

Morgan County Health Department

187 South Green Street
Berkeley Springs, West Virginia 25411

AGENDA

Board of Health

April 20, 2015

4:30pm

Call to Order/Opening Comments –Angela Gray

- **Approval of Agenda –Angela Gray**

Review/Acceptance of Minutes: March 2015

Public Comment:

Current Issues:

Departmental Reports:

- **Environmental**
- **Threat Preparedness Report – Ashley Petrolino**
- **Nursing Report – Patty Caldwell**
- **Administration/Financial – Bill Kearns**

Unfinished Business

- **Joint County discussions(for any updates) – BOH**

New Business:

- **Purchase of New Quickbooks Software**
- **Flood Plain Exemption request from Scott Pascucci Follow-up – J. Lazzarine**

Adjourn

Morgan County Board of Health Meeting

March 16, 2015

Morgan County Health Department Conference Room

CALL TO ORDER: 4:32 p.m. By Angie Gray, Chairman

Board of Health Members

Present: Angie Gray, Chair; Barb Wolfe, Jane McCloud, Dave Hansen, Sandy Bienen

Absent: Kevin McLaughlin, D.O., Morgan County Health Officer

Morgan County Health Department Staff

Present: Johnny Lazzarine, Sanitarian; Patty Caldwell, RN; Cathy DeLawder, Secretary

Absent: Bill Kearns, Administrator

Motion to approve March 16, 2015 meeting Agenda, made by Barb Wolfe. Seconded by Jane McCloud. All in favor. Motion carries

Motion to approve February 26, 2015 Board of Health Minutes, made by Dave Hansen. Seconded by Barb Wolfe. All in favor. Motion carries.

Public Comment: Introduction of Board Members; MCHD staff; Stuart Gloyd, Morgan County property owner; Scott Pasuicci and Julieanne MazurKiewicz of Paws Animal Kingdom

Department Reports:

- **Environmental Report** – Johnny Lazzarine, Sanitarian (copy of report attached)
 - Final preparations, hand-outs and exam for the first **Annual Food Establishment Manager's Class** is scheduled for **March 19, 2015 at 6:00 p.m. at Berkeley Springs High School.**
NOTE: A Food Establishment Permit (due June 30) will not be given to a food establishment not represented at the Annual Food Establishment Manager's Class. Board members are invited to attend. The class will be video recorded for future use as necessary.
 - Policy being established for Temporary Food Establishments (TFE's) and Mobile Food Units (MFU's)
 - Mobile home parks will be inspected this month.
 - Septic and well permits are showing slight increase due to weather.
- **Threat Preparedness Report** – Ashley Petrolino, Acting TP Coordinator (copy of report attached)
 - Grant requirements are being reviewed and fulfilled.
 - Reviewing the All-Hazards Plan which are regional and then county specific.
 - Review of quarterly, mid-year and annual reports.
 - Policies (county specific) being reviewed.
 - WVREDI – state volunteer data base (take letter to DMV for WVREDI card to be printed)
- **Nurses Report** – Patty Caldwell, RN (copies of reports attached)
 - *As reported in February minutes: "Population of at least 150,000 residents was required to apply for a grant through CDC for HPV. The combined population of the tri-county area of the eastern panhandle afforded the ability to apply for and receive the grant." The HPV Summit is scheduled for March 26 and 27, 2015 at the Clarion Inn, Shepherdstown, Jefferson County. Handouts have been distributed to local providers.*
 - Immunization audit scheduled for May.
 - Women's clinics (BCCSP and FP) scheduled for March 25th. Family Planning patient numbers are increasing.
- **Financial Report** – Report prepared by Bill Kearns, Administrator. Presented by Angie Gray, Chair, due to absence of Administrator (copy of report attached)
 - All grants billed. Awaiting final approval of Immunization Grant. Will be billed for time and expenses from January-present.
 - Quarterly payment has been received from Morgan County Commission for the 3rd Qtr. Of FY-2015 (Jan.-March 2015).

- Improvements for long-term liabilities being made.
- Legislative Sessions have ended with no potential unforeseen damages to public health. (November has been earmarked for members to meet with local state representatives.)

Motion to approve Departmental Reports by Dave Hansen. Seconded by Jane McCloud. All in favor. Motion carries.

Unfinished Business:

- Joint County discussions (for any updates) – BOH
 - Dave Hansen will plan on attending the Berkeley County Board of Health meeting scheduled for Tuesday, March 17, 2015.

New Business:

- Flood Plain Exemption request – Scott Pascucci
 - 15.2 acres located on River Road (2.75 mi. from Rt. 522 N. at intersection of River Road and Culp Rd.) is in the 100 year flood plain. Exemption is requested to build animal shelter on property between railroad tracks and River Road approximately 600' from Potomac River. Information regarding 100 Year Flood Plain and Appeal Process was given by Angie Gray. Mr. Pascucci is currently a board member of Animal Welfare Society of Howard County, Maryland, (animal rescue and shelter organization) and was recently nominated to be Acting Director. He is currently a resident of Martinsburg. He is in the process of purchasing the property from Stuart Gloyd with the hope to live on the property as well as manage the facility. The exemption (to build in 100 year flood plain) being sought would not only be for well and septic for the animal shelter but also for personal residence which would consist of small camper or trailer at the onset of project. Future plans for animal shelter *may* involve wellness clinic with low-cost spay/neuter facility.

Dave explained the Board's need for justification of requested exemption since it is located in the 100 year flood plain area. However, the railroad *may* serve as a buffer, in this instance. It was noted, by Scott Pascucci, that funding for the facility will be through fund raising and grant writing. Angie advised that this request will need further discussion on the regional, as well as state levels, and will be placed back on the agenda for the April meeting unless notified by Johnny Lazzarine, Sanitarian. Johnny will keep the Board updated until the next meeting.

Motion to adjourn by Sandy Bienen. Seconded by Dave Hansen.

Adjourn: 5:25 p.m.

The next scheduled meeting for the Morgan County Board of Health will be April 20th, 2015.

BK/cd

Kevin T. McLaughlin, DO
Morgan County Health Officer

(Or)

Angela Gray
Morgan County Board of Health, Chair

Date

March 2015

Environmental Report

Johnny Lazzarine

- **Investigations**
 - **Rabies = 4 cases**
 - **Septic Cleaner = 1 case**
- **Inspections**
 - **Food Est. = 6**
 - **Home Loan Eval. = 1**
 - **Septic Eval. = 5**
 - **Mobile Home Park = 15**
 - **Park = 1**
- **Food School**
 - **Attended = 53**
 - **Make-ups = 14**

- **Other Business**
 - **Make-up class for food school will be on April 23rd**
 - **Discussing possible partnership with Statefoodsafety.com with Christie Lewis.**
 - **Flood plain appeal is still pending.**
 - **Sleepy Creek Festival coming up at end of April.**

| | Monthly Totals | Fiscal Year Totals |
|------------------------------------|----------------|--------------------|
| Administration | | |
| Telephone Calls (Incoming) | 95 | 723 |
| Visitors | 38 | 405 |
| Training and Education | | |
| Food School | 53 | 137 |
| Sewage School | 0 | 0 |
| Personnel | 0 | 0 |
| Disaster/Disease | | |
| Rabies Specimens Submitted | 0 | 1 |
| Animal Encounters Reported | 4 | 53 |
| Disease Investigations | 4 | 53 |
| Disaster Preparedness/Response | 0 | 0 |
| Food | | |
| Food Permits Issued | 0 | 110 |
| Food Inspections | 6 | 177 |
| Food Service Visits | 6 | 177 |
| Serve Safe Training | 0 | 0 |
| Food Service Complaints | 0 | 10 |
| Plan Reviews | 0 | 112 |
| School Lunch Inspections | 0 | 7 |
| Foodborne Outbreak Investigations | 0 | 0 |
| Mobile Food Inspections | 0 | 9 |
| Vending Machine Insepctions | 0 | 0 |
| Housing | | |
| Migrant Camp Permits Issued | 0 | 0 |
| Migrant Camp Inspections | 0 | 0 |
| Home Loan Evaluations | 1 | 6 |
| Housing Inspections | 0 | 0 |
| School Inspections | 0 | 7 |
| Child Care Inspections | 0 | 7 |
| Day Care Walk-thru Institutions | 0 | 0 |
| Recreation | | |
| Pool Permits Issued | 0 | 0 |
| Pool Inspections | 0 | 1 |
| Organized Camp Inspections | 0 | 0 |
| Spa Inspections | 0 | 0 |
| Fairs | 0 | 2 |
| Septic Systems | | |
| Septic Permits Issued | 4 | 27 |

| | | |
|-------------------------------|---|----|
| Septic Evaluations | 5 | 28 |
| Septic Inspections | 0 | 31 |
| Enforcement Letters | 0 | 1 |
| Subdivision Lot Evaluations | 0 | 1 |
| Alternative System Evaluation | 0 | 3 |
| Septic Complaints | 0 | 1 |

Water

| | | |
|-------------------------|---|----|
| Well Permits Issued | 1 | 32 |
| Water Samples Collected | 0 | 12 |
| Well Inspections | 0 | 0 |

Other

| | | |
|-------------------------------|----|----|
| Retail Food Store Inspections | 0 | 39 |
| West Nile Testing | 0 | 0 |
| Tattoo Parlor Inspections | 0 | 1 |
| Hotel/Motel Inspections | 0 | 3 |
| Mobile Home Park Inspections | 15 | 23 |
| Vector Complaints | 0 | 2 |
| Radon Test Kits Issued | 2 | 5 |
| Clean Indoor Air Enforcement | 0 | 0 |

February 2015
Threat Preparedness -BOH Report
Ashley Petrolino

Threat Preparedness

- All required quarterly call down drills have been conducted and After Action Reports (AAR) have been uploaded to SharePoint for grant period thus far per Public Health Emergency Preparedness (PHEP) grant Statement of Work (SOW).
- All-Hazards updates that have been completed include:
 - Organizational Chart based on staff changes ✓
 - Lists of County Council and Board of Health members have been updated ✓
 - WVPHALERT system contacts have been updated for Health Department staff ✓
 - Staff contact list for Regional Response Team has been updated ✓
 - Media contact list for Regional Response Team has been updated ✓
- Medical Countermeasure and Dispensing Plan updates include:
 - Staff updates within the Incident Command System (ICS) structure for response ○ have been updated
- All staff have been added to WVREDI system (state's volunteer database) with the goal of a REDI card to be generated for as many as possible
 - Barrier includes the need of the system to include SSN for identification verification

Morgan County Health Department
Nurses report for the month of March 2015 For April 2015 BOH
Patricia Caldwell R.N.

| <u>Sexually Transmitted Diseases</u> | <u>Monthly</u> | <u>Year to date</u> |
|---|----------------|---------------------|
| Male Clients | 6 | 13 |
| Female Clients | 6 | 14 |
| Positive STD | 2 | 19 |
| <u>Women's Health Clinics</u> | | |
| Clinics | 1 | 3 |
| Family planning clients attending clinics | 9 | 33 |
| Family planning patients seen in between clinics | 17 | 41 |
| Breast and Cervical patients attending clinics | 6 | 12 |
| BCCP patients seen in between clinics | 3 | 6 |
| Pregnancy tests | 5 | 17 |
| Positive pregnancy test | 2 | 6 |
| <u>Immunization program</u> | | |
| Clinics held | 0 | 0 |
| Flu Shots | 0 | 9 |
| Total immunizations | 34 | 120 |
| Total Patients | 22 | 77 |
| <u>Tuberculosis Program</u> | | |
| Screening Forms | 2 | 6 |
| TB skin tests | 21 | 55 |
| Skin tests read | 21 | 55 |
| Positive skin tests | 0 | 0 |
| Tspots | 0 | 0 |
| <u>Miscellaneous</u> | | |
| Blood pressures, Community outreach, Lions club applications, lice checks, Court House clinic, etc. | 11 | 44 |
| <u>Epidemiology</u> | | |
| Disease case investigations (working on) | 2 | 6 |
| Cases (closed) | 2 | 6 |
| <u>Patients served with face to face contact: 108 for month of March, 336 for year 2015</u> | | |

8:06 PM
04/11/15
Accrual Basis

**Morgan County Health Department
Profit & Loss Budget vs. Actual
July 2014 through March 2015**

| | <u>Jul '14 - Mar 15</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|---|-------------------------|-------------------|-----------------------|
| Immunization-Expense | | | |
| 501995 - Vaccine Supplies | 7,201.30 | 4,500.00 | 2,701.30 |
| Total Immunization-Expense | <u>7,201.30</u> | <u>4,500.00</u> | <u>2,701.30</u> |
| Insurance | | | |
| 501610 - Equipment Insurance | 228.00 | 189.00 | 39.00 |
| 501620 - Malpractice Insurance | 5,427.00 | 5,625.00 | -198.00 |
| Total Insurance | <u>5,655.00</u> | <u>5,814.00</u> | <u>-159.00</u> |
| Office Management & Admin | | | |
| 501050 - FICA | 12,001.74 | 13,410.00 | -1,408.26 |
| 501060 - Retirement/Pension Plans | 17,880.48 | 19,500.03 | -1,619.55 |
| 501080 - Worker's Compensation | 1,266.00 | 1,851.00 | -585.00 |
| 501090 - Health/Disability Insurance | | | |
| 501091 - RHBT (2) | 8,364.00 | 7,920.00 | 444.00 |
| 501090 - Health/Disability Insurance - Other | 17,286.00 | 15,119.76 | 2,166.24 |
| Total 501090 - Health/Disability Insurance | <u>25,650.00</u> | <u>23,039.76</u> | <u>2,610.24</u> |
| 501100 - Life Insurance | 102.00 | 90.00 | 12.00 |
| 501110 - Other Employee Benefits | 223.20 | 168.75 | 54.45 |
| 501150 - Auto Allowance | 53.40 | | |
| 501160 - Office Expense | 1,989.71 | 1,500.03 | 469.68 |
| 501170 - Printing | 0.00 | 50.00 | -50.00 |
| 501190 - Telecommunications | 3,249.13 | 2,250.00 | 999.13 |
| 501200 - Postage | 547.02 | 2,250.00 | -1,702.98 |
| 501230 - Dues and Subscriptions | 4,310.08 | 4,349.97 | -39.89 |
| 501240 - Accounting and Auditing | 0.00 | 4,000.00 | -4,000.00 |
| 501260 - Consulting Services | 0.00 | 1,350.00 | -1,350.00 |
| 501290 - Advertising Want-Ads | 60.00 | | |
| 501310 - Advertising Other | 0.00 | 120.00 | -120.00 |
| Total Office Management & Admin | <u>67,312.76</u> | <u>73,929.54</u> | <u>-6,616.78</u> |
| Pooled Expenses (Salaries) | | | |
| 507132 - OPEB Expense | -3,375.00 | 1,692.00 | -5,067.00 |
| Pooled Accounts | | | |
| 507025 - Salaries - Threat Preparedness | 780.00 | | |
| 507000 - Salaries-Nurses | 31,358.00 | 33,328.53 | -1,970.53 |
| 507010 - Salaries-Clinician (Non-Nurse) | 13,582.83 | 10,950.03 | 2,632.80 |
| 507020 - Salaries-Administration | 54,100.12 | 68,937.03 | -14,836.91 |
| 507030 - Salaries-Environmental | 57,195.46 | 62,082.00 | -4,886.54 |
| 507050 - Contracted Personnel | 1,050.00 | | |
| Total Pooled Accounts | <u>158,066.41</u> | <u>175,297.59</u> | <u>-17,231.18</u> |
| Total Pooled Expenses (Salaries) | <u>154,691.41</u> | <u>176,989.59</u> | <u>-22,298.18</u> |
| Threat Preparedness Expense | | | |
| 502540 - Auto Allowances | 200.35 | 560.00 | -359.65 |
| 502560 - Office Expense | | | |
| WV Office of Technology | 239.92 | | |
| Systems Software (Healthstats) | 100.00 | | |
| Fibernet / LUMOS | 187.42 | | |
| Comcast | 463.16 | | |
| Cell Phone | 120.00 | 275.13 | -155.13 |
| 502560 - Office Expense - Other | 265.77 | 1,125.00 | -859.23 |
| Total 502560 - Office Expense | <u>1,376.27</u> | <u>1,400.13</u> | <u>-23.86</u> |
| Total Threat Preparedness Expense | <u>1,576.62</u> | <u>1,960.13</u> | <u>-383.51</u> |
| 6560 - Payroll Expenses | 334.94 | 337.50 | -2.56 |
| Total Expense | <u>246,142.83</u> | <u>268,543.26</u> | <u>-22,400.43</u> |
| Net Ordinary Income | <u>4,397.15</u> | <u>-17,714.48</u> | <u>22,111.63</u> |
| Net Income | <u>4,397.15</u> | <u>-17,714.48</u> | <u>22,111.63</u> |

Morgan County Health Department
Profit & Loss Budget vs. Actual
 July 2014 through March 2015

| | Jul '14 - Mar 15 | Budget | \$ Over Budget |
|--|------------------|------------|----------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Breast and Cervical Cancer | | | |
| 402200 - State Contracts | 556.47 | 9,900.00 | -9,343.53 |
| Total Breast and Cervical Cancer | 556.47 | 9,900.00 | -9,343.53 |
| Environmental | | | |
| 401410 - Fees for Service | 24,761.00 | 25,645.00 | -884.00 |
| 401411 - Fees for Permits | 15,881.00 | 19,911.56 | -4,030.56 |
| 401420 - State Contracts | 0.00 | 600.00 | -600.00 |
| Total Environmental | 40,642.00 | 46,156.56 | -5,514.56 |
| Family Planning | | | |
| 402610 - State Contracts | 3,765.75 | 3,906.00 | -140.25 |
| Total Family Planning | 3,765.75 | 3,906.00 | -140.25 |
| Immunization | | | |
| 401240 - Medicare | 3,683.15 | 4,200.00 | -516.85 |
| 401241 - Medicaid | 4,322.98 | 1,500.12 | 2,822.86 |
| 401260 - Private | 18,715.38 | 9,816.88 | 8,898.50 |
| 401270 - State Contracts | 7,414.00 | 5,556.78 | 1,857.22 |
| Total Immunization | 34,135.51 | 21,073.78 | 13,061.73 |
| Office Management and Admin | | | |
| 401040 - Interest Income | 55.03 | 63.72 | -8.69 |
| 401070 - Rebates | 413.75 | 299.97 | 113.78 |
| 401100 - Donations | 74.40 | 150.03 | -75.63 |
| 401130 - Miscellaneous Revenue | 0.00 | 0.00 | 0.00 |
| Total Office Management and Admin | 543.18 | 513.72 | 29.46 |
| Threat Preparedness | | | |
| 401450 - State Contracts | 24,113.32 | 26,244.72 | -2,131.40 |
| Total Threat Preparedness | 24,113.32 | 26,244.72 | -2,131.40 |
| 401000 - State Aid | 120,533.75 | 120,534.00 | -0.25 |
| 401010 - County Commission | 26,250.00 | 22,500.00 | 3,750.00 |
| 401020 - Board of Education | 0.00 | 0.00 | 0.00 |
| Total Income | 250,539.98 | 250,828.78 | -288.80 |
| Gross Profit | 250,539.98 | 250,828.78 | -288.80 |
| Expense | | | |
| 503000 - Clinical Services Expenses | | | |
| Adult Services | | | |
| 503060 - Auto Allowances | 75.92 | | |
| 503070 - Medical Supplies | 0.00 | 200.00 | -200.00 |
| 503080 - Office Expense | 109.20 | 250.00 | -140.80 |
| 503090 - Travel and Education | 50.00 | 150.00 | -100.00 |
| 503100 - Dues and Subscriptions | 150.00 | | |
| Total Adult Services | 385.12 | 600.00 | -214.88 |
| Family Planning | | | |
| 504240 - Other Supplies | 12.00 | | |
| Total Family Planning | 12.00 | | |
| General Health | | | |
| 504430 - Medical Supplies | 258.79 | | |
| Total General Health | 258.79 | | |
| Immunization (Travel) | | | |
| 504700 - Auto Allowance | 135.32 | 100.00 | 35.32 |
| 504720 - Office Expense | 196.55 | | |
| Total Immunization (Travel) | 331.87 | 100.00 | 231.87 |
| Total 503000 - Clinical Services Expenses | 987.78 | 700.00 | 287.78 |
| 502401 - Environmental Health Costs | | | |
| 502450 - Auto Allowances | 2,955.36 | 2,250.00 | 705.36 |
| 502460 - Supplies | 0.00 | 112.50 | -112.50 |
| 502470 - Office Expense | 547.17 | 450.00 | 97.17 |
| 502480 - Travel and Education | 2,980.49 | | |
| 502500 - Consulting Services | 350.00 | | |
| 502510 - Miscellaneous Expense | 1,550.00 | 1,500.00 | 50.00 |
| Total 502401 - Environmental Health Costs | 8,383.02 | 4,312.50 | 4,070.52 |

8:07 PM

04/11/15

Accrual Basis

Morgan County Health Department
Balance Sheet
As of April 11, 2015

| | <u>Apr 11, 15</u> |
|--|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 100300 · Citizens National Bank-Checking | 117,650.87 |
| 100600 · CNB Money Market | 60,716.92 |
| Total Checking/Savings | <u>178,367.79</u> |
| Accounts Receivable | |
| 102000 · Basic Public Health Services | |
| 1021501 · Environmental Health | 631.00 |
| 102170 · Threat Preparedness | 5,876.61 |
| Total 102000 · Basic Public Health Services | <u>6,507.61</u> |
| 102300 · Clinical Services | |
| 102200 · Breast and Cervical Cancer | 907.06 |
| 102220 · Family Planning | 295.00 |
| 102310 · Board of Education | 3,486.00 |
| 102340 · Immunization | 1,145.40 |
| Total 102300 · Clinical Services | <u>5,833.46</u> |
| Total Accounts Receivable | <u>12,341.07</u> |
| Total Current Assets | <u>190,708.86</u> |
| TOTAL ASSETS | <u><u>190,708.86</u></u> |

Morgan County Health Department

**Morgan County Regulations Concerning
Septic and Well Permitting in the 100 Year Flood Plain**

Proposed on 06/15/2009
Approved on December 2, 2009

By
The Morgan County Board of Health

Dr. Cameron Duffy: Health Officer
Lynn Hall-Perry: Chairperson, Board of Health

Morgan County Septic and Well Permitting in the 100 Year Flood Plain
Regulation by the
Morgan County Board of Health

Septic and well permit regulations adopted by the Morgan County Board of Health in accordance with authority granted by West Virginia State Code of Laws, Chapter 16-2-11. The Morgan County Board of Health voted at its 05/18/2009 meeting to amend the following West Virginia septic and well permitting regulations to read as follows:

TITLE: This regulation shall be known as the "Morgan County Septic and Well Permitting in the 100 Year Flood Plain."

FINDINGS AND PURPOSES: The Federal Emergency Management Administration (hereafter known as FEMA) has determined that building homes in the 100 year flood plain is detrimental to the environmental and public health of designated areas and has requested state and local jurisdictions to create and enforce laws to limit building in the designated areas.

Accordingly, the purpose of this regulation is to protect the environmental and public health by not allowing septic and well permits in the 100 year flood plain as designated by FEMA.

DEFINITIONS:

A. "100 Year Flood Plain" means areas designated by FEMA as land areas calculated to be the level of flood water expected to be equaled or exceeded every 100 years on average. The 100-year flood is more accurately referred to as the 1% flood, since it is a flood that has a 1% chance of being equaled or exceeded in any single year. Based on the expected flood water level, a predicted area of inundation can be mapped out.

B. "Septic Permitting" means a local health department permit for an "Individual Sewer System. A sewer system with a daily design flow not to exceed one thousand (1,000) gallons per day with subsurface discharge or not to exceed six hundred (600) gallons per day design flow with surface discharge. The system is owned by and maintenance is performed by a single entity."

C. "Well Permitting" means a local health department permit for "Any excavation or penetration in the ground, whether drilled, bored, cored, driven, washed, jetted, hand dug or otherwise constructed that enters or passes through an aquifer for purposes that may include, but are not limited to, a potable water supply, exploration for water, industrial, irrigation, commercial, dewatering, or geothermal heat pump wells, and water return wells. This definition shall not include ground water monitoring activities, and all activities for the exploration, development, production, storage and recovery of coal, oil and gas and other mineral resources regulated under Chapters 22, 22a, or 22b of the WV Code. "

REGULATION: (1) The Morgan County Health Department will not issue septic or well permits in areas that are within the 100 year flood plain as designated by FEMA. (2) This regulation will only pertain to areas that are not currently permitted by the Morgan County Health Department and to permits requested after the effective date of this regulation.

EFFECTIVE DATES: This regulation shall be effective July 1, 2010

APPEALS: Those persons adversely affected by the enforcement of this rule desiring a contested case hearing to determine any rights, duties, interests or privileges shall do so in a manner prescribed in the Rules of Procedure for Contested Case Hearings and Declaratory Rulings, 64 CSR 1.

BASICS OF SEWAGE TREATMENT

The treatment of sewage is largely a biochemical operation, where chemical transformations of the sewage are carried out by living microorganisms. Different environments favor the growth of different populations of microorganisms and this in turn affects the efficiency, end products, and completeness of treatment of the sewage. Sewage treatment systems, whether they are standard septic systems or more advanced treatment technologies, attempt to create specific biochemical environments to control the sewage treatment process.

Three basic types of biochemical transformations occur as sewage is treated. The first is the removal of soluble organic matter. This is composed of dissolved carbon compounds such as detergents, greases, and body wastes, which make up much of the BOD content of the sewage. The second is the digestion and stabilization of insoluble organic matter. These are the sewage solids, such as body wastes and food particles, which make up the remainder of the BOD. The third is the transformation of soluble inorganic matter such as nitrogen and phosphorus.

The two major biochemical environments in which sewage treatment is carried out are termed aerobic and anaerobic environments. An aerobic environment is one in which dissolved oxygen is available in sufficient quantity that the growth and respiration of microorganisms is not limited by lack of oxygen. An anaerobic environment is one in which dissolved oxygen is either not present or its concentration is low enough to limit aerobic metabolism. The biochemical environment has a profound effect upon the ecology of the microbial population which treats the sewage

Additional Information:

<http://www.wvdhhr.org/phs/water/index.asp>

1. Flood Clean Up Tips.....”
2. Guidelines for disinfecting small quantities of water.
3. Flood Water and Tetanus

EPA information:

<http://www.epa.gov/safewater/privatewells/watido.html>

Flooded Private Sewage Systems.....

<http://www.nasdonline.org/>

<http://www.barnstablecountyhealth.org/AlterNativeWebpage/Basics/Basics.htm>

Also See:

http://www.nesc.wvu.edu/pdf/vw/septic/septic_tank3.pdf

Floodplain Handbook

2010

Flooding of a private sewage system can be a hazardous situation for homeowners. It may lead to a back-up of sewage in the home, contaminated drinking water and lack of sanitation until the system is fixed. While you don't have control over rainfall or flooding in your area, you can prepare for high water problems and respond appropriately to emergency flooding.

HOW PROBLEMS OCCUR

When flooding or saturated soil conditions persist, a private sewage system cannot function properly.

Soil treatment systems for wastewater rely on aerobic (with oxygen) regions to reduce the amounts of chemicals and living organisms (viruses, bacteria and protozoa). When the soil is saturated or flooded, those hazardous materials can enter the groundwater and your drinking water supply.

PREPARING FOR FLOODING

If you are prepared when flooding occurs, your family can be safe and your system should survive. To prepare for a flood you should:

- ◆ *Make sure all septic tanks are full of liquid.* The high-water season is not the time to have tanks pumped; empty tanks are buoyant and may “pop” out of the ground during flooding.
- ◆ *Plug floor drains, if necessary, to keep sewage from backing up into the basement.* Floodwaters may still enter the basement through cracks and seams, however.

3/12/10 MCHD

DURING A FLOOD

◆ *Discontinue use of your private sewage system.*
Use portable toilets, if possible, or use any large container with a tight-fitting lid for a temporary toilet. Line the container with a plastic bag. After each use, add chlorine bleach or disinfectant to stop odor and kill germs. If necessary, bury wastes on high ground far away from your well.

◆ *Remember that a well may become contaminated during a flood.* Therefore, DO NOT DRINK THE WATER. Drink bottled water, or disinfect water before drinking. Contact your local health department for disinfection instructions.

◆ *Do not bathe or swim in floodwater.* It may contain harmful organisms.

◆ *Shut off power to a sewage lift pump if you have one in the house or in a pump chamber (mound, in-ground pressure, at-grade systems).*

Morgan County Regulations

Septics and Wells in 100 Year Flood Plain

REGULATION: (1) The Morgan County Health Department will not issue septic or well permits in areas that are within the 100 year flood plain as designated by FEMA. (2) This regulation will only pertain to areas that are not currently permitted by the Morgan County Health Department and to permits requested after the effective date of this regulation.

EFFECTIVE DATES: This regulation shall be effective July 1, 2010

APPEALS: Those persons adversely affected by the enforcement of this rule desiring a contested case hearing to determine any rights, duties, interests or privileges shall do so in a manner prescribed in the Rules of Procedure for Contested Case Hearings and Declaratory Rulings, 64 CSR 1.

TITLE 64 LEGISLATIVE RULE DEPARTMENT OF HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH

SERIES 46

WATER WELL DESIGN STANDARDS

4.5. A well located in an area subject to seasonal flooding or surface water contamination, shall be constructed in such a manner that seasonal floodwater cannot enter the well.

6.6. During the progress of work, water wells shall be provided protection to prevent tampering with the well or entrance of foreign materials. Once well drilling is complete and prior to departure of the drilling equipment from the well site, a WSC approved vector proof cap shall be securely installed. The well cap shall provide for ventilation. Vents shall be part of the well cap or may be attached to the well cap. They shall be turned down and screened to prevent entry of vermin. Toxic or flammable gasses shall be vented from a well to the outside above roof level or a point where they shall not produce a hazard. Wells installed in flood prone areas shall be watertight to prevent intrusion of floodwaters.

Appeal

The process of making an appeal to the Morgan County Board of Health regulation dealing with restrictions on Septic Systems in Floodplains is relatively simple. The following steps should be followed.

1. A septic installer should perform the standard percolation test.
2. A standard Application for a Permit to Install or Modify an Onsite Sewage Disposal System (form SS-182-A) should be submitted to the Environmental section of the Health Department.
3. The Sanitarian will discuss with you the type of system that would best fit the property configuration and most likely address the concerns of the Board of Health.
4. At this point the property owner can make a decision on whether to proceed with the process of appeal. In order to proceed a letter should be written to the Administrator of the Morgan County Health Department requesting a hearing before the Board of Health.

5. At the Board of Health meeting you may give your reasons for requesting an exemption from the regulation. The Sanitarian will be there to answer questions from the Board concerning the system design and it's parameters of operation.

Address:

Administrator

Morgan County Health Department

187 S. Green Street

Berkeley Springs, WV 25411