

**Town of Dover**  
**Board of Health, December 13, 2004**

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.

Secretary Donna Cook called the roll.

**ROLL CALL**

**PRESENT:** Constance Sibona-Foster, Marie Hoffman, Jean Cater, Donna Cook, Karen Vaughan, Christopher Chapman, Ramiro Gomez

**ABSENT:** Christopher Chapman, Ramiro Gomez

**ALSO PRESENT:** Alderman William Shuler  
Donald Costanzo, Health Officer

President Hoffman called for a motion to accept the minutes from the November 2004 Regular Meeting of the Board of Health.

**A motion to accept the minutes from the November 2004 regular meeting of the Board of Health** was made by Donna Cook and duly seconded by Marie Hoffman.

**ALL AYES; NO NAYS**

**CORRESPONDENCE:**

1. Letter from Anne Marie Kitchen, RN, Saint Clare's Hospital to Nancy Ruiz, Health Educator dated 10/18/04; re: thank you for Stroke program.
2. Letter from Anne Marie Kitchen, RN, Saint Clare's Hospital to Nancy Ruiz, Health Educator dated 11/16/04; re: thank you for participating in a health and wellness program.

3. Letter from Joan Beloff, Director, Community Outreach, Chilton Memorial Hospital to the HO dated 11/22/04; re: CY 2005 contract for health education services.
4. Letter from Kathleen Casiano, Principal, Dover Middle School, to Nancy Ruiz, Health Educator dated 11/23/04; re: thank you for family life classes.
5. Letter from Chilton Memorial Hospital to the HO dated 11/24/04; re: recent health education management changes at Chilton Memorial Hospital.
6. Letter from McCrone Associates, Inc. to the HO dated 11/24/04; re: white powder identification methods.
7. Letter from Saint Clare's Hospital to the HO dated 12/6/04; re: CY 2005 health services agreement.

President Hoffman asked if there was any correspondence to discuss. The HO stated that several letters thanking Nancy Ruiz for her health education programming were thoughtful and complimentary to the health department.

#### **OLD BUSINESS:**

The Health Officer (HO) distributed the monthly report to the Board for review.

Garbage tonnage for November 2004 was 495.97 tons; up from the same month one-year ago by 41.42 tons or 9%.

Garbage sticker receipts for November 2004 were \$3,022.50; up from the same month one-year ago by \$890.00 or 42%.

Sticker receipts had a remarkable 42% increase from the same month a year ago.

The HO informed the Board that the following programs were conducted over the past month:

- Stress Management; Dover High School Senior Girls; Morris County Girl Scout Council; Dover High School (11/10).
- Tobacco Prevention Program, Dover Middle School; 7<sup>th</sup> & 8<sup>th</sup> graders (11/12).
- Conference on Child Development & Behavioral Management; in Spanish; for adult child caregivers; Hanover Marriott (11/13).
- Dover Presbyterian Church Health Fair; nutrition/exercise table (11/14).

- Safe Sitter Program; Head Start (11/20).
- Nutrition Program; El Primer Paso; for adult caregivers entirely in Spanish (back by popular demand) [12/4].
- Stress Management Program; 6-8<sup>th</sup> grade girls; MC Girl Scout Council; Dover Middle School.

The HO remarked that the health department received very positive feedback regarding the Tobacco Prevention Program at Dover Middle School on November 12<sup>th</sup>. Students and teachers felt the program was very effective in educating students about tobacco who are still learning English.

The Dover Health Department's health educator, Nancy Ruiz, is terrific at her job and has wonderful language skills and teaching ability.

The HO informed the Board that Mr. Ben Falco commenced work as the new part-time Registered Environmental Health Specialist (REHS) on November 30<sup>th</sup>. Mr. Falco will be working 2 days per week on Tuesdays and Thursdays and will be conducting inspections of licensed retail food establishments.

#### **NEW BUSINESS:**

The HO stated that the NJ Department of Health and Senior Services announced its first confirmed case of influenza this season. Although this case does not indicate an alarming rate of increase of influenza and influenza-like illness, it is a reminder that the following simple practices are important in preventing the spread of infections:

- covering mouth and nose when coughing or sneezing.
- frequent hand washing.
- staying home from work or school if you have a flu-like illness.

The HO informed the Board that the CY 2005 Public Health Priority Funding Grant is available to the Dover Health Department in the amount of \$11,104.

The HO asked for the Board's authorization in the form of a resolution to apply for the grant on behalf of the Town of Dover.

Constance Foster asked if the money had to be used for specific activities and could it be used towards salaries. The HO responded that the NJ Department of Health carefully specifies how the money can be used in accordance with Public Health Practice Standards. The HO also remarked that the funds could not be used towards salaries.

**A motion authorizing the Health Officer to apply for Public Health Priority Funding (PHPF) in the amount of \$11,104 on behalf of the Town of Dover** was made by Connie Foster and duly seconded by Marie Hoffman.

**ALL AYES; NO NAYS**

The resolution reads as follows:

**WHEREAS**, the Board of Health of the Town of Dover, County of Morris, State of New Jersey, is in the process of making application for the calendar year January 1, 2005 to December 31, 2005, to the New Jersey State Department of Health and Senior

Services for Public Health Priority Funding in the amount of Eleven Thousand One Hundred Four dollars (\$11,104); and,

**WHEREAS**, said Public Health Priority Funding will greatly benefit the health of the people of the Town of Dover;

**NOW, THEREFORE, BE IT RESOLVED** by said Board of Health of the Town of Dover, that the making and filing of said application is hereby authorized, and the Health Officer shall execute the same including additional information as may be required on behalf of the Board of Health of the Town of Dover.

**The Health Officer presented to the Board the following service agreements for the 2005 calendar year:**

**Health Education Services:**

Chilton Memorial Hospital for Community Health Education Services at a rate of \$34.65 per hour and at an annual fee of \$9,979.20.

**A motion to approve the 2005 service agreement for Community Health Education Services delivered by Chilton Memorial Hospital** was made by Marie Hoffman and duly seconded by Donna Cook.

Discussion:

Constance Foster asked why health education services couldn't be purchased from Saint Clare's Hospital. The HO stated that both Saint Clare's Hospital and Morristown Memorial Hospital didn't offer health education services.

Ms. Foster also asked if the contractor gives the health department an accounting of its time. The HO explained that a report is provided regularly that breaks down the hours and how the time was spent. The HO stated that the health education report was included in this month's monthly report.

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

**Nursing Supervision & Community Health Services:**

Saint Clare's Hospital for Nursing Supervision services *at no fee* and the annual Cholesterol Screening Program at a fee of \$23.00 per test.

**A motion to approve the 2005 service agreement for Community Health Services delivered by Saint Clare's Hospital** was made by Marie Hoffman and duly seconded by Donna Cook.

The Board discussed the agreement in general.

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

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

Constance Foster raised the subject of garbage containment at the Dover Hills Apartment complex on First Street. Ms. Foster stated she has observed the garbage containers overflowing with bags on the ground and is concerned that in addition to being unsightly it will become a rodent problem.

Karen Vaughan mentioned that Wharton still has a rat problem and that Dover's problem may be exacerbated by those in Wharton and Rockaway. In Wharton, the problem was not just due to garbage. Perhaps abandoned underground mines contributed to the infestation.

Ms. Foster felt strongly that the Dover Hills garbage containment problem and the potential rat problem were both a health and a code enforcement issue. The HO replied that it was principally a code enforcement/housing issue and that the multiple-dwelling code clearly spells out the standards for garbage maintenance/containment, and even provides for rodent extermination in the event of a problem.

Alderman Shuler asked who establishes the size of receptacles based on the number of housing units. The HO replied that the code is not that specific. This led to continued discussion of garbage containment at multiple dwellings.

President Hoffman asked why the landlord can't be required to comply with the code as it is written. The HO responded that they are required to comply with the law.

The Board concluded general discussion with a request that the HO express to the Code Enforcement Department its concern over the garbage containment problems at Dover Hills Apartment and the potential for a rodent control problem as well.

President Hoffman asked the members of the board if anyone wished to discuss any other issue.

Karen Vaughan raised the subject of tuberculosis (TB) and asked how many active cases we were working on. The HO stated that the health department was managing the same 3 cases cited in last month's report, and explained the complicating factors associated with "Directly Observed Therapy" or DOT.

Constance Foster asked how TB was spread and what the symptoms were. Marie Hoffman explained the symptoms of TB to the Board.

Constance Foster raised the subject of food vending licenses and asked the HO how many vendors come up for renewal each year. The HO stated that the health department licensed approximately 130 food establishments in 2004.

The membership discussed sanitary inspection frequencies of food establishments and concluded with the suggestion by Ms. Foster that mobile vendors, in particular, should be checked more often than the required annual inspection.

Jean Cater commented that with such important health issues such as TB and restaurant inspections, the health department staffing was inadequate. This raised the issue of the Health Officer's request for a part-time clerical worker and a general discussion of staffing needs.

President Marie Hoffman asked if there was anything else anyone wished to discuss.

Alderman Shuler wanted the Board to know of his support for the proposed ordinance amendment limiting the number of dogs per household. Jean Cater asked how this ordinance would be promoted if it was passed.

Alderman Shuler mentioned including a flyer with the mailing of the tax bill which has been done before. Jean Cater also suggested having flyers available at the annual rabies clinic. Constance Foster suggested a general press release.

Constance Foster asked Alderman Shuler is there was funding available i.e. a grant or local funds that could be used to put together a booklet of ordinances for local residents. Alderman Shuler replied that there was something going on now with regard to such a document; that one was being put together and is currently being translated. Connie Foster stated that the previously distributed booklet is an excellent reference tool.

Discussion ended with a happy holiday wish from members of the board.

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

There were no members of the general public present.

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

**ALL AYES; NO NAYS**

**MEETING ADJOURNED**