

City of Trenton – Department of Health and Human Services

Trenton Animal Welfare Advisory Board

Minutes of the Meeting

Date: May 28, 2025

Time: 6:00 PM

Location: Department of Health and Human Services, City of Trenton, NJ

Pre-Meeting Activities

Prior to the official meeting, **Dr. Diego Minacapelli**, Interim Director of the Department of Health and Human Services, welcomed members of the Advisory Board. He delivered a presentation outlining the organizational structure of the Department and the operations of the Trenton Animal Shelter. Board members received binders containing the presentation materials and supporting documents for future reference.

Dr. Minacapelli clarified that the **Trenton Animal Welfare Advisory Board** serves in an **advisory capacity**—providing policy recommendations and suggestions to the Department of Health and Human Services. The board does **not hold direct jurisdiction** over the Trenton Animal Shelter or the City's Animal Control Officers.

Official Meeting Proceedings

Call to Order:

The meeting was called to order at **6:33 PM** by Dr. Diego Minacapelli.

Roll Call:

- **Dr. Lenore Robinson** – Present (Chair, as recommended by Dr. Minacapelli)
- **Ms. Marge Caldwell-Wilson** – Present
- **Ms. Janina Calle** – Present
- **Mr. Joseph Antonello** – Present
- **Ms. Desire Walker** – Present
- **Ms. Katelyn Seeland** – Present (Alternate Member)
- **Ms. Destiny Walker** – Present (Alternate Member)

Reading and Approval of Minutes:

- No previous meeting minutes to approve.

Officer Reports:

- None.

Unfinished Business:

- None.

New Business

1. Board Bylaws:

- Members agreed that the Advisory Board should draft and adopt formal bylaws. A working version will be created for future discussion and approval.

2. Meeting Schedule:

- The board decided to hold regular meetings on the **last Monday of each month**, based on availability and consensus. Our next meeting will be held on Monday, June 30 2025 at 5:30 pm.

3. Secretary Election:

- **Ms. Katelyn Seeland** was nominated and elected as Board Secretary.
 - *Motion by:* Ms. Marge Caldwell-Wilson
 - *Seconded by:* Dr. Lenore Robinson
 - *Vote:* Unanimous approval

4. Vice Chair Election:

- **Ms. Desire Walker** was nominated and elected as Vice Chair.
 - *Motion by:* Ms. Marge Caldwell-Wilson
 - *Seconded by:* Dr. Lenore Robinson
 - *Vote:* Unanimous approval

5. Spay/Neuter Program Discussion:

- Ms. Caldwell-Wilson proposed transferring funds from the **Lady Margaret Animal Foundation Trust Fund**—which she previously donated—to a dedicated **Spay/Neuter and Animals in Distress Trust Fund**.
- The board emphasized the need for **donation accountability** and transparent fund management.
- A **mobile spay/neuter unit** was proposed as a feasible outreach model.
 - **Mr. Antonello** will research organizations capable of providing mobile veterinary services.
 - **Dr. Robinson** will explore grant opportunities to support the program.
- Existing **spay/neuter ordinances** in the City of Trenton will be reviewed for possible revisions.

6. **Chicken Ordinance Review:**

- The board agreed to review the existing **chicken ownership ordinance** to understand its provisions and assess whether any updates or clarifications are needed.

7. **Volunteer Program Discussion:**

- **Ms. Desire Walker** underscored the importance of a **structured volunteer program** at the Trenton Animal Shelter.
- She recommended developing a **volunteer training module** outlining roles, responsibilities, and best practices to improve volunteer engagement and support adoption initiatives.

Announcements:

- None.

Adjournment:

- *Motion to adjourn:* Dr. Lenore Robinson
- *Seconded by:* Ms. Katelyn Seeland
- *Meeting adjourned at: 7:25 PM*

