

**Town of Dover**  
**Board of Health, November 19, 2012**  
**7:00 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 7:00 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:** Marie Hoffman, Darlene Kasko, Irene Hansen,  
Christopher Chapman, Judith Rugg

**ABSENT:** Donna Cook, Sandra Scarneo

**ALSO PRESENT:** Christine Noriega, Alderman/Liaison  
William Close, Administrator  
Susan Downer, R.E.H.S.  
Aracelis Vanderstarre, Deputy Registrar  
Donald Costanzo, Department Representative

President Marie Hoffman briefly acknowledged and welcomed four nursing students from the College of Saint Elizabeth who were attending the meeting as part of a class assignment.

**A motion to accept the minutes from the September 2012 Regular Meeting of the Board of Health** was made by Christopher Chapman, and duly seconded by Darlene Kasko.

**ALL AYES; NO NAYS**

**CORRESPONDENCE:**

1. Letter from St. Clare's Health System to the Dover Health Dept. dated 9/5/12; re: annual community meeting.
2. Letter from Elizabeth Volker to the Dover Health Dept. dated 9/7/12; re: feral cat management.

President Marie Hoffman asked if there was any significant correspondence. The HO responded that the letter from Elizabeth Volker regarding feral cat management activities was noteworthy.

### **OLD BUSINESS:**

At the September meeting of the Board of Health, Bruce George, Director of the Dover Public Library, presented a copy of an indoor air quality assessment of the library that was conducted by an environmental consultant. Mr. George asked the board for its comments.

A copy of the indoor air quality assessment and a written response to the report prepared by Frank Wilpert, Health Officer, was distributed to the board for review.

Following discussion, **a motion directing the Health Officer to provide a copy of his report in response to the library's indoor air quality assessment to Mr. George** was made by Christopher Chapman and duly seconded by Marie Hoffman.

### **ALL AYES; NO NAYS**

Copies of the monthly report for September and October with recent animal control reports under separate cover were distributed to the board for review.

The following past activities were brought before the board:

- Sep 19: Male Cancer Screening; full registration; successful program.
- Oct 6: Health Fair @ Head Start, 19 Thompson Ave. (10 am - 2 pm); Dover Health Dept. provided lead screening and hand washing instructions; Board member Judy Rugg volunteered her time; appreciation was extended to Ms. Rugg.
- Oct 15: Dover Senior Flu Clinic; Town Hall Courtroom; 79 people were vaccinated; Board member Judy Rugg volunteered her time; appreciation was extended to Ms. Rugg.
- Oct 26: Food Handlers Classes; Susan Downer REHS provided a summary of the classes; 2 sessions were offered; one in English; one in Spanish; the classes were well received and successful.
- Oct. 24: Female Cancer Screening; full registration; successful program.
- Nov. 10: Rabies Clinic; Crescent Field. 165 dogs & 20 cats vaccinated; 185 total.
- Nov. 15: Flu Clinic for the homeless; Trinity Lutheran Church/Faith Kitchen.

- Nov. 19: Flu Clinic; 2nd clinic conducted at Town Hall for Dover seniors.
- Nov 20: Flu Clinic; Family Success Center, Bassett Hwy.; Maternal & Child Health Network referral center.

Hurricane Sandy, Monday, October 29, 2012:

- Oct. 29: Shelter opened at Dover High School; 21 people used the facility; Board members, Marie Hoffman & Sandra Scarneo volunteered their time at the shelter; appreciation was extended.
- Nov 1: Warming center opened at the Fire Hall downstairs in Town Hall; remained open until Nov. 8th (8:30 am - 10:00 pm). Darlene Kasko, Christopher Chapman, Judy Rugg, and Carolyn Blackman volunteered their time at the center; appreciation was extended.

Darlene Kasko asked if the Hong Kong Chinese Restaurant at 19 W. Blackwell Street was still open. The health department will check the status of the food establishment.

#### **NEW BUSINESS:**

Flyers from the Turkestanian American Association, 4 Princeton Avenue, announcing free Thanksgiving eve holiday meals were distributed to the Board. William Close, Administrator, encouraged members of the board to visit the site on Wednesday, November 21st, from 3:00 pm to 7:00 pm.

Regarding the 2013 budget, agreements for nursing and hospital based community health services health services will be presented to the board at its January 14, 2013, regularly scheduled meeting.

Agreements/contracts for health services with Mt. Olive Township and animal control services with Randolph Township for 2013 were presented to the Board for consideration this evening.

#### **Interlocal Health Service Agreement:**

Copies of the interlocal shared health services agreement with Mt. Olive Township were distributed to the Board.

The Board has shared community health services with Mt. Olive Township since 2011. The annual contract rate was \$39,360 in 2011 and has risen each year by 2%. An overview of the shared services agreement was provided to the board by William Close, Administrator.

Following review and discussion, **a motion granting authorization for an interlocal shared health service agreement with the Township of Mt. Olive to be executed for a**

period of up to two (2) additional years was made by Marie Hoffman and duly by Darlene Kasko.

**ALL AYES; NO NAYS.**

**Animal Control Shared Services Agreement:**

Copies of the Animal Control Shared Services Agreement for 2013 were distributed to the Board.

The proposed contracted hourly rate is \$86.00, for a minimum time of 520 to 624 hours. Dover typically spends approximately \$45,000 to \$55,000 per year on this service. The hours are in a range that provides for fluxuations in the level of service based on need.

Following review and discussion, **a motion to approve the 2013 shared services agreement with Randolph Township for Animal Control Services** was made by Christopher Chapman and duly seconded by Irene Hansen.

**ALL AYES; NO NAYS.**

**Operating Budget:**

The Board of Health introduced a proposed operating budget for health department operations for calendar year 2013. Worksheets were distributed and the budget was discussed.

<b>ACCOUNT</b>	<b>TITLE</b>	<b>2012 Budget</b>	<b>2013 Approved</b>
021	Advertising	\$ 150	\$ 150
023	Office Supplies	\$ 1,500	\$ 1,500
025	Maintenance - Vehicles	\$ 1,000	\$ 1,000
026	Maintenance - Equipment	\$ 1,000	\$ 1,000
028	Animal Control Contract	\$ 45,000	\$ 45,000
029	Veterinary Services	\$ 5,000	\$ 5,000
033	Publications	\$ 100	\$ 100
042	Professional Training	\$ 500	\$ 500
044	Dues	\$ 200	\$ 200
045	PROGRAM EXPENSES		
	male/female cancer:	\$ 1,000	\$ 1,000
	influenza program:	\$ 4,000	\$ 3,500
	laboratory services:	\$ -	\$ 500
	health education:	\$ 4,000	\$ 4,000
	SUB-TOTAL:	\$ 9,000	\$ 9,000
056	Medical Supplies	\$ 450	\$ 500
080	Public Health Nursing	\$ 40,320	\$ 43,344
090	Sanitation Expenses	\$ 1,000	\$ 1,500
102	Conference Registration	\$ 100	\$ 100
103	Travel Reimbursements	\$ 500	\$ 500

<b>OE TOTAL:</b>	\$ 105,820	\$ 109,394
<b>S&amp;W TOTAL:</b>	\$ 94,755	
<b>GRAND TOTAL:</b>	\$ 200,575	

**A motion to approve the 2013 budget as shown above** was made by Marie Hoffman and duly seconded by Irene Hansen.

**ALL AYES; NO NAYS.**

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

No issues were discussed.

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

Nursing students from the College of Saint Elizabeth were present as part of a class assignment in community health. Carmen Tirado, Juan Toro, Elias Iztueta, and Guadalupe Sanchez, introduced themselves individually and thanked the Board of Health for courtesies extended to them.

Upon completion of the public portion of the meeting, President Marie Hoffman extended best wishes for a happy holiday season to all, and entertained a motion to adjourn the meeting. **A motion to adjourn the meeting** was made by Darlene Kasko and seconded by Irene Hansen.

**ALL AYES; NO NAYS**

**MEETING ADJOURNED  
8:00 pm**