

**Tompkins County Board of Health**  
**December 5, 2023**  
**12:00 Noon**  
**Rice Conference Room and via Zoom**

**Minutes Approved**  
**January 23, 2024**

**Present:** Christina Moylan, Ph.D., President; Melissa Dhundale, MD, Vice-President; Edward Koppel, MD; Andreia De Lima, MD; and Shawna Black.

**Staff:** Frank Kruppa, Commissioner; Elizabeth Cameron, Director of Environmental Health; Adriel Shea; Senior Environmental Health Specialist; Brenda Grinnell Crosby, Deputy Public Health Director; Rachel Buckwalter, Director of Community Health; Dr. Klepack, Medical Director; Samantha Hillson, Director of Health Promotion Program; Harmony Ayers-Friedlander, Deputy Commissioner of Services; Zoe Lincoln, Whole Health Planner; and Karan Palazzo, LGU Administrative Assistant.

**Excused:** Samara Touchton; Susan Merkel; and Ravinder Kingra

**Guests:** None

**Call to Order:** Dr. Moylan called the regular meeting of the Board of Health (BOH) to order at 12:00 p.m.

**Privilege of the Floor:** Dr. Moylan reminded members to submit their certificate of completion of the 2023 Annual Sexual Harassment Training for Advisory Committees by Friday, December 8<sup>th</sup> to Ms. Palazzo.

**Approval of October 24, 2023, Minutes:** Dr. Dhundale moved to approve the October 24, 2023, minutes; second by Ms. Black. The vote to approve the October 24, 2023, meeting minutes as written was unanimously approved; the motion carried.

**Financial Summary:** A financial summary was not available as we are transitioning financial reporting to Jeremy Porter. Ms. Grinnell Crosby is not aware of any major concerns.

**Medical Director's Report and Discussion:** Dr. Klepack referred to his report included in the packet regarding the recent summer tick surveillance and highlighted the increasing risk of Anaplasmosis and Lyme disease from ticks in the region. One in ten ticks carry the anaplasmosis pathogen. He stressed the importance of frequently checking for ticks, especially when temperatures are above 34 degrees and during the warmer months.

**Administration Report:** Mr. Kruppa offered tours of the new Mental Health space after today's meeting.

**Division for Community Health (DCH) Report:** Ms. Buckwalter had nothing to add to her written report included in the packet.

**Health Promotion Program Report:** Ms. Hillson had nothing to add to her written report included in the packet. She announced the PIC program has been renamed "Healthy Infants Partnerships" and is taking referrals.

Dr. Moylan shared that the Ithaca College Expo was appreciative and pleased to have Tompkins County Whole Health and Cayuga Medical Center in attendance to showcase the various healthcare opportunities in the region.

**Children with Special Care Needs (CSCN) Report:** Ms. Grinnell Crosby reported that referrals are down for November, training two nurses, and currently holding one nurse vacancy. Mr. Kruppa added that they are finalizing the job description for the therapist's positions.

**Environmental Health Report:** Ms. Cameron reported that there are more issues with GrassRoots and vaping. Ms. Cameron requested amending the agenda to include a waiver of the sewage system fees for Applegate Park as agenda item 1A. Resolution #EH-ENF-23-0024, Applegate Park, Violation of Board of Health Orders and Violation of Part 17 (Mobile Home Parks) and Subpart 5-1 (Water Supply) of the New York Sanitary Code.

Dr. Koppel motioned to amend the agenda by adding the action to waive the sewage fee for Applegate Park; seconded by Ms. Black.

**Resolution #EH-ENF-23-0024, Applegate Park, Violation of Board of Health Orders and Violation of Part 17 (Mobile Home Parks) and Subpart 5-1 (Water Supply) of the New York Sanitary Code –** Dr. Dhundale moved to accept the motion as written; seconded by Ms. Black.

Ms. Cameron explained that the owner is not consistently submitting monthly water sampling reports, and monthly operating reports resulting in the mobile home park being placed on a boil water order since May 2023. There are now issues with the onsite wastewater treatment system (which is part of the waiver of sewage system fees discussed). He has not submitted most of the enforcement fees and is currently operating without a mobile home park permit.

Discussion: Board members questioned the fees owed. Ms. Cameron explained that this is a challenging situation as EH restructured the order to waive more penalties with compliance with the requirements of the order. Mr. Shea added that 3 important biological samples have been done and all were negative for contamination. Approximately \$1,300 has been waived from the \$4,000 in penalties. Mr. Shea said Applegate Park is required to pay \$1,725 if he does not maintain full compliance in the next year.

All were in favor; the vote to approve the resolution as written was unanimous.

**Resolution #EH-ENF-23-0024, Applegate Park, Violation of Board of Health Orders and Violation of Part 17 (Mobile Home Parks) and Subpart 5-1 (Water Supply) of the New York Sanitary Code – Waiver of Sewage System Fees** - Dr. Koppel moved to approve the motion to waive the fees; seconded by Dr. De Lima

Ms. Cameron explained that the owner requested a waiver of sewage system fees due to financial hardship. Mr. Shea added that modifications to the existing sewage system need to be made and does not want payment of the fees to stop the modifications. EH supports the waiver of the sewage systems fees of \$335.

Discussion: Clarification was needed between the enforcement action and the waiver of fees and Mr. Kruppa clarified that the actions are separate, as noted in paragraph two of the owner's letter. The owner's waiver request letter read "If you insist there is a need for improvement to this tailpiece of the septic field, I request a waiver of all **construction permit fees**". Mr. Kruppa clarified that the Board will

consider a waiver of all construction permit fees in this motion at hand with everything else related to the last enforcement action.

There were further discussions on the mobile home's park safety, public safety, and costs to the community and taxpayers as well as the owner's commitment. Board members made several recommendations to ensure the owner's compliance.

All were in favor; the vote to approve the motion to waive the fees was unanimous.

**Resolution #EH-ENF-23-0022, Station Creamery, Violations of Subpart 14-1 of the New York State Sanitary Code (Food)** - Dr. Dhundale moved to accept the motion as written; seconded by Dr. Koppel.

No discussion.

All were in favor; the vote to approve the resolution as written was unanimous.

1. **Resolution #EH-ENF-23-0021, Lev Kitchen, Violation of Subpart 14-1 of the New York State Sanitary Code (Food)** – Dr. Koppel moved to accept the motion as written; seconded by Ms. Black.

No discussion.

All were in favor; the vote to approve the resolution as written was unanimous.

**Resolution #EH-ENF-23-0015 – Resolution #EH-ENF-23-0020, Mix Social Dining, Violation of Subpart 14-1 of the New York State Sanitary Code (Food)** – Dr. Dhundale moved to accept the motion as written; seconded by Dr. Koppel.

No discussion.

All were in favor; the vote to approve the resolution as written was unanimous.

Mr. Kruppa said the first action at next month's meeting will be the appointment of the President and Vice President of the Board.

The next meeting is Tuesday, January 22<sup>nd</sup>, 2024 @ Noon.

**Adjournment:** Adjourned at 12:45 p.m.