

Town of Dover
Board of Health, April 14, 2008

The regular monthly meeting of the Dover Board of Health was held in Town Hall, 37 N. Sussex Street, Dover.

Board President Marie Hoffman called the meeting to order at 7:30 pm and announced that the meeting complies with the requirements of the Open Public Meetings Act and has been duly advertised and posted.

Marie Hoffman, Board President, called the roll.

ROLL CALL

PRESENT: Marie Hoffman, Irene Hansen, Constance Sibona-Foster,
Carolyn Blackman, Sandra Scarneo, Christopher Chapman

ABSENT: Donna Cook

ALSO PRESENT: Patrick Donofrio, Alderman
Donald Costanzo, Health Officer

President Marie Hoffman called for a motion to accept the minutes from the March 2008 Regular Meeting of the Board of Health.

A motion to accept the minutes from the March 2008 Regular Meeting of the Board of Health was made by Connie Foster subject to a correction showing that Christopher Chapman was not present at the meeting. The motion was duly seconded by Carolyn Blackman.

ALL AYES; NO NAYS

CORRESPONDENCE:

1. Letter from American Pool Management, Inc. to the HO dated 3/13/08; re: OPRA record request.
2. Letter from the American Psychological Assoc. to the HO dated 3/25/08; re: People Citizen Ambassador Program.

3. Letter from the People to People Ambassador Program to the HO dated 3/28/08; re: delegation to China.
4. Letter to HO dated 4/2/08; re: indoor air quality at Dover High School.
5. Letter from the Hasbrouck Heights Health Department to HO dated 4/4/08; re: thank you for survey participation.
6. Letter from North Porch infant program to the HO dated 4/7/08; re: referral agreement.

President Marie Hoffman asked if there was any significant correspondence. The HO referenced the letter regarding the air quality complaint at the high school.

OLD BUSINESS:

The HO provided an update to the Board on the matter of personnel. There is currently a hiring freeze. All open positions will be filled from within Town Hall. Presently, Aracelis Orama is the clerk-typist and the HO, serving as Deputy Registrar, remains as the acting Registrar.

The HO distributed to the board copies of the monthly report and office files of food establishments that were inspected over the past month.

At last month's meeting, Connie Foster asked about the status of the former "Cigarette Butt Container/Litter" ordinance. The HO was informed by the administrator that the ordinance was in review by the Property Maintenance Committee of the Mayor and Board of Aldermen. Ms. Foster asked the HO to find out who is on the Property Maintenance Committee.

At last month's meeting, Sandra Scarneo asked about town notices published in the Daily Record. The HO was informed by the Engineering Department that no payment or solicitations for such notices were made. Apparently, the Daily Record was interested in publishing the meetings of the Planning Board and Board of Adjustment without having to ask them to do it.

At last month's meeting, Irene Hansen raised the subject of prescription drugs, contamination of water supplies and laboratory test that are conducted on Dover's public water supply. The HO spoke with the water department superintendent and was told that tests specific to prescription drugs or pharmaceutical medications are not conducted. The HO gave Ms. Hansen a list of the tests required by law.

The HO stated at the last meeting that the contract for public health nursing services was under attorney review. The HO was informed by the Administrator that the contract was approved by the Mayor and Board of Aldermen at its April 8th meeting and is currently awaiting the Mayor's signature.

The HO stated that he received the results of a recent survey of fees charged by health departments for birth, death and marriage certificates. The list was passed around for the Board to review.

NEW BUSINESS:

The HO reported to the Board that an investigation of local ordinances requiring reinspection fees was recently conducted. Based on his findings, the HO asked the Board for its consideration in reviewing a proposed ordinance amendment requiring retail food establishments to pay a \$100 reinspection fee when it is necessitated by a conditional or unsatisfactory inspection.

The Board reviewed the draft proposal.

A motion to amend Chapter 407, Article I, “Food-Handling Establishments, Retail,” Section 407-4 (B), entitled “Fees,” of the Revised General Code of the Town of Dover was made by Marie Hoffman and duly seconded by Carolyn Blackman.

WHEREAS, the Board of Health has recommended changes to Chapter 407, Article I, entitled “Food-Handling Establishments, Retail”; and

WHEREAS, the Board of Health has requested that said Ordinance be prepared to reflect an amended fee schedule.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Health of the Town of Dover, County of Morris and State of New Jersey that:

Article I

SECTION 4. Subsection 4 (B) entitled “Fees” shall be amended and supplemented as follows:

<u>Type of Establishment</u>	<u>Annual Fee</u>
g. Reinspection fee necessitated by <i>conditional satisfactory or unsatisfactory</i> classification.	\$100.00

SECTION 5. All Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 6. If any article, section, subsection, paragraph, phrase, or sentence is for any reason held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed separable.

SECTION 7. This Ordinance shall take effect upon final publication as provided by law.

**ROLL CALL VOTE
ALL AYES; NO NAYS**

The HO passed distributed a brochure to the Board providing information about the North Porch Women & Infants' Center at St. John's Church. The Center provides 7 days of emergency baby supplies to needy mothers. The North Porch Center has asked the health department to provide referrals through an annual agreement.

The HO asked for a motion to approve an annual agreement with North Porch for referral purposes only.

A motion to approve a 2008 agreement to refer needy mothers to North Porch Women & Infants' Center at St. John's Church at no fee to the Town of Dover was made by Connie Foster and duly seconded by Marie Hoffman.

ALL AYES; NO NAYS

The HO distributed a copy of the 2007 Annual Report to the State for review. The HO asked the Board for a motion to approve the annual report.

A motion to approve the 2007 Annual Report of the Dover Health Department for Calendar Year 2007 was made by Irene Hansen and duly seconded by Christopher Chapman.

**1 ABSTENTION; SANDRA SCARNEO.
5 AYES; HOFFMAN, FOSTER, CHAPMAN, BLACKMAN, HANSEN.**

The HO informed the Board that in order for the new clerk/typist to receive death certificates, issue burial permits and process other vital records, the State of New Jersey requires that she first be appointed as an "Alternate Deputy Registrar." Therefore, the HO asked the Board for a resolution appointing Aracelis Orama as an Alternate Deputy Registrar.

A motion to appoint Aracelis Orama, Clerk/Typist, as an Alternate Deputy Registrar was made by Sandra Scarneo and duly seconded by Carolyn Blackman.

ALL AYES; NO NAYS

The HO distributed to the Board the Financial Disclosure Statements for members to complete and return to the Administrator/Town Clerk's office. The deadline for filing is April 30th of each year.

**THE MEETING WAS OPENED TO MEMBERS OF THE GENERAL PUBLIC
WHO WISHED TO DISCUSS A PARTICULAR ISSUE.**

No members of the general public were present.

Upon completion of the public portion of the meeting, President Marie Hoffman entertained a motion to adjourn the meeting. **A motion to adjourn the meeting** was made by Connie Foster and seconded by Christopher Chapman.

ALL AYES; NO NAYS

MEETING ADJOURNED