



## **2011 ANNUAL REPORT**

**PRINCETON REGIONAL HEALTH COMMISSION**

**&**

**PRINCETON REGIONAL HEALTH DEPARTMENT**

**SERVING OUR COMMUNITY SINCE 1880**



Submitted By David Henry, M.P.H., Health Officer  
Data Compiled By Interns Betty Tran and Peterson Chao

July 19, 2012

**PRINCETON REGIONAL HEALTH COMMISSION  
2011 Members**

**BOROUGH BOARD OF HEALTH MEMBERS**

Bruce Topolosky (Pres. Boro Bd.)  
Sandra Zordan-Friedman CNM, MSN (Vice Pres.,  
Boro Bd.)  
Robert Ciotta (Alternate I)  
Leon Rosenson (Alt II)  
Catherine Hegedus, RN (Alt. III)  
**Borough Council Liaison**  
Heather Howard

**TOWNSHIP BOARD OF HEALTH MEMBERS**

Laura Kahn, MD, M.P.H. (Pres., Twp. Bd.)  
Charles Rojer, MD (V. P., Twp. Bd.)  
George DiFerdinando, Jr., MD, M.P.H. (Alternate I)  
Lindsey Kayman, SM, CIH (Alternate II)  
JoAnn Hill (Alternate III)  
**Township Committee Liaison**  
Bernard P. Miller

**COMMISSION OFFICERS:**

Chair- Bruce Topolosky  
Vice-Chair – Laura Kahn  
Secretary – Catherine Hegedus

**COMMISSION COMMITTEES (COMMISSION CHAIR EX-OFFICIO MEMBERS OF ALL  
COMMITTEES)**

Budget and Finance – Ciotta, Hill, Rosen, Topolosky  
Personnel – Ciotta, Hill, Kahn  
Planning – DiFerdinando, Rojer  
Nominating Committee- All members

**OFFICIAL LIAISONS TO OTHER AGENCIES**

Princeton Alcohol and Drug Alliance (PADA) – Hegedus, Hill  
Environmental Commission – Kayman, Rojer (member Sustainable Princeton)  
Princeton Local Emergency Management Committee – Kahn, Kayman, Topolosky

**STAFF – (5.5 FTE)**

David Henry, M.P.H. - Health Officer  
Randy Carter, B.S., Senior Registered Environmental Health Specialist  
Keith Levine, M.A., Registered Environmental Health Specialist  
Lauralyn Bowen, Certified Municipal Registrar of Vital Statistics  
Anne Borek, Part-Time Deputy Registrar (9 Hours/week)  
Tamara Kretschmann, Part-Time Alternate Registrar/Clerk (9 Hours/week)  
Mark Johnson, Certified Animal Control Officer/Animal Cruelty Officer

# **PRINCETON REGIONAL HEALTH COMMISSION MISSION AND ACTIVITIES STATEMENT**

## **MISSION STATEMENT**

Protect and improve the public's health through disease prevention, health education and community planning by providing competent and professional public health services to all residents of the Princeton Borough and Township Communities.

## **VISION**

To serve, protect and improve the public health of the community through communication, consultation, and cooperation.

The goals of the Strategic Plan are to address the following areas:

- Implementation and enforcement of New Jersey statutory requirements
- Coordination with community and regional agencies and organizations
- Emergency preparedness
- Community health education (including classes for food handlers)
- Public-private school health
- Animal control
- Continued identification of specific public health needs
- Assuring adequate personnel and other resources to carry out mission

## **HISTORY & ORGANIZATION**

The Princeton Borough/ Princeton Township Boards of Health and Health Department have served the Princeton community since October 25, 1880. The Department was providing well child clinics since the mid-1920. About fifty years later, the Princeton Regional Health Commission was formed by mutual agreement between the Borough and Township on January 1, 1976. At the time of implementation of the regional health department, the staff consisted of one Health Officer, one Inspector and one Secretary for a population of less than 25,000.

### **FUNCTIONAL DEPARTMENTAL COMPONENTS:** **GOVERNANCE/PERSONNEL**

**Regional Health Commission (Board of Health):** Autonomous joint municipal governing body for the Health Department consisting of ten appointed members, five from Princeton Borough and five from Princeton Township. The Commission has the ability to make resolutions and laws that are protective of the public's health. The Commission is mandated to implement and comply with the New Jersey Public Health Practice Standards (minimum standards of performance).

**Health Officer:** State-licensed CEO of the health department. The position serves as department head, and general agent for the Health Commission. Minimum requirements are a Master's Degree and State License. Responsible for planning, implementing and assuring environmental and public health services for the community. The Health Officer serves as delegated operational agent for the State Commissioner of Health and (to a limited extent) the State Commissioner of Environmental Protection.

**Registered Environmental Health Specialists (REHS):** Two State-licensed agents for the Health Department/Health Commission empowered to inspect, investigate and enforce environmental/public health codes and laws (NJDEP, NJDHSS, Commission, Borough/Township). The inspectors routinely handle complaints, food inspections, lead-based paint assessments, septic and well inspections, etc. The inspectors work under the supervision of the Health Officer. The inspectors do their own filing, office work and correspondence.

**Registrar of Vital Statistics:** State-certified registrar responsible for births, marriages, burials, deaths and domestic partnership certificates, licensing and permits. The Registrar serves an important function in homeland security since certificates generated from this office serve as source documents for individual identification (bank accounts, driver's licenses, Social Security, etc.). State regulations for Vital Statistics are similar to the requirements of the inspectors. This position answers directly to the State Registrar of Vital Statistics and the municipal Health Officer.

**Deputy Registrars of Vital Statistics:** State-certified registrars responsible for the same duties as the Registrar. The two part-time registrars answer directly to the Registrar of Vital Statistics. The Registrar and the two part-time Deputies generated 3,939 certificates in 2011.

**Animal Control Officer:** State-licensed animal control specialist who carries out essential municipal animal control services plus the various deer population programs. The services are primarily focused on rabies prevention and public health protection for the community. These

services include picking up stray dogs and cats and animal related complaints. This position also serves as the Animal Cruelty Officer for the Borough and the Township.

**Health Education:** Providing health education and health promotion, work included a comprehensive community resource directory suitable for on-line or print use; multi-agency community consortium events, community partnering; lead paint brochures, and pandemic flu planning.

**Flu Vaccine:** Five hundred and seventy Princeton seniors, those with chronic health risks, and Borough and Township employees received an annual flu shot. The Health Department joined with the Princeton Senior Resource Center to organize and publicize this event.

**Training and Certification:** All Princeton Regional Health Department staff is either State-licensed or certified. All of these positions require frequent continuing education credits in order to maintain licensing, improve knowledge and skill levels, and provide continuing education experience.

**Public Health Contracts:** Because of limited staffing levels, a variety of public health services must be provided through contracts with private providers. These include public health nursing, the Healthy Child/Well Baby Clinic, Veterinarian services, HiTOPS, SAVE Animal Facility, and a part-time Health Education Consultant. Consulting services via contracts help us to meet the needs of the community as well as meeting the requirements of the New Jersey Department of Health and Senior Services Performance Standards.

## **TECHNOLOGY**

We have access to the Internet as well as links to local, county, state and federal health departments. We also have access to a secure e-mail directly to the State through a system called NJLINCS (New Jersey Local Information Network Computer System). Since July 2005, the department has been entering death records into the State's electronic death certificate system. The department also enters communicable disease reports and investigations electronically. The staff is trained in Microsoft Office, Adobe Photoshop, Apple Computers and Internet browsers.

The staff spends considerable time working on an extensive list of databases. All of our computers have been replaced through grants.

## **CUSTOMER SERVICE**

The Health Department's client base consists of 30,000 + residents, State/County /Local agencies, and the regulated community. This community includes restaurants and eating establishments, engineers, septic system installers/engineers/repair personnel, public swimming pool owners, pet owners and anyone on a septic system or well water.

Since we are a joint department and serve as internal consultants, advisors and regulators on public/environmental health related matters, our internal clients also include all Borough/Township departments.

We interact with our clients in person, by fax, phone, e-mail, newsletter, newspapers and by mailings. Our most frequent interactions involve vital statistics, complaints and food inspections.

## **STANDARDS OF PERFORMANCE**

We have a State mandated set of minimum standards of performance (New Jersey Public Health Practice Standards of Performance for Local Boards of Health). These standards are quite extensive and are in addition to the local ordinances and State Statutes that dictate our duties and requirements. All health departments are responsible for providing the following services as required by State mandate N.J.A.C. 8:52-1 et seq.:

- Community assessments that required community outreach and partnerships with community organization, hospitals, and universities.
- Environmental health services (food inspections, septic system installations/repairs, complaint investigations, garbage & debris complaints, etc.).
- Health education and promotion services.
- Public health services (communicable disease investigations, public health nuisances, public health nursing, well baby clinics, animal control, etc.).
- Public health emergency response preparedness.
- Enforcement of environmental and public health laws (local, New Jersey Dept. of Environmental Protection and New Jersey Dept. of Health & Senior Services).

The performance standards were approved by the State without the benefit of funding sources other than local tax dollars and departmental fees. As part of the Practice Standards, and due to 9/11, greater mandated emphasis is given to emergency public health response duties and capabilities. The health officer and inspectors either have completed or are in the process of completing a 40 hour Bioterrorism and Incidence Command training courses. Training has also been increased by attending the Princeton University Bio-Defense Seminars presented by Laura Kahn, M.D., M.P.H. It should be noted that limited funding is received from the State to support bioterrorism preparedness on the local level. Pandemic Flu Planning funding has been used to improve some of our equipment. Local funding and increased community partnerships are most viable option for an adequately funded and prepared health department.

We strive to remain responsive to the environmental and public health needs of the Princeton community.

## **2011 HEALTH COMMISSION/DEPARTMENT ACCOMPLISHMENTS/ 2012 CHALLENGES**

### **A. Accomplishments**

1. Dr. Laura Kahn held numerous Biodefense programs on Princeton University that were open to the community.
2. Dr. George DiFerdinando was elected to the New Jersey Local Boards of Health.
3. Bruce Topolosky was appointed to the Transition Task Force Personnel Subcommittee and Bernard Miller was appointed to various Transition Task Force Committees. Heather Howard was appointed to the Transition Task Force Finance Subcommittee.

4. Participated multi-county Lead Grant for lead poisoning follow-up services (a 1st for Mercer Co.). One case was followed up by the Regional Lead Nurse.
5. Vaccinated 516 people against the flu.
6. Our two hybrid vehicles have provided us with the one of the most fuel efficient departments in the Borough.
7. Equipped public health emergency response vehicle (supplies provided by the State or County).
8. State grants for equipment have reduced the need for equipment request from the Capital Improvement Plan.
9. We have continued to develop relationships with State and local officials.
10. Health Commission has worked successfully on numerous projects (Emergency Prep., food inspection refinements, and shared services).
11. Health Commission continues to be one of the most active Boards of Health in the State.
12. Health Commission passed a 2011 Salary Ordinance that clarified the Borough Salary Ordinance.
13. Health officer was re-elected president of the Mercer County Health Officers Association.
14. Utilized one intern to complete projects. Value of their service was placed at \$30,000.
15. Mini website ([princetonhealthoffice.org](http://princetonhealthoffice.org)) is nearly complete and operational with text and video.
16. Food establishment inspections are now being placed on our mini-website for the public to view.
17. Implemented continuity of operations plan so that we can operate offsite during an emergency (computer file access and phone access).
18. Participated in a County Emergency Public Health exercise.
19. Received a satisfactory rating on a State Health Department audit of programs.
20. Health officer served as site preceptor for an inspector seeking her Masters of Public Health degree. Another MPH student will be doing the same thing in 2012.
21. Department operations severely challenged by budget cuts and forced reduced staffing. Staff did an extraordinary job of sustaining operations.
22. Developed a Wildlife Management manual.
23. Health officer was a speaker at a climate change conference at Rutgers and was appointed as a part-time instructor at Rutgers, Edward J. Bloustein School of Planning and Public Policy.

**B. 2012 Challenges**

1. Sustainable funding to maintain operational needs of the Dept. and Animal Control.
2. Seeking additional shared services opportunities.  
Borough Administration's adherence to state law regarding Health Department's personnel.

3. Consolidation.
4. Improvements to food establishment inspections.

## **ENVIRONMENTAL HEALTH ANNUAL ACTIVITY**

Administration – Office work, correspondence, phone calls, meetings, planning, reviews, subject research, paper work, filing, record keeping, etc. (# of incidence x # of hours x two Inspector per year)

Court Attendance – Court cases involving code violation.

Training Courses – Environmental/Public Health Training courses required to maintain the licenses of the inspectors.

TASE – Tobacco-Age-Of –Sale compliance and enforcement inspections of tobacco merchants utilizing supervised youth.

WIC – County administered Women, Infants Conferences that are held throughout the year in Princeton. Inspector Carter attends these conferences.

Pool Water Quality Reports – Laboratory reports on the bacteria, pH and sanitizing strength of public pool water. These reports are reviewed for State pool/spa compliance to ensure safe bathing conditions.

Grease Trap Compliance – Excess grease from retail food establishments can be a major cause of maintenance and clogging of sewer mains. We work closely with the Sewer Operating Committee and Borough & Township Engineering Departments to help reduce excess grease in the sewer system. Frequent cleaning of grease traps are the prime method of preventing problems in the sewer mains. There is an excellent opportunity the grease recycled into bio-diesel. We are exploring this opportunity with Sustainable Princeton and area restaurants.

Lead paint – Lead paint investigations are complex and time consuming. Great care is taken to make sure that high blood lead levels in children are investigated and followed up by the Inspectors and the Regional Lead Nurse. Please note that one positive case took 27.75 hours. This involved the investigative process and difficulty in getting the patient's family and representative to cooperate fully with the inspector.

Monitoring Well Reports – NJDEP reports on wells put in place to monitor subsurface contamination or surveillance wells to determine evidence of pollution. These reports determine current conditions of ground water around known contaminated sites in the Borough and Township.

Permits & Inspections (Wells) – All potable wells in the Township have to be properly grouted and /or sealed in accordance with State Code.

NJDEP Notification Reports – These reports detail any release, spill or contamination of the environment that has been called into NJDEP in Princeton Borough or Princeton Township.

**Princeton Regional Health Department**  
**Environmental Health Annual Activity Report**  
*January 2011 to December 2011*

SUBJECT	TOTALS IN 2011
Administration	936.5 Hours (448 Hours per Inspector)
Court Attendance	7 (1.4 Hours per Inspector)
Training Courses	48.5 Hours
WIC Program	5 Hours
Bioterrorism (Education/Training)	8 Hours
<b>BATHING PLACES</b>	
Pool Inspections	15.75 Hours for 16 Inspections (.98 Hrs. /Insp.)
Preoperational Inspections	18 Hrs. for 19 Inspections (.95 Hrs. /Insp.)
Pool Complaints	4.5 Hrs. for 11 Inspections (.41 Hrs. /Insp.)
Pool/Spa Plan Reviews	8.25 Hrs. for 9 Reviews (.9 Hrs. /Insp.)
Pool Water Quality Reports	17.75 Hrs.
<b>YOUTH CAMP</b>	
Preoperational Inspections	10.75 Hrs. for 12 Inspections (.90Hrs./Insp.)
Compliance Checks	8
<b>LEAD PAINT</b>	
Risk Assessments/Inspections	11.5 Hrs. for 14 Inspections (.82 Hrs. /Insp.)
Lead Complaint Investigations	27.75 Hrs. for 28 Inv./Insp. (1 Hr.)
Positive Lead Cases	1
Lead Education Outreach	0
<b>PUBLIC HEALTH NUISANCES</b>	
Garbage/Debris	42.75 Hrs. for 102 Complaints (.42 Hrs. /Comp.)
Animal Complaints	7.25 Hrs. for 6 Complaints (1.21 Hrs. /C.)
High Grass/Weeds	13.25 Hrs. for 34 Complaints (.39 Hrs. /C.)
Insect/Rodents	16.75 Hrs. for 32 Complaints (.5 Hrs. / C.)
Air Pollution	1.25 Hrs. for 3 Complaints (.41 Hrs. /C.)
Water Pollution/Complaints	9.25 Hrs. for 5 Complaints (1.85 Hrs./C)
Sewage Complaints	9.5 Hrs. for 7 Complaints (1.36 Hrs. /C.)
Miscellaneous PHN Complaints	38.5 Hrs. for 75 Complaints (.51 Hrs. /C.)

**Princeton Regional Health Department**  
**Environmental Health Annual Activity Report**  
*January 2011 to December 2011 (continued)*

<b>COMMUNICABLE DISEASES</b>	<b>TOTALS IN 2011</b>
Communicable Disease Investigation	77
West Nile Virus (positive testing)	0
Dead Crow/Bird Death Investigations	0
Rabies	5 Hrs. for 5
NJDHSS Lab Specimens (delivered)	2.75 Hrs. for 2
Shelter/Kennel Inspections	2.5 Hrs. for 1 Inspection
<b>RETAIL FOODS</b>	
Chapter 24 Regulations/Education	1 Hr. for 1 Establishment
Communicable Disease Investigations	1.5 Hrs. for 2 Invest. (.75 Hrs. /Inv.)
Retail Food Inspections	308 Hrs. for 195 Insp. (1.58 Hrs. /Insp.)
Retail Food Complaints	49.5 Hrs. for 52 Complaints (.95 Hrs. / C.)
Retail Food Spot Checks	51.75 Hrs. for 46 Checks (1.13Hrs./C)
Food Handling Courses	0
Preoperational Inspections	24.25 Hrs. for 30 Insp. (.81 Hrs. /Insp.)
Plan Reviews	77.75 Hrs. for 95 Reviews (.81 Hrs./Rev.)
Temporary Events	99 Hrs. for 72 Event/Vendors (1.285 Hrs. each)
Mobile Food Vendor Inspections	2.5 Hrs. for 4 Vendors (.63 Hrs. /Insp.)
Retail Food Service Education	0
Grease Trap Compliances	1.5 Hrs. for 2 Inspections (.75/Insp.)
<b>SEPTIC SYSTEMS</b>	
OPRA requests for Septics/Private Wells	11 Hrs. for 10 Requests (1.1 Hrs. /Req.)
Soil Witnessing	11 Hrs. for 3 SW's (3.66 Hrs./Lot)
Installation/Abandon Inspections & Permits	52.75 Hrs. for 49 (1.1 Hrs./Lot)
Septic System Plan Reviews	10.5 Hrs. for 16 reviews (.66 Hrs./Rev.)
Office Conference Septic Systems	6.5 hrs. for 10 Conf. (.65 Hrs. /Conf.)
<b>POTABLE/MONITORING WELLS</b>	
Monitoring Well Reports	.25 Hours
Permits & Inspections (grouting/sealing)	3.25 Hrs. for 6 Insp. (.54 Hrs. /Insp.)
<b>DAY CARE</b>	
Compliance Checks	0
<b>HAZARDOUS WASTE</b>	
Complaint Investigations	26.75 Hrs. for 14 Inv. (1.9 Hrs. /Inv.)
Environmental Assessments/OPRA requests	11Hours for 12 Requests (.92 hrs./Request