

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

ABSENT: Sandra Scarneo
Christine Noriega, Alderman/Liaison
Michael Picciallo, Alderman/Liaison (Alternate)

ALSO PRESENT: Frank Wilpert, Health Officer
Aracelis Vanderstarre, Deputy Registrar
Susan Downer, R.E.H.S.

President Marie Hoffman entertained a motion to accept the minutes from the September 2014, regular meeting of the Board of Health.

The Health Officer stated that a correction to the minutes showing the Secretary of the Board calling the roll was made.

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

ALL YEAS; NO NAYS.

CORRESPONDENCE:

1. Letter from Patric Communications to the HO dated 9/24/2014; re:
graphic design project services for local health departments.

President Marie Hoffman asked if there was any significant correspondence. The Health Officer (HO) stated there was no important correspondence.

OLD BUSINESS:

The HO presented the board copies of the monthly report for September - October 2014, as well as the Animal Control report from April - June. Copies of health department contact numbers were also distributed.

The Health Officer reported and discussed the following health department activities:

- 10/15 Influenza Vaccination Clinic: Dr. Mark Quadrel, attending physician, along with the public health nurse; 114 immunizations administered to date; senior centers to be visited over the next weeks to vaccinate homebound seniors as suggested by the board.
- 10/29 Stroke Screening: coordinated by Claudia Choto, public health nurse; Atlantic Health Systems was the sponsor; approx. 54 residents screened; program was very well received. Follow-ups will be provided to those patients who need it.
- 11/1 Rabies Vaccination Clinic: 95 dogs; 19 cats; total 114 animals vaccinated. Although the weather was cold and rainy, the clinic was very successful. Dr. Katelyn Felts, DVM, from the Hodes Veterinary Group was the attending veterinarian.
- 11/5 Food Handlers Course: held at town hall; 2 sessions; one in English; one in Spanish.
- Ebola update: the role of the local health department provided by the Health Officer. The HO has been in Ebola teleconferences on behalf of the towns under jurisdiction. The focus has been questions regarding travel and the management of persons under quarantine and/or presenting symptoms. Marie Hoffman asked if there were any reported Dover cases. The HO stated there were none and that the local health department was constantly monitoring communicable disease activities.

The HO presented a sample ordinance regarding the regulation of "puppy mills." The regulation of puppy mills is presently in effect in Randolph and Mt. Olive Townships. The ordinance bans the retail sale of dogs and cats, thus prohibiting puppy mills from coming in to town.

The board recommended amending existing animal ordinances rather than creating an entirely new one. The drafted amendment should describe and disclose in bulleted format the key points of the draft including the limitations on how many puppies are permitted.

Chris Chapman asked if food establishments that did not attend the food handler's course could be placed on the town's web site. The HO responded that those establishments that

did not attend will be issued a summons. The possibility of a reduced fine if a make-up class is attended is a potential option with a recommendation to the judge.

NEW BUSINESS:**2015 Operating Budget:**

The Health Officer distributed 2015 operating budget worksheets to the board for discussion and deliberation.

Following discussion, the board proposed the following 2015 operating budget:

ACCOUNT	TITLE	2014 Budget	2015 Approved
021	Advertising	\$ 150	\$ 200
023	Office Supplies	\$ 2,500	\$ 2,500
025	Maintenance - Vehicles	\$ 1,500	\$ 1,500
026	Maintenance - Equipment	\$ 1,000	\$ 1,000
028	Animal Control Contract	\$ 45,000	\$ 45,000
029	Veterinary Services	\$ 5,000	\$ 6,000
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:	\$ 2,000	\$ 1,000
	contingencies	\$ 500	\$ 500
	SUB-TOTAL:	\$ 7,500	\$ 6,500
056	Medical Supplies	\$ 500	\$ 1,000
080	Public Health Nursing	\$ 43,344	\$ 41,328
085	Relocation Expenses	\$ 16,250	\$ -
090	Sanitation Expenses	\$ 1,500	\$ 1,000
102	Conference Registration	\$ 100	\$ 100
103	Travel Reimbursements	\$ 500	\$ 500
OE TOTAL:		\$ 125,644	\$ 107,428

A motion to approve the 2015 operating budget was made by Marie Hoffman and duly seconded by Christopher Chapman.

**ROLL CALL VOTE
ALL YEAS; NO NAYS.**

2015 Nursing Services:

The Health Officer presented the board an overview of the proposed nursing services agreement for 2015 for Claudia Choto, RN, BSN.

The agreement calls for nursing services at 21 hours/week (3 days per week) for 48 weeks for a total of 1008 hours at \$41 per hour for a total annual cost of: \$41,328.

Professional Nursing Services Agreement

This Professional Nursing Services Agreement (“Agreement”) is entered into effective as of January 1, 2015 (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 \$41,328.00; and

WHEREAS, the anticipated term of this contract is for one year from January 1, 2015 to December 31, 2015; 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 21 hours per week for 48 weeks 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 for calendar year 2015, was made by Marie Hoffman and duly seconded by Darlene Kasko.

ROLL CALL VOTE; ALL YEAS; NO NAYS.

2015 - 2016 Shared Health Services Agreement - Mt. Olive

The Health Officer presented the board a copy of the shared services renewal agreement between the Township of Mt. Olive and the Town of Dover.

The agreement continues and extends health services for the next two (2) years at a \$46,685 for CY 2015; and, \$47,620 for CY 2016; representing a 2% increase per year.

Although the Board of Aldermen review and renew the agreement by resolution, administration traditionally asks the Board of Health for review and support.

After review and discussion of the agreement, a motion to support the renewal of the uniform shared services agreement between the Town of Dover and the Township of Mount Olive for local public health services for 2015 - 2016 was made by Marie Hoffman and duly seconded by Irene Hansen.

ROLL CALL VOTE ALL YEAS; NO NAYS.

The shared health services agreement renewal will be forwarded to Donald Travisano, Administrator, along with the board of health's motion supporting the contract for 2015 - 2016.

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

Regarding the proposed, 2015 garbage & recycling newsletter, Darlene Kasko mentioned that on the Town's web page a notice was posted regarding sharp items under recycling. Ms. Kasko stated the disposal of sharp items should be posted under garbage disposal rather than recycling information.

The HO stated that he will coordinate with Bill Isselin the issue of how to dispose of sharp objects such as needles/syringes for inclusion in the 2015 newsletter.

The HO stated that the sanitation inspector issued 45 summons since the boards last meeting.

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

The HO introduced Carolina Arencibia, a nursing student from St. Elizabeth's College, who was attending the meeting as part of a class assignment.

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
7:35 pm**