

**AGENDA  
Tompkins County Board of Health  
Rice Conference Room  
Tuesday, March 27, 2018  
12:00 Noon**

- 12:00** I. Call to Order
- 12:01** II. Privilege of the Floor – Anyone may address the Board of Health (max. 3 mins.)
- 12:04** III. Approval of February 27, 2018 Minutes (2 mins.)
- 12:06** IV. Financial Summary (9 mins.)
- 12:15** V. Reports (15 mins.)
- |                               |                                  |
|-------------------------------|----------------------------------|
| Administration                | Children with Special Care Needs |
| Health Promotion Program      | County Attorney’s Report         |
| Medical Director’s Report     | Environmental Health             |
| Division for Community Health | CSB Report                       |
- 12:30** VI. New Business
- 12:30** ***Environmental Health*** (20 mins.)
- Enforcement Action:**
1. Resolution # EH-ENF-18-0006 – Subway East Hill, T-Ithaca, Violation of Subpart 14-1 of the New York State Sanitary Code (Food) (5 mins.)
  2. Resolution # EH-ENF-18-0007 – Sicilian Delight Pizzeria, V-Lansing, Violation of Subpart 14-1 of the New York State Sanitary Code (Food) (5 mins.)
  3. Resolution # EH-ENF-18-0008 – Kevin Jacobs, 111 Patchen Court, T-Danby, Violation of Article VI of the Tompkins County Sanitary Code (Sewage) (5 mins.)
- Administrative Action:**
1. Morgan Request for refund of Onsite Wastewater Treatment System (OWTS) Application Fees, 532 Asbury Road, T-Dryden (5 mins.)
- 12:50** ***Administration*** (20 mins.)
- Discussion/Action:**
1. Approval of Selected Electronic Health Record Vendor (20 mins.)
- 1:10** ***Adjournment***

DRAFT

**MINUTES**  
**Tompkins County Board of Health**  
**February 27, 2018**  
**12:00 Noon**  
**Rice Conference Room**

**Present:** Shawna Black; David Evelyn, MD, MPH; Edward Koppel, MD; James Macmillan, MD, President; Susan Merkel; Janet Morgan, PhD; and Christina Moylan, PhD

**Staff:** Karen Bishop, Director of Community Health; Brenda Grinnell Crosby, Public Health Administrator; Samantha Hillson, Director of Health Promotion Program; Frank Kruppa, Public Health Director; Skip Parr, Senior Public Health Sanitarian; Deb Thomas, Director of Children with Special Care Needs; and Shelley Comisi, Administrative Assistant II

**Excused:** Liz Cameron, Director of Environmental Health; William Klepack, MD, Medical Director; Michael McLaughlin, Jr., Board of Health Member; and Jonathan Wood, County Attorney

**Call to Order:** Dr. Macmillan called the regular meeting of the Board of Health (BOH) to order at 12:02 p.m.

**Privilege of the Floor:** No one was present for Privilege of the Floor.

**Welcome to New BOH Member:** Mr. Kruppa introduced Shawna Black who was recently appointed to represent the County Legislature on the BOH. She chairs the Health and Human Services Committee and also serves as liaison to the Community Services Board for Mental Health. BOH members and Tompkins County Health Department (TCHD) staff introduced themselves to Ms. Black.

**Approval of January 23, 2018 Minutes:** Ms. Merkel moved to approve the minutes of the January 23, 2018 meeting as written; seconded by Dr. Evelyn. The vote to approve the minutes as written: Ayes – 4; Abstention – 3 (Ms. Black, Dr. Koppel, Dr. Morgan).

**Financial Summary:** Ms. Grinnell Crosby commented on two financial summary reports in the packet. The December 2017 report includes a 13th period for the County's year-end adjustments. Since the report was printed, the 4th quarter state aid claim has been filed. Financial books for 2017 should be closing soon; however, there is a large preschool account claim that splits over the end of 2017 and the beginning of 2018. Due to timing for filing the claim, staff submitted some estimates to the Finance Department. As for January 2018, there is little to report. Payroll for January has now been posted.

## DRAFT

**Administration Report:** Mr. Kruppa had nothing to add to his written report.

Questions/comments regarding Mr. Kruppa's visit to the Borger Compressor Station:

- Ms. Merkel wondered about the next steps for the Mothers Out Front group. After touring the station, Mr. Kruppa believes the group has an understanding of the facility's operation. There are three generators; a new one and two older ones. Upgrading the two older units would improve on gas releases which is a concern of the group. Mothers Out Front may decide to advocate for scrubbers to be installed. Although it is expensive, the energy company has installed scrubbers in other places. Management at the plant is extremely engaged in the system and wants it to be successful. They maintain a spotless facility and report major gas releases to the 911 dispatch center for alerts to be sent to the people living near the facility.
- Dr. Morgan heard this project referred to as an expansion. She was interested in the specifics of that reference. Mr. Kruppa reported it is not technically an expansion. The company made improvements by adding a large bank of cooling fans in order to move gas more efficiently. It also inserted bends in the piping located above the ground to control the flow of gas. Any new generators would not be an increase in capacity but would be an upgrade to the newest technology.
- Dr. Morgan and Dr. Macmillan thanked Mr. Kruppa for taking the time to visit the facility with the Mothers Out Front group. Mr. Kruppa felt it was a good visit for everyone interested in learning more about the operation of the facility.

**Health Promotion Program Report:** Ms. Hillson highlighted the Healthy Neighborhoods Program (HNP). This worthwhile program reaches residents throughout the county with one full-time employee and one half-time employee. In 2017, staff completed over 400 home visits.

Mr. Kruppa informed the Board that HNP is among a group of programs slated for cuts in the state budget. Governor Cuomo has suggested pooling monies for some public health programs and then cutting another 20 percent off that amount. Furthermore, there is a proposal to eliminate COLA (cost of living adjustment) for those programs which would result in a larger cut in funding. It is a significant issue. Mr. Kruppa will be traveling to Albany to participate in legislative meetings to advocate against those cost-cutting measures.

**Medical Director's Report:** Dr. Klepack was not present for the meeting.

**Division for Community Health Report:** Ms. Bishop reported:

- A check from the Blue Cross Blue Shield Community Health Improvement grant was received. The first year's activity will be to use the funding to purchase lead testing equipment for two family practice offices. The goal is to improve lead testing of children.
- Staff participated in the second round of vendor demonstrations of electronic health record software. Hopefully a decision on the software will be made by next month's BOH meeting.

## DRAFT

- The Women, Infants and Children (WIC) Program is partnering with Cornell Cooperative Extension (CCE) on an exciting initiative. A WIC nutritionist and a CCE staff member will conduct grocery store tours with WIC participants and assist them with cashing their checks in an effort to improve check redemption. In another collaborative effort, Ms. Hillson mentioned WIC is working with CCE to raise awareness about nutrition throughout March which is National Nutrition Month.

Ms. Bishop answered questions from the Board:

- The WIC Program Report noted one reason participants do not cash their checks is due to the shopping experience. Since the WIC program issues checks for specific food items, participants must separate WIC eligible items from the remaining items they are purchasing. Later this year, a new system utilizing debit cards will be implemented statewide to make it easier for participants to redeem their benefits at the grocery store. Mr. Kruppa pointed out items will no longer be separated at the checkout register. Once the debit card is swiped, it pays for those items covered by WIC and the remaining items not covered by WIC are owed by the client. This new payment system will reduce any stigma some participants currently may feel.
- As mentioned at the January meeting, our Communicable Disease (CD) team has been busy investigating suspect mumps cases. There has been a cluster of parotitis cases. Individuals who are symptomatic with parotitis may not meet the case definition of mumps. So far, most test results have come back negative. At this time there are two probable cases of mumps; staff is awaiting the confirmatory lab work. The CD team is working with community partners at different sites to keep an eye on this disease and to ensure the appropriate isolation measures are taken to interrupt the transmission to others. In the case of mumps, the person is isolated at home for five days.

**Children with Special Care Needs Report:** Ms. Thomas recognized Mary Ellen Meade who is retiring from the program after 17 years. In all, she has been a nurse for 40 years. Her experience working with families has been an invaluable asset to the division. Staff is happy for her future plans; nevertheless, she will be missed.

**County Attorney's Report:** Mr. Wood was not present for the meeting.

**Environmental Health Report:** Mr. Parr, representing the division on behalf of Ms. Cameron, had nothing to add to the written report.

**Report on the Community Services Board (CSB) Meeting:** Several members of the BOH attended the meeting on February 5th to hear the Supervised Injection Facilities (SIFs) presentation by John Barry of the Southern Tier AIDS Program (STAP). Ms. Merkel pointed to Dr. Klepack's monthly report in the packet as a good summary of the meeting's discussion.

## DRAFT

Mr. Kruppa expressed interest in hearing from Board members about the direction or next steps to be taken regarding SIFs. The County Legislature also would be interested in hearing the Board's point of view.

- Ms. Black described two possibilities for opening SIFs: (1) Governor Cuomo could designate pilot sites through executive order or regulation or (2) the New York State Assembly bill [A8534] providing for the establishment of SIFs could move forward through the legislative process. She does not see that happening in an election year but perhaps sometime after the election. Philadelphia, Seattle, New York City, San Francisco and other places are looking to establish SIFs.
- Dr. Moylan mentioned there was a *New York Times* editorial published over the weekend on the subject of letting cities open safe injection sites.
- Ms. Black mentioned she works with STAP; one of the organizations interested in operating the SIF. In her position, she has learned from research and evidence-based information that SIFs are not the only solution. A detox facility and treatment center are also needed. The Vancouver site has been a great model but it is situated in a large city. Her group is looking at models for smaller communities.
- Although attendees at the meeting did not seem to oppose a SIF in the community, Ms. Merkel commented there was concern about protecting the people working in the facility from legal liability. It seems those concerns need to be addressed before opening a SIF. Ms. Black agreed there is some legal liability.
- Dr. Macmillan referred to a report from the Massachusetts Medical Society about establishing a pilot SIF in Massachusetts. The report includes an analysis of the strengths, weaknesses, opportunities and threats in establishing a SIF. He will share the report with Board members.

**Resolution #EH-ENF-17-0047 – Leisure Living Estates, V-Trumansburg, Operating without a Permit (Mobile Home Park):** Mr. Parr explained the owner was operating a mobile home park without a permit. TCHD could not issue the permit because the owner did not provide updated disability insurance information. A temporary permit was issued for a month to allow the owner to produce a copy of the insurance form. Proof of insurance was submitted after the temporary permit expired.

Ms. Merkel moved to accept the resolution as written; seconded by Dr. Morgan; and carried unanimously.

**Resolution #EH-ENF-18-0001 – Glenwood Apartments, T-Ulysses, Violation of Subpart 5-1 of the New York State Sanitary Code (Water):** Mr. Parr noted Glenwood Apartments has a small public water system that supplies water to eight units. Violations include the modifications made to the treatment system without approval from TCHD and some operational issues. TCHD staff suggests suspending the penalties so the owners will put that money towards improvements to the water system. They are currently working with an engineer to develop plans.

Dr. Evelyn moved to accept the resolution as written; seconded by Dr. Macmillan; and carried unanimously.

**Nate's Floral Estates:** Mr. Kruppa described the situation involving Nate's Floral Estates mobile home park that is located on top of the old city landfill. There has been media coverage as the owner seeks to expand the number of lots. New York State Department of Environmental Conservation (DEC) previously conducted testing at the site and had no concerns about contamination of the surrounding water bodies. TCHD's concern is the public health of residents so staff members are working closely with DEC staff as DEC conducts additional testing. It will take time to get the results and to go through the review process for public release. To date, the owner of the park has been responsive. Residents have been notified of the situation. They know their water comes from the City of Ithaca public water system and they are aware of the requirements to maintain the soil barrier.

Mr. Parr added DEC held meetings with residents of the park to communicate directly with them. He noted Ms. Cameron attended those meetings.

**Medical Examiner Program Discussion:** Referring to the packet, Mr. Kruppa drew attention to the written description of the proposal for restructuring the Medical Examiner Program. The County Legislature has approved moving forward with the proposal. In addition, the Board is asked to consider adopting a resolution recognizing Dr. Howard Silcoff's years of service as Medical Examiner.

Mr. Kruppa answered questions from Board members:

- Staff anticipates a small number of autopsies, not more than a half dozen, will be referred to the forensic pathologists at Lourdes or Onondaga. Complicated cases and suspected homicide cases will be transferred to those experts.
- The on-scene death investigator may be the doctors themselves. It is more likely a staff member in the group would be trained to go to the scene with access to the doctors if necessary. Dr. Evelyn interjected there is a Physician Assistant on staff who is interested in this work.
- Ms. Grinnell Crosby is in the process of setting up a meeting with local law enforcement agencies to meet the new medical examiners and to discuss the changes in the process. Previously, law enforcement personnel would conduct the investigation and then call when they were ready to leave the scene.
- County law states the Medical Examiner upon notification of a suspicious or unattended death will immediately go to the scene and take control of the body. Unattended means no one was there to see the cause of death. In some situations, law enforcement will make a determination and communicate over the telephone with the medical examiner. In many instances, it would be better to have a medical examiner on scene.
- Dr. Daniel Sudilovsky and Dr. Elizabeth Plocharczyk, the Medical Examiners from Pathology Associates of Ithaca, are enthusiastic and have been working on policies. Those policies will define when there needs to be an on-scene death investigator.
- The Medical Examiner piece will take effect April 1st. Dr. Silcoff will be under contract through the end of April to ensure there is a smooth transition. This will be an annual contract.

DRAFT

**Resolution Honoring Dr. Silcoff:** Dr. Koppel moved to adopt the resolution recognizing Dr. Howard Silcoff for his years of distinguished service as Tompkins County Medical Examiner; seconded by Dr. Evelyn; and carried unanimously.

**Adjournment:** At 12:49 p.m. Dr. Macmillan adjourned the meeting.

Board of Health  
March 27, 2018  
Financial Report

December 2017/13<sup>th</sup> period

Expenses for 2017 have been posted. The department is reconciling reports and submitting corrections as needed.

Revenues for 2017 have been posted, including fourth quarter state aid. The 2017 Preschool claim to NYSED is estimated and posted.

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Board of Health  
February 27, 2018  
Financial Report

February 2018 / Month 2

Nothing significant to report at this time of year. Contracts continue to be executed to permit payment of contractual services. Claims are processed according to contractual terms.



Tompkins County Financial Report for Public Health

Percentage of Year 100.00%

	Expenditures			Revenues			Local Share		
	Budget	Paid YTD	%	Budget	YTD	%	Budget	YTD	%
4010 PH ADMINISTRATION	1,108,630	1,004,928	90.65%	136,870	133,182	97.31%	971,760	871,746	89.71%
4012 WOMEN, INFANTS & CHILDREN	532,827	484,283	90.89%	531,536	484,283	91.11%	1,291	0	0.03%
4013 OCCUPATIONAL HLTH.& SFTY.	106,103	80,308	75.69%	0	0	0.00%	106,103	80,308	75.69%
4014 MEDICAL EXAMINER	62,887	65,131	103.57%	0	0	0.00%	62,887	65,131	103.57%
4015 VITAL RECORDS	71,999	67,702	94.03%	83,843	109,754	130.90%	-11,844	-42,052	355.05%
4016 COMMUNITY HEALTH	1,607,012	1,490,957	92.78%	397,236	352,630	88.77%	1,209,776	1,138,327	94.59%
4018 HEALTHY NEIGHBORHOOD PROG	212,755	208,591	98.04%	204,574	208,629	101.98%	8,181	-38	-0.46%
4047 PLNG. & COORD. OF C.S.N.	1,490,957	1,382,665	92.74%	389,792	396,777	101.79%	1,101,165	985,888	89.53%
4048 PHYS.HANDIC.CHIL.TREATMNT	8,000	0	0.00%	4,000	0	0.00%	4,000	0	
4090 ENVIRONMENTAL HEALTH	1,637,190	1,556,882	95.09%	588,472	615,138	104.53%	1,048,718	941,744	89.80%
4095 PUBLIC HEALTH STATE AID	0	0	0.00%	1,158,626	1,150,605	99.31%	-1,158,626	-1,150,605	99.31%
<b>Total Non-Mandate</b>	<b>6,838,360</b>	<b>6,341,448</b>	<b>92.73%</b>	<b>3,494,949</b>	<b>3,450,999</b>	<b>98.74%</b>	<b>3,343,411</b>	<b>2,890,450</b>	<b>86.45%</b>
2960 PRESCHOOL SPECIAL EDUCATI	5,080,000	4,713,668	92.79%	2,840,000	3,065,468	107.94%	2,240,000	1,648,200	75.92%
4017 MEDICAL EXAMINER PROGRAM	190,160	171,783	90.34%	0	0	0.00%	190,160	171,783	90.34%
4054 EARLY INTERV (BIRTH-3)	705,000	581,634	82.50%	300,000	365,832	121.94%	405,000	215,802	53.28%
<b>Total Mandate</b>	<b>5,975,160</b>	<b>5,467,084</b>	<b>91.50%</b>	<b>3,140,000</b>	<b>3,431,300</b>	<b>109.28%</b>	<b>2,835,160</b>	<b>2,035,784</b>	<b>71.80%</b>
<b>Total Public Health</b>	<b>12,813,520</b>	<b>11,808,532</b>	<b>92.16%</b>	<b>6,634,949</b>	<b>6,882,298</b>	<b>103.73%</b>	<b>6,178,571</b>	<b>4,926,234</b>	<b>79.73%</b>

BALANCES (Includes Encumbrances)

	Available Budget	Revenues Needed		Available Budget	Revenues Needed
<b>NON-MANDATE</b>			<b>MANDATE</b>		
4010 Administration	103,702	3,688	2960 Preschool	313,910	-225,468
4012 WIC	48,544	47,253	4054 Early Intervention	123,366	-65,832
4013 Health & Safety	25,795	0	4017 Medical Examiner	18,377	0
4014 Medical Examiner	-2,244	0		<u>455,654</u>	<u>-291,300</u>
4015 Vitals	4,297	-25,911			
4016 Community Health	110,055	44,606			
4018 Healthy Neighborhood	4,164	-4,055			
4047 CSCN	108,292	-6,985			
4048 PHCP	8,000	4,000			
4090 Environmental Health	80,308	-26,666			
4095 State Aid	0	8,021			
	<u>490,912</u>	<u>43,950</u>			

Total Public Health Balances	
Available Budget	Revenues Needed
946,566	-247,349

Tompkins County Financial Report for Public Health

Percentage of Year 16.67%

	Expenditures			Revenues			Local Share		
	Budget	Paid YTD	%	Budget	YTD	%	Budget	YTD	%
4010 PH ADMINISTRATION	1,108,643	118,294	10.67%	137,848	0	0.00%	970,795	118,294	12.89%
4012 WOMEN, INFANTS & CHILDREN	547,818	60,854	11.11%	547,818	9,957	1.82%		50,898	
4013 OCCUPATIONAL HLTH.& SFTY.	106,467	7,479	7.03%	0	0	0.00%	106,467	7,479	7.03%
4014 MEDICAL EXAMINER	66,129	4,220	6.38%	0	0	0.00%	66,129	4,220	6.38%
4015 VITAL RECORDS	72,374	7,133	9.86%	108,000	19,113	17.70%	-35,626	-11,980	33.35%
4016 COMMUNITY HEALTH	1,567,974	139,704	8.91%	357,292	24,397	6.83%	1,210,682	115,307	22.93%
4018 HEALTHY NEIGHBORHOOD PROG	187,319	15,074	8.05%	187,319	0	0.00%		15,074	
4047 PLNG. & COORD. OF C.S.N.	1,366,538	143,378	10.49%	396,520	10,354	2.61%	970,018	133,024	14.17%
4048 PHYS.HANDIC.CHIL.TREATMNT	8,000	0	0.00%	4,000	0	0.00%	4,000	0	
4090 ENVIRONMENTAL HEALTH	1,613,003	165,339	10.25%	577,925	44,645	7.73%	1,035,078	120,694	13.97%
4095 PUBLIC HEALTH STATE AID	0	0	0.00%	1,159,409	0	0.00%	-1,159,409	0	
<b>Total Non-Mandate</b>	<b>6,644,265</b>	<b>661,475</b>	<b>9.96%</b>	<b>3,476,131</b>	<b>108,466</b>	<b>3.12%</b>	<b>3,168,134</b>	<b>553,009</b>	<b>17.46%</b>
2960 PRESCHOOL SPECIAL EDUCATI	5,181,203	82,769	1.60%	2,885,000	38,204	1.32%	2,296,203	44,565	1.94%
4017 MEDICAL EXAMINER PROGRAM	200,200	2,171	1.08%	0	0	0.00%	200,200	2,171	1.08%
4054 EARLY INTERV (BIRTH-3)	655,000	84,116	12.84%	318,500	0	0.00%	336,500	84,116	25.00%
<b>Total Mandate</b>	<b>6,036,403</b>	<b>169,056</b>	<b>2.80%</b>	<b>3,203,500</b>	<b>38,204</b>	<b>1.19%</b>	<b>2,832,903</b>	<b>130,852</b>	<b>4.62%</b>
<b>Total Public Health</b>	<b>12,680,668</b>	<b>830,531</b>	<b>6.55%</b>	<b>6,679,631</b>	<b>146,670</b>	<b>2.20%</b>	<b>6,001,037</b>	<b>683,861</b>	<b>11.40%</b>

BALANCES (Includes Encumbrances)

	Available Budget	Revenues Needed		Available Budget	Revenues Needed
<b>NON-MANDATE</b>			<b>MANDATE</b>		
4010 Administration	983,488	137,848	2960 Preschool	5,098,434	2,846,796
4012 WIC	468,521	537,861	4054 Early Intervention	570,884	318,500
4013 Health & Safety	98,988	0	4017 Medical Examiner	179,779	0
4014 Medical Examiner	59,799	0		<u>5,849,097</u>	<u>3,165,296</u>
4015 Vitals	65,141	88,887			
4016 Community Health	1,266,000	332,895			
4018 Healthy Neighborhood	159,304	187,319			
4047 CSCN	1,218,687	386,166			
4048 PHCP	8,000	4,000			
4090 Environmental Health	1,423,717	533,280			
4095 State Aid	0	1,159,409			
	<u>5,751,646</u>	<u>3,367,665</u>			

Total Public Health Balances	
Available Budget	Revenues Needed
<u>11,600,743</u>	<u>6,532,961</u>

**Public Health Director  
Report  
March 2018**

- Participated in NYS Legislative visits with NYSACHO. We advocated for a restoration of the 20% cut to some public health programs, and increase in state aid and opioid prevention and education resources. The cuts were restored in the One House Bill still to be negotiated with the Governor. The other two items were not included.
- Continued negotiations with selected Electronic Health Record vendor. I will be asking the Board to approve our selection. Planning for a late April kick off.
- Traveled with the Alcohol and Drug Council to Rochester to visit substance use disorder treatment facilities including, Open Access, residential treatment and medically supervised detox. It was an interesting trip to see the different models and learn what has worked and what has not. I am supporting the ADC's efforts to expand similar services here in Tompkins County.

## HEALTH PROMOTION PROGRAM – February 2018

Samantha Hillson, Director, PIO  
Ted Schiele, Planner/ Evaluator  
Susan Dunlop, Community Health Nurse  
Maya Puleo, Healthy Neighborhoods Education Coordinator  
Pat Jebbett, Public Health Sanitarian  
Marisa Murugan, Intern

### HIGHLIGHTS

A new [Opioids Resource page](#) has launched on the TCHD website. The goal of the page is to provide a first stop for local statistics related to opioid use in Tompkins County, an FAQ, and links to community resources. The page content and format is expected to evolve based on user input.



### Community Outreach

- ICSD Mental Health Sub-committee (SH, 2/1): Met with Head Nurse of ICSD, social workers, and Racker Centers staff about existing mental health curricula for students as well as new strategies and supports that are being implemented.
- Met with Cornell MPH director to discuss future collaboration (courses, student involvement, etc.) (SH, 2/2)
- Housing and Homeless Task Force meeting (SH, 2/7)
- Met with Cornell MPH and others to brainstorm project for the Atkinson Venture Fund. Possible proposal involves elementary age children and mental/physical benefits of time spent in nature as well as fostering environmental stewardship. (SH, 2/9)
- Collective Impact/Childhood Nutrition Committee meetings (SH, 2/13, 2/16). Planning meeting for Finger Lakes Library System about collaboration between FLLS and CI Nutrition Committee. Libraries, especially in rural areas of Tompkins County are serving as community centers (2/8).
- TC [Worksite Wellness Coalition](#), planning meeting. This meeting was called to review the group's meeting structure and outreach efforts. Discussion confirmed that WWC will continue, with formats to be finalized. HPP organized & facilitated. (TS, 2/14).
- Human Services Coalition Annual Meeting (SH, TS, 2/15).
- CCE Nutrition Committee (SH, 2/27). Initial planning for summer meals.
- Greater TC Municipal Health Insurance Consortium ([Consortium](#)).
  - Owing Your Own Health Committee, monthly meeting, (TS, chair; 2/21).
  - Joint Committee on Plan Structure and Design, monthly meeting (TS, 2/1).
  - Ongoing work related to full redesign of the Consortium website (TS).

### TCHD Participation and Support

- Program Orientation for new TCHD employees and interns (SH, 2/5)
- Director meeting with intern to offer feedback on previous Strategic Plan and provide input for summary (SH, MM, 2/28)

- Staff meetings with intern to discuss each program within HPP, plus staff goals and objectives.
- Lead Resource meet-up with TCHD staff who address lead hazards and elevated blood lead levels. We shared resources and determined which are most appropriate and useful for the public. Effort to be consistent and relevant in messaging. HPP organized and facilitated. (SH, 2/27)

**Diabetes Prevention Program (DPP)** (Susan Dunlop, *CDC Certified Lifestyle Coach*)

- Next class begins April 24, at TCHD (SD)

**Community Health Improvement Plan (CHIP)**

- Meeting with senior staff at Family & Children’s Service to review strategies for which they are a partner (TS, 2/20).

**Healthy Lungs for Tompkins County**

- Harmonicas for Health (H4H): Webinar with COPD Foundation (SH, 2/14)
  - H4H 6-week program completed at McGraw House, 13 participants (SH, SD, 2/14).
  - H4H 6-week program began at Mental Health Department as part of PROS (Personalized Recovery Oriented Services), 6 participants (SH, SD, 2/21).

**Healthy Neighborhoods Program**

- Ongoing support, product purchasing, monitoring budget
- Radon Quarterly call (2/6)
- Presentation to home health aides at Staff Kings (PJ, MP, reached 35).
- Outreach
  - Immaculate Conception food pantry (MP, 2/13, reached 100).
  - Loaves & Fishes (MP, 2/14, reached 100).
  - Southern Tier Mobile Food Pantry (MP, 2/17, reached 50).
  - Fliers to Groton Head Start and to Smith Allergy & Assoc.

**February 2018**

HEALTHY NEIGHBORHOODS PROGRAM	MONTH	YTD 2018	YTD 2017	TOTAL 2017*
# of Initial Home Visits (including asthma visits)	28	61	53	438
# of Revisits	16	41	17	122
# of Asthma Homes (initial)	4	10	8	49
# of Homes Approached	66	80	120	1,126

\*Covers the calendar year (January through December), the HNP grant year is April-March.

**Tobacco Control Program**

- Smoke-free Housing
  - Groton Housing Authority: Call from resident regarding ongoing violations of the property’s smoke-free building policy. Spoke with building manager (TS, 2/20).

- Cayuga Meadows (Conifer Realty): Presented at residents' meeting to educate and discuss smoke-free policy. About 8 residents + property manager attended (TS, 2/22). Also met with the manager to discuss best approach to address tenant violations of the policy (TS, 2/28).
- Tobacco-free College Campuses
  - Ithaca College: Working with a student, we met with 2 staff who are on the College Advisory Committee on Campus Security & Campus Life to continue discussing a tobacco-free campus policy (TS, 2/9). They promised to take the proposal to the committee, which met March 9. Kudos to Tra Nguyen, Public & Community Health class of 2018, who has done outstanding work on this initiative.
  - Collaborating with Prof. Srijana Bajracharya's program evaluation class, which is conducting a survey of students and a focus group of dining and grounds staff to measure attitudes about a tobacco-free campus.
  - TC3: Active discussion with health center staff about introducing a process toward a tobacco-free campus policy. Included a letter to President Montague introducing Tobacco Free Tompkins as an ideal collaborator (TS, 2/21).
- Kick Butts Day planning meeting with Cayuga Center for Healthy Living (SH, TS, 2/14).
- Tobacco grant staff meeting (TS, 2/23)
- Ongoing work with statewide media workgroup, including [Seen Enough Tobacco](#) campaign, promoted content on [BuzzFeed](#) and parenting blogs, and social media presence on [Facebook](#), [Twitter](#), and [Instagram](#). Statewide agency is [Pinckney Hugo Group](#) in Syracuse.

### **Media, Website, Social Media**

- [Opioid webpage](#) planning meeting and draft (SH, TS, 2/7). The new page is live, and all comments related to content and layout are welcome.
- Flu inquiries from Ithaca College (SH, 2/6, 2/15), Ithaca Times (SH, 2/9), WHCU (SH, 2/21)
- Flu briefing and press release following Governor Cuomo's declaration of influenza as an imminent public health threat (SH, 2/9)
- [Seasonal Flu webpage](#) revised and updated (TS, 2/13).
- Temporary Food Service [training page](#) updated per EH revisions (TS, 2/27)
- PIO team meeting (SH, 2/16)
- Follow us on [Facebook](#), ongoing updates

## **Medical Director's Report Board of Health March 2018**

### **Activities:**

- Although I was away much of the past 4 weeks, I remained in contact with the Health Department through email. In doing so, I handled a number of questions with regard to titers for rabies vaccine protection for persons working in jobs where exposure is possible. I also reviewed several handouts and publications which came my way.
- Upon return, I have reviewed a number of standing orders with regard to administration of immune globulin (IG) hepatitis A and MMR vaccines.
- On March 29th, I will be traveling to Rochester to meet with health care workers and community members and make a formal presentation about SIFs at Trillium Healthcare. Trillium is a harm reduction center delivering services in the treatment of communicable disease, and opioid and substance use including Suboxone prescriptions counseling/interventions, and medical evaluations. They have interest in a SIF.
- I am looking forward to participating in a Point of Distribution exercise on Thursday, April 26th. It is expected to involve vaccine distribution. This is one of several exercises the Health Department has conducted over the years to maintain our emergency preparedness.

**Supervised Injection Facilities (SIFs):** In response to my request for data, I received a report from researchers in Spain regarding two of their SIFs operating in communities of a smaller size (approximately 140,000 persons). These two communities indicated they were pleased with the functioning of these SIFs. No legal impediments were encountered. Regarding community acceptance: There might have been skepticism at the beginning with regard to crime, business acceptance, and community acceptance; however, community and businesses generally feel things are “cleaner in the environment” with less injection paraphernalia, public injecting, and other issues regarding substance usage. In general, the SIFs operate seven days a week from 1:30 p.m. to 7:30 p.m. and have about 154 visits per month. Staff provides education and naloxone to clients. They have reversed three to four overdoses per year (no deaths) but have not collected pre- and post- SIF data with regard to impact on communicable disease rates, costs or deaths. The two communities are mostly farming communities with a seasonal influx of workers. There are also university students and staff in the area. Like most other sites, they have found the majority of their users are males, usually poorly housed and without a regular income.

This information provides further qualitative data for our thinking and expands our information to include communities of a smaller population. It further substantiates what we have learned so far.

**Clinic Opening:** I note with interest the opening of a clinic called REACH in Ithaca which Dr. Justine Waldman is directing. It will help to provide Suboxone to area residents as well as substance intervention. It does not involve a SIF. I believe REACH will help expand our provision of medically assisted therapy (MAT) to the substance using community. It is another positive step forward in this regard. It will provide a venue in which other practitioners that have expressed an interest in providing MAT to do so. I had reached out to area practitioners in June of last year to inquire how many are buprenorphine certified and how many would be interested in finding a way to provide MAT. Several indicated they would be interested but in their present practice situation it was not possible. But, if a venue were available in which they could provide MAT on a part time basis that they would be interested in participating. REACH is just that sort of venue.

Dr. Waldman is very qualified. She has worked in emergency and urgent care medicine in our region for many years. She has a passionate interest in this mission. She has an affiliation with STAP for some other work she is doing and, I believe, her efforts in REACH will compliment STAP's efforts.

In addition to REACH it would be nice to see more practices in and outside of the city providing MAT. The more locations the better and one of the best places is the medical practice a person already has trust in.



**Division for Community Health**  
**March 27, 2018 Board of Health Meeting**

**Karen Bishop, Director of Community Health**  
**February 2018 Report**

**Administration –**

- Attended an evening Ithaca City School District subcommittee meeting of the Board of Education on February 6 to answer immunization related questions.
- Attended a two-hour presentation on Mumps by the Emergency Preparedness Coordinators at Syracuse University and Onondaga County Health Department on February 8 hosted here at our health department. Local partners particularly college health center staff attended as well.
- Updated our agency's Zika Action Plan for submittal with our annual state aid application.
- Led the WIC staff meeting on February 15 in the absence of the WIC Director.
- Viewed the one-hour NYSDOH webinar on Varicella on February 20.
- Participated in several conference calls with NYSDOH, regional NYSDOH and Cornell Health related to suspect mumps cases.
- Participated in three full day EHR software demos by three vendor companies held at the health department February 21-23.
- Prepared reports for auditor review for the agency's clinic cost report.

**Statistical Reports –**

- Division statistical reports – see attached reports.

**WIC Program**

- The New York State WIC program will be implementing NYWIC, a new web based software system which will use an electronic benefits card instead of paper checks. The WIC Director participated in the NYWIC testing phase of implementation this month. The new system is scheduled to roll out here in October 2018.
- WIC staff continue to brainstorm outreach strategies to help increase enrollment.

## March 2018 BOH Report

### Community Health Services

By Melissa Gatch, Supervising Community Health Nurse

#### Continuing Education-

- CHS staff attended a presentation by Stephanie Flash from Planned Parenthood on February 15 at the health department on pre-exposure HIV prophylaxis or PrEP.
- CHS nursing staff participated in a webex sponsored by the NYSDOH on February 20 on Varicella.

**Lead Poisoning Prevention-** Lead nurse Gail Birnbaum has no open lead cases at this time.

#### Communicable Disease-

- **Mumps:** During the month of February communicable disease staff investigated 8 suspect cases of mumps. Six suspect cases were college students and 2 suspect cases were community members. All suspect cases were tested, received education and isolated for 5 days. Contact investigation was completed by communicable disease staff. Community healthcare provider partners were contacted, informed of suspect mumps incidence and provided education on recommended testing and isolation protocol. Of the 8 suspect cases identified, **two were identified as probable cases**. All others tested negative. Investigation of the suspect cases did not identify an epidemiological link. There have been no additional suspects cases reported to date.
- **Influenza:** Season to date Tompkins County has seen a total of 953 lab confirmed influenza cases; 525 of these cases were during the month of February. Influenza continues to be widespread in NYS but over the last few weeks we have seen a steady decrease in cases. NYSDOH has reported 5 Influenza- associated pediatric deaths this season. We continue to recommend that everyone 6 months and up get the flu vaccine- it's not too late! Vaccine continues to be available at some provider offices, pharmacies and at the Health Department.
- **HIV Testing/Counseling:** During the month of February, the Health Department offered several clinic dates between three testing sites. There were 9 people tested and there were *no* positive results.
- **Health Advisories and Informational Messages Blast Faxed to Providers:**
  - Weekly Influenza report
  - Rising HIV and STI Rates Downstate
  - Zika Virus Testing Procedure Changes
  - Measles Exposures in NYS February 16-21, 2018

#### Tuberculosis- (2 active cases)

- **Case #1: (ongoing)** 26 year old male college student entered the US from South Africa in August 2017. He had a positive QFT on 8/25, reported a productive cough for several weeks, fatigue, headache and cold symptoms. CXR on 9/6 was negative. Three sputum specimens were collected on 9/18, 9/19, 9/20; with the last specimen smear and PCR positive on 9/26/17. Health Center was notified of results and the client was placed on isolation. Infectious disease provider ordered CT of chest, which revealed a small apical cavitory lesion with additional non-calcified pulmonary parenchyma lesions in the left apex. Case began 4- drug treatment on 9/27/17 and

has tolerated without problem. After two weeks of treatment, infectious disease provider ordered three sputum specimens, all were smear negative and client was released from isolation on 10/13/17. LHD providing daily visits for directly observed therapy with case tolerating medications. Medication regime was adjusted to two medications in November. Case is pansensitive. Treatment should be completed in March.

- **Case #2: (ongoing)** A 58 year old male entered the USA in 2000 from South Korea. Case had positive T-spot in July 2017 and abnormal CXR September 2017 and was symptomatic with fever, night sweats and weight loss. Case reported that symptoms had been intermittent over the past 2 years, since his travel to India. PCP ordered thoracentesis on 9/26/18 which was AFB and culture negative. Case was referred to TB consultant by PCP for follow-up in January. Sputa x3 obtained 1/16- 1/18/18. The 1/16/18 sample was AFB smear and PCR positive. Case was isolated at home and started on 4-drug treatment on 1/17/18; daily DOT initiated. Case had 3 additional sputum collected (1/29, 1/30 & 1/31); all were AFB smear negative. Case was released from isolation, per protocol and has resumed his daily activities. He is being seen at the health department for daily DOT. Case is pan sensitive. He is tolerating his treatment well. Contact investigation initiated and is in process.

**Latent Tuberculosis Infection (LTBI):** There were 6 Tuberculin Screening Tests (TST's) placed during the month of February. There was one positive result; a 23 year old foreign born female. Negative symptom check, CXR normal, referred to infectious disease provider for LTBI.

N.Y.S. Department of Health  
 Division of Epidemiology  
 Communicable Disease Monthly Report\*, DATE: 01MAR18  
 Rates are defined as: Cases/100,000 population/Month

County=TOMPKINS Month=February

Disease	2018		2017		2016		2015		Ave (2015-2017)	
	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate
CAMPYLOBACTERIOSIS**	3	34.3	2	22.9	1	11.4	1	11.4	1	11.4
CRYPTOSPORIDIOSIS**	0	0.0	0	0.0	1	11.4	0	0.0	0	0.0
ECOLI SHIGA TOXIN	0	0.0	0	0.0	1	11.4	1	11.4	1	11.4
EHRlichiosis (UNDETERMINED)**	0	0.0	1	11.4	0	0.0	0	0.0	0	0.0
GIARDIASIS	2	22.9	1	11.4	0	0.0	1	11.4	1	11.4
HEPATITIS B,CHRONIC	2	22.9	0	0.0	2	22.9	0	0.0	1	11.4
HEPATITIS C,CHRONIC	4	45.8	6	68.7	9	103.0	10	114.4	8	91.5
INFLUENZA A, LAB CONFIRMED	235	2689.0	176	2013.9	108	1235.8	105	1201.5	130	1487.5
INFLUENZA B, LAB CONFIRMED	290	3318.4	17	194.5	2	22.9	21	240.3	13	148.8
INFLUENZA UNSPECIFIED, LAB CONFIRMED	0	0.0	0	0.0	2	22.9	0	0.0	1	11.4
LYME DISEASE** ****	4	45.8	0	0.0	0	0.0	1	11.4	0	0.0
PERTUSSIS**	0	0.0	1	11.4	0	0.0	0	0.0	0	0.0
SALMONELLOSIS	1	11.4	0	0.0	1	11.4	3	34.3	1	11.4
STREP,GROUP B INVASIVE	0	0.0	0	0.0	0	0.0	1	11.4	0	0.0
STREP PNEUMONIAE,INVASIVE**	1	11.4	1	11.4	2	22.9	0	0.0	1	11.4
TUBERCULOSIS***	0	0.0	1	11.4	0	0.0	0	0.0	0	0.0
ZIKA VIRUS (SYMPTOMATIC)**	0	0.0	0	0.0	1	11.4	0	0.0	0	0.0

Disease	2018		2017		2016		2015		Ave (2015-2017)	
	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate
GONORRHEA TOTAL.....	16	183.1	16	183.1	5	57.2	4	45.8	8	91.5
- GONORRHEA	16	183.1	16	183.1	5	57.2	4	45.8	8	91.5
CHLAMYDIA	45	514.9	31	354.7	39	446.3	32	366.2	34	389.0
CHLAMYDIA PID	1	11.4	0	0.0	0	0.0	0	0.0	0	0.0

\*Based on month case created, or December for cases created in Jan/Feb of following year

\*\*Confirmed and Probable cases counted

\*\*\*Not official number

\*\*\*\* In 2015-2016, 25 counties investigated a sample of positive laboratory results; in 2017, 27 counties sampled; in 2018, 30 counties sampled.

N.Y.S. Department of Health  
 Division of Epidemiology  
 Communicable Disease Monthly Report\*, DATE: 05MAR18  
 Through February

Rates are defined as: Cases/100,000 population/Month

County=TOMPKINS

Disease	2018		2017		2016		2015		Ave (2015-2017)	
	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate
CAMPYLOBACTERIOSIS**	3	17.2	2	11.4	1	5.7	1	5.7	1	5.7
CRYPTOSPORIDIOSIS**	0	0.0	1	5.7	1	5.7	0	0.0	1	5.7
ECOLI SHIGA TOXIN	0	0.0	0	0.0	1	5.7	1	5.7	1	5.7
EHRlichiosis (UNDETERMINED)**	0	0.0	1	5.7	0	0.0	0	0.0	0	0.0
GIARDIASIS	2	11.4	1	5.7	0	0.0	2	11.4	1	5.7
HAEMOPHILUS INFLUENZAE, NOT TYPE B	1	5.7	0	0.0	0	0.0	0	0.0	0	0.0
HEPATITIS B,CHRONIC	3	17.2	3	17.2	3	17.2	0	0.0	2	11.4
HEPATITIS C,ACUTE	1	5.7	1	5.7	0	0.0	0	0.0	0	0.0
HEPATITIS C,CHRONIC	5	28.6	9	51.5	14	80.1	15	85.8	13	74.4
INFLUENZA A, LAB CONFIRMED	403	2305.7	280	1602.0	112	640.8	276	1579.1	223	1275.9
INFLUENZA B, LAB CONFIRMED	418	2391.5	25	143.0	2	11.4	36	206.0	21	120.1
INFLUENZA UNSPECIFIED, LAB CONFIRMED	0	0.0	1	5.7	2	11.4	0	0.0	1	5.7
LYME DISEASE** *****	4	22.9	0	0.0	2	11.4	1	5.7	1	5.7
MENINGITIS, ASEPTIC	1	5.7	0	0.0	0	0.0	0	0.0	0	0.0
PERTUSSIS**	0	0.0	1	5.7	0	0.0	0	0.0	0	0.0
SALMONELLOSIS	2	11.4	0	0.0	1	5.7	3	17.2	1	5.7
SHIGELLOSIS	1	5.7	0	0.0	0	0.0	0	0.0	0	0.0

Disease	2018		2017		2016		2015		Ave (2015-2017)	
	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate	Freq	Rate
STREP, GROUP A INVASIVE	0	0.0	0	0.0	1	5.7	0	0.0	0	0.0
STREP, GROUP B INVASIVE	2	11.4	0	0.0	1	5.7	2	11.4	1	5.7
STREP PNEUMONIAE, INVASIVE**	3	17.2	1	5.7	2	11.4	1	5.7	1	5.7
TUBERCULOSIS***	1	5.7	1	5.7	0	0.0	0	0.0	0	0.0
ZIKA VIRUS (SYMPTOMATIC)**	0	0.0	0	0.0	1	5.7	0	0.0	0	0.0
SYPHILIS TOTAL.....	0	0.0	1	5.7	1	5.7	0	0.0	1	5.7
- EARLY LATENT	0	0.0	0	0.0	1	5.7	0	0.0	0	0.0
- LATE LATENT	0	0.0	1	5.7	0	0.0	0	0.0	0	0.0
GONORRHEA TOTAL.....	21	120.1	23	131.6	9	51.5	11	62.9	14	80.1
- GONORRHEA	21	120.1	23	131.6	9	51.5	11	62.9	14	80.1
CHLAMYDIA	66	377.6	59	337.6	60	343.3	55	314.7	58	331.8
CHLAMYDIA PID	1	5.7	0	0.0	0	0.0	0	0.0	0	0.0

\*Based on month case created, or December for cases created in Jan/Feb of following year

\*\*Confirmed and Probable cases counted; Campylobacter confirmed and suspect

\*\*\*Not official number

\*\*\*\* In 2015-2016, 25 counties investigated a sample of positive laboratory results; in 2017, 27 counties sampled; in 2018, 30 counties sampled.

Division for Community Health  
**PROGRAM Statistical Highlights for Board of Health - 2018**

Community Health Services Clinical Statistics	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD 2018	Total 2017	Total 2016
<b>Maternal Child / MOMS Services</b>															
Client Caseload	85	80													
# of Client Admissions	21	14											35	181	254
# of Client Discharges	17	10											27	217	241
Maternal & Infant Clinic Visit**	9	4											13	99	163
Maternal & Infant Home Visit	68	59											127	918	928
<b>Total Home &amp; Clinic Visits</b>	<b>77</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>140</b>	<b>1017</b>	<b>1091</b>

<b>On-Call (Weekend) Nursing Visits to Patients</b>															
Maternal & Infant On Call Visits	0	0											0	0	0
Rabies On Call Vaccinations	0	1											1	36	33
TB DOT On Call Visits	4	0											4	9	4
<b>Total # On-Call Visits</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>45</b>	<b>37</b>

<b>Total Home, Clinic, On-Call Visits</b>	<b>81</b>	<b>64</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>145</b>	<b>1062</b>	<b>1128</b>
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<b>Childbirth Education</b>															
# of Childbirth Education Classes	0	0											0	3	3
# of Childbirth Education Moms*	0	0											0	15	13

\* CBE Total is duplicated count

DOT = Direct Observe Therapy Visits

MOMS = Medicaid Obstetrical and Maternal Services

\*\* Clinic visit revised to include intake visits


Shaded areas indicate revisions from the previous report




<b>Community Health Services Clinical Statistics</b>	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD 2018	Total 2017	Total 2016
<b>Immunization Program (does not include counts for rabies vaccinations)</b>															
Immunization Clients Served: Children	22	19											41	274	263
Immunization Clients Served: Age19 +	26	32											58	599	553
<b>Total Immunization Clients</b>	<b>48</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>99</b>	<b>873</b>	<b>816</b>
Immunizations Administered: Children	46	39											85	553	496
Immunizations Administered: Age 19 +	32	40											72	668	578
<b>Total Immunizations Administered</b>	<b>78</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157</b>	<b>1221</b>	<b>1074</b>
# of Influenza Immunizations	29	34											63	591	536
# of All Other Immunizations	49	45	0	0	0	0	0	0	0	0	0	0	94	630	538
<b>Rabies Vaccination Program (Internal data,reporting to NYSIIS may be ongoing)</b>															
Post-Exposure Clients	3	9											12	139	104
Post-Exposure Clinic Vaccinations	8	19											27	277	228
<b>Tuberculosis Program</b>															
Cumulative TB clients	2	3											2	5	4
Active TB Admissions	1	0											1	4	3
Active TB Discharges	0	1											1	3	2
Current Active Clients	3	2											N/A	N/A	N/A
TB Direct Observe Therapy Home Visits	38	44											82	353	102
# of Tuberculosis Screening Tests*	20	6											26	231	312
<b>Anonymous HIV Counseling &amp; Testing Clinics</b>															
# of HIV Clinics - including Walk-Ins	3	6											9	89	121
# of Clients Counseled & Tested	1	10											11	73	101
HIV Positive Eliza & Western Bloc	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0
<b>Women, Infants, Children Clinic</b>															
Monthly New Enrollments	42												41	83	669
Total Participants Served	471												414	885	6240
Participants w/Active Checks	1079												1075	1077	1289
Total Enrolled (Summary is an Average)	1285												1269	1277	1512
% No-Show	16.0%												15.3%		
% Active Participation	71.9%												71.7%		
% Caseload Target (FY17 Target = 1500)	85.7%												84.6%		

123 Red numbers indicate preliminary data; subject to revision

UA = Unavailable at this time

 yellow cells are averages

 This count includes TB DOT office visits for one client

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Children with Special Care Needs Division — (607) 274-6644

## **Children with Special Care Needs Highlights February 2018**

### **Staff Activities**

#### **Staff Committees/Meetings**

- CSCN Software Committee meets weekly (Michele Card, Cindy Lalonde, Barb Wright, Deb Thomas, Greg Potter IT Director and Roger Cotrofeld, IT)
- Margo Polikoff attended Collaborative Solutions Network—Children’s Mental Health Provider Meet and Greet Event Planning Committee at Signworks on 2/9/18
- Mary Ellen Meade, Margo Polikoff and Debbie attended Thirty Million Words Group on 2/8/18, 2/9/18 and 2/22/18 facilitated by Capri Prentice.
- All CSCN Staff attended the CSCN Staff Meeting on 2/26/18
- Debbie Thomas and Barb Wright participated in the Early Intervention All County Conference call on 2/22/18
- Margo attended Collaborative Solutions Network—Family Driven Subcommittee @ CCE on 2/28/18

#### **Staff Training**

- Julie Norton and Margo Polikoff attended Functional Behavioral Assessments/ Behavior Intervention Plan Workshop at OCM BOCES McElvov Center in Cortland on 2/1/18
- Margo attended Fetal Alcohol Spectrum Disorder Teleconference Parent 2 Parent on 2/7/18
- Debbie Thomas, Barb Wright and Margo Polikoff participated in the CSHCN Health Homes Webinar on 2/14/18
- Margo attended Coalition for Families Intro to Trauma Responsive Care by Renee Heddich from AGAPE @ CCE on 2/15/18.

#### **Division Managers**

##### **Deb Thomas:**

- Attended Senior Leadership Meeting on 2/7/18, 2/20/18
- Met with Frank Kruppa for CSCN program meeting 2/13/18, 2/27/18
- Attended the Board of Health Meeting 2/27/28
- Met with Head Start Leadership on 2/21/18
- Software meetings 2/1/18, 2/8/18, 2/15/18, 2/23/18

- Syracuse meeting for the NYS Systemic Improvement Plan for Early Intervention on 2/2/18
- S<sup>2</sup>AY Network Meeting 2/6/18
- Program orientation 2/5/18
- Interviews for nurse position 2/8/18, 2/9/18
- Rochester-Children's Health Homes-Medicaid Managed Care Presentation 2/12/18
- CSHCN Webinar on Children's Health Homes 2/14/18
- NYS DOH BEI All county conference call 2/22/18
- Exit Interview with Mary Ellen Meade on 2/27/18

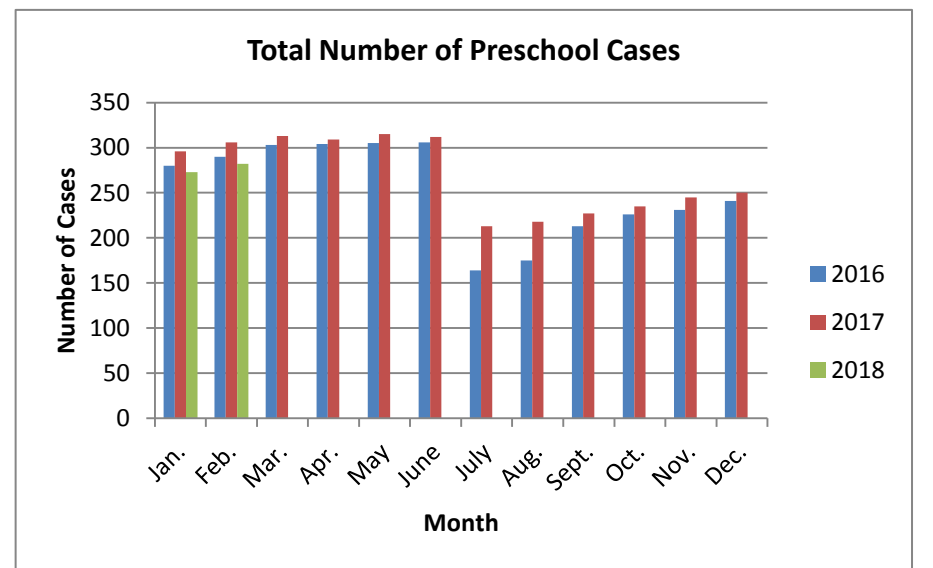
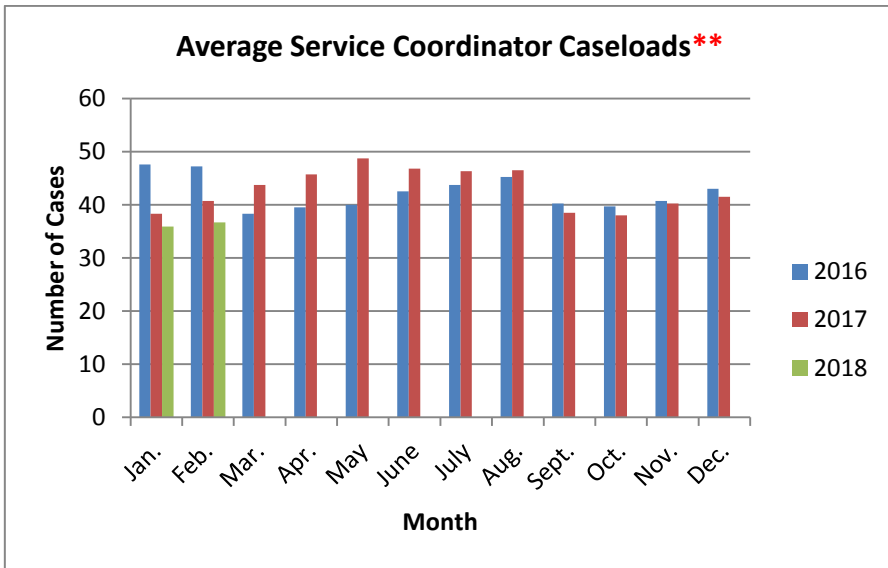
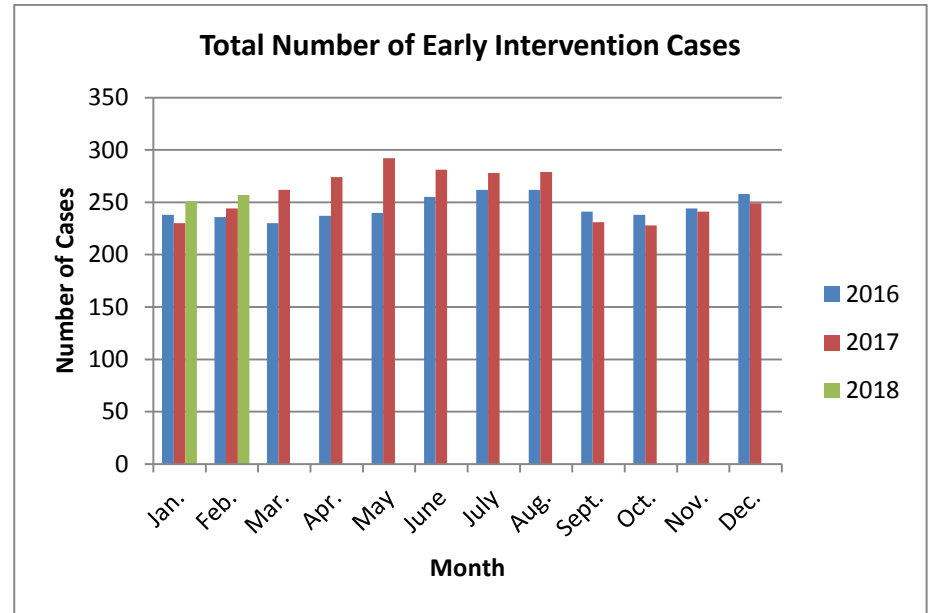
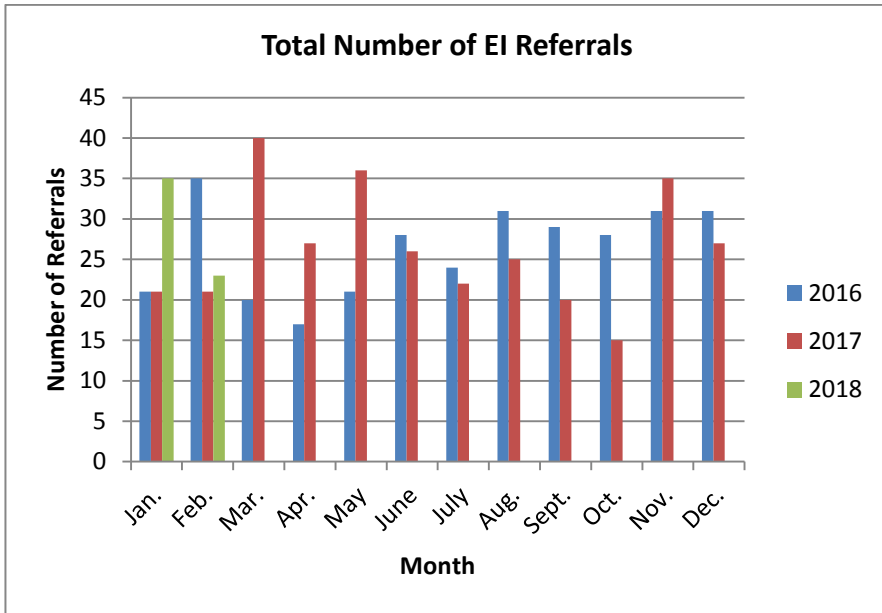
**Cindy LaLonde:**

- Syracuse meeting for the NYS Systemic Improvement Plan for Early Intervention on 2/2/18
- Interviews for nurse position 2/8/18, 2/9/18
- Exit Interview with Mary Ellen Meade on 2/27/18

**Other:**

- CSCN staff are participating in a Community Read of 30 Million Words-Building a Child's Brain by Dr. Dana Suskind, MD.
- Mary Ellen Meade, RN will be retiring on 2/28/18.
- Stephanie Sampson-McGill, RN will be replacing Mary Ellen and will start on 3/12/18
- Software progress continues with forms are being built and or iCentral screens are being enhanced to match the needs of the EI program.

## Children with Special Care Needs Division Statistics Based on Calendar Year



**\*\*Average Service Coordinator Caseloads showing decrease due to increase in fully oriented Ongoing Service Coordinators**

**Children with Special Care Needs Division  
Statistical Highlights 2018**

**EARLY INTERVENTION PROGRAM**

Number of Program Referrals	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Totals	2017 Totals
<b>Initial Concern/reason for referral:</b>														
-- DSS Founded Case	4	1											5	13
-- Gestational Age													0	15
-- Gestational Age/Gross Motor													0	0
-- Cognitive Delay													0	1
-- Global Delays													0	4
-- Hearing													0	1
-- Physical													0	0
-- Feeding	2												2	19
-- Feeding & Gross Motor													0	0
-- Feeding & Social Emotional													0	0
-- Gross Motor	6	4											10	74
-- Gross Motor & Feeding													0	1
-- Gross Motor & Fine Motor	2												2	0
-- Gross Motor & Social Emotional													0	1
-- Fine Motor													0	1
-- Fine Motor & Cognitive													0	0
-- Social Emotional		1											1	11
-- Social Emotional & Adaptive													0	0
-- Speech	12	14											26	155
-- Speech & Feeding	1												1	3
-- Speech & Fine Motor													0	2
-- Speech & Gross Motor	1	1											2	3
-- Speech & Sensory													0	0
-- Speech & Social Emotional	1	2											3	3
-- Adaptive													0	0
-- Adaptive/Sensory	3												3	3
-- Adaptive/Fine Motor													0	0
-- Qualifying Congenital / Medical Diagnosis	1												1	0
-- Child Find (At Risk)	2												2	0
<b>Total Number of Early Intervention Referrals</b>	<b>35</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>58</b>	<b>310</b>

Caseloads														
Total # of clients qualified and receiving svcs	214	225												
Total # of clients pending intake/qualification	37	32												
Total # qualified and pending	251	257												
Average # of Cases per Service Coordinator	35.9	36.7	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		

**Children with Special Care Needs Division  
Statistical Highlights 2018**

**EARLY INTERVENTION PROGRAM**

Family/Client visits	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Totals	2017 Totals
-- Intake visits	22	27											49	276
-- IFSP Meetings	48	35											83	479
-- Amendments	16	21											37	179
-- Core Evaluations	23	19											42	237
-- Supplemental Evaluations	7	9											16	80
-- DSS Visit	0	0											0	1
-- EIOD visits	3	3											6	36
-- Observation Visits	54	25											79	553
-- CPSE meetings	7	12											19	80
-- Program Visit	0	0											0	10
-- Family Training/Team Meetings	0	0											0	7
-- Transition meetings	15	15											30	118
-- Safe Care Visits	0	0											0	31
-- Other Visits	4	0											4	32
<b>IFSPs and Amendments</b>														
# of Individualized Family Service Plans Completed	48	35											83	479
# of Amendments to IFSPs Completed	31	35											66	238
<b>Services and Evaluations Pending &amp; Completed</b>														
<b>Children with Services Pending</b>														
-- Audiological	1	0												
-- Feeding	0	0												
-- Nutrition	0	0												
-- Occupational Therapy	1	1												
-- Physical Therapy	2	1												
-- Social Work	1	1												
-- Special Education	0	0												
-- Speech Therapy	0	1												
# of Supplemental Evaluations Pending	11													
Type:														
-- Audiological	4	3												
-- Developmental Pediatrician	1	0												
-- Diagnostic Psychological	0	0												
-- Feeding	1	1												
-- Physical Therapy	0	0												
-- Speech	2	0												
-- Occupational Therapy	3	1												
-- Vision	0	0												
-- Other	0	0												

Children with Special Care Needs Division  
Statistical Highlights 2018

EARLY INTERVENTION PROGRAM

Services and Evaluations Pending & Completed (continued)	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Totals	2017 Totals
<b># of Supplemental Evaluations Completed</b>	12	17	0	0	0	0	0	0	0	0	0	0	29	123
Type:														
-- Audiological	3	6												36
-- Diagnostic Psychological	1	1												2
-- Developmental Pediatrician	1	1												1
-- Feeding	0	1												14
-- Occupational Therapy	3	6												27
-- Physical Therapy	2	0												14
-- Speech Therapy	2	2												29
-- Vision	0	0												0
-- Other	0	0												0
<b>Diagnosed Conditions</b>														
<b>Autism Spectrum</b>														
-- Children currently diagnosed:	2	3												
-- Children currently suspect:	12	13												
<b>Children with 'Other' Diagnosis</b>														
-- Agenesis of Corpus Collosum	1	1												
-- Agenesis of Pectoral Muscle	1	1												
-- Apraxia	0	1												
-- Athrogryposis	0	1												
-- Brain Anomalies	1	1												
-- Cardiac Anomaly	2	2												
-- Cerebral Palsy (CP)	2	2												
-- Chromosome Abnormality	3	2												
-- Cleft Lip/Palate	6	6												
-- Crouzon Syndrome	1	1												
-- DiGeorge Syndrome	1	1												
-- Down Syndrome	5	5												
-- Ectrodactyly	1	1												
-- Failure to Thrive	2	1												
-- Feeding Difficulties	12	9												
-- GERD	2	2												
-- Hearing Loss	3	6												
-- Hydrocephalus	1	1												
-- Hydronephrosis	1	1												
-- Hypotonia	2	1												
-- Intrauterine Stroke	1	0												
-- Macrocephaly	2	2												
-- Malabsorption	1	1												
-- Microcephaly	2	2												
-- Noonan's Syndrome	0	1												
-- Plagiocephaly	4	4												
-- Prematurity	11	13												
-- Pyriform Aperture Stenosis w/ Hard Palate Cleft	1	1												
-- Reduction of Upper Limb	1	1												
-- Selective Mutism	1	1												
-- Spina Bifida	1	1												
-- Torticollis	8	5												

**Children with Special Care Needs Division  
Statistical Highlights 2018**

**EARLY INTERVENTION PROGRAM**

Early Intervention Discharges	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Totals	2017 Totals
-- To CPSE	3	0											3	84
-- Aged out	0	2											2	5
-- Declined	6	4											10	51
-- Skilled out	2	3											5	35
-- Moved	1	0											1	31
-- Not Eligible	8	11											19	63
-- Other	2	2											4	21
<b>Total Number of Discharges</b>	<b>22</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>290</b>
Child Find	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
Total # of Referrals	2	0											2	5
Total # of Children in Child Find	5	4												
Total # Transferred to Early Intervention	1	0											1	3
Total # of Discharges	1	0											1	7



**Children with Special Care Needs Division  
Statistical Highlights 2018**

**PRESCHOOL SPECIAL EDUCATION PROGRAM**

<b>Clients Qualified and Receiving Services</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>2018 Totals</b>	<b>2017 Totals</b>
<b>Children per School District</b>														
-- Ithaca	131	136												
-- Dryden	48	48												
-- Groton	20	21												
-- Homer	1	1												
-- Lansing	24	27												
-- Newfield	27	27												
-- Trumansburg	17	17												
-- Spencer VanEtten	2	2												
-- Newark Valley	1	1												
-- Odessa-Montour	2	2												
-- Candor	0	0												
-- Moravia	0	0												
-- Cortland	0	0												
<b>Total # of Qualified and Receiving Services</b>	<b>273</b>	<b>282</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

<b>Services Provided</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>		
<b>Services /Authorized by Discipline</b>														
-- Speech Therapy (individual)	171	176												
-- Speech Therapy (group)	15	15												
-- Occupational Therapy (individual)	51	50												
-- Occupational Therapy (group)	3	3												
-- Physical Therapy (individual)	31	29												
-- Physical Therapy (group)	3	4												
-- Transportation														
-- Birnie Bus	26	26												
-- Ithaca City School District	42	41												
-- Parent	1	2												
-- Service Coordination	31	33												
-- Counseling (individual)	42	45												
-- Counseling (group)	0	0												
-- 1:1 (Tuition Program) Aide	7	8												
-- Special Education Itinerate Teacher	19	20												
-- Parent Counseling	34	35												
-- Program Aide	1	1												
-- Teaching Assistant	1	1												
-- ASL Interpreter	0	0												
-- Audiological Services	4	5												
-- Teacher of the Deaf	3	3												
-- Auditory Verbal Therapy	0	0												
-- Teacher of the Visually Impaired	0	0												
-- Nutrition	9	10												
-- Assistive Technology Services	0	1												
-- Skilled Nursing	0	0												
-- Vision	0	0												
<b>Total # of children rcvng. home based related svcs.</b>	<b>204</b>	<b>213</b>												

Children with Special Care Needs Division  
Statistical Highlights 2018

**PRESCHOOL SPECIAL EDUCATION PROGRAM**

Number of Children Served Per School District Attending Tuition Based Programs	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Totals	2017 Totals
-- Ithaca	42	42												
-- Cortland	0	0												
-- Dryden	15	15												
-- Groton	3	3												
-- Lansing	3	3												
-- Newfield	4	4												
-- Trumansburg	2	2												
-- Odessa-Montour	0	0												
-- Spencer VanEtten	0	0												
-- Moravia	0	0												
-- # attending Franziska Racker Centers	42	41												
-- # attending Ithaca City School District	27	28												
<b>Total # attending Special Ed Integrated Tuition Progr.</b>	<b>69</b>	<b>69</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

Municipal Representation Committee on Preschool Special Education	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Totals	2017 Totals
-- Ithaca	18	18											36	185
-- Candor	0	0											0	2
-- Dryden	10	11											21	72
-- Groton	1	2											3	21
-- Lansing	0	1											1	19
-- Newark Valley	0	0											0	0
-- Newfield	2	5											7	23
-- Odessa	0	0											0	0
--Trumansburg	0	0											0	11

ENVIRONMENTAL HEALTH DIVISION  
<http://www.tompkinscountyny.gov>

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## ENVIRONMENTAL HEALTH HIGHLIGHTS

### February 2018

#### Outreach and Division News

**NYSDEC Information Session at Nate's:** NYSDEC hosted an information session for the residents of Nate's Floral Estates Mobile Home Park to answer questions about the groundwater investigation that is currently underway. The work is being conducted as part of the Clean Water Infrastructure Act of 2017 that funds investigations at former solid waste sites. Adriel Shea and Liz Cameron attended the afternoon session for EH; Scott Freyburger and Liz attended the evening session. The meeting was also attended by Ithaca City Common Council representatives interested in the project.

**NYSDEC HAB/Lab Call:** On February 14, Anne Wildman, Becky Sims, Chris Laverack, Liz Cameron, and Mik Kern participated in a conference call hosted by NYSDEC to discuss lab capacity related to Harmful Algal Blooms (HABs). Laboratory capacity is a concern for both drinking water and recreational water use. NYSDOH Wadsworth lab expects that there will be an ELAP (Environmental Laboratory Accreditation Program) certification soon for microcystins. Wadsworth noted that they are not designed to be a high-throughput lab. They handle emergencies, until commercial labs are set up with the analyses to meet the demand. Options and possibilities for expansion of lab capacity were discussed, with some participants noting potentially interested commercial laboratories.

**Finger Lakes GrassRoots Festival Meeting:** Liz Cameron, Cynthia Mosher, and Kristee Morgan met with representatives from the Finger Lakes GrassRoots Festival Organization on February 6. The meeting focused on camping, flammables control, and security. The festival is scheduled for July 19-22 this year.

**Hydrilla:** Anne Wildman and Mik Kern attended the Hydrilla Task Force meeting in February to prepare for the 2018 season. Due to the effectiveness of past treatments, the primary focus of the season's work in the Inlet and Fall Creek is expected to be plant monitoring to detect any new infestations of hydrilla. Treatment will be conducted at selected locations in the southern end of Cayuga Lake. In a new development, the US Army Corps of Engineers (USACE) is expected to conduct the in-lake treatment on behalf of the Task Force and will add this area to its existing National Environmental Policy Act (NEPA) proposal for treatment of hydrilla, currently covering its work in the Erie Canal near Tonawanda, NY and the infestation in Cayuga Lake, near Aurora. The Task Force is recommending physical removal of the plants and the placement of benthic barriers where possible.

**Accela:** Brenda Coyle and Liz Cameron from EH and Katy Prince and Greg Potter from ITS met with our new Accela representative on February 6. Past issues with Accela were discussed (e.g., slow technical support). The new representative assures us everything will be much better now. In house, work continues on reformatting the OWTS permits and with sCube on updates to the public portal.

#### **Training:**

Mik Kern took the Certified Pool Operator training on January 30<sup>th</sup> and 31<sup>st</sup> and has received a CPO certification issued by the National Swimming Pool Foundation.

Janice Koski, Clayton Maybee, Becky Sims, Kristee Morgan, Cynthia Mosher participated in the NYSDOH webinar on "Reduced Oxygen Packaging in Food Service Establishments" on February 1.

Kristee Morgan participated in the Foodborne Illness Outbreak Tabletop Exercise Training in the State Fairgrounds on February 28. The training "Three Steps and a Hop" included a half-day session that simulated the investigation of a foodborne illness outbreak with a train-the-trainer session in the afternoon.

Scott Freyburger participated in EPA’s Green Infrastructure Modeling Toolkit for Stormwater Management on February 22.

Skip Parr provided On Call Training in the Rabies Program to Becky Sims, Mik Kern, and Scott Freyburger on February 23. Janice Koski, Joel Scogin and Liz Cameron also attended the session as a refresher.

Liz Cameron attended Mental Health First Aid Training offered by the Tompkins County Mental Health Association at the Tompkins County Public Library in the afternoon on February 27 and 28.

**Rabies Control Program**

There was one confirmed case of rabies in a skunk in Tompkins County during February 2018. Multiple people handled the skunk and four people were treated for potential exposure. Should you find any sick or injured wildlife, it is best to avoid contact. Nuisance Wildlife Control Officers and licensed Wildlife Rehabilitators are trained in proper handling. Contact information is available at the Health Department.

<b>Key Data Overview</b>				
	<b>This Month</b>	<b>YTD 2018</b>	<b>YTD 2017</b>	<b>TOTAL 2017</b>
<b>Bites<sup>1</sup></b>	16	29	35	275
<b>Non Bites<sup>2</sup></b>	11	18	7	203
<b>Referrals to Other Counties</b>	3	4	2	22
<b>Submissions to the Rabies Lab</b>	6	19	17	218
<b>Human Post-Ex Treatments</b>	7	11	1	140
<b>Unvaccinated Pets 6-Month Quarantined<sup>3</sup></b>	0	0	0	0
<b>Unvaccinated Pets Destroyed<sup>4</sup></b>	0	0	0	1
<b>Rabid Animals (Laboratory Confirmed)</b>	1	1	0	13

<sup>1</sup>“Bites” include all reported bites inflicted by mammals and any other wounds received while saliva is present.

<sup>2</sup>“Non-bites” include human exposures to saliva of potentially rabid animals. This also includes bats in rooms with sleeping people or young children where the bat was unavailable for testing.

<sup>3</sup>When an otherwise healthy, unvaccinated pet has contact with a rabid animal, or suspect rabid animal, that pet must be quarantined for 6 months or euthanized. Quarantine must occur in a TCHD-approved facility (such as a kennel) at the owner’s expense. If the pet is still healthy at the end of 6 months, the exposure did not result in rabies and the pet is released.

<sup>4</sup> Pets must be euthanized if they are unvaccinated and have been in contact with a rabid or suspect rabid animal and begin to display signs consistent with rabies. Alternatively, a pet is euthanized if a prescribed 6-month quarantine cannot be performed or the owners elect euthanasia instead of quarantine.

<b>Reports by Animal Type</b>												
	<b>Bites</b>				<b>Animals sent to the NYS Rabies Laboratory</b>				<b>Rabid Animals</b>			
	<b>Mo</b>	<b>YTD 2018</b>	<b>YTD 2017</b>	<b>Total 2017</b>	<b>By TCHD</b>	<b>By Cornell</b>	<b>Totals</b>		<b>Mo</b>	<b>YTD 2018</b>	<b>YTD 2017</b>	<b>Total 2017</b>
							<b>Mo</b>	<b>YTD</b>				
<b>Cat</b>	5	12	11	108	0	1	1	3	0	0	0	1
<b>Dog</b>	9	15	23	146	1	0	1	2	0	0	0	0
<b>Cattle</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Horse/Mule</b>	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sheep/Goat</b>	0	0	0	1	0	0	0	0	0	0	0	0
<b>Domestic</b>	0	0	0	2	0	0	0	0	0	0	0	0
<b>Raccoon</b>	0	0	1	2	0	0	0	0	0	0	0	4
<b>Bats</b>	0	0	0	9	3	0	3	13	0	0	0	5
<b>Skunks</b>	1	1	0	0	1	0	1	1	1	1	0	0
<b>Foxes</b>	0	0	0	4	0	0	0	0	0	0	0	3
<b>Other Wild</b>	1	1	0	3	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>16</b>	<b>29</b>	<b>35</b>	<b>275</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>19</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>13</b>

## Food Program

The results of food service establishment inspections conducted in Tompkins County can be viewed directly on the Environmental Health website (<http://www.tompkinscountyny.gov/health/eh/food/index>). Inspections can be sorted to meet the needs of the viewer (by facility, date, etc.) by clicking on the column heading of interest. This is a valuable tool for easily providing information to the public.

***Routine facility inspections*** are conducted to protect public health. The inspections are made without advance notice to ensure that food processes are adequate, safe, and meet code requirements. It is important to keep in mind that inspections are only a "snapshot" in the entire year of a facility's operation and they are not always reflective of the day-to-day operations and overall condition of the operation.

### **The following inspections were conducted with no critical violation(s) noted:**

BOCES – Darwin C. Smith, T-Ithaca	ICSD – Cayuga Heights Elementary School, V-Cayuga Heights
Burger King #12983, T-Ithaca	ICSD – Dewitt Middle School, T-Ithaca
Burger King #2734, C-Ithaca	ICSD – Fall Creek Elementary School, C-Ithaca
Coddington Road Community Center, T-Ithaca	ICSD – Northeast Elementary School, T-Ithaca
Cornell Child Care Center COI, T-Ithaca	ICSD – South Hill Elementary School, C-Ithaca
CU – Risley Dining, C-Ithaca	Ithaca Community Childcare Center, C-Ithaca
Dryden Community Center Café, V-Dryden	Ithaca Housing Authority, C-Ithaca
Dryden Hotel, V-Dryden	JJ's Café, V-Cayuga Heights
Dryden Middle School, T-Dryden	Kelly's Docksides Kafe, C-Ithaca
Dunkin Donuts, V-Dryden	LCSD – Lansing High School, T-Lansing
Dunkin Donuts – East Hill, T-Ithaca	Little Ceasars Pizza, C-Ithaca
Dunkin Donuts – Elmira Rd., C-Ithaca	Ned's Pizzeria, V-Cayuga Heights
Dunkin Donuts – Freeville, T-Dryden	Pizza and Bones, V-Dryden
Dunkin Donuts – Lansing, T-Lansing	The Rose, V-Lansing
Five Guys Burgers, C-Ithaca	Subway-Collegetown, C-Ithaca
Foodnet Central Kitchen, V-Lansing	TC Action Hancock St. Childcare Center, C-Ithaca
Foodnet – Titus Towers, C-Ithaca	Tompkins Cortland Community College, T-Dryden
Fork and Gavel Café, C-Ithaca	Trumansburg Elementary School, V-Trumansburg
Freddy's Place, V-Newfield	Trumansburg High School, V-Trumansburg
Greenstar Market Events, C-Ithaca	Trumansburg Middle School, V-Trumansburg
ICSD – Beverly J. Martin Elementary School, C-Ithaca	
ICSD – Caroline Elementary School, T-Caroline	

**The Hazard Analysis Critical Control Point (HACCP) Inspection** is an opportunity for the establishment to have the health department review food processes in the facility to make sure that all potential hazards are identified and to assure that the best food safety practices are being used.

No HACCP inspections were conducted this month.

**Re-Inspections** are conducted at any establishments that had a critical violation(s) to ensure that inadequate or unsafe processes in a facility have been corrected.

### **The following re-inspections were conducted with no violations noted:**

Arby's Restaurant #866, V-Lansing	George Jr. Republic Ewald Dining, T-Dryden
CTB Fresh, C-Ithaca	Ithaca Ramada Inn, V-Lansing
Cinnamon Shoppe & Deli, T-Lansing	Jade Garden, C-Ithaca
Coalyard Café, C-Ithaca	Ling Ling Garden, T-Ithaca
Collegetown Bagels – East Hill Plaza, T-Ithaca	McDonalds of Dryden, V-Dryden
Domino's Pizza, C-Ithaca	Shortstop Deli, C-Ithaca
Fat Jack's BBQ, C-Ithaca	

**Critical violations** may involve one or more of the following: the condition of food (e.g. food that may be at improper temperatures on delivery or damaged by rodents), improper food cooking and storage temperatures (e.g. food cooked to and/or held at improper temperatures), improper food preparation practices (e.g. preparing ready-to-eat foods with bare hands), and water and/or sewage issues (e.g. low disinfection levels in the water system). These critical violations relate directly to factors that could lead to food related illness.

**Critical Violations were found at the following establishments:**

**Coal Yard Café, T-Ithaca**

An accurate probe thermometer was not available to evaluate potentially hazardous food temperatures.

Potentially hazardous foods were not stored under refrigeration. Product on a counter for customer service was observed to be at 50°F. The products were discarded during the inspection.

**Pure Food Mind & Body, Throughout Tompkins**

Potentially hazardous foods are not kept at or above 140°F during hot holding. Product in hot holding was observed to be at 125°F. The product was removed from service and rapidly reheated to 165°F before use.

**Tokyo Hibachi, Sushi & Asian Bistro, C-Ithaca**

Enough refrigerated storage equipment was not maintained so that potentially hazardous foods were kept below 45°F. Products in a refrigerated storage unit were observed to be at 50°F. The products were moved to a working cooler to be rapidly chilled to 45°F or less before use.

**Tianjin Foods, C-Ithaca**

Cooked or prepared foods were subject to cross-contamination from raw foods. Storage was rearranged during the inspection.

Potentially hazardous foods were not stored under refrigeration. Product on a shelf next to the stove was observed to be at 70°F.

**Dunkin Donuts – Meadow St., C-Ithaca**

Food workers did not wash hands thoroughly after contaminating their hands and returning to work.

Enough refrigerated food storage was not maintained so that potentially hazardous foods were kept below 45°F as required. Product in a refrigerated storage unit was observed to be at 50°F. The product was discarded during the inspection.

**Mitsuba Hibachi Sushi Restaurant, C-Ithaca**

Potentially hazardous foods are not kept at or below 45°F during cold holding. Product in a refrigerated storage unit was observed to be at 51°F. The product was removed from service and rapidly chilled to 45°F or less before use.

**Temporary Food Service Operation Permits** are issued for single events at one location. The Food Protection Program **issued 12 temporary permits.**

**Temporary food operation inspections** are conducted to protect public health. The inspections are made without advance notice to ensure that the food processes at the event are adequate, safe, and meet code requirements. The operation must correct Critical Violations during the inspection. When a Temporary Food Operation has Critical Violation/s, a re-inspection is conducted when the event is longer than one day.

**The following inspections were conducted with no violation(s) noted:**

Cayuga Medical Center – Chili Fest, C-Ithaca  
Ithaca Beer – Chili Fest, C-Ithaca

**Critical Violations were found at the following establishments:**

**Newfield Lioness and Newfield Lions, V-Newfield**

Potentially hazardous food was held at an improper temperature. Products for service were observed at 131°F. The products were removed from service and rapidly reheated to 165°F or above before being returned to service.

**Pre-Operational inspections** are conducted, following a thorough review of proposed plans, at new or extensively remodeled facilities to ensure code compliance prior to opening to the public.

**The following pre-operational inspections were conducted:**

There were no pre-operational inspection performed this month

**Plans Approved:**

Sweet Melissa's (Press Bay Alley), C-Ithaca

**New Permits Issued:**

The Commons Kitchen, C-Ithaca  
Pat's Pizzeria, C-Ithaca  
Vagabond Loup Sandwich Company, Throughout Tompkins

The Food Protection Program **received and investigated four complaints** related to issues and/or problems at permitted food service establishments.

**Engineering Plans Received**

- Cross-Connection Control Plan, Cornell Vet School, City of Ithaca
- Subdivision Plan Reapproval, Cayuga Way, Town of Lansing
- Town of Ithaca- Water storage tank and water main replacements

**Problem Alerts/Emergency Responses**

A boil water order (BWO) was issued to Nates Floral Estates, C- Ithaca, due to a water main break resulting in loss of water pressure for more than four hours. After the break was repaired and the line was disinfected, bacteriological samples were collected. The BWO was released on February 26<sup>th</sup> after satisfactory sampling results were received.

**Childhood Lead Program**

<b>CHILDHOOD LEAD PROGRAM</b>	<b>MONTH</b>	<b>YTD 2018</b>	<b>YTD 2017</b>	<b>TOTAL 2017</b>
<b>A: Active Cases (total referrals):</b>				
<b>A1: # of Children w/ BLL&gt;19.9ug/dl</b>	0	0	0	1
<b>A2: # of Children w/ BLL 10-19.9ug/dl</b>	0	0	1	3
<b>B: Total Environmental Inspections:</b>				
<b>B1: Due to A1</b>	0	0	0	1
<b>B2: Due to A2</b>	0	0	1	3
<b>C: Hazards Found:</b>				
<b>C1: Due to B1</b>	0	0	0	1
<b>C2: Due to B2</b>	0	0	1	3
<b>D: Abatements Completed:</b>	0	0	0	0
<b>E: Environmental Lead Assessment Sent:</b>	0	0	1	2
<b>F: Interim Controls Completed:</b>	0	0	0	0
<b>G: Complaints/Service Requests (w/o medical referral):</b>	4	7	7	56
<b>H: Samples Collected for Lab Analysis:</b>				
- Paint	0	0	1	2
- Drinking Water	0	0	0	0
- Soil	0	0	0	2
- XRF	0	0	1	3
- Dust Wipes	0	0	2	5
- Other	0	0	0	1




**Summary of Open BOH Enforcement Actions:**

<b>Date of BOH Action</b>	<b>Facility</b>	<b>Owner/ Operator</b>	<b>Basis for Action</b>	<b>Penalty Assessed</b>	<b>Next BOH Order Deadline</b>	<b>Status</b>
2/27/18	Glenwood Apartments	Pam Hutchings	Public Water System Violations – Modification of Systems w/o approval	\$1450 (Suspended pending compliance)	Complete approved modifications by 5/7/18.	Monitoring Compliance
2/27/18	Ulysses WD #3	Town of Ulysses	Prior Public Water System Violations – Disinfection Byproducts	N/A	Submission of quarterly compliance reports for 1 year.	Monitoring Compliance
2/27/18	Leisure Living Estates	William Auble	Mobile Home Park – Operating without a Permit	\$500	Penalty Payment due 4/13/18.	Monitoring Compliance
1/23/18	Argos Inn	Avi Smith	Food Service Establishment - Repeat Critical Violations	\$1,400	Penalty Payment due 3/15/18.	Monitoring Compliance
1/23/18	Apollo	Gegezeren NFN	Violation of Board of Health Orders	\$2,000	Penalty Payment due 3/15/18.	Monitoring Compliance
1/23/18	Taste of Thai Express	Akhin Pancharoen	Violation of Board of Health Orders	\$1,600	Penalty Payment and food safety training certificate due 3/15/18.	Monitoring Compliance
1/23/18	Taste of Thai	Angsana Pancharoen	Violation of Board of Health Orders	\$1,200 (\$300 paid-payment plan established)	Food safety training certificate due 3/15/18. Payment of \$300 due 3/31/18.	Monitoring Compliance
1/23/18	Tamarind	Sadudee Pancharoen	Violation of Board of Health Orders	\$800 (\$200 paid-payment plan established)	Food safety training certificate due 3/15/18. Payment of \$200 due 3/31/18.	Monitoring Compliance
5/23/17	Hope’s Events and Catering	Hope Rich	Food Service Establishment - Operating without a Permit	\$400	Penalty Payment due 7/14/17	Payment Outstanding – Due with Permit Renewal
10/25/16	City of Ithaca WTP	City of Ithaca	Public Water System Violations – Maximum Contaminant Level exceedances	\$500 (Paid)	NA	Monitoring Compliance
12/11/12	Village of Dryden PWS	Village of Dryden	Public Water System Violations – Arsenic and Storage Tank Replacement	N/A	Complete New TC3 and Ferguson Road Water Storage Tanks by 9/1/18.	Monitoring Compliance



Your Partner for a Healthy Community

# ENVIRONMENTAL HEALTH 2017 ANNUAL REPORT

A central image of a water drop falling into a pool of water, creating a series of concentric ripples. The drop is captured in mid-fall, with a small splash at the point of impact. The background is a gradient of blue, matching the overall theme of the report.

To strive to achieve a healthy community  
by protecting and promoting public  
health through education, training,  
advocacy, and the provisions of services.

“Your partner for a healthy community”

*Frank Kruppa, Public Health Director*

*William Klepack, M.D., Medical Director*

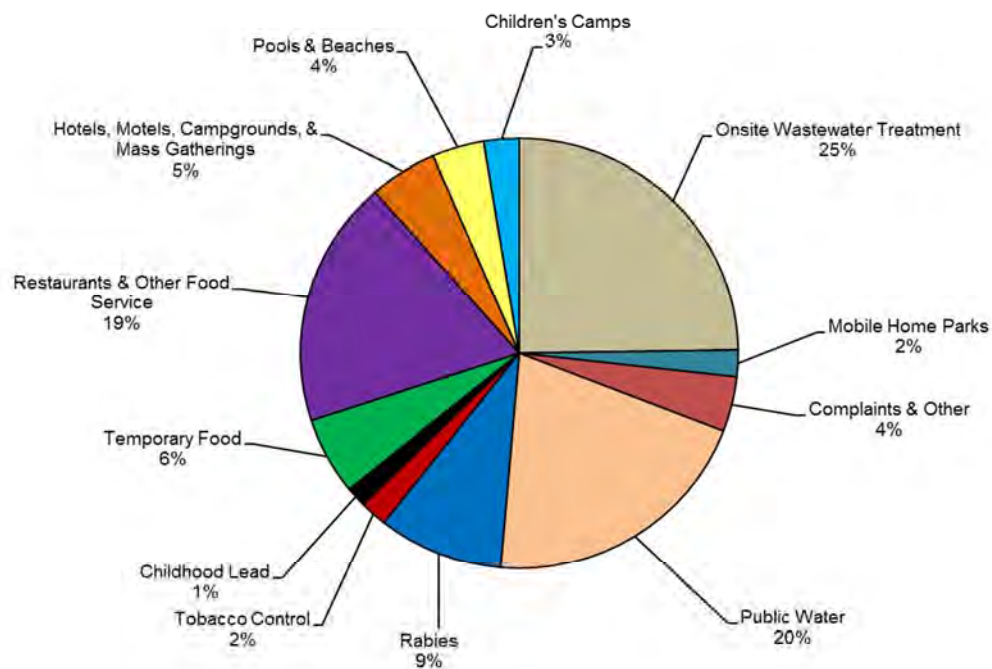
*C. Elizabeth Cameron, P.E., Director of Environmental Health*

*Inclusion through Diversity*

## TABLE OF CONTENTS

<b><i>DIVISION OVERVIEW – SPECIAL PROJECTS AND EVENTS</i></b> .....	1-3
<b><i>DIVISION PROGRAMS</i></b> .....	3-5
<b><i>ORGANIZATIONAL CHART</i></b> .....	6
<b><i>2017 ENVIRONMENTAL HEALTH DIVISION DATA</i></b> .....	7-8
<b><i>HISTORICAL SUMMARY</i></b> .....	9-10
<b><i>ACCELA PERMIT MANAGEMENT SYSTEM DATA</i></b> .....	11

### **Staff Time in Environmental Health Programs - 2017**



## **DIVISION OVERVIEW**

The Tompkins County Environmental Health Division (EH) promotes public health by conducting environmental health inspections and related activities for settings such as restaurants and other food service establishments, children's camps, hotels, campgrounds, swimming pools, bathing beaches, drinking water, and on-site sewage treatment systems. The Division enforces the New York State (NYS) Public Health Law, New York State Sanitary Codes (NYSSC), and the Tompkins County Sanitary Code (TCSC). Staff conducts inspections, documents deficiencies and violations, recommends improvements or mandates corrections, and reviews engineering and other plans related to facility operation and design. Staff also conducts investigations of illness outbreaks and complaints, children's camp and swimming injuries, childhood lead poisoning, and we respond to public health nuisances, hazards, and emergencies.

### ***SPECIAL PROJECTS AND EVENTS***

**Harmful Algal Blooms (HABs):** EH staff entered murky waters (figuratively speaking, of course) dealing with potential HABs during the last two weeks of July. HABs had previously been detected in the north end of Cayuga Lake, as well as elsewhere in New York, but had not previously been sighted in the lake in Tompkins County. That changed quickly with multiple sightings in the south end of the lake at the end of the month. The EH Division worked with the Health Promotion Program in issuing press releases; developing a web page; working with lake shore facility operators, water-related event operators, and public water supplies; and fielding numerous calls from concerned individuals. HABs are typically blue-green algae blooms (although they can also be other colors). The blooms, which may be small and are more prevalent along the shoreline and in bays, may produce toxins that are harmful to people and animals. More information may be found on our website: <http://www.tompkinscountyny.gov/health>. Fortunately, most HAB sightings cleared quickly and did not recur in Cayuga Lake in our County. (Note: HABs have also been

detected in Dryden Lake in Tompkins County.)

### ***Hydrilla invades Cayuga Inlet – Year 7:***

Hydrilla is known to be present in many parts of the state. The plant has been observed in Broome, Cayuga, Erie, Kings, Monroe, Nassau, Niagara, Suffolk, Tioga, Tompkins and Westchester counties, as well as in the Raritan River in New Jersey and in several water bodies in Ohio.

The EH Division continued its involvement in the hydrilla eradication effort, participating in the Local and State Hydrilla Task Forces and developing and overseeing the water quality monitoring program used when aquatic herbicides are applied. The season's herbicide application was limited to fluridone treatment in Fall Creek and was terminated in mid-October. Water-quality monitoring continued until concentrations reached the non-detect level in all samples. Water quality monitoring is conducted in part to assure the safety of the Bolton Point public water supply intake, which is 2-1/2 miles from the inlet.

Some patches of hydrilla were found in Cayuga Lake off Stewart Park. Remediation efforts in these areas included physical removal and use of benthic mats.

Eradication efforts to date have been successful but will need to continue for multiple years to come. The Cayuga Inlet, site of the first observation of hydrilla in 2011, appears to be free of hydrilla and herbicide treatment has been discontinued there. Ongoing management will focus on plant monitoring and observation to enable early detection of any possible re-infestation. More information is available at **[StopHydrilla.org.Hydrilla](http://StopHydrilla.org.Hydrilla)**.

### ***Point of Use Filters for Drinking Water:***

Point of Use filtration units for drinking water are increasingly being used or considered for use in schools in Tompkins County. EH has concerns with these units due to the need for continuing maintenance for the units to be effective and the potential for the units to be installed incorrectly. We developed draft requirements for use of these filters that we circulated to the school districts in Tompkins County for comment. The requirements

cover installation, testing, monitoring, and maintenance. A few minor changes were made in response to comments received, and the final requirements were sent to the school districts. The requirements become effective at the start of the 2018/19 school year.

**Elevated Blood Lead Level Case:** EH staff investigated and uncovered an unusual source related to a child's elevated blood lead level. During the investigation of the family's home, there were no lead paint related concerns identified. However, further interviewing led the investigation to the family's kitchen and medicine cabinet. The family is from India and had obtained spices directly from markets in India on a recent vacation. Additionally, a common commercial infant digestive aid obtained from India had been provided daily to the child for an extended period. Several items from the home were sent to a lab for lead analysis. Both the digestive aid (lead level result: 650 ppb) and the Turmeric spice (lead level result: 2850 ppb) used by the family had high lead concentration levels (FDA lead level acceptable limit=100 ppb or less). Further research showed that lead powder is occasionally added to spices to increase the weight of the product. This family is no longer using these products and has shared this information with family members. The findings of the investigation and the lead results of these products were forwarded to the NYS Health Department.

**Food Service Signage:** An EH staff person fluent in Spanish has created food safety signs for restaurants with Spanish speaking kitchen staff. The signs cover appropriate cooking temperatures, hot holding, cold holding and general sanitation (hand washing, smoking and eating). EH is looking into options for developing similar signs in different languages.

**Rabies Clinic:** The EH Division is now offering on-line pre-registration for our rabies clinics. This was first offered at our winter rabies clinic on January 25 at the SPCA, where we had the largest winter turnout since 2012. We were surprised and very pleased with the number of people who signed up on-line. Use of pre-registration generally

increased for each subsequent clinic offered during 2017. EH has received favorable comments about this service and it has helped the clinics run more smoothly.

**Healthy Neighborhoods Program (HNP):** When the HNP 2016-17 grant year concluded on March 31, 2017, HNP moved to the Health Promotion Program. Samantha Hillson took over responsibilities of grant management and supervision of HNP staff. EH will continue to work closely with HNP assisting with referrals and providing technical assistance when needed.

Tompkins County HNP was featured in the Spring 2017 edition of NYS DOH's newsletter *In the Field of Environmental Health*. The attached article highlights HNP's success in identifying radon and carbon monoxide hazards for two separate Tompkins County households.

**Personnel:** This was a year of staff transitions in the Environmental Health Division, with two retirements and one resignation. We bid farewell to Public Health Sanitarian Pete Coats, who retired on August 10, and Public Health Engineer Steve Maybee, who retired the next day, and Public Health Sanitarian Cindy Schulte.

Pete may have the record for time at the Health Department with over 42 years of service. He contributed to a variety of Environmental Health programs, was a wealth of knowledge in the field, and was able to handle everything from the complex tangle of pipes at some public water supplies to electrical boxes at mobile home parks and pretty much any complaint our dear citizens could come up with. Pete was also well known for his sense of humor and valuable advice. He told more than one EH staff person, "If you don't do something, you can't do it wrong."

Steve retired with more than 20 years of service. He obtained his Professional Engineering license while working at the Health Department and later essentially handled all municipal public water supplies, technical oversight of the Onsite Wastewater Treatment System (OWTS) program, and all other engineering plan reviews. He wrangled

working remotely for two months a year during the latter part of his service. Although no damage to County equipment was ever reported, several of us suspect more than one conference call with EH staff was handled from his fishing boat in his southern "office".

Public Health Sanitarian Cindy Schulte resigned effective May 26 after an unexpected new career opportunity developed. Cindy had been pursuing a Divinity degree for several years while working full time at EH and was excited when she was given the opportunity to have her own church in Waverly, NY.

We welcomed Mikhail Kern to EH as a Public Health Sanitarian on April 24. Mik had previously worked with us in temporary positions as a Project Assistant in the Drinking Water Program, the Healthy Neighborhoods Program (HNP) and the Onsite Wastewater Treatment System (OWTS) program. As a Project Assistant early in 2018, Mik developed draft bacteriological and lead and copper sampling plans for public water supplies that did not have plans in our files (which would cover most systems). As a Public Health Sanitarian, Mik's primary areas of responsibility include the Temporary Food Permitting program and the Adolescent Tobacco Use Prevention Act (ATUPA) program.

Rebecca Sims started work as a Public Health Sanitarian on May 22. Rebecca works primarily in the Onsite Wastewater Treatment System (OWTS) program. We surprised Becky by sending her in the field with another OWTS inspector on her first day and she has kept us on our toes with questions in the field and concerning our Sanitary Code.

We were also very fortunate to have Scott Freyburger join our team as our new Public Health Engineer. Scott most recently worked at Tetra Tech Architects and Engineers and was the Public Health Engineer and EH Division Manager for Tioga County before that. Scott started on July 31. Scott's background and experience significantly

eased the transition with Steve Maybe's retirement.

Congratulations to Samantha Hillson! Samantha left the EH Division when she was promoted to the Department's Director of Health Promotion. She began her new role on January 30, 2017. Samantha's previous position as an Education Coordinator position in the Healthy Neighborhoods Program (HNP) was filled by Maya Puleo who was already serving as a HNP Education Coordinator on a temporary basis.

## **DIVISION PROGRAMS**

### **FOOD PROTECTION PROGRAM**



The Food Protection Program provides education and regulates permitted food service establishments (FSE's) through training, inspection, and enforcement. These tasks enable the Division to protect, promote, and preserve public health with the goal of preventing food borne illnesses. Staff conducts pre-operational inspections following a facility plan review at new facilities and at existing facilities with major renovations. All FSE's are inspected at least once a year; high-risk establishments are inspected twice a year. Re-inspections are performed to ensure that critical violations have been corrected.

Temporary food service permits are issued for festivals and other events. Permit applicants receive appropriate food safety education and are inspected based on risk.

### **MOBILE HOME PARKS**



Staff permits, monitors, and inspects mobile home parks to maintain a healthy environment for its residents as defined by state and local sanitary codes. In addition, the Division responds to complaints associated with mobile home parks.

## **TEMPORARY RESIDENCES**

Staff permits and inspects hotels, motels, and similar temporary residence operations to ensure proper sanitation and safety for the protection of the public. The inspections include review of public water supplies, restaurants, swimming pools, and bathing beaches.

## **CAMPGROUNDS AND AGRICULTURAL FAIRGROUNDS**



Staff permits and inspects campgrounds and fairgrounds to ensure proper sanitation and safety for the protection of the public. Inspections include a review of proper spacing of the campsites for fire safety and shower and sanitary facilities. The inspections include review of public water supplies, swimming pools, and bathing beaches.

## **CHILDREN'S CAMPS**



Staff permits and inspects summer camp facilities annually to ensure that adequate supervision and safeguards exist to provide a healthy and safe environment for children as required by the NYSSC. In addition, staff reviews and approves safety plans and camp staff certifications. Staff also investigates all injuries and illnesses that occur at children's camps.

## **SWIMMING POOLS AND BATHING BEACHES**



Public swimming pools and bathing beaches are regulated to ensure that the facilities are constructed, maintained, and operated in a manner to prevent illnesses, injuries, and deaths. A major focus of the program is on bather supervision,

lifeguard requirements, and life-saving equipment and its use. General safety provisions, chemical treatment, and the proper operation of equipment and maintenance of such facilities are also examined.

## **DRINKING WATER PROGRAM**



The Drinking Water Program is designed to assure that the public has access to adequate quantities of safe drinking water. Staff inspects all public water systems annually and collects surveillance samples to ensure that the systems provide safe, potable water. Technical assistance is provided to system operators in preparing Annual Water Quality Reports and in complying with new or complex regulations including sampling requirements. When a public health hazard is identified at a public water supply, the Division issues a Boil Water Order (BWO), which requires the water supplier to notify its users that the water is unsafe and must be boiled before use. Staff also responds to individuals inquiring about water quality problems by offering sampling recommendations, interpretations of water laboratory analyses, and providing procedures for disinfecting their well.



**Taste Test Held** – The Division held the County's 23<sup>rd</sup> Annual Drinking Water Taste Test at the Streets Alive Event in Ithaca on April 30. Approximately 115 participants sampled water from seven municipal water systems in Tompkins County. Bolton Point water was voted the best tasting water and represented Tompkins County competing in a Regional State Water Taste Test.

## **ON-SITE WASTEWATER TREATMENT SYSTEM (OWTS) PROGRAM**

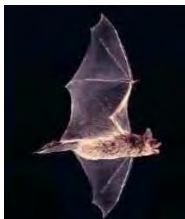


All county residents are required to obtain a permit from the Division before installing a new on-site sewage system or repairing or replacing an existing one. Staff reviews, designs, inspects, and permits new and replacement on-site sewage treatment systems. In addition, staff investigates and enforces code requirements when nuisance complaints are reported in regard to failing or improperly maintained sewage systems. Engineering plans of sewer extensions, pumping stations, and sewage treatment systems are reviewed to ensure compliance with standards and codes for larger public wastewater treatment systems. The goal of the program is to prevent disease caused by raw sewage contaminating the environment we live in and the water we drink.

## **REALTY SUBDIVISIONS AND DEVELOPMENTS**

The Division regulates permanent and temporary residential development to ensure that safe, healthful facilities are built. Critical areas the Division reviews include water systems and wastewater treatment and disposal systems. In addition, plans for construction, addition, or modification of any public water supply must be reviewed to ensure compliance.

## **RABIES CONTROL PROGRAM**



Rabies is a preventable viral disease that attacks the central nervous system and typically leads to death. The disease can be transmitted from infected mammals to humans and other mammals. Staff investigates all reported mammal bites and saliva exposures to prevent the spread of the disease to humans. In addition, staff prepares and ships

suspected rabid specimens to the state laboratory for testing, provides outreach and education, authorizes rabies prophylaxis to local medical providers, and coordinates free rabies vaccination clinics for dogs, cats, and ferrets.

## **CHILDHOOD LEAD POISONING PREVENTION**



The Division works with the Lead Poisoning Prevention Network to educate the public about lead poisoning, to reduce lead exposures by informing the public about the potential dangers of lead paint, and to increase the number of children tested for lead in their blood. Lead poisoning is a major health concern among children because it can affect their growth, behavior, and ability to learn. Staff investigates all referrals of children with blood lead levels of 10 milligrams per deciliter or greater.

## **ADOLESCENT TOBACCO USE PREVENTION ACT (ATUPA)**



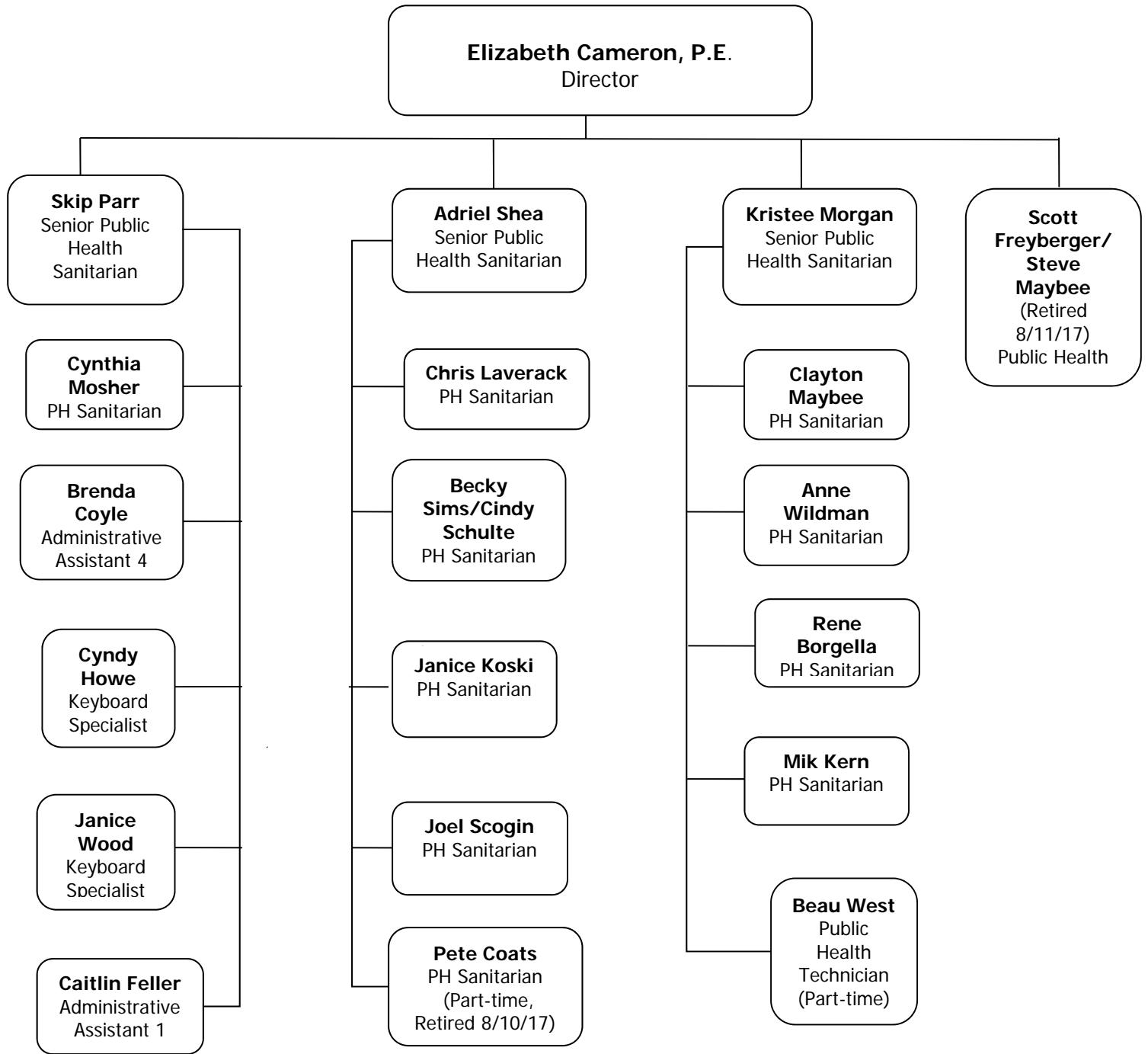
New York State tobacco vendors are prohibited by law from selling cigarettes and other tobacco products to minors under the age of 18. However, in Tompkins County, effective July 1, 2017, the purchasing age was raised from 18 to 21. The goal of the ATUPA Program is to reduce access to tobacco and tobacco products by persons under the age of 18 by monitoring and conducting on-site compliance checks at all tobacco retailers.

## **CLEAN INDOOR AIR ACT (CIAA) AND TOMPKINS COUNTY LOCAL LAW #3**

State and local laws make smoking tobacco illegal in all public indoor areas including bars and food service establishments. Staff investigates complaints and conducts field visits when necessary to enforce these laws.



# ENVIRONMENTAL HEALTH DIVISION 2017 ORGANIZATIONAL CHART



## 2017 ENVIRONMENTAL HEALTH DIVISION DATA

FOOD PROTECTION PROGRAM							
<i>Restaurants &amp; Other Food Service</i>	<i>Permitted Operations</i>	<i>Site Visits</i>	<i>Critical Violations</i>	<i>Other Violations</i>	<i>Plan Reviews</i>	<i>Complaint Investigations</i>	<i>Enforcement Actions</i>
High Risk	185	479			2		
Medium Risk	302	410	244	352	7	51	27
Low Risk	100	128			3		
<b>Total</b>	<b>587</b>	<b>1017</b>	<b>244</b>	<b>352</b>	<b>12</b>	<b>51</b>	<b>27</b>
Temporary FSE	364	168	30	18	0	1	3
MOBILE HOME PARKS							
<i>Permitted Operations</i>	<i>Lots</i>	<i>Site Visits</i>	<i>Critical Violations</i>	<i>Other Violations</i>		<i>Complaint Investigations</i>	<i>Enforcement Actions</i>
39	2,014	29	2	46		7	3
TEMPORARY RESIDENCES							
<i>Hotels &amp; Motels</i>	<i>Permitted Operations</i>	<i>Rooms</i>	<i>Site Visits</i>	<i>Critical Violations</i>	<i>Other Violations</i>	<i>Complaint Investigations</i>	<i>Enforcement Actions</i>
Hotels & Motels	33	2,083	29	8	44	12	0
MASS GATHERING, CAMPGROUNDS & AGRICULTURAL FAIRGROUNDS							
<i>Campgrounds</i>	<i>Permitted Operations</i>	<i>Sites</i>	<i>Site Visits</i>	<i>Critical Violations</i>	<i>Other Violations</i>	<i>Complaint Investigations</i>	<i>Enforcement Actions</i>
Campgrounds	10	539	17	1	0	0	0
Agricultural Fairgrounds	1	50	4	0	8	0	0
Mass Gathering	1	n/a	24	23	18	0	1
CHILDREN'S CAMPS							
<i>Permitted Operations</i>	<i>Campers</i>	<i>Site Visits</i>	<i>Critical Violations</i>	<i>Other Violations</i>	<i>Injury/Illness Investigations</i>	<i>Complaint Investigations</i>	<i>Enforcement Actions</i>
32	n/a	70	3	5	3	0	0
SWIMMING POOLS & BATHING BEACHES							
<i>Pools</i>	<i>Permitted Operations</i>	<i>Site Visits</i>	<i>Critical Violations</i>	<i>Other Violations</i>	<i>Injury/Illness Investigations</i>	<i>Complaint Investigations</i>	<i>Enforcement Actions</i>
Pools	54	97	14	42	0	0	0
Beaches	6	18	0	1	0	0	0
PUBLIC WATER SYSTEMS (PWS)							
Community PWS			89	Boil Water Orders Issued			10
Other PWS			55	Disinfection Waivers			21
Complaint Investigations			1	Enforcement Actions			3
ON-SITE WASTEWATER TREATMENT SYSTEMS (OWTS)							
<i>Permits Issued</i>		<i>Completion Certificates Issued</i>				<i>Enforcement Actions</i>	
New Construction/Conversions		142	New Construction/Conversions		100	0	
Replacements		89	Replacements		77		
<b>Total # of Permits Issued</b>		<b>231</b>	<b>Total # of Permits Issued</b>		<b>177</b>		

## 2017 ENVIRONMENTAL HEALTH DIVISION DATA

ENGINEERING PLAN REVIEWS				
ON-SITE WASTEWATER TREATMENT SYSTEMS		PUBLIC WATER SYSTEMS (PWS)		
0 - 499 gpd	17	Public Water Systems	3	
500 - 999 gpd	6	Distribution Water Main Extensions	4	
1,000 - 1,999 gpd	0	Cross-Connection Control Devices	4	
> 2,000 gpd	2	Other Water System Modification	2	
REALTY SUBDIVISIONS		COLLECTOR SEWER		OTHER ENGINEERING REVIEWS
Projects	1	< 5,000'	0	
Lots	31	>5,000'	0	0
RABIES CONTROL PROGRAM				
<i>Potential Human Exposures to Rabies / Lab Submissions / Rabies Clinics</i>				
Potential Human Exposure Investigations	478	Rabies Clinics Offered	13	
Human Post-Exposure Treatments	140	Dogs Vaccinated	714	
Animal Specimens Tested	218	Cats Vaccinated	432	
Animals Testing Positive	13	Ferrets Vaccinated	4	
Enforcement Actions	0	Pet Quarantine	2	
CHILDHOOD LEAD PROGRAM				
Children with Elevated Blood Lead Levels	4			
Sites Inspected	4			
Abatements Completed	0	Enforcement Actions	0	
Lead Assessments Sent	2			
FOIL REQUESTS				
General Environmental Assessments	28	Animal Bites	2	
Permitted Facilities	6	Other	2	
ADOLESCENT TOBACCO USE PREVENTION ACT (ATUPA)				
Active Operations	62	Violations	4	
ATUPA Compliance Checks	129	Enforcement Actions	4	
COMPLAINTS				
General/Nuisance Complaints	69	Notice of Violations Issued	10	
STAFF DAYS (Excluding Leave Time)				
Public Water Supply				676.7
Environmental Radiation				3.9
Community Sanitation and Food Protection				2116.0
Environmental/Occupational Health				55.2
Miscellaneous				307.9
Other Environmental Services				251.1
<b>Total Staff Days / Full Time Employees</b>				<b>3410.7</b>
REVENUE				
Facility Permit Fees				\$240,954.00
On-Site Wastewater System Fees				\$90,175.00
Water System Operating Fees				\$28,375.00
Plan Review Fees				\$15,937.50
Board of Health Penalties				\$16,550.00
Other Fees				\$6,958.53
<b>Sub-Total Revenue</b>				<b>\$398,950.03</b>
<b>Official Payments Client Fees</b>				<b>(\$1,674.82)</b>
<b>Total Revenue</b>				<b>\$397,275.21</b>
NYSDOH GRANTS				
Healthy Neighborhoods Program				Moved to Health Promotion Program in 2017
Drinking Water Enhancement Program				\$162,947
Tobacco Enforcement Program				\$33,146

## ENVIRONMENTAL HEALTH DIVISION'S HISTORY OF PROGRAM ACTIVITIES BY YEAR

<b>FOOD PROTECTION PROGRAM - Restaurants &amp; Other Food Service</b>					
	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Permitted Operations	587	561	546	550	530
Site Visits (Includes Inspections)	1017	911	891	888	883
Critical Violations	244	172	150	171	172
Other Violations	352	329	256	235	261
Plan Reviews	12	14	20	17	16
<b>Temporary FSE</b>					
Permitted Operations	364	408	456	386	353
Site Visits (Includes Inspections)	168	165	163	133	136
Critical Violations	30	24	19	14	27
Other Violations	18	9	14	12	7
<b>MOBILE HOME PARKS</b>					
Permitted Operations	39	39	39	39	39
Lots	2014	2014	2014	2005	2004
Site Visits (Includes Inspections)	29	29	30	47	42
Critical Violations	2	5	19	1	4
Other Violations	46	37	241	10	64
<b>TEMPORARY RESIDENCES - Hotels &amp; Motels</b>					
Permitted Operations	33	33	31	31	31
Rooms	2083	2181	1842	1878	1879
Site Visits (Includes Inspections)	29	49	51	35	52
Critical Violations	8	2	7	0	2
Other Violations	44	76	68	8	24
<b>MASS GATHERING, CAMPGROUNDS &amp; AGRICULTURAL FAIRGROUNDS</b>					
Permitted Operations	12	12	8	6	8
Sites	589	503	490	426	2016
Site Visits (Includes Inspections)	45	32	23	22	31
Critical Violations	24	0	0	0	1
Other Violations	26	4	4	1	5
<b>CHILDREN'S CAMPS</b>					
Permitted Operations	32	35	33	35	30
Site Visits (Includes Inspections)	70	89	81	85	78
Critical Violations	3	0	0	0	0
Other Violations	5	16	6	4	6
Injury/Illness Investigations	3	8	11	46	31
<b>SWIMMING POOLS &amp; BATHING BEACHES - Indoor/Spa, Outdoor &amp; Bathing Beaches</b>					
Permitted Operations	60	59	57	58	58
Site Visits (Includes Inspections)	115	100	99	114	119
Critical Violations	14	8	8	5	6
Other Violations	43	36	54	43	133
Injury/Illness Investigations	0	0	0	2	1
<b>PUBLIC WATER SYSTEMS (PWS)</b>					
Community PWS	89	89	89	90	94
Other PWS	55	55	53	57	52
Boil Water Orders Issued	10	6	13	17	15
Disinfection Waivers	21	23	23	25	25

## ENVIRONMENTAL HEALTH DIVISION'S HISTORY OF PROGRAM ACTIVITIES BY YEAR

<b>ON-SITE WASTEWATER TREATMENT SYSTEMS</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
<b><i>Permits Issued</i></b>					
New Construction/Conversions	142	141	138	125	121
Replacements	89	102	112	122	121
<b><i>Completion Certificates Issues</i></b>					
New Construction/Conversions	100	103	105	105	84
Replacements	77	100	105	122	104
<b>ENGINEERING PLAN REVIEWS</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Realty Subdivisions	1	1	1	1	0
On-Site Wastewater Treatment Systems	25	23	28	14	31
Collector Sewer	0	0	0	0	1
Public Water Systems	3	0	1	0	6
Distribution Water Main Extension	4	3	2	2	4
Cross-Connection Control Devices	4	12	6	6	21
Other Water System Modification	2	3	5	4	5
Other Engineering Reviews <sup>1</sup>	0	2	2	1	1
<b>RABIES CONTROL PROGRAM</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Potential Human Exposure Investigations	478	374	302	253	300
Human Post-Exposure Treatments	140	85	93	103	88
Animal Specimens Tested	218	195	207	190	203
Animals Testing Positive	13	12	13	12	8
Rabies Clinics Pet Vaccinations	1150	1068	851	1,096	1,243
<b>CHILDHOOD LEAD PROGRAM</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Children with Elevated Blood Lead Levels	4	4	4	5	7
Sites Inspected	4	5	5	11	10
Abatements Completed	0	0	2	0	1
Lead Assessments Sent	2	5	4	5	6
<b>FOIL REQUESTS</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Total Received	38	26	19	22	13
<b>ADOLESCENT TOBACCO USE PREVENTION ACT</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Active Operations	62	67	68	68	66
ATUPA Compliance Checks	129	188	93	135	153
Violations	4	3	0	1	6
<b>COMPLAINTS - Facility &amp; General/Nuisance</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Complaint Investigations	155	172	108	97	119
<b>ENFORCEMENT ACTIONS</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Total Cases	41	22	14	29	32
BOH Penalties Assessed	\$24,540	\$11,200	\$5,400	\$24,300	\$10,200
BOH Penalties Collected <sup>2</sup>	\$16,550	\$10,700	\$7,100	\$13,800	\$8,320
<b>TIME BREAKDOWN</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Staff Days Excluding Leave	3410.7	3649.1	3375.2	3353.1	3400.3
<b>REVENUE</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Total Collected	\$397,275	\$388,791	\$380,593	\$364,311	\$359,193
<b>NYSDOH GRANTS</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Healthy Neighborhoods Program (Oct 1 - Sept 30) <sup>3</sup>	moved to HPP	\$189,000	\$189,000	\$189,000	\$83,482
Drinking Water Enhancement Program (Apr 1 - Mar 31)	\$162,947	\$135,820	\$135,820	\$135,820	\$135,820
Tobacco Enforcement Program (Apr 1 - Mar 31)	\$33,146	\$33,030	\$33,710	\$32,395	\$34,059

<sup>1</sup> Includes MHP's, Campgrounds, and Swimming Pools

<sup>2</sup> Penalties collected may include penalties assessed in previous years

<sup>3</sup> 2013 HNP Grant Amount reflects 6-month extension 10/1/13-3/31/14

## ENVIRONMENTAL HEALTH DIVISION'S ACCELA PERMIT MANAGEMENT SYSTEM DATA

In 2017, the public submitted 551 permit applications (36% of the 1542 total applications that can be received through Accela Citizen Access) and made 318 payments in the amount of \$59,069 electronically.

Program	Total Records Processed		Total Records Processed Electronically		Total Payments Received				Total Payments Received Electronically			
	YTD	Total	YTD	Total	YTD 2017		Total 2016		YTD 2017		YTD 2016	
	2017	2016	2017	2016	#	Amount	#	Amount	#	Amount	#	Amount
Ag Fair/Mass Gathering	2	2	0	0	2	\$2,010	2	\$1,880	0	\$0	0	\$0
Campground	11	14	4	0	9	\$2,435	10	\$2,511	4	\$1,380	0	\$0
Childrens' Camp	32	38	1	1	5	\$1,000	5	\$1,000	3	\$600	3	\$600
Complaints	155	182	*	*								
Enforcement	91	84	*	*	31	\$17,350	15	\$10,700	0	\$0	*	*
Food Service	533	481	42	20	502	\$177,510	480	\$170,575	30	\$10,235	22	\$7,180
Individual Water	33	na	*	*								
Info Requests	72	126	*	*								
Mobile Home Park	39	41	2	5	39	\$12,892	39	\$11,810	2	\$360	4	\$2,158
OWTS	264	272	59	49	263	\$89,725	261	\$95,890	61	\$22,975	50	\$19,195
Other (Admin)	95	na	*	*	119	\$6,684	122	\$6,072	*	*	*	*
Plan Review	29	38	*	*	54	\$16,148	64	\$15,785	4	\$940	0	\$0
Public Water	146	146	13	14	144	\$28,375	144	\$27,165	19	\$3,050	19	\$2,935
Swimming Pool/Beaches	59	61	30	16	57	\$19,095	60	\$20,100	18	\$6,030	2	\$670
Temporary Food	423	456	387	419	247	\$14,700	237	\$13,275	168	\$11,190	183	\$10,945
Temp. Residence	33	36	13	1	34	\$12,213	36	\$13,362	9	\$2,310	2	\$602
<b>Total</b>	<b>2017</b>	<b>1977</b>	<b>551</b>	<b>525</b>	<b>1506</b>	<b>\$400,135</b>	<b>1475</b>	<b>\$390,125</b>	<b>318</b>	<b>\$59,069</b>	<b>285</b>	<b>\$44,285</b>

\*Not available in Accela Citizen Access



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CERTIFIED, REGULAR, & ELECTRONIC MAIL**

March 8, 2018

Deep Patel  
RRR Best Corp.  
7567 State Route 96  
Interlaken, NY 14867

**Re: Tompkins County Board of Health Draft Resolution # EH-ENF-18-0006  
Subway East Hill, Food Service Establishment**

Dear Deep Patel:

Thank you for signing the Stipulation Agreement on February 26, 2018, for Subway East Hill.

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, March 27, 2018**. Also, enclosed is a copy of your letter to the Board of Health requesting a reduced penalty. You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Skip Parr or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosures – Draft Resolution, Stipulation Agreement and Orders, Letter Requesting Reduced Penalty and Case Summary

pc: F:\EH\FOOD (SF)\FSE (SF)\Facilities (SF-4)\Subway East Hill Plaza\Enforcement\Draft Resolution 18-0006.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
CEO T-Ithaca; Supervisor T-Ithaca; Shawna Black, TC Legislature; TCHD: Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Kristee Morgan; Skip Parr; Brenda Coyle  
scan: Signed copy to Accela



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
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Ph: (607) 274-6688  
Fx: (607) 274-6695

**DRAFT RESOLUTION # EH-ENF-18-0006 FOR**

**Subway East Hill  
RRR Best, Corp./Deep Patel, Owner/Operator  
325 Pine Tree Road  
Ithaca, NY 14850**

**Whereas**, the owner/operator of a Food Service Establishment must comply with the regulations established under Part 14-1 of the New York State Sanitary Code; **and**

**Whereas** on January 8, 2018, and January 17, 2018, the Tompkins County Health Department (TCHD) observed critical violations of Subpart 14-1 of the NYSSC including failure to maintain potentially hazardous foods at or above 140°F during hot holding. During the initial inspection and during the re-inspection meatballs in tomato sauce were observed by the TCHD at temperatures between 121°F and 136°F in hot holding for customer service; **and**

**Whereas**, Deep Patel, Operator, signed a Stipulation Agreement with Public Health Director's Orders on February 26, 2018, agreeing that Subway East Hill violated this provision of the New York State Sanitary Code; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Deep Patel, Operator, is ordered to:**

1. Pay a penalty of \$400 for these violations, **due by May 15, 2018**. (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**
2. Maintain all potentially hazardous foods temperatures at or above 140°F during hot holding; **and**
3. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments





Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**STIPULATION AGREEMENT AND ORDERS # EH-ENF-18-0006**

**Subway East Hill  
RRR Best, Corp./Deep Patel, Owner/Operator  
325 Pine Tree Road  
Ithaca, NY 14850**

I, Deep Patel, as a representative for Subway East Hill, agree that on January 8, 2018, and January 17, 2018, Subway East Hill was in violation of Subpart 14-1 of the New York State Sanitary Code for failure to maintain potentially hazardous foods at or above 140°F during hot holding.

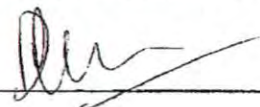
*Requesting a Reduced penalty (DP)*

I agree to pay a penalty not to exceed \$400 for this these violations following adoption of a resolution by the Board of Health. **(Do not submit penalty payment until notified by the Tompkins County Health Department.)**

I also agree to comply with the following Orders when signed by the Tompkins County Public Health Director:

- 1. Maintain all potentially hazardous foods temperatures at or above 140°F during hot holding; **and**
- 2. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments; **and**

I understand this agreement is offered as an alternative to a formal administrative hearing and that I am subject to further action if I fail to comply with the orders.

Signed:  Date: 2/26/18

Deep Patel is hereby ordered to comply with these Orders of the Public Health Director.

Signed:  Date: 2/27/18  
Frank Kruppa  
Public Health Director



February 26, 2018

Tompkins County Health Department  
55 Brown Road  
Ithaca, NY 14850-1247

Re: Stipulation Agreement-Subway East Hill, Food Service Establishment

To Whom It May Concern,

This letter is in reference to the inspection that was conducted at Subway on January 8<sup>th</sup> and January 17<sup>th</sup>, 2018 located at 325 Pine Tree Road, Ithaca, NY 14850. We have reviewed the violation and corrected the issue.

We are requesting for the board to consider reducing the fine of this violation as this was the first occurrence since our ownership. We always maintain high standards at our restaurant as proven by our prior inspection records:

- Permit issued May 25<sup>th</sup>, 2016
- Inspection on August 8<sup>th</sup>, 2016-Clear Inspection
- Inspection February 22<sup>nd</sup>, 2017- Clear Inspection
- Inspection on August 30<sup>th</sup>, 2017- Clear Inspection

Please consider our prior history with inspections to reduce the fine. We take the safety of our customers very serious and have corrected the issue since. A copy of the temperature log is attached showing correction and temperature being taken twice a day. Thank you for the consideration.

For any questions or concerns I can be reached directly via phone 646-773-7264 or email [deep@quikshoppestores.com](mailto:deep@quikshoppestores.com)

*Deep Patel*

2/26/18

# Food Temperature Recording Log

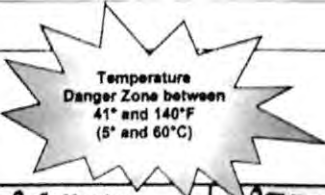
Franchise #: 33776

Week Ending Date: 2/27/18

Record the temperature for each product and your initials

Cold: 33° - 41°F (1° - 5°C) with an ideal holding temperature of 34° - 37°F (1° - 2°C)

Hot: 140° - 165°F (60° - 74°C) with an ideal holding temperature of 140° - 155°F (60° - 69°C)



Product	21 Wednesday		22 Thursday		23 Friday		24 Saturday		25 Sunday		26 Monday		27 Tuesday	
	10 AM	3 PM	11 AM	4 PM	10 AM	3 PM	11 AM	4 PM	10 AM	3 PM	11 AM	4 PM	AM	PM
Meatballs	159.3	157.4	158.3	154.8	158.9	157.3	161.7	159.4	161.9	156.3	157.4	160.7		
Steak	34.5	39.1	34.2	37.5	38.2	39.1	34.9	37.1	39.5	34.2	36.2	37.5		
Chicken	37.1	36.5	36.3	39.9	37.3	34.5	36.4	39.5	36.7	37.1	38.4	39.1		
Ham	39.1	38.9	37.7	38.7	38.3	37.6	39.7	36.9	38.2	39.7	36.1	35.9		
Roast Beef	34.7	40.7	39.9	36.3	37.5	40.9	40.8	40.4	35.9	40.5	36.2	34.7		
Turkey	34.9	36.3	34.5	40.8	40.0	36.7	38.3	38.7	34.5	36.9	33.5	38.3		
Tuna	36.1	34.8	34.1	41.4	40.34	41.3	41.2	37.8	40.4	34.4	34.7	37.8		
Local:	38.2	41.4	38.2	39.2	38.9	37.4	35.8	36.2	37.3	41.3	37.5	36.2		
Lettuce	36.2	35.2	36.3	37.5	37.9	39.8	37.5	38.1	41.2	37.5	38.0	39.9		
Tomato	37.1	39.6	37.7	36.9	38.2	35.2	40.9	34.4	36.9	36.9	37.4	35.4		
Cucumbers	38.2	37.1	39.6	34.7	37.1	38.5	41.7	36.3	39.7	34.4	33.3	40.7		
Green Peppers	36.2	38.5	36.4	39.3	36.9	36.1	39.3	37.9	38.3	39.2	39.4	34.4		
Onions	34.5	36.8	35.2	37.9	37.8	34.2	36.2	39.5	35.5	35.1	35.9	36.3		
INITIALS	I A B P	R A	B P E J	B P	B P	B P	B P	B P	B P	B P	I A B P			

Rapidly heat product to 165°F (74°C) in microwave before holding in food warmer. Stir product and probe in at least 3 different areas to confirm an even temperature of 165°F (74°C).

All products placed in Sandwich Unit, Front Line and Back Line holding units must be between 33° - 41°F (1° - 5°C). These units are designed to maintain temperature, not decrease temperature.

During the floor retarding stage, bread must reach 50° - 55°F (10° - 13°C) prior to placing into the proofer.

When taking temperatures within the Walk-In Cooler and Freezer, for accurate results be sure to probe product that has been in each at least 24 hours.

Bread Temperature: Floor Retarding	53.4	55.3	52.1	55.7	55.8	53.4	52.5	51.2	53.9	52.7	55.8	51.3		
Front/Back Line Holding Unit	37.1	39.1	34.7	38.9	37.7	39.7	37.4	39.3	34.3	35.4	35.9	34.7		
Walk-In Cooler	36.4	38.7	38.9	37.4	37.8	36.4	38.7	36.1	38.7	37.2	36.7	39.4		
Freezer	-2	-1	-3	-2	-2	-1	-3	-2	-1	-3	-2	-1		
INITIALS	I A B P	I A B P	I A B P	E J	B P	B P	B P	B P	B P	B P	I A B P			

Temperatures must be recorded at least 2 times per day of all products listed on log. All products do not need to be temped during the same time frame if time is limited.

Temperatures of every product in the restaurant should be taken every two hours for consistent monitoring.

Temperatures should be recorded to the 1/10th of a degree (34.7, 42.8, 138.9) to ensure accuracy.

To help avoid cross contamination, sanitize the probe stem before and after each insertion using alcohol wipes or an approved sanitizing solution and a clean cloth.

Refer to Operations Manual Chapter 10 for further guidelines.

\* The four most recent Temperature Recording & Action Logs must be kept in the restaurant for review

# Food Temperature Recording Log

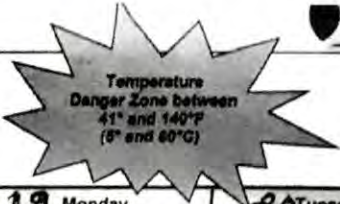
Franchise #: 33776

Week Ending Date: 2, 20, 18

Record the temperature for each product and your initials

Cold: 33° - 41°F (1° - 5°C) with an ideal holding temperature of 34° - 37°F (1° - 2°C)

Hot: 140° - 165°F (60° - 74°C) with an ideal holding temperature of 140° - 155°F (60° - 69°C)



	14 Wednesday		15 Thursday		16 Friday		17 Saturday		18 Sunday		19 Monday		20 Tuesday		
	10 AM	3 PM	11 AM	4 PM	10 AM	3 PM	11 AM	4 PM	10 AM	3 PM	10 AM	4 PM	10 AM	2 PM	
Sandwich Unit	Meatballs	162.1	156.9	160.2	161.7	162.3	159.3	156.9	159.7	157.9	161.4	162.9	159.3	168.7	
	Steak	37.4	37.1	37.3	39.1	39.1	39.5	37.1	37.5	39.5	35.5	39.1	37.1	34.8	38.7
	Chicken	38.9	34.3	36.5	34.3	34.4	34.9	34.5	34.9	38.3	40.1	37.7	34.5	33.8	35.8
	Ham	36	39.3	37.3	35.7	35.9	37.7	38.9	40.7	41.9	37.6	35.4	39.3	38.3	37.6
	Roast Beef	34.7	37.9	36.5	36.9	37.7	36.9	39.7	35.3	36.8	39.2	34.4	40.7	36.4	38.1
	Turkey	38.2	38.7	36.7	39.8	38.5	34.8	37.3	38.2	39.1	34.8	38.7	37.4	35.9	34.2
	Tuna	37.1	39.4	37.3	37.2	36.1	37.4	34.8	36.8	40.7	35.9	39.3	36.9	33.7	36.3
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	Tomato	36.5	39.9	37.0	39.5	36.8	36.7	39.5	37.5	36.5	41.8	35.5	39.5	38.6	37.2
	Cucumbers	35.4	40.8	38.6	37.1	37.7	34.3	37.2	34.7	34.3	34.4	36.8	37.9	37.7	33.9
	Green Peppers	37.1	35.4	37.7	36.2	37.2	35.2	35.4	35.3	39.2	36.2	34.7	38.3	39.9	37.2
	Onions	36.7	39.1	36.9	34.5	34.1	34.5	34.3	34.9	35.8	34.1	35.2	37.2	33.3	34.0
INITIALS	E J	B P	E J	B P	I A	B P	B P	B P	B P	B P	I A	B P	I A	I A	

Rapidly heat product to 165°F (74°C) in microwave before holding in food warmer. Stir product and probe in at least 3 different areas to confirm an even temperature of 165°F (74°C).

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During the floor retarding stage, bread must reach 50° - 55°F (10° - 13°C) prior to placing into the proofer.

When taking temperatures within the Walk-In Cooler and Freezer, for accurate results be sure to probe product that has been in each at least 24 hours.

Bread Temperature: Floor Retarding	32.3	55.9	59.5	51.8	52.1	53.2	55.9	51.2	55.5	53.9	54.4	55.6	57.2	55.4
Front/Back Line Holding Unit	36.7	39.7	37.2	38.7	38.7	37.1	36.7	36.1	39.3	38.4	36.9	37.1	40.3	36.2
Walk-In Cooler	38.8	37.4	36.7	37.9	36.1	39.7	34.3	34.7	37.8	36.2	35.9	34.7	34.6	33.1
Freezer	-1	-3	0	-2	-2	-3	-1	-2	-3	-1	-2	-3	-3	-2
INITIALS	E J	B P	E J	B P	I A	B P	B P	B P	B P	B P	I A	B P	I A	I A

Temperatures must be recorded at least 2 times per day of all products listed on log. All products do not need to be temped during the same time frame if time is limited.

Temperatures of every product in the restaurant should be taken every two hours for consistent monitoring.

Temperatures should be recorded to the 1/10th of a degree (34.7, 42.8, 138.9) to ensure accuracy.

To help avoid cross contamination, sanitize the probe stem before and after each insertion using alcohol wipes or an approved sanitizing solution and a clean cloth.

Refer to Operations Manual Chapter 10 for further guidelines.

\* The four most recent Temperature Recording & Action Logs must be kept in the restaurant for review

# Food Temperature Recording Log

Franchise #: 33776

Week Ending Date\*: 2/13/18

Record the temperature for each product and your initials

Cold: 33° - 41°F (1° - 5°C) with an ideal holding temperature of 34° - 37°F (1° - 2°C)

Hot: 140° - 165°F (60° - 74°C) with an ideal holding temperature of 140° - 155°F (60° - 69°C)



Product	7 Wednesday		8 Thursday		9 Friday		10 Saturday		11 Sunday		12 Monday		13 Tuesday	
	10 AM	3 PM	10 AM	4 PM	10 AM	3 PM	11 AM	4 PM	10 AM	3 PM	10 AM	2 PM	10 AM	4 PM
Meatballs	161.5	159.3	157.3	161.7	161.2	157.3	159.7	161.9	156.3	159.9	164.2	161.7	160.1	157.9
Steak	37.1	39.1	39.5	37.9	38.7	37.1	39.9	39.5	37.7	39.1	37.8	39.1	34.9	37.1
Chicken	39.7	34.5	35.9	39.3	36.9	39.5	34.4	34.1	34.3	37.5	40.3	34.5	36.7	34.5
Ham	35.9	37.9	37.4	34.2	34.2	38.9	37.2	37.6	35.2	36.9	38.2	37.9	37.6	35.9
Roast Beef	34.3	36.7	38.1	36.1	33.6	34.7	36.7	36.5	39.5	40.7	39.6	40.7	35.8	39.7
Turkey	39.8	39.3	36.3	38.7	38.4	37.3	39.1	34.8	37.9	37.3	38.6	36.3	39.2	37.3
Tuna	32.5	35.1	34.7	37.5	32.5	33.2	35.3	38.7	38.7	39.2	39.3	39.2	36.1	38.4
Local:	35.2	37.2	35.9	34.9	37.5	34.5	38.5	36.3	34.4	41.8	38.9	41.5	37.3	34.8
Lettuce	37.9	38.4	39.3	36.4	36.1	38.7	37.9	35.2	36.3	36.4	39.1	35.8	34.5	37.2
Tomato	36.1	34.6	34.2	38.1	34.8	39.6	39.7	39.8	39.2	35.7	38.4	37.4	35.9	38.9
Cucumbers	36.7	39.9	37.4	39.3	35.9	41.1	40.8	34.4	40.1	34.9	40.2	38.2	39.7	39.1
Green Peppers	38.2	37.3	38.6	37.2	38.7	40.3	38.2	36.1	38.5	37.3	39.4	36.1	37.4	37.7
Onions	36.4	38.1	39.9	39.9	39.0	39.9	41.1	38.7	39.9	39.1	37.3	39.3	34.3	38.3
INITIALS	1 A	BTP	BTP	BTP	1 A	BTP	BTP	BTP	BTP	BTP	1 A	BTP	1 A	BTP

Rapidly heat product to 165°F (74°C) in microwave before holding in food warmer. Stir product and probe in at least 3 different areas to confirm an even temperature of 165°F (74°C).

All products placed in Sandwich Unit, Front Line and Back Line holding units must be between 33° - 41°F (1° - 5°C). These units are designed to maintain temperature, not decrease temperature.

During the floor retarding stage, bread must reach 50° - 55°F (10° - 13°C) prior to placing into the proofer.

When taking temperatures within the Walk-In Cooler and Freezer, for accurate results be sure to probe product that has been in each at least 24 hours.

Bread Temperature: Floor Retarding	51.2	55.1	53.4	52.5	55.2	51.2	53.4	55.3	51.7	52.3	55.2	54.9	55.2	31.7
Front/Back Line Holding Unit	36.2	38.4	36.7	38.9	39.2	38.7	39.9	36.7	35.4	40.2	39.7	35.1	38.2	37.4
Walk-In Cooler	31.1	37.2	39.9	39.7	37.8	36.4	37.4	38.9	39.4	36.9	36.7	38.7	36.7	39.2
Freezer	-2	-1	-3	-2	<del>3.2</del>	-3	-2	-1	-3	-2	-2	-3	-2	-1
INITIALS	1 A	BTP	BTP	BTP	1 A	BTP	BTP	BTP	BTP	BTP	1 A	BTP	1 A	BTP

Temperatures must be recorded at least 2 times per day of all products listed on log. All products do not need to be temped during the same time frame if time is limited.

Temperatures of every product in the restaurant should be taken every two hours for consistent monitoring.

Temperatures should be recorded to the 1/10th of a degree (34.7, 42.8, 138.9) to ensure accuracy.

To help avoid cross contamination, sanitize the probe stem before and after each insertion using alcohol wipes or an approved sanitizing solution and a clean cloth.

Refer to Operations Manual Chapter 10 for further guidelines.

\* The four most recent Temperature Recording & Action Logs must be kept in the restaurant for review

# Food Temperature Recording Log

Franchise #: 33776

Week Ending Date: 2, 6, 18

Record the temperature for each product and your initials

Cold: 33° - 41°F (1° - 5°C) with an ideal holding temperature of 34° - 37°F (1° - 2°C)

Hot: 140° - 165°F (60° - 74°C) with an ideal holding temperature of 140° - 155°F (60° - 69°C)



Product	3 Wednesday		4 Thursday		5 Friday		6 Saturday		7 Sunday		8 Monday		9 Tuesday	
	10 AM	4 PM	10 AM	3 PM	10 AM	4 PM	11 AM	4 PM	10 AM	3 PM	11 AM	4 PM	10 AM	3 PM
Meatballs	161.7	161.7	156.9	157.2	158.2	162.7	157.5	161.3	155.7	159.9	157.3	161.7	160.7	159.3
Steak	39.5	39.5	34.5	37.1	37.1	39.5	34.1	37.1	39.1	37.1	37.1	39.1	38.2	37.1
Chicken	35.1	34.9	37.1	39.7	39.4	37.9	37.3	39.5	35.5	38.7	39.7	36.5	37.9	39.5
Ham	34.6	35.8	38.7	34.5	34.9	34.2	38.9	35.9	37.9	37.3	34.3	37.7	38.0	38.9
Roast Beef	37.5	37.1	34.4	38.9	35.5	36.1	39.4	37.7	38.7	34.4	35.4	38.3	37.7	35.3
Turkey	35.8	38.3	39.2	36.4	36.2	38.7	38.2	38.2	34.3	35.9	38.9	36.1	37.2	37.2
Tuna	37.7	39.4	38.5	34.4	37.4	36.3	36.5	39.2	35.4	37.4	37.5	37.6	37.6	34.5
Local:	39.3	34.7	34.1	35.5	38.1	35.2	34.1	35.1	39.2	39.2	36.7	35.2	36.7	36.8
Lettuce	35.2	37.6	37.7	39.7	34.4	34.5	35.6	37.5	38.5	35.9	35.3	39.3	39.0	39.7
Tomato	38.8	39.2	38.3	34.1	35.8	39.9	39.3	36.8	37.9	34.1	34.4	38.5	38.1	35.4
Cucumbers	36.4	36.5	39.2	35.6	34.3	34.4	37.2	37.7	36.1	37.5	39.2	36.8	35.9	37.9
Green Peppers	34.1	34.1	37.8	39.9	39.2	36.2	38.1	38.2	34.4	39.6	36.9	38.1	37.5	36.1
Onions	37.3	38.3	38.1	38.8	34.5	35.1	35.9	39.1	35.2	34.7	37.7	37.6	36.9	34.2
INITIALS	A	B P	B P	C A	A	B P	B P	B P	B P	B P	B P	B P	E J	B P

Rapidly heat product to 165°F (74°C) in microwave before holding in food warmer. Stir product and probe in at least 3 different areas to confirm an even temperature of 165°F (74°C).

All products placed in Sandwich Unit, Front Line and Back Line holding units must be between 33° - 41°F (1° - 5°C). These units are designed to maintain temperature, not decrease temperature.

During the floor retarding stage, bread must reach 50° - 55°F (10° - 13°C) prior to placing into the proofer.

When taking temperatures within the Walk-In Cooler and Freezer, for accurate results be sure to probe product that has been in each at least 24 hours.

Bread Temperature: Floor Retarding	52.2	53.7	55.9	54.3	57.2	52.4	51.9	55.7	53.1	51.1	55.3	53.5	53.2	52.9
Front/Back Line Holding Unit	31.7	39.3	37.5	38.2	37.5	35.7	36.4	39.1	38.7	35.7	39.1	36.7	37.7	36.1
Walk-In Cooler	39.4	36.2	38.7	36.2	37.4	39.9	35.2	37.3	39.3	37.4	38.9	37.6	38.1	39.5
Freezer	-1	-2	-3	-2	-1	-3	-2	-1	-3	-2	-1	-3	-2	-1
INITIALS	A	B P	B P	A	A	B P	B P	B P	B P	B P	B P	B P	E J	B P

Temperatures must be recorded at least 2 times per day of all products listed on log. All products do not need to be temped during the same time frame if time is limited.

Temperatures of every product in the restaurant should be taken every two hours for consistent monitoring.

Temperatures should be recorded to the 1/10th of a degree (34.7, 42.8, 138.9) to ensure accuracy.

To help avoid cross contamination, sanitize the probe stem before and after each insertion using alcohol wipes or an approved sanitizing solution and a clean cloth.

Refer to Operations Manual Chapter 10 for further guidelines.

\* The four most recent Temperature Recording & Action Logs must be kept in the restaurant for review

# Food Temperature Recording Log

Franchise #: 33776

Week Ending Date\*: 1/30/18

Record the temperature for each product and your initials

Cold: 33° - 41°F (1° - 5°C) with an ideal holding temperature of 34° - 37°F (1° - 2°C)

Hot: 140° - 165°F (60° - 74°C) with an ideal holding temperature of 140° - 155°F (60° - 69°C)

Temperature  
Danger Zone between  
41° and 140°F  
(5° and 60°C)

	24 Wednesday		25 Thursday		26 Friday		27 Saturday		28 Sunday		29 Monday		30 Tuesday		
	10:40 AM	4 PM	10:30 AM	4 PM	10:40 AM	4 PM	11 AM	3 PM	11 AM	4 PM	10 AM	3 PM	10 AM	4 PM	
Sandwich Unit	Meatballs	157.3	155.2	159.3	161.7	157.9	161.3	159.7	154.8	161.7	157.4	162.3	155.9	162.3	159.3
	Steak	39.1	39.1	34.1	39.5	34.1	39.1	34.1	34.1	39.1	36.5	38.1	37.7	34.9	37.3
	Chicken	34.5	35.2	36.7	34.9	35.5	34.5	36.7	36.7	34.5	34.9	37.5	34.4	31.4	34.2
	Ham	37.4	34.2	35.3	39.2	39.9	37.4	38.4	37.3	36.4	35.6	34.9	36.9	38.3	39.1
	Roast Beef	38.3	37.4	37.2	38.3	37.7	38.7	36.4	34.5	38.7	36.3	35.3	34.4	34.9	35.5
	Turkey	36.8	38.1	39.5	37.1	36.3	35.8	37.4	38.4	39.3	37.4	37.6	35.3	37.5	34.9
	Tuna	34.4	39.7	35.4	36.7	35.2	37.2	34.3	39.9	37.2	38.2	36.1	34.2	35.5	36.7
	Local:	36.2	37.9	34.1	35.8	37.1	35.3	36.4	34.7	38.8	39.1	38.2	37.5	37.5	39.1
	Lettuce	34.1	34.2	37.7	36.3	38.5	34.5	39.5	36.3	39.4	34.7	34.5	38.1	36.4	36.3
	Tomato	35.7	35.3	38.6	37.4	39.9	37.4	36.6	37.2	34.1	36.9	39.9	36.5	36.6	37.9
	Cucumbers	37.6	37.2	39.2	38.7	37.4	38.2	38.4	39.1	36.3	38.8	37.6	34.7	37.4	38.4
	Green Peppers	38.5	38.1	34.5	39.5	38.3	39.5	37.2	38.5	35.4	39.2	36.5	35.8	38.5	35.3
	Onions	39.4	34.5	37.9	34.1	34.1	34.1	38.1	36.3	34.9	35.1	35.7	39.1	35.1	34.2
INITIALS	B P	LA	B P	B P	B P	B P	B P	B P	B P	B P	B P	B P	LA	B P	

Rapidly heat product to 165°F (74°C) in microwave before holding in food warmer. Stir product and probe in at least 3 different areas to confirm an even temperature of 165°F (74°C).

All products placed in Sandwich Unit, Front Line and Back Line holding units must be between 33° - 41°F (1° - 5°C). These units are designed to maintain temperature, not decrease temperature.

During the floor retarding stage, bread must reach 50° - 55°F (10° - 13°C) prior to placing into the proofer.

When taking temperatures within the Walk-In Cooler and Freezer, for accurate results be sure to probe product that has been in each at least 24 hours.

Bread Temperature: Floor Retarding	55.2	53.3	51.2	52.3	55.1	53.9	52.3	53.9	55.3	54.1	53.5	55.9	54.3	51.7
Front/Back Line Holding Unit	39.7	35.1	38.5	37.1	37.2	37.3	39.1	37.4	39.9	36.4	34.1	38.2	36.9	36.9
Walk-In Cooler	37.4	37.7	39.9	36.9	39.5	39.2	34.8	38.2	37.5	38.3	35.3	37.1	38.7	34.4
Freezer	-1	-1	-3	-1	-2	-1	-3	-2	-2	-1	-3	-2	-1	-3
INITIALS	B P	LA	B P	B P	B P	B P	B P	B P	B P	B P	B P	B P	LA	B P

Temperatures must be recorded at least 2 times per day of all products listed on log. All products do not need to be temped during the same time frame if time is limited.

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\* The four most recent Temperature Recording & Action Logs must be kept in the restaurant for review

# Food Temperature Recording Log

Franchise #: 33776

Week Ending Date\*: 1/23/18

Record the temperature for each product and your initials

Cold: 33° - 41°F (1° - 5°C) with an ideal holding temperature of 34° - 37°F (1° - 2°C)

Hot: 140° - 165°F (60° - 74°C) with an ideal holding temperature of 140° - 155°F (60° - 69°C)



Product	17 Wednesday		18 Thursday		19 Friday		20 Saturday		21 Sunday		22 Monday		23 Tuesday	
	11 AM	4 PM	11 AM	4 PM	11 AM	3 PM	10:40 AM	4 PM	11 AM	3 PM	10 AM	4 PM	10 AM	3 PM
Meatballs	149.1	162.7	151.3	147.5	161.3	154.3	145.7	161.1	157.3	160.2	154.9	160.7	162.9	157.1
Steak	37.7	39.1	38.4	39.1	38.5	38.1	39.1	36.7	39.1	34.1	35.1	39.1	38.5	39.5
Chicken	34.9	34.5	36.2	34.9	36.4	39.9	34.4	36.1	35.7	37.7	39.4	37.4	35.6	34.9
Ham	34.3	37.9	35.1	36.4	38.3	34.4	38.9	39.3	34.9	36.3	37.9	36.3	34.0	37.4
Roast Beef	36.5	37.6	34.4	34.2	35.2	36.2	36.8	37.2	36.4	34.4	39.5	36.2	39.7	36.3
Turkey	34.9	36.2	37.0	38.5	34.5	35.6	35.4	38.9	37.2	35.9	37.3	37.9	35.1	34.6
Tuna	35.7	34.5	37.2	36.16	36.7	36.5	34.3	37.4	38.5	34.5	39.7	38.5	33.7	39.3
Local:	37.4	39.4	34.5	39.7	37.4	37.7	37.7	36.2	39.9	36.3	35.1	36.7	34.4	37.1
Lettuce	36.2	36.3	38.5	34.3	37.1	36.3	39.1	35.5	34.7	36.6	34.5	39.8	40.8	36.4
Tomato	37.5	38.7	36.1	38.7	37.4	35.1	38.5	34.1	35.1	39.1	36.2	36.4	36.9	35.9
Cucumbers	39.9	37.2	37.2	35.6	38.5	35.7	34.9	35.7	36.5	37.9	37.4	34.3	38.7	36.7
Green Peppers	34.0	34.5	33.8	39.5	37.5	34.7	34.7	34.1	37.4	34.7	34.2	35.2	35.5	39.2
Onions	36.1	35.4	35.4	34.2	36.5	36.3	37.3	34.3	36.2	35.8	34.5	38.1	37.3	34.5
INITIALS	BP	BP	IA	BP	IA	BP	BP	BP	BP	BP	BP	BP	IA	BP

Rapidly heat product to 165°F (74°C) in microwave before holding in food warmer. Stir product and probe in at least 3 different areas to confirm an even temperature of 165°F (74°C).

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During the floor retarding stage, bread must reach 50° - 55°F (10° - 13°C) prior to placing into the proofer.

When taking temperatures within the Walk-In Cooler and Freezer, for accurate results be sure to probe product that has been in each at least 24 hours.

Bread Temperature: Floor Retarding	55.1	53.7	53.2	51.9	53.4	51.1	55.5	52.3	53.7	51.9	52.7	53.3	55.2	52.2
Front/Back Line Holding Unit	34.7	36.4	40.1	35.3	39.5	36.5	37.1	39.9	38.4	37.1	36.3	37.1	35.1	37.9
Walk-In Cooler	37.1	38.9	37.8	39.5	36.3	34.4	34.4	38.2	36.2	35.5	39.6	34.9	38.8	39.4
Freezer	-2	-3	-2	-1	-2	-1	-2	-3	-2	-1	-3	-2	-1	-2
INITIALS	BP	BP	IA	BP	IA	BP	BP	BP	BP	BP	BP	BP	IA	BP

Temperatures must be recorded at least 2 times per day of all products listed on log. All products do not need to be temped during the same time frame if time is limited.

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Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**CASE SUMMARY – FOR RESOLUTION # EH-ENF-18-0006**

**Subway East Hill  
RRR Best, Corp./Deep Patel, Owner/Operator  
325 Pine Tree Road  
Ithaca, NY 14850**

**March 2018**

Date	Action
02/27/2018	The signed stipulation along with letter requesting a reduced penalty was received via email by TCHD.
02/22/2018	Manager of Subway East stated that Mr. Patel would sign stipulation agreement agreeing to the violations but wanted to be able to request a reduction in the penalty amount. TCHD stated that the request could be submitted in writing or in person at the Board of Health meeting.
02/12/2018	TCHD received call from manager of Subway East Hill asking to reschedule the office conference because the owner had a conflict. It was decided that the office conference would be done over the phone. Information regarding the enforcement process was provided to the manager to relay to the owner, Deep Patel. TCHD provided the opportunity to discuss further with Mr. Patel at a later date, if necessary.
02/06/2018	TCHD received call from manager of Subway East Hill requesting a different date for the office conference. Office conference was rescheduled for 2/12/18.
01/25/2018	Stipulation Agreement and Orders sent by TCHD to Subway East Hill with an office conference date scheduled for February 9, 2018.
01/17/2018	Re-inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept at or above 140°F during hot holding. Product in hot holding was observed to be at 121-131°F.
01/08/2018	Inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not kept at or above 140°F during hot holding. Product in hot holding was observed to be at 136°F.
08/30/2017	Complaint investigation by TCHD. Complaint received that the facility did not have working thermometers and were estimating temperature logs. TCHD visited the facility and observed working food probe thermometers, temperature logs were current and appeared to be accurate. Food items checked during the visit were at satisfactory temperatures.
02/22/2017	Inspection by TCHD. No violations were noted.
08/08/2016	Inspection by TCHD. No critical violations were noted.
05/25/2016	Permit to Operate Subway East Hill Issued.



Your Partner for a Healthy Community

Frank Kruppa  
Public Health Director  
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Ithaca, NY 14850-1247

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**CERTIFIED, REGULAR, & ELECTRONIC MAIL**

March 15, 2018

Frank Crocilla  
SDIM Inc.  
40 Catherwood Road  
Ithaca, NY 14850

**Re: Tompkins County Board of Health Draft Resolution # EH-ENF-18-0007  
Sicilian Delight, Food Service Establishment, V-Lansing**

Dear Frank Crocilla:

Thank you for signing the Stipulation Agreement on February 20, 2018 for Sicilian Delight.

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, March 27, 2018**. You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Skip Parr or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,

A handwritten signature in blue ink that reads "C. Elizabeth Cameron".

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosures – Draft Resolution, Stipulation Agreement and Orders, and Case Summary

pc: F:\EH\FOOD (SF)\FSE (SF)\Facilities (SF-4)\Sicilian Delight\Draft Resolution 18-0007.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
Supervisor V-Lansing; Deborah Dawson, TC Legislature; TCHD; Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Kristee Morgan; Skip Parr; Brenda Coyle  
scan: Signed copy to Accela



Your Partner for a Healthy Community

Frank Kruppa  
Public Health Director

55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION

[www.tompkinscountyny.gov/health/eh](http://www.tompkinscountyny.gov/health/eh)

Ph: (607) 274-6688

Fx: (607) 274-6695

**DRAFT RESOLUTION # EH-ENF-18-0007 FOR**

**Sicilian Delight  
SDIM Inc./Frank Crocilla, Owner/Operator  
40 Catherwood Road, V-Lansing  
Ithaca, NY 14850**

**Whereas**, the owner/operator of a Food Service Establishment must comply with the regulations established under Part 14-1 of the New York State Sanitary Code; **and**

**Whereas**, on January 4, 2018, the Tompkins County Health Department (TCHD) observed critical violations of Subpart 14-1 of the NYSSC including failure to maintain potentially hazardous foods at or below 45°F during cold holding, failure to make available an accurate probe thermometer and failure to store potentially hazardous food under refrigeration. Products in a refrigerated storage unit were observed at temperatures between 52°F and 56°F and temperatures logs were not maintained for pizzas out for service to customers in accordance with the facility's waiver ; **and**

**Whereas**, on January 19, 2018, the TCHD observed a repeat critical violation where potentially hazardous food in a refrigerated storage unit was observed at temperatures between 48°F and 50°F ; **and**

**Whereas**, Frank Crocilla, Operator, signed a Stipulation Agreement with Public Health Director's Orders on February 20, 2018, agreeing that Sicilian Delight violated these provisions of the New York State Sanitary Code; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Frank Crocilla, Operator, is ordered to:**

1. Pay a penalty of \$400 for these violations, **due by May 15, 2018**. (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**
2. Provide an adequate amount of refrigeration storage to maintain Potentially Hazardous Food at or below 45°F at all times during cold storage; **and**
3. Provide proof of repair of the existing refrigerated storage unit or provide proof of purchase of replacement refrigeration equipment that is commercial grade and meets NSF (National Sanitation Foundation) standards to the Health Department no later than **March 30, 2018**; **and**
4. Maintain an accurate probe thermometer to evaluate temperatures of potentially hazardous foods on-site at all times; **and**
5. Maintain temperatures logs in accordance with the issued waiver that allows for time to be used as a public health control; **and**
6. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.

ENVIRONMENTAL HEALTH DIVISION  
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**STIPULATION AGREEMENT AND ORDERS # EH-ENF-18-0007**

**Sicilian Delight**  
**SDIM Inc./Frank Crocilla, Owner/Operator**  
**40 Catherwood Road, V-Lansing**  
**Ithaca, NY 14850**

I, Frank Crocilla, as a representative for SDIM Inc., agree that on January 4, 2018, and January 19, 2018, Sicilian Delight was in violation of Subpart 14-1 of the New York State Sanitary Code for failure to provide and maintain refrigeration equipment to hold potentially hazardous foods at required temperatures during cold storage.

I agree to pay a penalty not to exceed \$400 for these violations following adoption of a resolution by the Board of Health. (*Do not submit penalty payment until notified by the Tompkins County Health Department.*)



I also agree to comply with the following Orders when signed by the Tompkins County Public Health Director:

1. Provide an adequate amount of refrigeration storage to maintain Potentially Hazardous Food at or below 45°F at all times during cold storage; **and**
2. Provide proof of repair of the existing refrigerated storage unit or provide proof of purchase of replacement refrigeration equipment that is commercial grade and meets NSF (National Sanitation Foundation) standards to the Health Department no later than **February 23, 2018; and**
3. Maintain an accurate probe thermometer to evaluate temperatures of potentially hazardous foods on-site at all times; **and**
4. Maintain temperatures logs in accordance with the issued waiver that allows for time to be used as a public health control; **and**
5. Comply with all the requirements of Subpart 14-1 of the New York State Code for Food Service Establishments.

I understand this agreement is offered as an alternative to a formal administrative hearing and that I am subject to further action if I fail to comply with the orders.

Signed:  Date: Feb 20, 2018

Frank Crocilla is hereby ordered to comply with these Orders of the Public Health Director.

Signed:  Date: 2/27/18  
 Frank Kruppa  
Public Health Director



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
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**CASE SUMMARY – FOR RESOLUTION # EH-ENF-18-0007**

**Sicilian Delight  
SDIM Inc./Frank Crocilla, Owner/Operator  
40 Catherwood Road  
Ithaca, NY 14850  
March 2018**

Date	Action
2/20/2018	Office conference held via telephone with TCHD and Frank Crocilla. Stipulation agreement signed by Frank Crocilla.
2/9/2018	Stipulation agreement sent by TCHD to Sicilian Delight. Office conference scheduled for February 20, 2018.
01/19/2018	Re-inspection by TCHD. <b>Violations:</b> Enough refrigerated storage equipment was not maintained so that potentially hazardous foods were stored below 45°F. Product in a refrigerated storage unit was observed to be at 48-50°F.
01/04/2018	Inspection by TCHD. <b>Violations:</b> An accurate probe thermometer was not available to evaluate potentially hazardous food temperatures. Potentially hazardous foods were not stored under refrigeration. Product for customer service was observed to be at room temperature. The facility has a waiver for time as a public health control for the product but was not adhering to the terms of the waiver agreement at the time of the inspection. Enough refrigerated storage equipment was not maintained so that potentially hazardous foods were stored below 45°F. Product in a refrigerated storage unit was observed to be at 52-56°F.
03/17/2017	Re-inspection by TCHD. Violations cited on 02/08/2017 were corrected. No additional violations were noted.
02/08/2017	Inspection by TCHD. <b>Violations:</b> Potentially hazardous foods were not stored under refrigeration. Product on a counter was observed to be at 68°F. Product for customer service was observed to be at 75-78°. The facility has a waiver for time as a public health control for the product but was not adhering to the terms of the waiver agreement at the time of the inspection.
02/03/2016	Inspection by TCHD. No violations were noted.
04/13/2015	Inspection by TCHD. No violations were noted.
04/22/2014	Inspection by TCHD. No violations were noted.
05/03/2013	Inspection by TCHD. No violations were noted.
12/30/2008	Permit to Operate Sicilian Delight issued to SDM Inc.



Your Partner for a Healthy Community

Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
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Ph: (607) 274-6688  
Fx: (607) 274-6695

**CERTIFIED, REGULAR, & ELECTRONIC MAIL**

March 15, 2018

Kevin Jacobs  
Collegeview Homes LLC  
181 Seven Mile Drive  
Ithaca, NY 14850

**Re: Tompkins County Board of Health Draft Resolution # EH-ENF-18-0008  
111 Patchen Court, T-Danby, Tax Map 26.-1-9.36**

Dear Kevin Jacobs:

Thank you for signing the Stipulation Agreement on March 10, 2018, for 111 Patchen Court in the Town of Danby.

Enclosed is a copy of the Draft Resolution that the Tompkins County Board of Health will consider at its meeting on **Tuesday, March 27, 2018**. You or a representative has the right to speak to the Board for a few minutes prior to them taking action. If you wish to speak to the Board, please contact Adriel Shea or me at (607) 274-6688 at least one day before the meeting. If you plan to attend, please arrive by 12:00 p.m. (noon).

Sincerely,

A handwritten signature in blue ink that reads "C. Elizabeth Cameron".

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosures – Draft Resolution, Stipulation Agreement and Orders, and Case Summary

pc: F:\EH\SEWAGE (SSW)\Facilities (SSW-7)\Danby\26.-1-9.36 - 111 Patchen Court\Draft Resolution 18-0008.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
Steve Maybee, P.E., Consulting Engineer; CEO T-Danby; Supervisor T-Danby; Daniel Klein, TC Legislature; TCHD:  
Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Scott Freyburger,  
P.E., Adriel Shea, Becky Sims; Skip Parr; Brenda Coyle  
scan: Signed copy to Accela



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Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

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Ph: (607) 274-6688  
Fx: (607) 274-6695

**DRAFT RESOLUTION # EH-ENF-18-0008 FOR**

**Kevin Jacobs, Owner  
111 Patchen Court, T-Danby, Tax Map 26.-1-9.36  
Spencer, NY 14883**

**Whereas**, it is a violation of Article VI, Section 6.03 (a) of the Tompkins County Sanitary Code for anyone to construct, place or site any building or structure that requires a sewage system prior to obtaining a Health Department construction permit; **and**

**Whereas**, on February 26, 2018, Tompkins County Health Department staff performed site evaluation work at 111 Patchen Court, owned by you, and observed that a foundation was built and the home was under construction before a new construction onsite wastewater treatment system (OWTS) permit was issued; **and**

**Whereas**, Kevin Jacobs, Owner, signed a Stipulation Agreement with Public Health Director's Orders on March 10, 2018, agreeing that he violated this provision of the Tompkins County Sanitary Code; **now therefore be it**

**Resolved, on recommendation of the Tompkins County Board of Health,  
That Kevin Jacobs, Owner, is ordered to:**

1. Pay a penalty of \$500 for this violation, **due by May 15, 2018**. (**Do Not** submit penalty payment until notified by the Tompkins County Health Department.); **and**
2. Submit engineering plans prepared by a NYS licensed professional engineer and the associated plan review fee for the construction of the sewage system serving the property of 111 Patchen Court in the Town of Danby; **and**
3. Obtain an Onsite Wastewater Treatment System Construction permit prior to any future construction, placement or siting of any building or structure that requires a sewage system.



Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

**STIPULATION AGREEMENT AND ORDERS # EH-ENF-18-0008**

**Kevin Jacobs, Owner  
111 Patchen Court, T-Danby, Tax Map 26.-1-9.36  
Spencer, NY 14883**

I, Kevin Jacobs, as owner of 111 Patchen Court in the Town of Danby, tax map number 26.-1-9.36, agree that, I am in violation of Article VI, Section 6.03 of the Tompkins County Sanitary Code for failure to obtain a Health Department construction permit prior to construction, placement or siting of any building or structure that requires a sewage system.

I agree to pay a penalty not to exceed \$500 for this violation following adoption of a resolution by the Board of Health. (*Do not submit penalty payment until notified by the Tompkins County Health Department.*)

I also agree to comply with the following Orders when signed by the Tompkins County Public Health Director:

1. Submit engineering plans prepared by a NYS licensed professional engineer and associated plan review fee for the construction of the sewage system serving the property of 111 Patchen Court in the Town of Danby; **and**
2. Obtain an Onsite Wastewater Treatment System Construction permit prior to any future construction, placement or siting of any building or structure that requires a sewage system.

I understand this agreement is offered as an alternative to a formal administrative hearing and that I am subject to further action if I fail to comply with the orders.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

3-10-18

Kevin Jacobs is hereby ordered to comply with these Orders of the Public Health Director.

Signed: \_\_\_\_\_

Frank Kruppa  
Public Health Director

Date: \_\_\_\_\_

3/13/18



ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

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**CASE SUMMARY – FOR RESOLUTION # EH-ENF-18-0008**

**Kevin Jacobs, Owner**  
**111 Patchen Court, T-Danby, Tax Map 26.-1-9.36**  
**Spencer, NY 14883**

**Compiled March 2018**

<b>Date</b>	<b>Action</b>
3/13/2018	Email received by TCHD from Kevin Jacobs stating that is working with an engineer to get the issue resolved.
3/12/2018	Email received by TCHD from Kevin Jacobs with signed stipulation agreement attached.
3/9/2018	Stipulation Agreement sent to Kevin Jacobs by TCHD along with notification of referral to an engineer to design the sewage system due to site restrictions. Office conference scheduled for 3/23/18.
2/27/2018	<p>TCHD staff contacted the Town of Danby Code Enforcement Officer (CEO) to inquire about the issuance of a building permit for 111 Patchen Court in the absence of an Onsite Wastewater Treatment System (OWTS) permit. The Town of Danby CEO stated that a building permit for 111 Patchen Court has not been issued, in part due to the lack of OWTS permit from TCHD.</p> <p>TCHD staff returned to 111 Patchen Court for soil percolation tests. One of the three percolation holes was observed to contain 3” of presoak water at the bottom of the hole, indicating a percolation rate of greater than 60 minutes/inch. Due to the presence of this presoak water, additional tests were not conducted. Soil test results indicate the need for a sand filter with a downstream modified absorption trench system (DMATS). TCHD staff observed the presence of four real estate signs along Patchen Court: at lots 1, 2, 3, and 6. TCHD staff obtained GPS locations for the perimeter of the house, and the deep hole soil test.</p>
2/26/2018	<p>TCHD staff met Kevin Jacobs at 111 Patchen Court for a deep hole soil test. TCHD staff observed that the lot contained a built foundation and partially constructed modular home on site, and that most of the lot had showed substantial soil disturbance (see attached photos). TCHD staff asked Mr. Jacobs if he had received a building permit from the Town of Danby; he said that he had received a building permit in December 2017 after providing the subdivision plans, which included soil test results and OWTS designs, to the Town of Danby CEO. TCHD staff informed Mr. Jacobs that the plans for the Camelot Subdivision had expired. TCHD staff told Mr. Jacobs that building permits are not to be issued until OWTS permits have been issued, and that this is in part to protect a homeowner or developer from investing in building on a lot in such a manner that may make the installation of an OWTS impossible. Mr. Jacobs stated he was aware of the process and was willing to take the risk. Mr. Jacobs dug a 6’ deep</p>

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	hole with a backhoe in the presence of TCHD staff for the deep hole soil test. Test results indicated a possibility of permeable soil conditions due to the presence of sandy loam and sandy silt. Percolation tests were scheduled for the following day. TCHD staff instructed Mr. Jacobs on how and where to prepare the holes for the percolation test.
2/5/2018	Kevin Jacobs submits an application to TCHD for an OWTS permit for new construction at lot #6 (also known as 111 Patchen Court) of the expired Camelot Subdivision.
9/12/2011	Subdivision Plans for the approved Camelot Subdivision expire.
7/6/2010	Kevin Jacobs sells the developed lot #7.
4/9/2008	A certificate of completion for an OWTS serving a new 3-bedroom home on lot #7 (also known as 107 Patchen Court) of the Camelot Subdivision is issued by TCHD.
9/12/2006	Subdivision Plans submitted by Kevin Jacobs for Camelot Subdivision are approved by TCHD.
7/18/2005	Kevin Jacobs purchases the 7 parcels in the expired Camelot Subdivision.
6/30/2000	Subdivision Plans for the approved Camelot Subdivision expire. None of the 7 lots had been developed.
7/11/1995	Subdivision Plans submitted by Glen and Dianna Harrington for Camelot Subdivision are approved by TCHD.

ENVIRONMENTAL HEALTH DIVISION  
[www.tompkinscountyny.gov/health/eh](http://www.tompkinscountyny.gov/health/eh)

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**CASE SUMMARY PHOTOS – FOR RESOLUTION # EH-ENF-18-0008**



Site visit to 111 Patchen Court  
2/27/18 showing partially built  
home and extent of disturbed soil.



Site visit to 111 Patchen Court  
2/27/18 showing partially built  
home and extent of disturbed soil.



Site visit to 111 Patchen Court 2/27/18 showing disturbed soil throughout the site. Photo taken from deep hole location.



Site visit to Patchen Court 2/27/18. Photo taken from Patchen Court showing for sale signs posted at lots 2 and 3. For sale signs for lots 1 and 6 not shown.



Your Partner for a Healthy Community

Frank Kruppa  
Public Health Director

55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION

www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688

Fx: (607) 274-6695

**REGULAR AND ELECTRONIC MAIL**

March 16, 2018

Scott Morgan  
SDM Rental  
P.O. Box 4925  
Ithaca, NY 14852

**Re: Request for Refund of Onsite Wastewater Treatment System (OWTS) Application and Plan Review Fees – 532 Asbury Road, T-Dryden**

Dear Mr. Morgan:

Enclosed is a copy of the memo that the Tompkins County Board of Health will consider at its meeting on **Tuesday, March 27, 2018**, regarding your request for refund of the plan review fees and OWTS application fees for 532 Asbury Road. This office is not in support of your request but the Board of Health has final approval.

You or a representative has the right to speak to the Board for a few minutes prior to them taking action. You have indicated to this office that wish to speak to the Board, please arrive at the Health Department's Rice Conference Room by 12:00 p.m. (noon).

Sincerely,

A handwritten signature in cursive script that reads "C. Elizabeth Cameron".

C. Elizabeth Cameron, P.E.  
Director of Environmental Health

Enclosure– Memo to Members of the Tompkins County BOH dated March 16, 2018

pc: F:\EH\SEWAGE (SSW)\Facilities (SSW-7)\Dryden\532 Asbury Rd\_Morgan\Refund Request Cover Letter.docx  
ec: Tompkins County Board of Health (via; Shelley Comisi, TCHD)  
TCHD: Elizabeth Cameron, P.E., Director of Environmental Health; Frank Kruppa, Public Health Director; Scott Freyburger.; Adriel Shea; Skip Parr  
scan: Signed copy to Accela (EH-OW-15-0009)



Your Partner for a Healthy Community

Frank Kruppa  
Public Health Director  
55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

Date: March 16, 2018  
Memo to: Members of the Tompkins County Board of Health  
From: C. Elizabeth Cameron, Director of Environmental Health  
Subject: Refund Request – 532 Asbury Rd, (T) Dryden  
Tax Map #502489-30.-1-5.1  
EH-OW-15-0009, 0010, 0011, 0012

On December 12, 2017, this office received a letter from Scott Morgan of SDM Rentals requesting a refund for fees paid to the Tompkins County Health Department on February 13, 2015, totaling \$2,710. These fees were paid for four Onsite Wastewater Treatment System (OWTS) Applications for Construction Permits, an OWTS Plan Review by Design Professional with a design rate exceeding 2,000 gallons per day, and a Water System Plan Review for a Community Water System.

The Health Department determined that a State Environmental Quality Review (SEQR) review was required for the project and became the lead agency for the SEQR review. On June 4, 2015, the Health Department notified Mr. Morgan that the plans could not be approved due to failure to meet separation distances to a well. We had additional concerns that would need to be addressed related to the Environmental Assessment Form (EAF) for the project if revised plans were submitted. Revised plans were not submitted.

Refund requests may be granted by the Division with a \$25 refund request fee, if the request is received within 6 months of receipt and if technical staff has not conducted a field visit or spent more than 1 hour reviewing the submittal. Applicants denied a refund request may submit a written statement or speak during privilege of the floor at a regularly scheduled Board of Health meeting to ask the Board to consider their request.

Mr. Morgan's 12/12/2017 request for a refund was denied by the Division of Environmental Health for the following reasons:

1. The refund request was received 34 months after the fees in question were paid.
2. The Division Director and Engineer spent substantially more than 1 hour reviewing the proposal, coordinating with involved and/or interested agencies, responding to public comments on the proposal, and leading the SEQR review for the proposal.

The Division of Environmental Health does not support Mr. Morgan's refund request before the Board.

Attachments: Environmental Health Division Policy for Refunds of Permit, Application and Plan Review Fees, and Mr. Morgan's 12/12/2017 request for a refund.



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**Environmental Health Division  
Policy for Refunds of Permit, Application and Plan Review Fees**

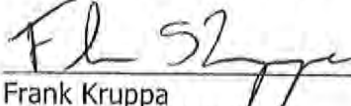
**Background:**

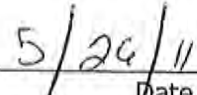
The Tompkins County Environmental Health Division receives fees from the public for water system operations, onsite wastewater system applications, realty subdivision developments, permits to operate, plan reviews, and other services. This policy addresses those instances when the Division receives a request for a refund of these fees.

**Policy:**

1. There will be a \$25 processing fee for any refund issued by the Division. It may take 4 - 6 weeks to process a refund.
2. For operating and facility permit fees, refunds will be issued to the applicant upon request if the request is received within 6 months of the issue date of the permit and if the facility has not operated and if the permit has not expired.
3. For other application and plan review fees, refunds will be issued upon request if the request is received within 6 months of the submittal date of the application or plan and if the Division technical staff has not conducted a field visit or spent more than 1 hour reviewing the submittal.
4. Requests for fee refunds received within 6 months from the date of permit issuance or application or plan submittal may be issued for extenuating circumstances (e.g., in case of death or serious emergencies) with the approval of the Environmental Health Director.
5. Applicants that are denied a refund may submit a written statement or speak during privilege of the floor at a regularly scheduled Board of Health meeting to ask the Board to consider their request.

*Approved by the Tompkins County Board of Health at its regular meeting on May 10, 2011.*

  
\_\_\_\_\_  
Frank Kruppa  
Public Health Director

  
\_\_\_\_\_  
Date

*Inclusion through Diversity*



# ENVIRONMENTAL HEALTH DIVISION

55 Brown Road, Ithaca, NY 14850

Ph: (607) 274-6688; Fx: (607) 274-6695

On-line Services - <https://permits.tompkins-co.org/CitizenAccess/>

Effective January 1, 2018

**FACILITY:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

## 2018 WATER SYSTEM OPERATING, ON-SITE WASTEWATER TREATMENT, AND DEVELOPMENT FEES

### On-Site Wastewater Treatment System Construction Permit

New Construction/Conversion	\$425	<input type="checkbox"/>
w/ Engineering Plans; no Site Evaluation	\$325	<input type="checkbox"/>
Replacement System	\$335	<input type="checkbox"/>
w/ Engineering Plans; no Site Evaluation	\$235	<input type="checkbox"/>
Septic Tank Replacement	\$105	<input type="checkbox"/>

### OWTS Permit/Application Renewal or Transfer

Permit Renewal (may be renewed 1x prior to expiration)	\$80	<input type="checkbox"/>
Permit Transfer (prior to expiration)	\$80	<input type="checkbox"/>
Application Renewal (may be renewed 1x prior to expiration)	\$80	<input type="checkbox"/>
Application Transfer (prior to expiration)	\$80	<input type="checkbox"/>

### On-Site Wastewater Treatment System Plan Review by Design Professional

0 – 499 gpd design rate	\$210	<input type="checkbox"/>
500 – 999 gpd design rate	\$260	<input type="checkbox"/>
1,000 – 1,999 gpd design rate	\$375	<input type="checkbox"/>
2,000+ gpd design rate	\$600	<input type="checkbox"/>

### Collector Sewer - 6" and larger (DEC & Health Dept Projects)

< 5,000'	\$150	<input type="checkbox"/>
> 5,000'	\$250	<input type="checkbox"/>

### Preliminary Development Review (where soil testing is required)

(Preliminary Development fees are applied to the Realty Subdivision fee upon full plan submittal when submitted within 12 months)	\$400	<input type="checkbox"/>
---	-------	--------------------------

### Realty Subdivision Development Review

Plus \$12.50 per lot NYS filing fee	\$800	<input type="checkbox"/>
Add \$35 per lot with individual water	_____	<input type="checkbox"/>
Add \$55 per lot with individual sewage	_____	<input type="checkbox"/>
(Subtract Preliminary Development fees paid)	_____	<input type="checkbox"/>

### Realty Subdivision Approval Renewal

\$200

### Other Engineering Review

(May be waived at TCHD discretion) \$160

### Water System Operating Fee

#### Community Water System (with sources)

Groundwater System	\$200	<input type="checkbox"/>
Surface Water System	\$1,800	<input type="checkbox"/>

#### Non-Community Water System (with sources)

Bottled/Bulk Haulers, Ice Plants \$105

### Water System Construction Permit and Plan Review

#### Community Water System (Part 5, NYSSC)

\$450

#### Non-Community Public Water System

\$210

### Cross-Connection Control

\$160 plus \$50/device

### Water Storage Tank > 500,000 gal

Other Water System Modification \$230

(May be waived at TCHD discretion)

### OTHER FEES

#### Late Application/Water Fee (May be waived at TCHD discretion)

\$50

#### Duplicate Rabies Certificate (multiple certificates per occurrence)

\$10

#### Waiver/Variance Request (Requiring Board of Health Action)

\$75

#### Copies (Cost per page)

\$0.25

#### Electronic copies of oversized files (up to 10 pages)

\$20

Each additional 10 pages

#### Sanitary Codes

\$10

#### Refund Request (within 6 months of receipt)

\$25

#### Environmental Impact Statement Review

(Where Tompkins County is the lead Agency fee assessed as allowed by 6NYCRR 617.7)

### Notes:

1. A check mark indicates the fee applies to your facility. Fees are additive for all operations.
2. Checks should be made payable to: Tompkins County Health Department.
3. There will be a \$20 service charge on all returned checks.
4. Payment methods: check, cash, money order, or online w/credit card (Visa, MC, Discover).

### TOTAL FEES - PAGE 2

Preparer/Date: \_\_\_\_\_

pc: Support Staff





PO Box 4925, Ithaca, NY 14852  
607.279.5609  
SDMRentals@gmail.com

RECEIVED

MAR 01 2018

TCMD

February 26<sup>th</sup> 2018

Tompkins County Environmental Health  
55 Brown Rd  
Ithaca NY 14850

Re: Asbury Rd Septic permits

To Whom it may Concern

I am writing to request to appear before the board at the meeting on March 27<sup>th</sup> 2018. This is in regards to the fact that the health department did not do any inspections nor approvals. I will be requesting to be refunded in the amount of \$27100.00.

Thank you  
Scott Morgan



Your Partner for a Healthy Community

Frank Kruppa  
Public Health Director

55 Brown Road  
Ithaca, NY 14850-1247

ENVIRONMENTAL HEALTH DIVISION  
www.tompkinscountyny.gov/health/eh

Ph: (607) 274-6688  
Fx: (607) 274-6695

February 14, 2018,

Scott Morgan  
SDM Rentals  
P.O. Box 4925  
Ithaca, NY 14852

**Re: Request for refund of application and plan review fees  
532 Asbury Rd (T) Dryden (Tax Map # 502489-30.-1-5.1)  
EH-OW-15-0009, 0010, 0011, 0012**

Dear Mr. Morgan:

With regard to your written request, dated December 12, 2017, we cannot grant a refund for the fees paid to the Tompkins County Health Department on February 13, 2015, totaling \$2,710. These fees were paid for four *Onsite Wastewater Treatment System (OWTS) Applications for Construction Permits*, an *OWTS Plan Review by Design Professional* with a design rate exceeding 2,000 gallons per day, and a *Water System Construction Permit and Plan Review for a Community Water System*.

The Environmental Health Division's *Policy for Refunds of Permit, Application and Plan Review Fees* (enclosed with this letter) outlines when refunds are appropriate. A refund cannot be granted in this case because your request does not meet the instances defined in the policy. However, the policy does allow for you to submit a written statement or appear before the Board of Health to appeal this decision.

Should you wish to appeal this decision with a written statement or by appearing before the Board, please submit your statement or request by March 8, 2018, and I will see that this is added to the agenda of the Board's March 27, 2018 meeting.

Sincerely,

A handwritten signature in black ink that reads "Adriel Shea".

Adriel Shea  
Senior Public Health Sanitarian

Enclosure(s): Environmental Health Division Policy for Refunds of Permit, Application and Plan Review Fees  
ec: Elizabeth Cameron, Director of Environmental Health; Skip Parr, TCHD; Brenda Coyle, TCHD  
scan: Signed copy to Accela EH-OW-15-0009, 0010, 0011, 0012



PO Box 4925, Ithaca, NY 14852  
607.279.5609  
SDMRentals@gmail.com

RECEIVED

DEC 07 2017

TOMPKINS COUNTY  
HEALTH DEPARTMENT

December 12, 2017


Tompkins County Environmental Health  
55 Brown Rd  
Ithaca, NY 14850

Re: Asbury Rd septic permits

To Whom It May Concern:

On February 13, 2015 we had filled for a few septic permits and a public water system. The plans were engineered by Wayne Matteson and submitted. All the well testing was done for the public water from the wells. Check number #1936 was paid in the amount of \$ 2,710.00. The project was then put under and SEQR review by the health department in an attempt to help the Town of Dryden stop the project. This SEQR was not done properly but rather than seek legal actions I decided to withdraw the project. The health department did not do any inspections nor approvals. I am asking for the amount of \$ 2710.00 to be refunded as there was no work completed or permits issued. If you have any questions please contact me.

Thank you,



Scott Morgan



Your Partner for a Healthy Community

Frank Kruppa  
Public Health Director

55 Brown Road  
Ithaca, NY 14850-12477

ENVIRONMENTAL HEALTH DIVISION  
<http://www.tompkinscountyny.gov/health/eh>

Ph: (607) 274-6688  
Fx: (607) 274-6695

Receipt Number: 285

**PAYMENT RECEIPT**

TC Record ID: EH-OW-15-0009  
Record Type: EnvHealth / OWTS / New Construction / NA  
Address: 532 Asbury Rd, Dryden, NY 13053  
Parcel #: 502489-30.-1-5.1  
Property Owner: SDM Rentals, Inc  
Property Owner Address: PO Box 4925, Ithaca, NY 14852  
Payor: Scott Morgan

**Payor Information**

Payor Address

Scott Morgan

*Comments or address on check if different from Contact Address*

SDM Rentals Inc

**Invoice Information**

<u>Invoice #</u>	<u>Unit</u>	<u>ItemDescription</u>	<u>InvoiceStatus</u>	<u>Fee</u>
425	1	New OWTS Permit	INVOICED	\$ 425.00
426	3	New OWTS Permit	INVOICED	\$ 1,275.00
427	1	OWTS Plan Review >=2000 gpd	INVOICED	\$ 600.00
428	1	New Community Public Water System	INVOICED	\$ 410.00
				<b>\$ 2,710.00</b>

**Payment Information**

<u>Payment Date</u>	<u>Method</u>	<u>Reference Or CreditCard</u>	<u>Pay Status</u>	<u>Amount</u>
02/13/2015	Check	Ck# 1936	Paid	\$ 2,710.00
				<b>\$ 2,710.00</b>

Cashier ID:

BCOYLE