

**Town of Dover**  
**Board of Health, May 11, 2015**  
**6:30 pm**

The regular monthly meeting of the Dover Board of Health was held at Water Works Park, 100 Princeton Avenue, Dover.

Board President Marie Hoffman called the meeting to order at 6:30 pm and announced that the meeting complies with the requirements of the Open Public Meetings Act and has been duly advertised and posted.

Secretary Irene Hansen called roll.

**ROLL CALL**

**PRESENT:** Irene Hansen, Marie Hoffman, Darlene Kasko,  
Sandra Scarneo

**ABSENT:** Judy Rugg, Christopher Chapman

**ALSO PRESENT:** Frank Wilpert, Health Officer  
Trevor Weigle, Health Officer  
Susan Downer, REHS  
Christine Noriega, Alderman/Liaison  
Donald Costanzo, Aide

President Marie Hoffman entertained a motion to accept the minutes from the March 9, 2015, Regular Meeting of the Board of Health.

**A motion to accept the minutes from the March 9, 2015, Regular Meeting of the Board of Health** was made by Darlene Kasko and duly seconded by Marie Hoffman.

**ALL YEAS; NO NAYS.**

**CORRESPONDENCE:**

1. Letter from the Catholic Charities, Diocese of Paterson to the Dover Health Department dated 3/20/15; re: Father Martin Golf Classic fundraiser.
2. Letter from Frank Wilpert, Health Officer, to the Town of Dover dated 3/23/15; re: retirement announcement effective July 1, 2015.

3. Letter from the Essex Regional Educational Services Commission to the Dover Health Department dated 4/4/15; re: summer food service program.
4. Letter from the Spruce Senior Housing, LP to the Health Officer dated 4/14/15; re: offering facility for health programs.

President Marie Hoffman asked if there was any significant correspondence. The Health Officer (HO) announced his pending retirement effective July 1, 2015, and thanked the board for his time serving the Town of Dover.

Frank Wilpert, HO, introduced Trevor Weigle, the new Health Officer that will be replacing him after his retirement. Mr. Wilpert provided an overview of Mr. Weigle's background and experience and stated that Trevor Weigle was highly regarded by his peers. The board welcomed Mr. Weigle who thanked them and stated he was looking forward to working with everyone.

On behalf of the Board of Health, Marie Hoffman thanked Frank Wilpert for his service to the board and congratulated him on his retirement and presented him with a gift from the board.

#### **OLD BUSINESS:**

Frank Wilpert, HO, presented the board copies of the monthly report for March – April 2015 for review.

The board complimented the nurse's monthly report prepared by Claudia Choto, RN.

The Health Officer, provided the board the following updates:

- Financial Disclosure Forms must be completed by board members electronically. If anyone is having difficulty, the health department can assist you with this task.
- The health department conducted a Stroke Screening Program on May 7<sup>th</sup> in Town Hall. The screening was coordinated by Claudia Choto, Public Health Nurse, with the Morristown Medical Center (Atlantic Health System).
- Susan Downer, REHS, provided the board an update on massage parlors. Ms. Downer issued 19 summons. There are 7 massage parlors in town.
- The sanitation inspector issued 241 violation notices and 103 court summons for garbage related offenses in March & April.

#### **NEW BUSINESS:**

Frank Wilpert, Health Officer, provided the board the following announcements:

- Frank Wilpert, Health Officer, formally announced his retirement effective July 1, 2015. Mt. Olive Township has hired a new Health Officer. The new Health Officer is Trevor Weigle.
- Frank Wilpert, Health Officer, introduced the new Health Officer, Trevor Weigle, who will be taking his place after his retirement on July 1<sup>st</sup>.
- The health department has a new full-time employee at the health department to assist with clerical duties including vital statistics. The new employee's name is Debbie Nunn.
- Susan Downer, REHS, reported that she is coordinating a food handler's course that will be conducted at Berkley College in June. Ms. Downer provided a brief overview of the program.

The food safety program is in collaboration with the Family Success Center and the Zufall Health Center; and, is intended to provide food safety and nutrition related education. The program is supported with a NJ State grant and will include two nights of classes; 4 sessions in both English and Spanish.

- Ms. Downer also provided the board with an update on the Flea Market. Currently there are 4 food vendors at the flea market; kettle corn, ice cream, taco vendor and produce vendor.

Frank Wilpert, HO, discussed the various positions associated with vital statistics. Because he is the standing registrar and the position will be vacated upon his retirement, Mr. Wilpert suggested that he be replaced by Aracelis Vanderstarre subject to review and deliberation by the Administrator.

Mr. Wilpert expressed an immediate need to appoint Debbie Nunn as an alternate registrar so that she can perform much needed vital statistic functions presently.

**A motion to approve the appointment of Debbie Nunn as Alternate Registrar of Vital Statistics** was made by Marie Hoffman and duly seconded by Irene Hansen.

**ALL YEAS; NO NAYS.**

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

Darlene Kasko asked Susan Downer, REHS about the recent air pollution issue from an auto body shop at the corner of Ekstrom Street and Route 46. Ms. Downer briefly explained that the current complaint was referred to the county's environmental section that handles air pollution complaints.

Sandra Scarneo asked Susan Downer, REHS, about the Pena Meat Market, a new retail food establishment on S. Morris Street. Ms. Downer provided a brief description of the new establishment.

**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 Irene Hansen and seconded by Darlene Kasko.

**ALL YEAS; NO NAYS.**

**MEETING ADJOURNED  
7:25 pm**