

Town of Dover
Board of Health, February 6, 2006

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, President, called the roll.

ROLL CALL

PRESENT: Jean Cater, Marie Hoffman, Constance Sibona-Foster,
Carolyn Blackman, Sandra Scarneo, Christopher Chapman

ABSENT: Donna Cook

ALSO PRESENT: Donald Costanzo, Health Officer
Frank Poolas, Alderman
Jack Delaney, Alderman

President Hoffman called for a motion to accept the minutes from the January 2006, Reorganization Meeting of the Board of Health.

A motion to accept the minutes from the January 2006 Reorganization Meeting of the Board of Health was made by Sandra Scarneo and duly seconded Christopher Chapman.

ALL AYES; NO NAYS

President Hoffman called for a motion to accept the minutes from the January 2006, Regular Meeting of the Board of Health.

A motion to accept the minutes from the January 2006 Regular Meeting of the Board of Health was made by Sandra Scarneo and duly seconded by Carolyn Blackman.

ALL AYES; NO NAYS

CORRESPONDENCE:

1. Letter from Chilton Memorial Hospital to the HO dated 1/6/06; re: signed agreement for health education.
2. Letter from GBC to the HO dated 1/6/06; re: shredder equipment.
3. Letter from Saint Clare's Hospital to the HO dated 1/12/06; re: 2006 service agreement.
4. Letter from Northern NJ Maternal Child Health Consortium to the HO dated 1/12/06; re: membership invitation.
5. Letter from Herrick, Feinstein LLP to the HO dated 1/13/06; re: copy fee for record search.
6. Letter from Carol Hires, Executive Director, Zufall Health Center to the HO dated 1/27/06; re: name change of clinic.
7. Letter from Chilton Memorial Hospital to the HO dated 1/30/06; re: 2005 annual report.
8. Letter from Natalie Pisarcik to the Clean Community Coordinator dated 1/30/06; re: Friends of the Rockaway River.

President Hoffman asked if there was any correspondence to discuss. The HO stated that the Dover Community Clinic's was officially changed to the Zufall Health Center.

OLD BUSINESS:

The Health Officer (HO) distributed to the Board the schedule of meetings for CY 2006 and a contact list of members.

The HO also distributed the summary of Health Department activities for the previous month and discussed with the Board various parts of the report.

Garbage tonnage for January 2006 was 473.68 tons; up from the same month one-year ago by 11.19 tons or 2.4%.

Garbage sticker receipts for January 2006 were \$3,040.00; up from the same month one-year ago by \$827.50 or 37.4%.

The HO commented that garbage tonnage increase was insignificantly small compared to the remarkable 37.4% increase in sticker sales.

Sandra Scarneo asked about the recent cleanup within town hall and if the waste material that was collected is part of town tonnage. The HO and Alderman Poolas explained that the material that was cleaned up in town hall had to be shredded according to the rules of the public retention records law and that it would not be discarded into the normal waste stream.

Carolyn Blackman briefly explained her experiences as a participant in the town hall clean up. The Board continued to discuss the clean up of town hall which was held on Friday, January 27th.

The HO reported that the Board's concerns regarding the garbage containment area at the Dover Hills Apartments was referred to the Code Enforcement Department as requested.

The Code Enforcement Department is aware of the conditions at Dover Hills Apartments. They are continually being written up in the certificate of compliance inspections that are conducted.

The Code Enforcement Department has embarked on a new initiative in which Notice of Violations, particularly for property maintenance issues such as garbage, are pre-printed. Notices are handed out or mailed quickly, streamlining the process of code enforcement. Last month (January), 195 inspections were made and last year \$126,000 in fines was collected for overcrowding and property maintenance issues.

Carolyn Blackman mentioned the recent article featured in the Star-Ledger about the Code Enforcement Department. The article included a picture of Bill Isselin.

A discussion of fines and the local court became a subject of discussion. Alderman Delaney commented that the Dover Municipal Court was one of the busiest courts in Morris County. Connie Foster remarked that the Dover court brings in about \$800k in fines. Sandra Scarneo asked how the town processes the revenues generated from fines which led to a brief comment that the money went into the town's general fund.

The HO also reported to Jean Cater that the public works department did not have any additional public receptacles. Therefore, to place a receptacle on Prospect Street just before the overpass requires a public receptacle that is being used to be moved. Since all of the public receptacles are in needed locations, none were available for the Prospect Street location.

Alderman Poolas stated that he has been assessing the issue of Dover's downtown public receptacles and will report his findings under new business.

At last month's meeting Carolyn Blackman asked about the goals for the Board of Health for 2006. The HO distributed the health department's goals & objectives for the year along with an organization chart and job description for the Health Officer.

The review of goals & objectives led to a question from Connie Foster regarding retail food inspections and, in particular, the food handler's course. Ms. Foster asked if we could require restaurants to send a representative to the annual food handler's course by law. The HO replied that you can require attendance by ordinance.

This led to a lengthy discussion of the food handler's course and concluded with a request to the HO to research sample ordinances so that the board could review them at its next meeting.

The HO mentioned that he met with the Administrator regarding budget cuts. As discussed with the Board at last month's meeting, the HO gave the administrator a check for \$7,020.30 from Medicare (flu shot reimbursement) with a request for a capital appropriation to upgrade the health department facility.

The meeting was productive. No additional cuts were made to the department's operational budget. \$10,000 was also put in the salary & wage budget for a p/t clerk-typist. Hopefully, an appropriation will also be made for the health department facility improvements.

The subject of garbage and recycling was raised when Connie Foster mentioned a recent article in the newspaper about a town in California that charges restaurants with "take-out" an excise tax to help offset the costs of garbage collection.

Sandra Scarneo questioned the recycling summary in the monthly report regarding the most common types of complaints such as newspapers being missed. Ms. Scarneo questioned the possibility of a pattern of collection mistakes such as the common problem of missed newspapers. If so, this should be addressed and corrected.

This led to a lengthy general discussion of garbage and recycling service, bid specifications and contracts, and various issues and problems relating to collection.

NEW BUSINESS:

Jean Cater opened new business by introducing a program to the board called "File of Life", a medication awareness program that involves placing a person's medication information inside a magnetic packet that is kept on the refrigerator door. A first aid squad responder is educated to know where to look for such information in the event of an emergency.

Connie Foster brought a similar program to the attention of the Board. It is called "Vial of Life" and was featured recently in the Daily Record and operates just like File of Life.

The board requested the HO to gather information on the "Vial of Life" program and report back at its next meeting.

Alderman Frank Poolas informed the board that he is in the process of conducting an inventory of downtown public receptacles and mapping their location. He feels that the existing receptacles are of the wrong style, trap a lot of garbage and are difficult to service.

Alderman Poolas showed the board various models and designs of public receptacles and was of the opinion that any new receptacles should compliment the downtown historic area; they should be uniform including those located in the parks; and, the openings should be smaller than the current models.

Alderman Poolas also raised the idea of approaching the local hospital with a request for a donation to pay for the cost of new containers. The board discussed the issue and Alderman Poolas concluded by stating that he would put together a package and bring it back before the board for review before he contacted the hospital.

In a related matter, Alderman Poolas raised the subject of recycling containers and asked the board's thoughts regarding the proposed use of mandatory, uniform receptacles. This led to a general discussion of the merits of standardized recycling containers. The board's response was positive and supportive.

In an unrelated matter, Carolyn Blackman asked the HO and board under what local department are beauty shops regulated and inspected. Ms. Blackman was informed that beauty shops are regulated by the State of NJ, not the local municipality.

The HO informed the board that volunteers who offered their services to the health department in the event of an emergency such as a bioterrorism event are considered first responders. As first responders, preventative medications such as antibiotics will be made available to their immediate families or households before they are offered to the community at large.

A survey of first responders and their household members is currently in progress and the HO asked those members of the board who are volunteers to please complete the survey and return it to him as soon as possible.

**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 Marie Hoffman.

ALL AYES; NO NAYS

MEETING ADJOURNED