

Town of Dover
Board of Health, March 10, 2014
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: Sandra Scarneo, Irene Hansen, Marie Hoffman,
Christopher Chapman

ABSENT: Darlene Kasko, Judith Rugg

ALSO PRESENT: Susan Downer, R.E.H.S.
Christine Noriega, Alderman/Liaison
Michael Picciallo, Alderman/Liaison (Alternate)
Aracelis Vanderstarre, Deputy Registrar
Zoraida Ryerson, Sanitation Inspector
Donald Costanzo, Department Representative

President Marie Hoffman entertained a motion to accept the minutes from the January 2014, Reorganization Meeting of the Board of Health.

A motion to accept the minutes from the January 2014 Reorganization Meeting of the Board of Health was made by Sandra Scarneo, and duly seconded by Marie Hoffman.

ALL YEAS; NO NAYS.

President Marie Hoffman entertained a motion to accept the minutes from the January 2014, Regular Meeting of the Board of Health.

A motion to accept the minutes from the January 2014, Regular Meeting of the Board of Health was made by Irene Hansen, and duly seconded by

Christopher Chapman.

ALL YEAS; NO NAYS.

CORRESPONDENCE:

1. Letter from Saint Clare's Hospital to the HO dated 11/22/13; re: notice of intent not to renew nursing services agreement.

The subject of public health nursing will be addressed in New Business.

OLD BUSINESS:

Susan Downer, REHS, presented the board copies of the monthly report for January - February 2014 for review.

Regarding the monthly report, Sandra Scarneo asked if reinspections were conducted on restaurant complaint investigations. Susan Downer, REHS, responded that reinspections are made.

Ms. Downer also distributed copies of the latest influenza surveillance report for the State of New Jersey.

Public Health Nursing Services:

As noted in correspondence, Saint Clare's Hospital no longer offers nursing services. As a result, the Town of Dover is pursuing other arrangements for nursing services.

Presently, the Administrator and Health Officer interviewed nurse candidates for the position of public health nurse and selected Claudia Choto, RN, BSN, a licensed Registered Nurse, for the position.

The position is funded for 15 hours per week at a rate of \$41.00 per hours for 48 weeks not to exceed \$29,520 per year.

The Board discussed the nursing position. At the conclusion of discussion, the following resolution for public health nursing services was framed by the Board:

Professional Nursing Services Agreement

This Professional Nursing Services Agreement (“Agreement”) is entered into effective as of March 10, 2014 (the “Effective Date”) by and between the Town of Dover and a duly licensed Registered Nurse Claudia Choto, RN, BSN, who resides at 35 Pleasant Hill Road, Succasunna, New Jersey 07876

WHEREAS, the Town of Dover Board of Health has a need to obtain services of a duly licensed Registered Nurse for Public Health Nursing services and has determined to award this contract as a professional service without obtaining competitive bids pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, Town of Dover operates a municipal Public Health Department and provides comprehensive public health services to the residents of the Town of Dover; and

WHEREAS, each local health agency shall ensure that Public Health Nursing and health promotion services provide the “core” public health functions and the delivery of the ten essential health services as per *N.J.A.C. § 8:52-3.2(a)*, *et seq.* 1-10; and

WHEREAS, the Town of Dover Board of Health has determined and certified in writing that the value of the service will not exceed \$29,520.00; and

WHEREAS, the anticipated term of this contract is for one year from March 1, 2014 to December 31, 2014; and

WHEREAS, Claudia Choto, RN, BSN, has submitted a resume indicating that she will provide the public health nursing services for an hourly fee based upon a rate of \$41.00 per hour and for a minimum of 15 hours per week at hours to be set by the Dover Health Department; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Town of Dover, in the County of Morris and State of New Jersey, that the Board of Health hereby appoints Claudia Choto, RN, BSN, of 35 Pleasant Hill Road, Succasunna, New Jersey 07876

A motion to approve the resolution appointing Claudia Choto, RN, as public health nurse, was made by Christopher Chapman and duly seconded by Marie Hoffman.

ALL YEAS; NO NAYS.

NEW BUSINESS:

The topic of fees for birth, marriage and death certificates was raised, as well as other fees such as retail food licenses.

Aracelis Vanderstarre, Deputy Registrar, gave the board an overview of fees that are charged by other municipalities for vital records. Ms. Vanderstarre suggested that Dover's fees be updated and that food licenses be reviewed as well. Dover's vital record fees were last amended in 2008.

After discussion, the Board asked Ms. Vanderstarre to provide comparative fees from other municipalities with recommendations for any proposed changes at the next regularly scheduled meeting.

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

Sandra Scarneo raised the topic of downtown sidewalks stating that they are unclean. Now that the snow is melting they are a mess. Ms. Scarneo mentioned the Post Office and Krauszers as two places that were particularly littered.

Zory Ryerson, Sanitation Inspection, responded that she has been working in the downtown area on issues related to litter and garbage and will continue to focus on the sidewalks during her inspection activity.

**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 Marie Hoffman.

ALL YEAS; NO NOES.

**MEETING ADJOURNED
7:05 pm**