

**Town of Dover
Board of Health, July 9, 2007**

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.

Donna Cook, Board Secretary, called the roll.

ROLL CALL

PRESENT: Marie Hoffman, Sandra Scarneo, Carolyn Blackman,
Constance Sibona-Foster, Donna Cook,
Christopher Chapman

ABSENT: Irene Hansen

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

President Marie Hoffman called for a motion to accept the minutes from the June 2007, regular meeting of the Board of Health.

A motion to accept the minutes from the June 2007 Regular Meeting of the Board of Health was made by Sandra Scarneo and duly seconded by Donna Cook.

ALL AYES; NO NAYS

CORRESPONDENCE:

1. Letter from Dover Fire Department to the HO dated 6/24; re: 42 Parker Street property condition.
2. Letter from the NJDHSS to the HO dated June '07; re: emergency contact information.

President Hoffman asked if there was any correspondence to discuss. The HO briefly explained the letter from the Dover Fire Department regarding 42 Parker Street. The dwelling was cited for property maintenance issues by code enforcement and the health department for cats.

OLD BUSINESS:

The Health Officer (HO) distributed a summary of Health Department activities for the past month and distributed meeting schedules and contact lists to members of the board.

The HO brought the following activities to the attention of the Board and discussed each activity briefly:

- Mayors Cook-Off: 6/6
- Smart Growth Awards: 6/7
- Cats: 71 Garrison Ave; court action.
- Cats: 365 W. Clinton St; court action.
- Restaurant Advisories: stormwater & handwashing/gloves
- Records Survey
- Red-Tailed Hawk bird banding: 6/22

The board discussed in more detail the circumstances surrounding the cat related activities at both 71 Garrison Avenue and 365 W. Clinton Street and the restaurant advisory regarding food handling and the use of gloves.

The HO recalled that at last month's meeting Carolyn Blackman asked about the animal control report citing a bear incident on Sunday, May 27th at approx. 12:45 pm. The HO stated that the Animal Control Officer (ACO) was called out by the Police based on a sighting of a bear on Penn Ave. The concern was that the bear might head towards the Flea Market. The bear disappeared in the woods around W. Chrystal Street ending the concern.

Connie Foster initiated a general discussion about animal control services with questions about alternate animal control service providers. The HO explained that alternatives have been explored in the past, but no vendors matching the comprehensive services offered by Randolph could be found.

The discussion of animal control ended after the board briefly talked about the keeping of chickens and Dover's local ordinance that prohibits and regulates this type of activity.

At last month's meeting the Board tabled its review of food licensing fees. The Board was interested in more details regarding the certified food safety class that will require each Dover restaurant to send a representative to by 2010. The Board was particularly interested in knowing the cost and frequency of the mandated course of instruction and the financial implications to the food establishment.

The HO stated that he contacted the NJDHSS and determined that the accredited course could cost as much as \$200 and that a refresher course would probably be required every 5 years.

A summary of license fees charged by other nearby towns was distributed to the Board for review. The HO stated that the fee schedule was last reviewed and amended in February 2004.

The board discussed at length the implications of the 2010 state required course as well as fees charged by other municipalities. A motion to amend Dover’s fee schedule followed.

Connie Foster made 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 as follows:

Article I

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

<u>Type of Establishment</u>	<u>Annual Fee</u>
Restaurant, hotel, café, tavern, luncheonette, diner, soda fountain, food market, delicatessen, bakery, or similar establishment:	
1. Total floor area less than 5,000 square feet.....	from \$100.00 to \$150.00
2. Total floor area between 5,000 and 10,000 square feet.....	from \$150.00 to \$200.00
3. Total floor area greater than 10,000 square feet.....	from \$200.00 to \$250.00
Food Vending Vehicle, Caterers.....	from \$100.00 to \$150.00
Flea Market.....	from \$100.00 to \$150.00

The motion was duly seconded by Marie Hoffman.

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

The HO will prepare an ordinance amendment of Chapter 407, Article I, as moved, and submit it to the Board for 1st reading at its September 10th meeting.

In a matter related to retail food handling, Connie Foster asked if a restaurant owner or manager who was certified in 2010 with a 5 year certificate left the food establishment and went somewhere else, would the restaurant remain in compliance with the law. The opinion of the HO was that a certified person must be on-hand representing the food establishment, and that once the certified person left to go somewhere else, a new person would have to take the course to take his place.

The Board asked the HO to provide them with a copy of the retail food code for its next meeting.

NEW BUSINESS:

No new business.

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

Connie Foster raised the subject of retail food inspections, repeated violators of the sanitary code and policies regarding summons and court actions.

Ms. Foster related a recent experience at a local, downtown food establishment at which many dead insects were observed in the front customer area. The condition of the restaurant was highly visible, extremely unsightly and unacceptable and raises the need for more inspections and tougher enforcement action at establishments that have a prior history of repeated sanitary code deficiencies.

The HO agreed that more frequent inspections of higher risk food establishments made good sense and explained the limitations of part-time help. Christopher Chapman stated that Dover should have a full-time Registered Environmental Health Specialist (REHS). Other members expressed similar viewpoints regarding the need for more inspector time.

Alderman Donofrio asked if the HO could do a work-up on how many additional hours of inspector (REHS) time would be needed to accomplish the Board's desire for more inspections and tougher code enforcement of higher risk food establishments.

The HO will provide the Board with a proposal for additional REHS time at its next regularly scheduled meeting.

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 Donna Cook and seconded by Marie Hoffman.

ALL AYES; NO NAYS

MEETING ADJOURNED