

**Meeting Agenda**  
**State College Borough**  
**Board of Health**  
**April 30, 2019**  
**Room 242 / 4 p.m.**

**I. Call To Order**

**II. Roll Call & Introductions**

**III. Election Of 2019 Chair**

**IV. Approval Of Minutes**

**V. Public Hour - Hearing Of Citizens**

**VI. Business Meeting**

A. 1st Quarter Report On Department Activity (To Be Distributed At The Meeting)

B. Board Of Health Report To Council – Date To Be Determined

C. Newsletter (To Be Distributed At The Meeting)

**VII. Other Matters Of Interest**

A. Health Officer Brian O'Donnell Completed The Training And Testing For The State Certification

B. Cooking And Baking Centre County

**VIII. Adjournment**

Documents:

*[Complete Board of Health Agenda - April 30, 2019.pdf](#)*

***Meeting Agenda***  
**State College Board of Health**  
**Regular Meeting**  
**Tuesday, April 30, 2019**  
**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. Election of 2019 Chair**

A. Elect a Chair for the year

**IV. Approval of Minutes**

Approval of minutes from the Board's October 23, 2018 meeting

January 22, 2019 minutes are for reference only since there was not a quorum and these are not official minutes

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

**VI. Business Meeting**

A. 1<sup>st</sup> Quarter Report on Department Activity (to be distributed at the meeting)

B. Board of Health Report to Council – Date to be determined

C. Newsletter (to be distributed at the meeting)

**VII. Other Matters of Interest**

A. Health Officer Brian O'Donnell completed the training and testing for the state certification

B. Cooking and Baking Centre County

**VIII. Adjournment**

**Meeting Minutes  
State College Board of Health  
Tuesday, October 23, 2018**

The State College Board of Health (BOH) met on Tuesday, October 23, 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, Linda Greenly-Finch, 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 Sandy Lieb, Administrative Assistant

**Approval of Minutes**

Ms. Gardner made a motion to approve the July 24, 2018 minutes as submitted and Mr. Daubert 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**

Report on Department Activity

Mr. O'Donnell said he followed up with Our Lady of Victory about their plan to remodel. They would submit a plan when they are ready to begin.

Mr. O'Donnell inspected the property and food truck business at 938 West College Avenue. The food truck owner subleased the property to another party to start a business, and both parties were cited for operating without a license. The people that subleased the property opened a business in the Auntie Anne's space at the Nittany Mall.

Grace Prep High School Salmonella Outbreak Update

Mr. O'Donnell stated that he did not hear back from the State Health Department about the Salmonella Outbreak at Grace Prep High School. He added that the cooked pork tested positive for salmonella.

## **Other Matters of Interest**

### New Business

Mr. O'Donnell reported there was an increase in Grass/Weeds warnings and violations issued because of the rain. The weather also caused an increase of housing calls for the inspection of mold.

Mr. O'Donnell said church kitchens are governed by the Department of Agriculture. He added that if they had more than three events a year opened to the public, they must be licensed. The non-profit cost for a license was \$68.45.

Dr. Edwards asked if fraternity kitchens were part of the zoning ordinance, and if not, was there a provision to put it in zoning at some point. Mr. Kassab said that Centre Region Codes checked the fraternities two times a year. Mr. Kassab stated it was proposed the Borough Health Department would check the fraternities once a year, per the Property Maintenance Code, but it was decided that they would not inspect them at this time. Mr. Kassab added that parents inquired whether we checked the kitchens of the fraternities.

Mr. King stated that an exotic animal ordinance may be something the BOH should pursue. He added exotic animals are purchased through a state licensed breeder. Mr. Kassab said that certain snakes would not be permitted or any animal inclined to do harm. Staff would research the feasibility of an exotic animal ordinance.

The BOH board approved the proposed meeting dates for 2019. The January 29, 2019, meeting was changed to January 22, 2019

Mr. O'Donnell stated the next BOH meeting date was scheduled for January 22, 2019.

### **Adjournment**

There being no further business to come before the Board, on a motion by Dr. Taylor and seconded by Mr. Daubert, the meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Sandy Lieb  
Administrative Assistant

**Meeting Minutes  
State College Borough  
Board of Health  
Tuesday, January 22, 2019**

The State College Borough Board of Health (BOH) met on Tuesday, January 22, 2019, in Room 242 of the State College Municipal Building, 243 South Allen Street, State College, PA. Mr. O'Donnell called the meeting to order at 4:05 p.m.

**Members Present:** Linda Greenly-Finch and Dr. Jim Edwards

**Also Present:** Tom King, Assistant Borough Manager for Public Safety; Brian O'Donnell, Health Inspector/Ordinance Officer; and Sandy Lieb, Administrative Assistant

There was not a quorum for this meeting, so no official business was voted upon at the meeting.

**Election of 2019 Chair**

The election was postponed until the April 30, 2019 meeting.

**Approval of Minutes**

Approval of the minutes was postponed until the April 30, 2019 meeting.

**Public Hour**

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

**Business Meeting**

Report on Department Activity

Mr. O'Donnell reported that there were no major changes on the report. He added warnings were down, and the Sanitation Supervisor compliance was at 97%. He said there were two critical violations and follow ups. He stated that Irving's Bagels was on a three-month compliance inspection schedule.

Dr. Edwards asked why State College Area School District (SCASD) was not providing lunch for Our Lady of Victory School (OLV). Mr. O'Donnell said that due to Federal Procurement rules the OLV school lunch program would have to go out to bid, and it was not in the SCASD's best interest. He added that two employees from SCASD went to OLV and took over the program.

### Board of Health Report to Council

Mr. King said the date for the Board of Health Report to Council had not been determined.

### Newsletter

Mr. O'Donnell reviewed the newsletter and discussed the handouts that were distributed with the Eating & Drinking Licenses. He said the new items discussed in the newsletter were Service Animals, Hair Restraints, registering the businesses' Hazard Analysis Critical Control Point (HACCP) with us and the inspection forms used by the Borough.

He also reported that many of the churches had become licensed. The fee for a non-profit license was \$68.45. He added that while ServSafe was not required for churches, it was highly recommended.

### ABC Memo and Conflict of Interest Policy

The ABC Memo and Conflict of Interest Policy was distributed to the members.

### **Upcoming Meeting**

Mr. O'Donnell stated the next BOH meeting date was scheduled for April 30, 2019.

### **Adjournment**

There being no further business, the meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Sandy Lieb  
Administrative Assistant