields, Office Manager

#### DAC Chair:

Warren Spangler

#### Guests in attendance:

Tom Spohn, Owner, Spohn Excavating

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## REGULAR BOARD OF HEALTH MEETING

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1) **CONTINUED EDUCATION: ACCOMPLISHMENT LIST 2024:** At 6:05 pm Mr. Bull presented to the board the 2024 accomplishments for the health department employees and the agency.

2) **PUBLIC COMMENTS:**

Mr. Tom Spohn from Spohn Excavating introduced himself. Mr. Spohn states he is present to give insight into the variance that is a resolution later in the meeting. Ms. Montgomery shared that the site review was received in June 2024 and the system design did not state any easements were located on the property. Ms. Montgomery stated the inspector as a rule of thumb checks with the recorder's office to see if there are any easements on the property during a site review. The inspector during the review, discovered a 10-foot utility easement along the property line and that parcel information was included in the packet with the approval letter. The easement was also stated on the second page of the site review application. Ms. Montgomery states that the site review application and approval letter are given to the homeowner when the permit is issued. Ms. Montgomery stated during the backfill inspection in November 2024, the inspector went out and the easement was not marked on the property or measured, and the inspector gave backfill approval to the installer. Ms. Montgomery states on December 2<sup>nd</sup>, 2024, when the as-built drawing was received, the leach field was listed as 12 feet from the property line which meets isolation distance from the property line but did not consider the 10- foot easement. The system was installed 2 feet from the easement. Mr. Spohn stated that it is not typical practice for an excavator to go to the recorder's office or the recorder's website to see if there are any easements on the property. Mr. Spohn stated that they know the standard code for 10 feet from the property line and 10 feet from buildings and 50 feet from water system, but if the design doesn't state an easement he does not know. Mr. Spohn stated that it is 12 feet from the property line and tearing up the trenches would cause damage to the integrity of the system, and it will not last like it should if it is torn up. Mr. Spohn stated that in his opinion this is what variances are made for. Mr. Wolford stated that the easement was listed on the paperwork given to the homeowner. Mr. Wolford asked if Mr. Spohn received a copy of the paperwork with the permit. Mr. Spohn stated he did not receive a copy of the paperwork. Mr. Spohn stated it was his understanding that the issue was not found until after the system was in place. Mr. Bull stated that the easement was stated on the installation permit before the system was in place but during the backfill inspection approval was given and it should not have been approved; the error should have been caught before backfill approval was given. Mr. Bull stated that there are two options either grant the variance or move the trenches based on Ms. Montgomery's calculations. Mr. Spohn stated that if the trenches are moved it will hurt the integrity of the system. Mr. Wolford stated that his only issue is that the paperwork clearly states that there is an easement, and it should never have been installed so close to the easement. Mr. Bull asked Ms. Montgomery what her recommendation is. Ms. Montgomery stated that she wanted to provide options, with the variance it is an exception to the rule that is put in place to make sure the system functions properly and meets isolation requirements.

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## REGULAR BOARD OF HEALTH MEETING

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Mr. Bull asked Ms. Montgomery what the worst case scenario is if the variance is granted. Mr. Bull asked if the integrity of the system would be affected if they needed to dig into the easement. Ms. Montgomery stated the system is not located in the easement itself so they should not dig through the trenches, but it would have to be closely measured before any digging could happen in the easement. Mr. Spohn was informed that a decision would be made, and he would be informed of the decision.

Ms. (Miller) Sigler the new Director of Nursing introduced herself to the board.

### 3) RESOLUTION #25-1 TO APPROVE THE DECEMBER 10, 2024, BOARD MINUTES:

At 6:42 p.m. a motion was made by Mr. Hedges to approve the December 10, 2024, board minutes with corrections to roll call and arrival time of Ms. Bechtel. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

### 4) RESOLUTION #25-2 TO APPROVE THE DECEMBER 20, 2024, EMERGENCY BOARD MEETING MINUTES:

At 6:44 p.m. a motion was made by Mr. Hedges to approve the December 20, 2024, emergency board meeting minute. The motion was seconded by Ms. Bechtel. All ayes and the motion carried.

### 5) RESOLUTION #25-3 TO APPROVE THE DECEMBER 2024 BILLS & REVENUE/EXPENSE REPORTS:

At 6:45 pm p.m. a motion was made by Mr. Hedges to approve the December 2024 Bills & Revenue/Expense Reports. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.

### 6) STAFF REPORTS:

a) **BUSINESS OFFICE:** In addition to the monthly report, Mrs. Fields states that at the end of the year close out and opening the new year has been a lot of paperwork but that it went smoothly.

b) **VITAL STATISTICS:** Ms. Bechtel asked what a death supplement is. Ms. Fields states that if a cause of death needs to be determined that the cause of death state pending until the cause is determined. Ms. Fields states the supplement is printed to add to the original death certificated with the cause of death.

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## REGULAR BOARD OF HEALTH MEETING

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- c) **CLINICAL HEALTH:** In addition to the monthly report, Ms. (Miller) Sigler state that she has been spending time with the Nursing staff to learn about their grants and what work they do with them. Ms. (Miller) Sigler states that based on November's numbers to December's numbers there was a dramatic decrease in overdose numbers. Ms. (Miller) Sigler states she is very impressed with the staff and what they have continued to accomplish without a director.
  - d) **ENVIRONMENTAL HEALTH:** In addition to her monthly written report, Ms. Montgomery shared that she has attached an easier-to-read time analysis of how many hours were spent in each program for each political subdivision. Ms. Montgomery explained the pages to the board.
- 7) **HEALTH COMMISSIONER REPORT:** Mr. Bull shared that construction has finally started. Mr. Bull states that the scanning project that the board has approved is going well, a lot of documents have been scanned and there is still more to be scanned. Mr. Bull states that for the sewage program it will cost about 25,000.00 but that will give the department a workable, searchable, and a file that is able to be zoomed in on. These files will be scanned by parcel numbers that eventually will be able to be put on the website for the public to be able to search. Mr. Bull states that this will free an entire room that is currently storing these files. Mr. Bull states that this is something that he would like to bring to the board after the first interest payment is received. Mr. Bull states that the annual report has been submitted, it will be sent to the board as well as the District Advisory Council (DAC). Mr. Bull asked Mr. Spangler to confirm the date and time for the township association meeting that is scheduled for March. Mr. Bull would like to send out the agenda and reminder for the DAC meeting to all the townships, villages, city and commissioners as soon as possible so that they can review the information with their councils. Mr. Bull states that he would like this DAC meeting to be an informational meeting as to what the department is working on as well as the programs we currently provide. Mr. Bull asked Ms. Dickson if the labor and delivery program refers patients to someone for help with safe sleep. Ms. Dickson states not currently. Mr. Bull asked if he could give a pamphlet to her to distribute families. Ms. Dickson states she would like to offer that. Mr. Bull states he is proposing to hire an interim Director of Environmental Health while Ms. Montgomery is on maternity leave. Mr. Bull states that this person would come into the office a couple times a week to help maintain standards that Ms. Montgomery has established with the staff in addition to training the new staff and staff returning from medical leave.
- 8) **OLD BUSINESS:**
- a) **NONE**

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## REGULAR BOARD OF HEALTH MEETING

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### 9) NEW BUSINESS:

- b) **RESOLUTION #25-4 TO ALLOW THE OFFICE MANAGER OR HEALTH COMMISSIONER TO SIGN BUDGET ACTION REQUESTS:** At 7:17 p.m. a motion was made by Mr. Hedges to approve Resolution #25-4. The motion was seconded by Ms. Bechtel. There was a discussion on the resolution. All ayes and the motion carried.
- c) **RESOLUTION #25-5 TO ALLOW THE OFFICE MANAGER AND HEALTH COMMISSIONER TO SIGN AMENDED CERTIFICATES, REQUIRING TWO (2) SIGNATURES:** At 7:17 p.m. a motion was made by Ms. Sigmon to approve Resolution #25-5. The motion was seconded by Dr. Iskra. All ayes and the motion carried.
- d) **RESOLUTION #25-6 TO ALLOW THE OFFICE MANAGER OR HEALTH COMMISSIONER TO SIGN PAYROLL DOCUMENTS:** At 7:17 p.m. a motion was made by Ms. Bechtel to approve Resolution #25-6. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- e) **RESOLUTION #25-7 TO ALLOW THE OFFICE MANAGER AND HEALTH COMMISSIONER TO SIGN AND APPROVE THE THEN AND NOW LISTS ON BEHALF OF THE BOARD AS THEY ARISE. THE LIST OF THEN AND NOW'S WILL BE BROUGHT TO THE BOARD FOR REVIEW AND FINAL APPROVAL AT THE SUBSEQUENT BOARD MEETING:** At 7:17 p.m. a motion was made by Dr. Iskra to approve Resolution #25-7. The motion was seconded by Ms. Sigmon. All ayes and the motion carried.
- f) **RESOLUTION #25-8 TO MODIFY THE 2025 ENVIRONMENTAL HEALTH FEE SCHEDULE FOR FOOD FACILITY PLAN REVIEWS:** At 7:18 p.m. a motion was made by Mr. Hedges to approve Resolution #25-8. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.
- g) **RESOLUTION #25-9 TO APPROVE THE HIRING OF ANGELA MILLER AS THE DIRECTOR OF NURSING AT A RATE OF \$39.00 PER HOUR, EFFECTIVE JANUARY 7, 2025:** At 7:24 p.m. a motion was made by Ms. Bechtel to approve Resolution #25-9. The motion was seconded by Mr. Hedges. All ayes and the motion carried.

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## REGULAR BOARD OF HEALTH MEETING

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- h) RESOLUTION #25-10 TO MODIFY THE 2025 ENVIRONMENTAL HEALTH FEE SCHEDULE FOR TEMPORARY NON-COMMERCIAL FOOD SERVICE OPERATIONS AND THEMPORY NON- COMMERCIAL RETAIL FOOD ESTABLISHMENTS:** At 7:25 p.m. a motion was made by Mr. Hedges to approve Resolution #25-10. The motion was seconded by Dr. Iskra. There was a discussion on the resolution. All ayes and the motion carried.
- i) RESOLUTION #25-11 TO APPROVE A VARIANCE FROM OAC 3701-29-06 (G)(3) (a) FOR REPLACEMENT SEWAGE TREATMENT SYSTEM TO BE INSTALLED TWO (2) FEET FROM A PRAINAGE EASEMENT INSTEAD OF THE REQUIRED TEN (10) FEET FOR 26894 GAY-DREISBACH ROAD:** At 7:27 p.m. a motion was made by Mr. Hedges to approve Resolution #25-11. The motion was seconded by Ms. Bechtel. There was a discussion on the resolution. All ayes and the motion carried with unanimous vote.
- j) RESTOLUTION #25-12 TO APPROVE THE HIRING OF CAYLA TALBOTT AS A REGISTERED ENVIRONMENTAL HEALTH SEPCIALIST IN TRAINING AT A RATE OF \$20.00 PER HOUR, EFFECTIVE JANUARY 21, 2025:** At 7:41 p.m. a motion was made by Ms. Bechtel to approve Resolution #25-12. The motion was seconded by Mr. Hedges. All ayes and the motion carried.
- k) RESTOLUTION #25-13 TO CORRECT THE LANGUAGE OF THE COMPENSATORY TIME POLICY TO DEVINE OVERTIME HOUR CALCULATIONS FOR TIME WORKED WITH THE FOLLOW LANGUAGE: FOR PURPOSES OF OVERTIME HOUR CALCULATIONS, TIME ON VACATION, SICK LEAVE, COMPENSATORY TIME AND PERSONAL TIME IS NOT CONSIDERED TIME WORKED FOR THE PURPOSE OF OVERTIME CALCULAIONS. HOLIDAY TIME IS CONSIDERED TIME WORKED FOR PURPOSES OF OVERTIME CALCULATIONS:** At 7:43 p.m. a motion was made by Ms. Sigmon to approve Resolution #25-13. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

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**REGULAR BOARD OF HEALTH MEETING  
JANUARY 21, 2025  
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**10) EXECUTIVE SESSION:**

At 7:45 p.m. a motion was made by Ms. Sigmon to go into Executive Session pursuant to ORC 121.22 (G) to discuss personnel matters. It was seconded by Ms. Bechtel. All ayes and the motion carried.

**ROLL CALL:**

Mr. Mike Wolford, President  
Dr. Linda Iskra, Vice President  
Ms. Nancie Bechtel, Board Member  
Mr. Spencer Cheek, Board Member (absent)  
Mr. Colin Hedges, Board Member  
Ms. Roxan Sigmon, Board Member  
Ms. Brandy Dickson, Board Member

At 8:08 p.m., a motion was made by Ms. Bechtel to come out of executive session. The motion was seconded by Dr. Iskra. All ayes and the motion carried.

**ROLL CALL:**

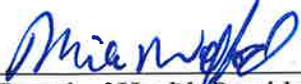
Mr. Mike Wolford, President  
Dr. Linda Iskra, Vice President  
Ms. Nancie Bechtel, Board Member  
Mr. Spencer Cheek, Board Member (absent)  
Mr. Colin Hedges, Board Member  
Ms. Roxan Sigmon, Board Member  
Ms. Brandy Dickson, Board Member

**11) EXECUTIVE SESSION ACTIONS:**

None

**12) ADJOURNMENT:** At 8:10 p.m. a motion was made by Mr. Hedges to adjourn. The motion was seconded by Dr. Iskra. Meeting adjourned.

**Next Board of Health Regular Meeting is to be held on FEBRUARY 18, 2025.**

  
\_\_\_\_\_  
Board of Health President

15 April 25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Health Commissioner

4/15/2025  
\_\_\_\_\_  
Date