

"A Historic Past"



"A Bright Future"

CITY OF DELAWARE CITY

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**Minutes from the Regular Meeting
Delaware City Board of Health, Wednesday, October 9, 2013
City Council Chamber**

- Roll Call of members present: Brenda Parker, Lisa Webster, Joe Augustine. Mayor Stan Green was also in attendance.
- Meeting Called to Order by Chairwomen Brenda Parker at approximately 7:08 pm
- Agenda was then approved as presented.
- Minutes presented from previous Board of Health meeting in September unanimously approved.

OLD BUSINESS:

1. Vacant Buildings

- Written letter received by the owner of the home on Jefferson St., demolition date is still to be determined, the City Manager and Mayor Green will continue to monitor the site.
- "Log Book of Vacant Properties" Mayor Green presented a logbook with inserted forms, approved by council to be filled out with information required, as properties are identified. Chairperson Parker and Sec. Webster have agreed to help start the project of completing forms.
- Mr. Monroe's conversation from last month (concerning his property at 103 Clinton St.) was addressed directly with Mayor Green, offering any help from the city, which may apply. The issue is however "out of our hands," once the County Board of Health became involved.

NEW BUSINESS:

1. Rules and Responsibilities of BOH

- Copies of the Charter (Sec. 10-02 Board of Health & Public Safety,) and Chapter 21/Sec. 1-59 "Health and Sanitation" of the City Code, were distributed to members present.
- BOH members were asked to review contents of Charter & Code, for continued discussion at the November meeting to answer questions and address responsibilities.
- Operating Rules to be reviewed as well, ie: City Manager is considered within the company which is Delaware City as the Chief Executive Officer, and serves in this position at the pleasure of the city Mayor and Council. This is also in regard to the C.A.T. Manual and Shelter in Place as previously presented to Council.
- Training session will be developed and implemented for each committee serving as support for the business of the city.

- **NOTE:** The Board of Health is in need of a standing member who also serves as a member of the Fire Company here in Delaware City, approved through nomination and review of resume by the mayor and council. Requests for nominees were called for.

2. Disaster Preparedness

- Lisa brought the freebie “Bug-Out-Bag,” and thought it might prove useful as an outreach tool for Community Assistance Team/CAT. Chairperson Parker offered to contact DEMA to see if some items exist to be included for city distribution, such as Homeowners Guide for Natural Disasters, a checklist of items to remember to take with you, Emergency contact numbers.
- Need identified to develop emergency “Contact Lists” for the merchants doing business within the city limits, to include Names, Addresses and Contact Phones Numbers.
- Agenda completed, no further business concerning BOH, unanimously voted to close meeting at approximately 7:50pm.