

Town of Dover
Board of Health, November 6, 2017
6:30 pm

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

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

President Marie Hoffman called roll.

ROLL CALL

PRESENT: Marie Hoffman, Darlene Kasko, Sandra Scarneo,
Judith Rugg

ABSENT: Irene Hansen, Christopher Chapman

ALSO PRESENT: Trevor Weigle, Health Officer
Ron Camacho, Alderman/Liaison
Donald Costanzo, Aide

President Marie Hoffman entertained a motion to accept the minutes from the September 2017, regular meeting of the Board of Health.

A motion to accept the minutes from the September 2017, regular meeting of the Board of Health was made by Darlene Kasko and duly seconded by Sandra Scarneo.

ALL YEAS; NO NAYS.

CORRESPONDENCE:

1. Letter from the Township of Randolph dated 10/13/2017; re: animal control services invoice.
2. Letter from the Township of Randolph to the Dover Administrator (with copy to health dept.) dated 10/23/2017; re: 2018 animal control contract.
3. Email from Connie Sibona-Foster, Faith Kitchen (Trinity Lutheran Church) to Susan Downer REHS dated 10/25/2017; re: thank you for food handler's class; request copy of slide presentation from class.

President Marie Hoffman asked if there was significant correspondence. Health Officer Trevor Weigle (HO) mentioned the email from Faith Kitchen thanking the health department for the informative food handling class.

OLD BUSINESS:

Copies of the monthly activity report was distributed for review.

The Health Officer mentioned the following past activities:

- An Influenza Vaccination Clinic for Dover Seniors and town employees was held on October 26. Approximately 60 flu shots have been administered to date.
- A Food Handler's Course was conducted on October 24 at Berkeley College. There were 2 sessions; one in English and one in Spanish. Also, a guest speaker, Carlos Caprioli, from Dover Family Success Center spoke about shaping Dover program, a healthy community initiative.

Regarding flu vaccinations, the Board suggested the nurse visit the senior centers to offer flu shots to increase numbers.

Sandra Scarneo mentioned a previous complaint regarding the keeping of chickens at 61 Academy Street and asked if an inspector or Animal Control Officer (ACO) could reinspect the premises to make sure chickens are not returned to the property.

The HO will have the ACO re-check the property for chickens.

NEW BUSINESS:

The following program is planned for the fall:

- A Rabies Vaccination Clinic is scheduled for Saturday, November 18th at the Crescent Field Parking Utility Garage, S. Morris Street (10:00 am to 12:00 noon).

2018 Operating Budget:

Trevor Weigle, Health Officer, distributed 2018 operating budget worksheets to the board for discussion and deliberation.

Following discussion, the board proposed the following 2017 operating budget:

ACCOUNT	TITLE	2017 Approved	2018 Approved
021	ADVERTISING	\$ 200	\$ 200
023	OFFICE SUPPLIES	\$ 3,000	\$ 3,000
025	MAIN. OF VEHICLES	\$ 1,000	\$ 1,500
026	MAIN. OF EQUIP.	\$ 4,280	\$ 3,700
028	ANIMAL CONTROL CONTRACT	\$ 45,000	\$ 45,000
029	VETERINARY SERVICES	\$ 6,000	\$ 6,000
033	PUBLICATIONS	\$ 100	\$ 100
042	PROF. TRAINING - STAFF DEV.	\$ 1,000	\$ 1,000
044	DUES	\$ 200	\$ 200
045	PROGRAM EXPENSES		
	programs	\$ 2,500	\$ 2,000
	influenza program:	\$ 4,500	\$ 4,000
	registrar stipend	\$ 5,000	\$ 5,000
	miscellaneous - contingencies	\$ 500	\$ 536
	SUB-TOTAL:	\$ 12,500	\$ 11,536
056	MEDICAL SUPPLIES	\$ 750	\$ 750
	HEALTH SERVICES		
081	AGREEMENT	\$ 100,000	\$ 100,544
090	SANITATION EXPENSES	\$ 1,500	\$ 2,000
102	CONFERENCE REGISTRATION	\$ 55	\$ 55
103	TRAVEL REIMBURSEMENTS	\$ 500	\$ 500
OE			
TOTAL:		\$ 176,085	\$ 176,085

A motion to approve the 2018 operating budget was made by Darlene Kasko and duly seconded by Marie Hoffman.

ROLL CALL VOTE
ALL YEAS; NO NAYS.

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

Judy Rugg asked to have Animal Control Reports included with the regular monthly report. Board members agreed that it should be part of the monthly report. The HO will include the animal control report in the future.

Sandra Scarneo raised the subject of food establishments leaving doors open repeatedly contrary to code. Ms. Scarneo recurrently observed food establishments with doors open and called the health department requesting inspections.

Trevor Weigle, HO, replied that Susan Downer, REHS, made multiple inspections in response to the calls but did not see the doors open at the time of her inspections. The food establishments were warned about leaving doors open without screens.

Ms. Scarneo will take photographs of food establishment that have open doors, and said she is willing to testify in court if required. The HO said he will inform Ms. Downer, REHS.

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.

A motion to adjourn the meeting was made by Darlene Kasko and seconded by Marie Hoffman.

ALL YEAS; NO NAYS.

**MEETING ADJOURNED
7:00 pm**