

2016 Annual Report Hightstown Board of Health



**2016
HIGHTSTOWN BOROUGH OFFICIALS**

MAYOR & COUNCIL

Lawrence D. Quattrone, Mayor
Denise "Denny" Hansen, President
Susan Bluth
Seth A. Kurs
Steven Misiura
Conner Montferrat, Board of Health Liaison
Charles Stults

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Skye Gilmartin, Vice President
Robin Conrad
Nancy Distelcamp
John Laudenberger
Elizabeth Morley
Katherine Zaiser
Watler Hewitt, Alternate
Jennifer Benal, Alternate 2

Board of Health Secretary – Robert Gilmartin

HEALTH DEPARTMENT EMPLOYEES

Jill Swanson, Health Officer
Jamie Yates, RN, Community Health Nurse
Douglas Davidson, Manager, Environmental Health Services
Sharon Black, Registered Environmental Health Specialist
Cheryl Wnek, Registered Environmental Health Specialist
Lorna Bonorand, Registered Environmental Health Specialist
Lisa Bruzzio, Registered Environmental Health Specialist

Vital Statistics

Debra Sopronyi, Registrar of Vital Statistics
Margaret Riggio, Deputy Registrar of Vital Statistics

Contractual Employees

Devangi Patel, Certified Health Education Specialist
Dr. Radishrishnan, Clinic Pediatrician

Overview of Public Health Services

Public Health Services are provided to Hightstown Borough through a municipal shared services agreement with West Windsor Township. The Department is structured around mandates established in the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52. The Department strives to perform services which are locally appropriate to the community of Hightstown Borough. The Health Department is administered by the Health Officer with the support of the Public Health Nurse, Manager of Environmental Health Services and several Registered Environmental Health Specialists. Clerical support is provided by full-time professionals in the Health Department. The Office of the Borough Clerk compliments public health services by administering health licensing and Vital Statistics functions for the Department. Professional services of a Health Educator and Clinic Physician are provided by contractual employees. The Health Department provides full time coverage for public health functions to the community and is available for emergency response 24 hours per day, 7 days a week.



Public Health
Prevent. Promote. Protect.

The Department is located at 271 Clarksville Road in West Windsor Township. The Health Officer and inspectors perform numerous types of investigations, compliance inspections, meetings, and conferences within the Borough on a routine basis. The professional staff are licensed by the State of New Jersey and staff are required to attend trainings regularly to maintain annual continuing education credits on public health topics.

The Health Department is accountable directly to the Board of Health and Borough Administration. The Hightstown Board of Health is an autonomous Board composed of volunteer representatives from the community. Members are appointed by the Mayor with advice and consent of Council. The Board of Health makes policy decisions, appoints staff, reviews reports prepared by the professional staff and passes ordinances which are deemed necessary to protect the health of the community. Board of Health meetings are open public meetings and are scheduled periodically throughout the year.

Health Department Vision, Mission and Values

Vision Statement

Our vision is to develop and maintain thriving communities whose residents are focused on promoting lifelong personal and family health.

Mission

To achieve our vision, the Department is committed to providing public health services which protect, promote, assess, and assure the health, safety and environment of our communities. The scope of service will include programs in health education, preventative health services, environmental and consumer health, communicable disease control, public health preparedness and environmental regulation enforcement.

Values

We value an evidence-based approach in providing diversified and high quality programs based on public health needs and government mandates. We embrace the core values of:

- Integrity*** We act in a fair, consistent and impartial manner. We approach all situations objectively, with respect for both individuals and cultures with sensitivity and without prejudice. We are accountable for our actions.
- Efficiency*** We are committed to making sound and fiscally responsible use of the resources available to us.
- Diversity*** We recognize the value and uniqueness of all persons and cultures. Individuals are treated fairly with respect and our staff is nonarbitrary or capricious in the performance of our mandated duties.
- Collaboration*** We seek to establish partnerships with colleagues, agencies and community groups to enhance our ability to positively impact the health of our communities.
- Service*** We strive to be viewed as an asset to the community through the provision of high quality interventions and the dispatch of prompt, efficient and professional services.
- Knowledge*** We prioritize the ongoing development of skills, awareness, and the pursuit of advanced knowledge in the members of our workforce and our residents.

Public Health Policy Development

Hightstown Adopts a Smoke-Free Parks and Recreational Ordinance

In September of 2016 Borough Council adopted Ordinance 2016-20 which prohibits smoking in parks and recreational areas located in Borough. Policy changes such as this ordinance are termed “environmental change” because they help to create

healthier surroundings and encourage behaviors that have positive impacts on the community’s health. The Board of Health unanimously voted to recommend adoption of the ordinance. This effort was supported through partnerships with the Hunterdon Mercer Chronic Disease Coalition and New Jersey Prevention Network, Tobacco-Free for a Healthy New Jersey.



BREATHE EASY

THIS PUBLIC PROPERTY

is

100% SMOKE-FREE



The areas designated and posted as smoke-free include the following parks:

1. Association Park
2. Dawes Park
3. Memorial Park
4. Rocky Brook Park
5. Roger G Cook Greenway

2016 REVENUES - BOARD OF HEALTH

The following constitutes revenue amounts for 2014 through 2015 for Health Department permits and fees. Permits and fees are processed by the Office of the Borough Clerk.

	2014 Revenue	2015 Revenue	2016 Revenue
Total Permits (Retail Food Establishment Licenses, Pools, Temporary RFE, etc.)	\$10,675	\$10,375	\$9,560
Vital Statistics	\$4,612	\$5,040	\$8,852

*Reported Vital Statistics Revenues do not reflect State of New Jersey fees.

RETAIL FOOD ESTABLISHMENTS

The retail food program licenses and monitors food safety and sanitation at restaurants, schools, markets and churches to ensure food safety and prevent incidence of foodborne illnesses. Unannounced compliance inspections are conducted annually at all Retail Food Establishments for conformity with Chapter 24



of the New Jersey State Sanitary Code. Follow-up inspections are performed when critical violations are found during an initial inspection. Establishments which serve vulnerable populations or engage in high risk food preparation are inspected twice a year. Inspectors also investigate potential foodborne illness reports, outbreaks, and consumer

complaints related to food establishments. The Health Department conducts site visits in response to product recalls, power outages, emergency events, and provides specialized educational materials.

Designs for new establishments and plans for renovations to existing businesses are reviewed to ensure compliance with rules and regulations. Inspections are conducted prior to opening and shortly after opening to audit the operational food safety practices. Design reviews involve close coordination with the Borough Construction Code Official. Grease control measures are also evaluated during the plan review phase in an effort to protect the Borough sewerage system.

Temporary Retail Food Establishments and mobile vendors are licensed and regulated by the Department. Inspectors meet with special event organizers to review food safety principles and conduct site inspections at fairs, community events and fundraisers to ensure safe standards are maintained. Site inspections are conducted based on potential risks associated with the event.

2016 Retail Food Establishment Program Facts

RFE Licenses Issued	39
Risk 1	11
Risk 2	9
Risk 3	19
Risk 4	0
Mobile	1
Compliance Inspections	53
Non-Routine Investigations	18
Enforcement Actions	4
Plan Reviews	0
Temporary RFE Licensed	41
Temporary RFE Inspected	21

Plan Reviews

Technical plan reviews are conducted for new facilities or renovated retail food establishments. During the plan review process inspectors review design plans and equipment specifications to ensure code compliance prior to construction, remodel or change of ownership. Inspectors work closely with the design professional and construction code officials during this process. There were no new establishments proposed in 2016. One facility was inspected and reviewed for a change in ownership.



- Angelo's Pizza and Grill – Change of Ownership

ENVIRONMENTAL HEALTH

ENVIRONMENTAL/PUBLIC HEALTH ISSUES

Inspections and site investigations are performed based upon complaints, referrals and requests from Borough Officials or other government agencies. Local, state and federal regulations and guidelines are utilized to address these concerns. Inspectors apply evidence-based approaches in addressing substantiated public health problems within the community. In addition to investigations aimed at preventing and correcting conditions of public health significance, inspectors assist residents in the resolution of quality of life questions and aesthetic concerns voiced by residents.

The response time and resources invested in resolving these issues vary from case to case. Inspectors may successfully resolve an issue in one or two site visits; however many cases require repeat visits to allow for investigation, documentation, education, and repeat follow-ups to ensure abatement. Habitual, unabated issues or conditions which pose an immediate threat to human health and/or the environment are handled through enforcement action in court.

Complaint Investigations

36 Complaints Received/ 16 Enforcement Actions

Housing	6
At-Risk Individual	1
Odors	1
Rabies Control	2
Retail Foods	8
Solid Waste	6
Stagnant Water/Mosquito Breeding	9
Tobacco-related	3
Total	36

PUBLIC RECREATIONAL BATHING PLACES

Local health departments conduct safety and sanitation inspections of public recreational bathing facilities to reduce the spread of communicable diseases and protect consumers who use these facilities from harm and danger.

Annual inspections are conducted of all public bathing facilities for compliance with Chapter IX of the New Jersey State Sanitary Code. Seasonal facilities are inspected prior to opening for the summer and during the operational season. Year-round facilities are inspected while in operation. Additionally, laboratory water analysis results are reviewed on a weekly basis. New facilities and renovations planned for existing facilities are subject to a technical plan review and approval process.

2016 Public Recreational Bathing Program Facts

Licenses Issued	4
Annual Licenses	2
Seasonal Licenses	2
Outdoor Pools	2
Indoor Pools	2
Wading Pools	0
Spas	0
Pre-operational Inspections	4
Compliance Inspections	11
Unsatisfactory/Closure	0
Pre-operational failures	2

YOUTH CAMPS

Youth camps are inspected prior to operation for compliance with state regulations which address sanitation and safety standards. Inspectors meet with Camp Directors to review records, plans and certifications. The physical components of the camps such as kitchens and swimming pools are inspected for compliance with local and state regulations.

Pre-operational inspections	3
Satisfactory Rating	3

BODY ART REGULATION

The Borough has one (1) Body Art Establishment which offers tattooing and body piercing services. This facility is licensed by the Board of Health and inspected for compliance with health and safety standards established by the State Sanitary Code. The primary focus of this program is to ensure safe practices and prevent bloodborne pathogen transmissions or infections through procedures such as piercings and tattooing.

Licensed Establishments	1
Procedures Performed	2
Satisfactory Rating	1
Enforcement Actions	0

RABIES CONTROL PROGRAM

The Health Department is the lead agency for rabies control activities. Rabies is a fatal, viral disease that continues to threaten the health of exposed residents, pets and wildlife in New Jersey. In 2016, 278 terrestrial animals and 78 bats tested positive for the rabies virus by the New Jersey State Department of Health laboratory. Pet licensing, vaccination clinics, exposure investigations, and educational outreach efforts are strategies used to prevent disease transmission.

Working closely with the Animal Control Officer and the Police Department, health officials respond to and investigate potential rabies exposures to prevent transmission of disease within our community. The Health Department hosts and promotes free rabies vaccination clinics for dogs and cats four (4) times per year. A December clinic is held locally in Hightstown Borough, and the remaining three are offered in our nearby communities. The Health Department continued to work with Animal Welfare Committee in Hightstown to increase vaccination rates in the Borough. Dr. Christopher Shapley partnered with the Health Department and offered to vaccinate pets against rabies at our clinic at no cost to the Borough, helping to offset the cost of providing this free service to our residents. Representatives from the Animal Welfare Committee attended the December Rabies Clinic and educated attendees on the spay/neuter program offered to residents. In addition, the AWC provided a microchip scanner to the Police Department to assist them in reconnecting lost pets with their owners.

Hightstown Borough licenses dogs and cats residing in the Borough. Licensing helps to ensure that pets are up to date on rabies vaccination and can facilitate the return of lost pets to their families. The Borough Clerk is responsible for pet licensing.

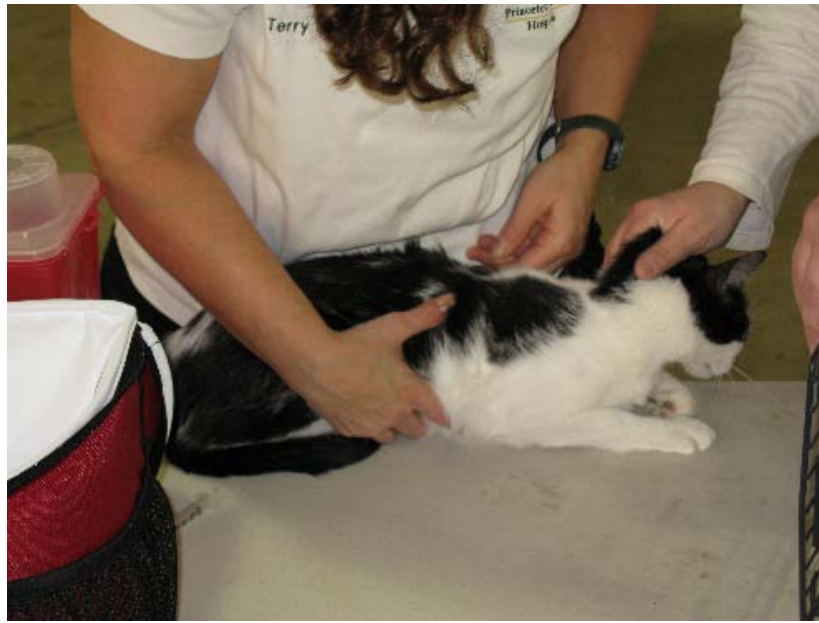
Education and prevention are vital components of the rabies program and are ongoing throughout the year. Consultations on animal-related issues and disease control are provided to Borough Officials, businesses, volunteers, animal control and the residents.

Rabies Control Investigations Conducted: 4

2016 Rabies Vaccination Campaign

4 Rabies Clinics; 1 Hightstown-based Clinics

Hightstown-based Clinics	Dogs Vaccinated	Cats Vaccinated	Total Vaccinated
December 1, 2016	40	8	48
Total Vaccinated	299	36	335



HEALTH EDUCATION/PROMOTION

Health education services are provided through a professional contract with a licensed Health Educator. A variety of programs, news releases and displays are offered throughout the year on pertinent health topics. Additional materials are generated upon receipt of requests from the schools, work places, community groups and the news media. The Borough website hosts a "Health Library" as a quick resource on public health concerns. Throughout the year health advisories and alerts are distributed to partner agencies and shared with the residents when issues arise which may impact community health.

Health Education occurs throughout all local health department programs, with a focus on providing education and health promotion services that help the public make informed decisions about their health. Health education programs and activities aim to help the community achieve a healthier lifestyle. The Department strives to develop relationships with community partners in order to link individuals to available health and wellness resources. The Health Educator, Registered Environmental Health Specialist and Public Health Nurse attend community events held throughout the year to distribute public health information directly to the community. In 2016, staff attended events such as *National Night Out*, *Hightstown Harvest Fair* and *the St. Anthony's Environmental Fair*.

Examples of Health Education Programs and Health Promotion Activities and Programs

Community Health Improvement Planning

Greater Mercer Public Health Partnership

The Greater Mercer Public Health Partnership (GMPHP) is a collaboration of hospitals, health departments, the Mercer County Department of Health and Human Services, and other not-for-profit organizations whose mission is to measurably improve the health of residents of the Greater Mercer County community.

The GMPHP recently completed the updated Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP) for the greater Mercer County area. With the backing of the Community Advisory Board, these plans were unveiled in March 2016.

Healthymercer.org

Radon Awareness Program

Educational Outreach

Distribution of Free Radon Test Kits

Substance Abuse Prevention

The Public Health Nurse attended monthly collaborative meetings –
Mercer Council on Alcoholism and Addiction Services
Distributed educational information on Under-age Alcohol Use and Prevention
Knock Out Opioid Prevention Day,
Hosted Narcan Training Session
National Night Out

Healthy Kidz Program

The Health Educator conducted classroom teaching sessions to educate young children about handwashing and healthy habits.

Zika Prevention

Educational materials were distributed to the community through numerous channels to encourage residents to deter mosquito breeding around their homes, protect themselves from mosquito bites, prepare prior to traveling, and seek help when they feel they may have been exposed.

Print Materials Developed on Timely Topics in the Community

Samples:

Rabies FAQs Guide for Law Enforcement
Backyard Pool Safety Brochure
Lead Poisoning Prevention Guide for Grandparents
Healthy Tips for Traveling Abroad

WORKFORCE DEVELOPMENT

Public health is an evolving field which requires a commitment from the professionals to pursue on-going learning opportunities to assure a competent public health workforce. The Department's professional staff regularly attends professional meetings covering emerging public health issues. In addition, the professional staff are required to maintain state licensure which mandates continuing education in topics essential to the field of public health. A sample of the programs attended in 2016 are listed below:

- Community Noise Enforcement
- Infectious Disease Outbreak Response
- Zika Statewide Planning Conference
- Pills to Heroine
- POD Planning
- Legionella Outbreak Prevention and Response
- Quality Improvement in Public Health Practice
- Mobile Regional Task Force: Getting a Handle on Mobile Retail Food
- Hot Topics in Tobacco control for Communities
- USDA FSIS OIEA Roles and Responsibilities in Commerce
- Emergency Preparedness Access and Functional Needs of a Community

Professional Meetings

- NJDOH Communicable Disease Forums
- Mercer County REHS/CEHA
- Mercer County Health Officer's Association
- Greater Mercer Public Health Partnership
- New Jersey Association of City and County Health Officials
- Mercer County Public Health Nurses
- New Jersey Public Health Nurse Administrators
- New Jersey Environmental Health Association
- Mercer Coalition Meetings
- Central New Jersey Lead and Healthy Homes Coalition
- New Jersey Prevention Network
- Hunterdon and Mercer County Regional Chronic Disease Coalition
- Central West Public Health Emergency Preparedness Group

EMERGENCY PREPAREDNESS PLANNING AND RESPONSE

The Health Department develops, updates, and exercises preparedness plans for potential public health emergencies. It is important to ensure coordination and integration of our plans with those of a broad range of partners. Plans are integrated into county, state and federal plans to facilitate a strategic public health response. The Health Department works alongside other local health departments in Mercer, Somerset and Hunterdon Counties as part of the Central West Public Health Emergency Preparedness Partnership (CWPHEP). Some of the activities conducted in 2016 are listed below.

- Call Down Drills for Point of Distribution (POD) Sites & Staff
- POD Plan Reviews and Updates
- First Responder Prophylaxis Updates
- JEM Model Training & Regional Exercise
- Regional Public Health Emergency Planning
- TEEH POD Planning Training
- MCHOA Local Coordination Meetings for Zika Response
- Zika Planning Activities and Coordinated Response
- Zika Response Statewide Planning & Conference Calls
- CWPHEP POD Drill – West Trenton Fire House



Exercising Emergency Plans is a Vital Step in Preparation

In March, 2016, the Department participated in a CWPHEP Exercise. During this exercise local health department staff from three counties joined



together to test the POD plan for this site using a JEM model of distribution. Board of Health members President Jean Ray and member Jennifer Bernal assisted in this effort and were participants at the POD. Many thanks to Jean, Jennifer and the many volunteers that helps “test” our system and prepared our public health professionals for future emergencies.

PUBLIC HEALTH NURSING ACTIVITIES

Communicable Diseases

Reportable communicable diseases are reported to the local health department by physicians, laboratories, hospitals, schools and institutions in accordance with the parameters set forth in the New Jersey Administrative Code, Title 8, Chapter 57. The health department conducts a case investigation; institutes follow-up activities and reports those which meet the "case definition" as described by the Centers for Disease Control and Prevention (CDC) and New Jersey Department of Health and Senior Services. The State of New Jersey has implemented a web-based system, CDRSS, for reporting which facilitates information sharing between entities. This service provided by the Public Health Nurse helps to prevent the spread of disease by ensuring that residents are followed and counseled through education, testing, treatment and medical supervision.

Investigations Conducted	28
Cases of reportable diseases confirmed	9
Probable Cases	7
Not a Case	11

Immunization Audits

Annual immunization audits are conducted at each educational institution and childcare facility in the Borough for compliance with mandated immunization compliance. During the audit process the Public Health Nurse provides assistance and guidance to monitor adherence to state-mandated immunization requirements. Preschool, kindergarten and sixth grade student records in both public and private schools are audited for compliance with state requirements. The Borough nurse works closely with facility directors and school nurses to ensure consistent implementation of these policies.

		Audited
Kindergarten Facilities:	3	3
Childcare/Preschools:	10	10
Grade 6:	1	1
High Schools:	3	0

Child Health Clinic Services

The Child Health Clinic is a joint program sponsored by Hightstown Borough, East Windsor and West Windsor Townships. Children without health insurance receive preventative services that address the needs of infants and preschool children. The clinic also provides well visits and vaccinations to school-aged children. The clinic is staffed by contractual medical professionals and the municipal public health nurses. The services include a full physical examination of each child, age appropriate immunizations, periodic hemoglobin checks, lead screenings, vision/hearing assessments and TB tests for tuberculosis. At each clinic visiting parents are counseled regarding growth, development, nutrition and safety. Referrals are made to medical clinics and supportive resources, such as the Women, Infant and Children Program (WIC), as needed.

2016 Child Health Clinics

	Total
Clinics Held	29
Patient Visits	147
Lead Screenings	2
TB Tests	14

Prenatal/Postpartum Referrals

The Health Department receives referrals from various sources within the medical community for high risk mothers and children in need of prenatal and postpartum services. Consultations are provided to parents on the physical, nutritional and cognitive development of infants. The public health nurse plays an important role in connecting families to the available services.

Adult Health

Community nursing provides periodic health screenings for adults at public events such as health fairs and Senior Center programs. The Public Health Nurse provides monthly blood pressure screening to seniors at Senior Center Programs and at the Hightstown Housing Authority. The Public Health Nurse provides health information and screenings as well as linking individuals to a variety of health services available within the community. The nurse also helps local organizations to connect with agencies that can provide free or low cost screenings for residents. Home visits are conducted for homebound residents upon physician referral. Social service visits are conducted on an as-needed basis and are the result of referrals from community members or medical providers. Annual influenza and pneumococcal vaccinations are offered at the Senior Center.

Older Adults

Public health nursing visits	1
Doses of influenza vaccine	43
Doses of pneumococcal vaccine	0

Cardiovascular Disease Screenings

Screened for hypertension	455
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Tuberculosis (TB)

Individuals screened for TB	4
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PUBLIC HEALTH PARTNERSHIPS

The Local Public Health Department is responsible for identifying the needs of a specific community and seeking out resources to meet those needs. Developing partnerships with organizations throughout the county and state is essential in this process and in an ongoing activity for staff.

Highlighted Partnership

Isles – Code Inspection for Healthier Homes

The Health Department partnered with Isles to organize and host a training session for municipal professionals aimed at raising awareness on the many conditions within the home that can adversely affect health. The session was attended by REHS staff, the public health nurse, the Construction Code Official and the Code Enforcement Officer. Officials are encouraged to transfer this knowledge to residents during routine home visits.

VITAL STATISTICS

The Registrar of Vital Statistics maintains records of all the marriages, domestic partnerships, civil unions, births and deaths which occur in Hightstown Borough. The Registrar and Deputy Registrar issue permits for burials, marriage licenses and certified copies of vital records. The Board of Health has appointed the Borough Clerk to serve as Registrar. The Deputy Clerk serves as the Deputy register of Vital Statistics.

Certified Copies	107
Marriage Licenses	30