

Town of Dover
Board of Health, November 18, 2013
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: Darlene Kasko, Marie Hoffman, Sandra Scarneo,
Irene Hansen, Judith Rugg, Christopher Chapman

ABSENT: all present

ALSO PRESENT: Frank Wilpert, Health Officer
Christine Noriega, Alderman/Liaison
Susan Downer, R.E.H.S.
Aracelis Vanderstarre, Deputy Registrar
Donald Costanzo, Department Representative

President Marie Hoffman entertained a motion to accept the minutes from the September 2013 Regular Meeting of the Board of Health.

A motion to accept the minutes from the September 2013 Regular Meeting of the Board of Health was made by Darlene Kasko, and duly seconded by Irene Hansen.

ALL YEAS; NO NAYS.

President Marie Hoffman entertained a motion to accept the minutes from the September 30, 2013, Special Meeting of the Board of Health at which the board deliberated on an application to permit the flying of pigeons made by Sergio Ruiz, 5 Fred Terrace.

A motion to accept the minutes from the September 30, 2013, Special Meeting of the Board of Health was made by Darlene Kasko, and duly seconded by Irene Hansen.

ALL YEAS; NO NAYS.

Mr. Sergio Ruiz, 5 Fred Terrace, and the Pigeon Permit Applicant was present. Mr. Ruiz stated that he completed most of the work. Issue relating to the completion of conditions of approval ensued. Regarding an extension of the 30 day period of compliance, it was noted that at the discretion of the Health Officer, the deadline may be extended for good cause.

Sandra Scarneo requested that all adjacent structures be accurately measured and shown on a survey map. Susan Downer, REHS, will follow-up with the request.

CORRESPONDENCE:

No significant correspondence was received by the health department.

OLD BUSINESS:

A plaque was to be presented to Donna Cook. However, Ms. Cook could was unavailable and could not attend. The Health Officer suggested that the plaque be presented by the Mayor at the Town's reorganization meeting on January 1st (12:00 pm) and the board agreed.

Copies of the monthly report for September - October were distributed to the board for review.

Sandra Scarneo stated a couple of weeks ago on a recycling collection day, torrential rain and gusty winds scattered recyclables and containers all over. Sandra's husband spent hours cleaning up blown recycling in the neighborhood. Ms. Scarneo stated the problem is, in great part, due recycling containers without lids.

Ms. Scarneo suggested recycling containers be required to have tight fitting lids and that a standardized container be offered for sale or provided by the town. The Health Officer said he will bring this suggestion to the attention of the Administrator.

The Health Officer provided the board with the following updates:

- Influenza Clinics: Oct. 17th clinic at Trinity Lutheran Church for the homeless; and, Oct. 21st clinic for Dover Seniors. Attendance at the Dover Senior Clinic was very light.
- Rabies Clinic for Dogs & Cats: held on Saturday, Nov. 2nd, the clinic was one of the largest & busiest clinics to date; 179 dogs and 38 cats were vaccinated.
- Food Handlers Course: held on Nov. 4th. Susan Downer, REHS, provided the board with an overview of the program. Ms. Downer reported an excellent response to the course; approximately 90 participants; a larger venue may be necessary for next year's class.

- Male Cancer Screening upcoming: December 10, 5-7 pm.
- Nursing Services Agreement, Saint Clare's Hospital: The Health Officer informed the Board that Patricia Merritt, Public Health Nurse, left her job for a new position. Saint Clare's Hospital has provided a nurse to replace Ms. Merritt temporarily until the end of the contract period. The name of the new nurse is Michelle Olex. The HO is currently pursuing a nurse for approx. 2 days per week for 52 weeks as a replacement.

NEW BUSINESS:

Registrar of Vital Statistics:

Frank Wilpert, Health Officer, asked the Board of Health for a resolution appointing him as the Registrar of Vital Statistics.

In hindsight, the appointment should have been made retroactive and consistent with the February 2011 date of the implementation of the health services agreement with Mt. Olive Township.

Frank Wilpert is a Certified Municipal Registrar and the appointment is consistent with his position as Dover's Health Officer. Appointments are necessary so that persons performing these duties are recognized by the NJDHSS, Bureau of Vital Statistics.

Aracelis Vanderstarre-Orama will continue to serve as Deputy Registrar of Vital Statistics, and the following staff members will serve as Alternate Registrars to support the daily functions associated with vital statistics:

- Donald Costanzo, Alternate (CMR certified)
- William Close, Alternate (CMR certified)
- Susan Downer, Alternate

The following resolution was read by the Health Officer to the Board of Health:

Resolution Appointing Registrar of Vital Statistics

WHEREAS, the State of New Jersey Department of Health and Senior Services, Office of Vital Statistics and Registry requires the appointment of a Registrar of Vital Statistics as prescribed by N.J.S.A. 26:8-11 through 26:8-22; and,

WHEREAS, the Board of Health, of the Town of Dover, County of Morris, desires to appoint Frank P. Wilpert as the Registrar of Vital Statistics,

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Town of Dover, County of Morris, New Jersey, that Frank P. Wilpert is hereby appointed Registrar of Vital Statistics retroactive and consistent with the February 2011 date of

implementation of Dover's health services agreement with Mt. Olive Township. The appointment shall take effect upon the filing of this resolution with the State Department of Health and Senior Services.

A motion to approve the appointment of Frank P. Wilpert as Registrar of Vital Statistics retroactive and consistent with the February 2011 date of implementation of Dover's health service agreement with Mt. Olive Township was made by Christopher Chapman and duly seconded by Sandra Scarneo.

ALL YEAS; NO NAYS.

Marie Hoffman administered the Oath of Office as part of Frank Wilpert's retroactive appointment as Registrar of Vital Statistics.

Nurse Case Management Services for Childhood Lead Poisoning:

The Health Officer brought before the Board of Health a renewal agreement know as a Memorandum of Understanding (MOU) between the Paterson Division of Health and the Dover Health Department for lead services.

The MOU is a continuation of lead case nursing management and environmental investigation services for childhood elevated lead cases that was provided by the Paterson Division of Health over the past year. The MOU runs from 7/1/2013 to 6/30/2014.

The service is provided at no cost and is funded by a grant from the State of NJ. The case management service will assist and enhance the oversight of elevated lead cases in Dover.

The following resolution was made by the Board of Health:

Resolution authorizing a Memorandum of Understanding for public health nurse case management and environmental investigation services for childhood lead poisoning between the Paterson Division of Health and the Dover Health Department

WHEREAS, the Town of Dover recognizes that lead poisoning in children is a major public health concern; and,

WHEREAS, the local health departments are charged with ensuring that children under six years of age are appropriately screened and followed up with case management for lead poisoning in accordance with N.J.A.C. 8:51; and

WHEREAS, the Paterson Division of Health, a New Jersey Department of Health & Senior Service grant funded agency, has agreed to provide nurse case management and environmental investigation services at no cost to the Town of Dover;

NOW, THEREFORE, BE IT RESOLVED that the Board of Health of the Town of Dover authorizes the Dover Health Department to enter into a Memorandum of

Understanding with the Paterson Division of Health between July 1, 2013 and June 30, 2014 as described herein.

A motion to approve the Memorandum of Understanding for public health nurse case management and environmental investigation services for childhood lead poisoning between the Paterson Division of Health and the Dover Health Department at no fee was made by Marie Hoffman and duly seconded by Darlene Kasko.

ALL YEAS; NO NAYS.

Operating Budget:

The Board of Health introduced a proposed operating budget for health department operations for calendar year 2014. Worksheets were distributed and the budget was discussed.

The following operating budget was proposed by the board:

ACCOUNT	TITLE	2012 Budget	2014 Approved
021	Advertising	\$ 150	\$ 150
023	Office Supplies	\$ 1,500	\$ 2,500
025	Maintenance - Vehicles	\$ 1,000	\$ 1,500
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:	\$ 3,500	\$ 3,500
	laboratory services:	\$ 500	\$ 500
	health education:	\$ 4,000	\$ 2,000
	contingencies		\$ 500
	SUB-TOTAL:	\$ 9,000	\$ 7,500
056	Medical Supplies	\$ 500	\$ 500
080	Public Health Nursing	\$ 43,344	\$ 43,344
090	Sanitation Expenses	\$ 1,500	\$ 1,500
102	Conference Registration	\$ 100	\$ 100
103	Travel Reimbursements	\$ 500	\$ 500
OE TOTAL:		\$ 109,394	\$ 109,394
S&W TOTAL:		\$ 97,770	
GRAND TOTAL:		\$ 207,164	

The board agreed that the purchase of influenza vaccine should be reduced by 50 doses to avoid waste; from 300 doses down to 250 doses, and that the reduced purchase be implemented in 2014.

A motion to approve the 2013 budget subject to the reduced purchase of influenza vaccine by 50 doses as stated above was made by Darlene Kasko and duly seconded by Marie Hoffman.

ALL YEAS; NO NAYS.

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

No discussion.

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

Mr. Sergio Ruiz, 5 Fred Terrace, was present earlier during the meeting and left shortly after the approval of the minutes of the special meeting held on September 30, 2013.

No other members of the general public were present during this portion of the meeting.

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 Darlene Kasko and seconded by Christopher Chapman.

ALL YEAS; NO NAYS.

**MEETING ADJOURNED
7:50 pm**