

2017 Annual Report Hightstown Board of Health



<p style="text-align: center;">2017 HIGHTSTOWN BOROUGH OFFICIALS</p>
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MAYOR & COUNCIL

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

BOARD OF HEALTH

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Robin Conrad
Nancy Distelcamp
Edyth Duffy, Alternate
Skye Gilmartin, Vice President
Walter Hewitt
John Laudenberg
Elizabeth Morley

Board of Health Secretary – Robert Gilmartin

HEALTH DEPARTMENT EMPLOYEES

Jill Swanson, Health Officer
Geetanjali Jain, RN, Community Health Nurse
Douglas Davidson, Manager, Environmental Health Services
Sharon Black, Registered Environmental Health Specialist
Lorna Bonorand, Registered Environmental Health Specialist
Nikita Patel, Registered Environmental Health Specialist
Anthony Ravino, Registered Environmental Health Specialist
Cheryl Wnek, Registered Environmental Health Specialist

Vital Statistics

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

Contractual Employees

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 reports 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, review 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:

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| <i>Integrity</i> | 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. |
| <i>Efficiency</i> | We are committed to making sound and fiscally responsible use of the resources available to us. |
| <i>Diversity</i> | We recognize the value and uniqueness of all persons and cultures. Individuals are treated fairly with respect and our staff is non-arbitrary or capricious in the performance of our mandated duties. |
| <i>Collaboration</i> | We seek to establish partnerships with colleagues, agencies and community groups, to enhance our ability to positively impact the health of our communities. |
| <i>Service</i> | 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. |
| <i>Knowledge</i> | We prioritize the ongoing development of skills, awareness and the pursuit of advanced knowledge in the members of our workforce and our residents. |

2017 REVENUES - BOARD OF HEALTH

The following constitutes revenue amounts for 2015 through 2017 for Health Department permits and fees. Permits and fees are collected and processed by the Office of the Borough Clerk. The funds collected for Board of Health permits and licenses are retained by Hightstown Borough.

	2015 Revenue	2016 Revenue	2017 Revenue
Total Permits (Retail Food Establishment Licenses, Pools, Temporary RFE, etc.)	\$10,375	\$9,560	\$8,705
Vital Statistics	\$5,040	\$8,852	\$11,303

*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.

2017 Retail Food Establishment Program Quick Stats

RFE Licenses Issued	39
Risk 1	11
Risk 2	8
Risk 3	19
Risk 4	0
Mobile	1
Compliance Inspections	56
Non-Routine Investigations	7
Enforcement Actions	0
Plan Reviews	0
Temporary RFE Licensed	29
Temporary RFE Inspected	20

Plan Reviews [1]

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 2017. Inspectors met with the owners of one new facility proposing to submit plans in early 2018.



Emergency Response for Retail Foods [2]

Fires, floods, electrical outages and sick food handlers create emergency situations for food establishments serving the public. The Health Department responds 24 hours a day, 7 days a week when a crisis occurs that requires immediate attention in a food establishment. In 2017, 2 establishments required emergency assistance from the department. The response extends over the course of several days.

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 – Quick Stats

25 Complaints Received/ 6 Enforcement Actions

Housing	4
At-Risk Individual	1
Pesticides	1
Rabies Control	7
Retail Foods	6
Rodents	2
Stagnant Water/Mosquito Breeding	3
Public Health Nuisance	1
Total	36

Elevated Blood Lead Investigations Quick Stats

Nurse Case Management Patients	1
Lead Paint Notice of Abatement	1

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.

2017 Public Recreational Bathing Program Quick Stats

Licenses Issued	4
Annual Licenses	2
Seasonal Licenses	2
Outdoor Pools	2
Indoor Pools	2
Wading Pools	0
Spas	0
Pre-operational Inspections	6
Compliance Inspections	7
Unsatisfactory/Closure	1
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. Four (4) youth camps operated in 2017 in Hightstown.

Pre-operational inspections	4
Satisfactory Rating	4

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. Inspectors examine the procedures established by the operator to ensure safe and sanitary practices and inspect the physical facilities and equipment such as sinks and autoclaves.

Licensed Establishments	1
Type of Procedures Performed	2
Routine Inspections	1
Re-inspections	2
Satisfactory Rating	1
Pre-operational Inspections	1
Complaints or Infections Reports	0
Enforcement Actions	0



In 2017 there was a change of ownership of the facility. Health inspections were performed during the transition of the business and after the new ownership assumed responsibility.

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 2017, 177 terrestrial animals and 31 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. Once again this year, Dr. Christopher Shapley partnered with the Health Department and vaccinated pets against rabies at our annual clinic which is held at the Hightstown First Aid building. His volunteer efforts help to offset the cost of providing this free service to residents.

Hightstown Borough licenses dogs and cats residing in the Borough. Licensing helps to ensure that pets are up to date on rabies vaccination and helps facilitate the return of lost pets to their families. Pet licenses are issued by the Office of the Borough Clerk.

Education and prevention are vital components of the rabies program and continue throughout the year. The Health Department provides consultations on animal-related issues and rabies control to Borough Officials, businesses, volunteers, animal control and residents.

Rabies Control Investigations Quick Stats

Animal Bite Reports **5**

Dog Licenses Issued **221**

Cat Licenses Issued **58**



2017 Rabies Vaccination Campaign

4 Rabies Clinics; **1** Hightstown-based Clinics

Hightstown-based Clinics	Dogs Vaccinated	Cats Vaccinated	Total Vaccinated
December 1, 2016 <i>(Prior Year Data)</i>	40	8	48
December 6, 2017	42	7	49
Total Vaccinated	323	52	375



HEALTH EDUCATION/PROMOTION

Health education services are provided by a team of public health professionals and overseen by a Certified Health Education Specialist. A variety of programs, news releases and displays are offered throughout the year on pertinent health topics. Additional materials are generated upon requests from the schools, work places, community groups and the news media. The Borough website serves as host to timely health education topics. 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 health decisions and encourage a healthy lifestyle. The Department strives to develop relationships with community partners in order to link individuals with established health and wellness resources. The Health Officer, Health Educator, Registered Environmental Health Specialists and Public Health Nurse attend community events held throughout the year to distribute public health information directly to the community. In 2017, staff attended events such as *National Night Out, Hightstown Harvest Fair, Community Dinners, Hightstown Library events and the St. Anthony's Environmental Fair.*

Health Promotion Planning

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 Health Officer is a member of the Board of Directors and the President of the Board of Health represents Hightstown Borough on the Community Advisory Board (CAB) of the GMPHP. The public health nurse and staff participate in the CAB meetings.

In 2017, the CAB partners conducted programs aligned with the Action Plans established in the 2016 Community Health Improvement Plan (CHIP) for the greater Mercer County area. The area of focus included: Healthy Eating and Active Living, Transportation, Chronic Disease and Mental Health and Substance Abuse.

The GMPHP has established a website rich with resources for the community.

www.Healthymercerc.org



Health Promotion Highlights 2017

- On October 25, 2017 the Health Department partnered with NJ CEED and Living Waters Church to offer free cancer screenings for individuals who are uninsured or underinsured. Screenings were performed for breast, cervical, prostate and colorectal cancers. The Mercer Women, Infant and Children Program (WIC) also joined the event to provide information and handouts. Approximately 38 individuals attended the event.
- The Hightstown Borough Public Health Nurse initiated outreach within the community to establish sites for residents to receive blood pressure screenings. Monthly screening events were established at Hightstown Memorial Library and during the Community Dinners held at the First United Methodist Church. Along with screenings, education materials and handouts are provided to the community members. Hand washing presentations for children with engaging tools such as “Glo Germ” have been provided.
- The Health Department and NJ CEED/Shiloh CDC participated at Harvest Fair on October 10, 2017 to promote vaccinations for all ages and to distribute educational materials and bookmarks. An emphasis was placed on flu prevention.
- Zika prevention, vector-borne diseases and vaccine preventable diseases were the topics of focus for the Health Department display in September at the Family Resource Fair hosted by Children’s Future at First Presbyterian Church, Hightstown. The Public Health Nurse and REHS attended and provided consultations and flyers.
- National Night Out on August 1, 2017 presented an opportunity for the Public Health Nurse with REHS to spotlight the topics of sun safety and pool safety. Fun games for kids included *Public Health Spin the Wheel and Throw & Tell*. Sun safety bracelets and pencils were prizes for the children.
- The Public Health Nurse attended *Fun Friday* at Hightstown Community Park and provided education and information on vector borne diseases. Children participated in *Disease Vectors Toss the Bag* game.

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).

In 2017, the Department worked on coordinated plans for the following area:

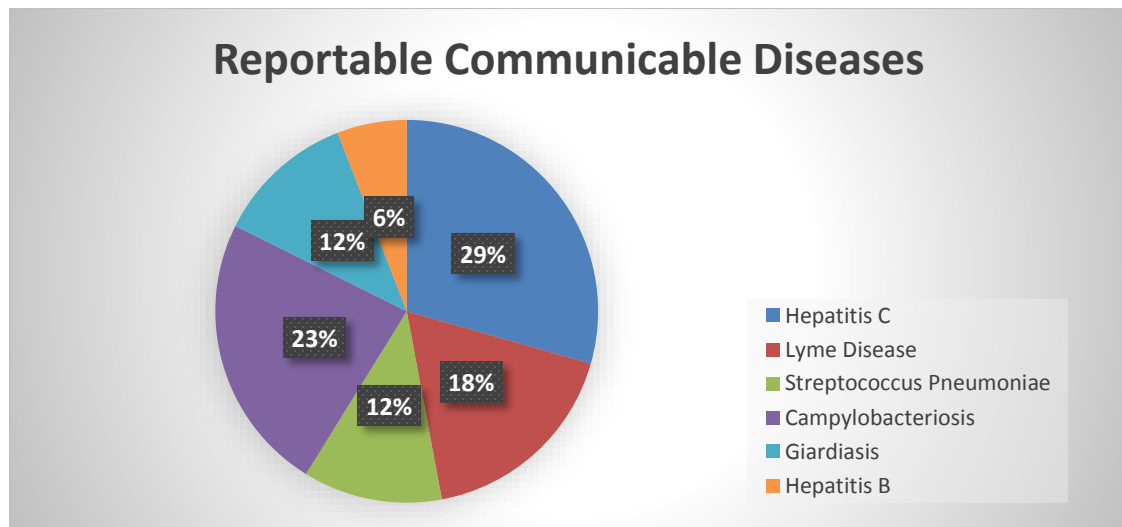
- ❖ Risk Communications
- ❖ Continuity of Operations
- ❖ Isolation and Quarantine
- ❖ Zika Response (Concept of Operations)

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	32
Cases Confirmed	11
Cases Probable	5



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:	4	4
Childcare/Preschools:	7	7
Grade 1	3	3
Grade 6:	2	2
High Schools:	2	2

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.

2017 Child Health Clinics

	Total
Clinics Held	25
Patient Visits	226
Lead Screenings	0
TB Tests	13

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 for seniors at Senior Center and periodically within the community at locations such as the library, churches, municipal offices and at community dinners. The Public Health Nurse provides health information and screenings as well as referral to individuals for a variety of health services available within the greater Mercer County area. The nurse also helps local organizations connect with non-profit partners offering free or low cost health screenings. Social service visits are conducted on an as-needed basis and upon referrals from community members or medical providers. The Hightstown Community Nurse provides vaccinations to seniors at the annual influenza and pneumococcal clinics held at the Senior Center.

Older Adults

Doses of influenza vaccine	310
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Cardiovascular Disease Screenings

Screened for hypertension	94
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Tuberculosis (TB)

Individuals screened for TB	0
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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	270
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Marriage Licenses	41
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