

**Meeting Minutes**  
**State College Board of Health**  
**Regular Meeting**  
**Tuesday, April 24, 2018**

The State College Board of Health met on Tuesday, April 24, 2018 in Room 242 of the State College Municipal Building, 243 South Allen Street, State College, PA. Chairman Taylor called the meeting to order at 4:02 p.m.

**Members Present:** Dr. William Taylor, Ms. Jacqueline Gardner, Mr. Thomas Daubert, and Dr. Jim Edwards.

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

The Board and staff made introductions.

Dr. Edwards joined the meeting at 4:04 p.m.

### **Approval of Minutes**

Dr. Edwards made a motion to approve the January 30, 2018 minutes as submitted and Dr. Taylor 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 First Quarter Report on Department Activity. Dr. Edwards inquired if there had been any drop in refuse incidents since the Beta incident. Mr. Kassab and Mr. O'Donnell explained that the prolonged cold weather this spring would have had some impact on the refuse violations. Mr. O'Donnell explained interior furniture on the porches violations. Mr. Daubert inquired about the definition of interior furniture and Mr. Kassab stated that exterior furniture is referring to weather resistant furniture.

Mr. O'Donnell noted that the Borough had taken over the dog enforcement in Harris Township as of April 1, 2018. Mr. King noted that enforcement would be billed to Harris Township on an hourly rate.

Mr. O'Donnell reviewed the Health Inspections and the closed restaurants. He gave a brief overview of the procedures for closed restaurants. Mr. O'Donnell also gave an overview on Sanitation Supervisors, school inspections, and restaurant inspections. Mr. Kassab explained about license fees and inspection fees. Dr. Taylor inquired if the two closed restaurants were closed due to complaints or annual inspections and Mr.

O'Donnell stated that Lychee was closed for a complaint and Kaarma was closed from an annual inspection.

### **Other Matters of Interest**

Mr. King inquired if Ms. Gardner or Mr. Daubert had any questions regarding the Board of Health regulations. Mr. Kassab gave an overview of the regulations for having a local Health Department and the work that the Borough Health Department handles. Mr. O'Donnell and Mr. Kassab also discussed the trainings that staff attends.

Dr. Edwards inquired about the plan to inspect fraternity kitchens. Mr. Kassab explained that the plan had been postponed due to everything going on with the fraternities. Dr. Edwards inquired if there was a planned timeline for it to be implemented and Mr. Kassab stated that there was not yet a date. Dr. Edwards requested that he and the alumni be given a copy of the regulations and what the Health Inspectors would be looking for before the inspections are established. Mr. Kassab noted that the kitchen inspections would be part of the Borough ordinances rather than a part of the Property Maintenance Code. Mr. Daubert stated most fraternities had either a longstanding cook or a service that catered in. Mr. Kassab stated that fraternity inspections would likely be handled more like the nonprofit organizations. He noted staff would be reviewing things like technique, food safety, cleanliness, etc. Mr. O'Donnell stated there were some small concession stands that had different procedures as well.

Ms. Gardner inquired about the timing of the inspections and Mr. Kassab explained that the annual inspections are unannounced. He noted re-inspections are scheduled and the timeframe for the re-inspections are based on the severity of problem. Mr. O'Donnell stated the majority of establishments usually fix problems within 24 hours.

Mr. O'Donnell briefly discussed housing complaints.

Mr. Kassab explained that the Board of Health had the power to permanently revoke a restaurant license and he explained the reasons for revoking a license.

Mr. O'Donnell stated the next the meeting dates were scheduled for July 24 and October 23.

### **Adjournment**

There being no further business to come before the Board, on a motion by Dr. Edwards and seconded by Mr. Daubert, the meeting was adjourned at 4:44 p.m.

Respectfully submitted,

Sarah Smith  
Administrative Assistant