

**Meeting Agenda  
State College Borough  
Board of Health  
April 24, 2018  
Room 242 / 4 p.m.**

- I. Call To Order**
- II. Roll Call**
- III. Approval Of Minutes**
- IV. Public Hour**
- V. Business Meeting**
  - A. Report On Department Activity
- VI. Other Matters Of Interest**
- VII. Adjournment**

Documents:

*Board of Health - April 24, 2018.pdf*

***Meeting Agenda***  
**State College Board of Health**  
**Regular Meeting**  
**Tuesday, April 24, 2018**  
**4:00 p.m., Room 242**

**I. Call to Order**

**II. Roll Call & Introductions**

James Edwards  
Linda Greenly-Finch  
William Taylor  
Jacqueline Gardner  
Thomas Daubert

**III. Approval of Minutes**

The Board should review and approve the January 30, 2018 meeting minutes.

**IV. Public Hour - Hearing of Citizens**

**V. Business Meeting**

A. Report on Department Activity (copy attached)

**VI. Other Matters of Interest**

**VII. Adjournment**

**Meeting Minutes**  
**State College Board of Health**  
**Regular Meeting**  
**Tuesday, January 30, 2018**

The State College Board of Health met on Tuesday, January 30, 2018 in Room 242 of the State College Municipal Building, 243 South Allen Street, State College, PA. The 2017 Chairman, William Taylor, called the meeting to order at 4:04 p.m.

**Members Present:** Dr. William Taylor, Dr. James Edwards, and Dr. Linda Greenly-Finch

**Also Present:** Kevin Kassab, Community Engagement Manager; Tom King, Assistant Borough Manager/Public Safety; Brian O'Donnell, Health Inspector/Ordinance Officer; and Sarah Smith, Administrative Assistant

**Election of 2018 Chair**

Dr. Edwards made a motion to nominate Dr. Taylor as the 2018 Chairman and Dr. Greenly-Finch seconded the motion. The vote was unanimously in favor.

**Approval of Minutes**

Dr. Edwards made a motion to approve the October 24, 2017 minutes as submitted and Dr. Greenly-Finch seconded the motion. The vote was unanimously in favor.

**Public Hour**

No one was in the audience who wished to discuss items not on the agenda.

**Business Meeting**

Mr. O'Donnell discussed the Fourth Quarter Report on Department Activity. Dr. Taylor noted that there was an increase in Refuse Party Materials from 2016. Mr. O'Donnell noted that there was an increase in dog cases from 2016 as well. He gave a brief overview of what types of violations the Borough handles for dogs. He also briefly discussed the new dog laws for cruelty.

Next, Mr. O'Donnell reviewed the Health Inspections and made a note that there was an error on the closed cases as one of the closed establishments was in Ferguson Township. Dr. Edwards inquired how long establishments normally stay closed for and Mr. O'Donnell explained that it would depend on the severity and nature of the violations. He briefly reviewed the violations that had caused the two establishments to be closed.

The Board reviewed the Newsletter that is distributed to each restaurant when they receive their new license.

Mr. O'Donnell briefly reviewed the staff changes that occurred in 2017.

It was noted that the Conflict of Interest memo was distributed to each of the Board members and that it was distributed via mail to the members not in attendance.

The Board reviewed the meeting dates of April 24, July 24, and October 23 and approved them tentatively.

Mr. King inquired about the date for the Board of Health Report to Borough Council and gave the Dr. Taylor meeting dates.

Mr. King stated that the Board still had one seat to fill and he requested that if the members knew anyone that might be interested they could contact him. Mr. King noted that it might be beneficial to get a student representative.

### **Adjournment**

There being no further business to come before the Board, on a motion by Dr. Edwards and seconded by Dr. Greenly-Finch, the meeting was adjourned at 4:32 p.m.

Respectfully submitted,

Sarah Smith  
Administrative Assistant

## 1st Quarter 2018 – Enforcement Actions

### Division of Health and Neighborhood Services (DHNS) Ordinance Warnings and Violations

Ordinance warnings are reminders and/or information given to inform residents, owners and PICs that they need to comply with an ordinance. There is no fine and, if a rental property is involved, no points are assigned toward permit suspension.

Ordinance violations are issued in the field by an Ordinance Enforcement Officer similar to a parking ticket. There is a fine and persons receiving the violation have seven days to pay the fine or appeal it. All appeals are answered in writing and, if denied, the person has an additional seven days to pay. Failure to pay a fine results in a citation against the property owner or tenant(s). If a rental property is involved, one point may be assigned for each Ordinance Enforcement Violation.

The table below provides an illustration of key categories along with a comparison of the first quarters in 2016, 2017, and 2018.

Type of Ordinance Warning/Violation	Warnings			Violations		
	2016 1st Qtr.	2017 1st Qtr.	2018 1st Qtr.	2016 1st Qtr.	2017 1st Qtr.	2018 1st Qtr.
<b>Snow</b>	242	120	202	30	27	59
<b>Grass/Weeds</b>	0	0	0	0	0	0
<b>Brush</b>	0	3	0	0	0	0
<b>Refuse – General/Trash/Dumpster</b>	44	51	24	7	9	3
<b>Refuse – Cans at Curb</b>	46	39	57	14	5	12
<b>Refuse – Party Materials</b>	13	13	4	49	21	22
<b>Recycling – General</b>	12	23	2	4	8	0
<b>Recycling – Cans at the Curb</b>	13	5	14	1	0	0
<b>Dog Complaints</b>	8	8	4	0	1	1
<b>Missing House Numbers</b>	2	3	0	0	0	0
<b>Missing Sewer Caps</b>	22	5	2	0	0	0
<b>Graffiti</b>	2	1	1	0	0	0
<b>Housing</b>	11	5	4	0	1	0
<b>Other*</b>	6	7	13	2	0	6
<b>Total - Quarter</b>	421	283	327	107	72	103
<b>Total - Year to Date</b>	421	283	327	107	72	103

\*Other can consist of: Animal Bites, Blocked Dumpsters, Chicken Complaints, Mud on Streets, Open Burning, Handbills, Storm Sewer Discharge, and Sidewalk/Street Obstruction.

### Additional Ordinance Enforcement Actions in the 1st Quarter

- Contracted for snow removal at 7 properties.
- Issued 11 warnings and 4 violations for sofas on porches.
- Assisted Zoning with 1 flashing sign, 3 overoccupancy investigations, 1 student home investigation, 1 tourist home investigation, and removed 2 signs from the rights-of-way.

### College Township Dog Incidents

- Investigated 5 complaints of a dog at large
- Investigated 1 complaint of a dog bite

*1st Quarter 2018 – Health Inspections*

*Restaurant Inspections*

Municipality	Routine Inspections	Follow-up Inspections	Complaints	Plan Review and Opening Inspections	Establishments Closed due to Critical Violations	Billable Hours
College Township	18	0	5	10	0	34.0
Ferguson Township	7	0	0	0	0	7.5
Patton Township	12	3	5	3	0	23.5
State College Borough	69	16	5	19	2*	121.5
<b>Totals</b>	106	19	15	32	2	186.5

\*Kaarma, Lychee Resto

*Tattoo Inspections*

Routine Inspections	Follow-up Inspections	Complaints	Plan Review and Opening Inspections
0	0	0	2

*Massage Inspections*

Routine Inspections	Follow-up Inspections	Complaints	Plan Review and Opening Inspections
0	0	0	0

*Supervisor Compliance*

In Compliance	Percent In Compliance	Out of Compliance	Percent Out of Compliance
331/335	98.81%	4/335	1.19%

*School Inspections*

Municipality	School	Date
State College Borough	N/A	N/A
College Township	N/A	N/A
Ferguson Township	N/A	N/A
Patton Township	N/A	N/A

## 1st Quarter 2018 – Training Activities

### **ServSafe Classes**

---

As required by the PA Department of Agriculture, at least one employee from each licensed Eating and Drinking Establishment must hold a sanitation supervisor certification.

#### **2018 Dates**

All ServSafe Classes in 2018 will be held at  
Borough of State College  
243 S. Allen St.

#### ***Classes held:***

February 15 & 22, 2018

#### ***Upcoming Classes:***

April 5 & 12, 2018  
June 14 & 21, 2018  
August 2 & 9, 2018  
October 11 & 18, 2018  
December 6 & 13, 2018

### **Cooking for Crowds**

---

The Cooking for Crowds program was designed for non-profits, churches, and fire companies. The cost is \$20.00 for participants and includes the Cooking for Crowds Booklet that covers food safety procedures, thermometers, and a certificate for those who participated in the program.

#### **2018 Dates**

All Cooking for Crowds Classes in 2018 will be held at  
Borough of State College  
243 S. Allen St.

#### ***Classes held:***

March 3, 2018

#### ***Upcoming Classes:***

September 18, 2018