

**Town of Dover**  
**Board of Health, November 13, 2006**

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, Secretary, called the roll.

**ROLL CALL**

**PRESENT:** Marie Hoffman, Jean Cater, Constance Sibona-Foster,  
Donna Cook, Sandra Scarneo, Christopher Chapman

**ABSENT:** Carolyn Blackman

**ALSO PRESENT:** Frank Poolas, Alderman  
Donald Costanzo, Health Officer

President Marie Hoffman briefly welcomed two nursing students from Saint Elizabeth's College to the meeting; Diep Nguyen and Patricia Dickson.

President Marie Hoffman called for a motion to accept the minutes from the October 2006, Regular Meeting of the Board of Health.

**A motion to accept the minutes from the October 2006 Regular Meeting of the Board of Health** was made by Donna Cook and duly seconded by Christopher Chapman.

**ALL AYES; NO NAYS**

**CORRESPONDENCE:**

1. Letter from the NJDHSS to the HO dated 10/2006; re: PHPF 2007 grant application.
2. Letter from the NJDHSS to the HO dated 11/1/06; re: Pandemic Influenza Preparedness Grant.

3. Letter from Saint Clare's Hospital to the HO dated 11/2/06; re: thank you – substance abuse program.

Marie Hoffman asked if there was any correspondence to discuss. The HO informed the board that in CY 2007, the Dover Health Department is eligible for and an \$11,134 PHPF grant and \$8,374 Pandemic Flu Grant.

### **OLD BUSINESS:**

The HO distributed the summary of Health Department activities for the previous month and discussed with the Board various parts of the report.

Garbage tonnage for October was 460.56 tons; down from the same month one-year ago by 31.34 tons or 6.4%.

Garbage sticker receipts for October 2006 were \$3,677.50; up from the same month one-year ago by \$347.50 or 10.4%.

The following events/programs were conducted since the July 10<sup>th</sup> Board of Health meeting:

- The New Party Drugs; 10/20
- Food Handlers' Course; 11/1
- Influenza Vaccination Program for Seniors; 11/2

The HO briefly highlighted the above-listed program. The New Party Drugs substance abuse program that was held at the Randolph Skylands. The program was attended by approximately 200 public health, mental health and law enforcement persons. The HO was the host of the program.

A food handler's course was conducted on November 2<sup>nd</sup>. Approximately 75 out of a total of 91 licensed retail food establishments were represented at two class sessions. Violation notices were issued to the non-attended food establishments and a make-up class is scheduled for December 13, 2006. Failure to attend the make-up class will result in a summons.

The Board asked the HO how the food handler's course was received. Alderman Frank Poolas, who attended the class, gave his assessment of the program. Alderman Poolas felt the material was repetitive and suggested as an alternative that a short quiz & discussion of food sanitation by the health inspector during an on-site inspection could be as effective.

Connie Foster stated that not everyone was knowledgeable on the subject of food sanitation. The annual class requirement was, therefore, a good program.

Following a general discussion on the food handler's program, the HO gave a report on the recent influenza vaccination program for seniors.

205 persons were given flu shots at the 11/2/06 influenza vaccination clinic. The health department anticipates receiving a final shipment of vaccine by the end of November and will conduct a small clinic for the homeless at Trinity Lutheran Church with Saint Clare's Hospital at the end of the month.

When the HO mentioned that 110 doses of flu vaccine remain backordered and no longer needed, Donna Cook stated that the order may be cancelled. The HO responded that he did not think he could cancel the order but would contact Sanofi Pasteur and try to cancel the order.

The HO informed the Board of Health that its recommendation to the Code Enforcement Department to include a packet of information about garbage & recycling when a Certificate of Compliance is issued was passed along to the Code Enforcement Department as requested.

#### **NEW BUSINESS:**

The HO introduced a proposed budget for health department operations for calendar year 2007. Worksheets were distributed to the Board and the budget was discussed.

Regarding salaries & wages, the HO informed the Board that salaries are typically determined by the Board of Aldermen. Therefore, salaries for the Health Officer and the Public Health Nurse are uncertain for CY 2007.

The following draft budget proposal for the health department for CY 2007 was distributed to the Board for review, discussion and editing:

<b>ACCOUNT</b>	<b>TITLE</b>	<b>2006 BUDGET</b>	<b>EXPENDED</b>	<b>2007 APPROVED</b>
021	ADVERTISING	\$ 300	\$ 300	\$ 300
023	OFFICE SUPPLIES	\$ 2,900	\$ 2,650	\$ 2,700
026	MAIN. OF EQUIP. ANIMAL CONTROL	\$ 1,700	\$ 300	\$ 1,000
028	CONTRACT	\$ 35,000	\$ 35,000	\$ 35,000
029	VETERINARY SERVICES	\$ 9,000	\$ 10,000	\$ 10,000
033	PUBLICATIONS PROF. TRAINING - STAFF	\$ 300	\$ -	\$ 300
042	DEV.	\$ 1,200	\$ 600	\$ 1,000
044	DUES	\$ 500	\$ 550	\$ 600
045	PROGRAM EXPENSES			
	male/female cancer:	\$ 1,700	\$ 1,150	\$ 1,300
	smac blood:	\$ 1,500	\$ 1,200	\$ 1,500
	influenza program:	\$ 3,100	\$ 4,550	\$ 4,500
	laboratory services:	\$ 300	\$ -	\$ 300
	nursing supervision:	\$ -	\$ -	\$ -
	health education:	\$ 9,979	\$ 9,979	\$ 10,412
	per diem nursing:	\$ 2,200	\$ 1,680	\$ 1,800

	rodent control:	\$	500	\$	173	\$	400
	practice standards:	\$	4,000	\$	3,000	\$	3,000
	contingencies	\$	450	\$	250	\$	300
	LESS STATE AID:	\$	9,979	\$	9,979	\$	10,412
	SUB-TOTAL:	\$	13,750	\$	12,003	\$	13,100
056	MEDICAL SUPPLIES	\$	700	\$	443	\$	500
090	SANITATION EXPENSES	\$	1,500	\$	320	\$	900
	CONFERENCE						
102	REGISTRATION	\$	100	\$	100	\$	150
	TRAVEL						
103	REIMBURSEMENTS	\$	700	\$	1,100	\$	1,200
<b>OE TOTAL:</b>		\$	67,650	\$	63,366	\$	66,750

The Board requested the HO to ask the finance office if influenza reimbursements under Medicare can be put into some type of trust account to be used for future vaccine related expenses. The HO will report to the board next meeting.

**A motion to approve the 2007 proposed budget as shown above** was made by Connie Foster and duly seconded by Marie Hoffman.

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

In other new business, **a motion authorizing the Health Officer to apply for Public Health Priority Funding (PHPF) in the amount of \$11,134 on behalf of the Town of Dover** was made by Marie Hoffman and duly seconded by Jean Cater.

**ALL AYES; NO NAYS**

The resolution reads as follows:

**WHEREAS**, the Board of Health of the Town of Dover, County of Morris, State of New Jersey, is in the process of making application for the calendar year January 1, 2007 to December 31, 2007, to the New Jersey State Department of Health and Senior Services for Public Health Priority Funding in the amount of Eleven Thousand One Hundred Thirty-Four dollars (\$11,134); and,

**WHEREAS**, said Public Health Priority Funding will greatly benefit the health of the people of the Town of Dover;

**NOW, THEREFORE, BE IT RESOLVED** by said Board of Health of the Town of Dover, that the making and filing of said application is hereby authorized, and the Health Officer shall execute the same including additional information as may be required on behalf of the Board of Health of the Town of Dover.

The HO distributed a copy of Senate bill S-2244 regarding a Statewide referendum by county to determine whether certain functions such as animal control and public health services should be assumed by county government.

The proposed legislation was discussed at length by the board. The HO will bring to next month's regular meeting a draft resolution supporting local health services.

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

Alderman Poolas informed the board that over the last weekend a large amount of garbage was placed at the curb on Warren Street with only two (2) stickers. Apparently someone had moved from an apartment and put out a lot of garbage with insufficient garbage stickers. Much of the rubbish was, therefore, uncollected. The Mayor had to request public works to remove and clean-up the remaining debris at a cost and inconvenience to the Town. As a result, the landlord was summoned and will be fined for the clean-up.

Alderman Poolas also mentioned that he recently received a resident call regarding a rabid squirrel running in circles at night. Alderman Poolas responded and was of the opinion that the animal was injured; the squirrel died and was disposed. No one was bitten by the animal.

Connie Foster expressed frustration over residents putting out at the curb on weekends such things as bed mattresses with a 'free' sign and no sticker. The mattress is unsanitary and unsightly.

Connie Foster also stated that she did review the draft ordinance submitted by Alderman Poolas at last month's meeting. The proposed ordinance requires certain downtown business establishments to provide cigarette butt containers outside their establishments to prevent sidewalk litter.

The HO stated that her re-write of the ordinance was passed along to the Mayor and Alderman Poolas explained that the ordinance will be added to the property maintenance code under litter.

Following a general discussion about garbage related issues, this portion of the meeting was closed.

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

Diep Nguyen and Patrician Dickson, The College of Saint Elizabeth nursing students working on their BSN degrees, were present at the meeting. They were in attendance to observe a Board of Health meeting as part of a class assignment. They did not wish to discuss any particular issue.

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 Sandra Scarneo and seconded by Donna Cook.

**ALL AYES; NO NAYS**

**MEETING ADJOURNED**