

Town of Dover
Board of Health, September 8, 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,
Sandra Scarneo, Christopher Chapman, Judith Rugg

ABSENT:

ALSO PRESENT: Frank Wilpert, Health Officer
Christine Noriega, Alderman/Liaison
Michael Picciallo, Alderman/Liaison (Alternate)
Aracelis Vanderstarre, Deputy Registrar
Susan Downer, R.E.H.S.
Zoraida Ryerson, Sanitation Inspector

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

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

ALL YEAS; NO NAYS.

CORRESPONDENCE:

1. Letter from the NJ Dept. of Health to Frank Wilpert, Health Officer dated 7/15/2014; re: performance evaluation results.
2. Letter from Saint Clare's Hospital to Mt. Olive/Dover dated 7/31/2014; re: notice of intent not to renew nursing services.

President Marie Hoffman asked if there was any significant correspondence. The Health Officer (HO) briefly elaborated on the above letters.

OLD BUSINESS:

The HO reminded the Board about completing the online submission of the financial disclosure statements.

The health department was represented at the Senior Picnic held on Thursday, Sep. 4th. The nurse offered blood pressure screening and health related literature was available. The weather was perfect for an outdoor event and it was very well attended. Approximately 300 attended the event.

The HO informed the Board that in early August, following the completion of renovations, the health department moved back to its original location in Town Hall. Health Department business is now conducted from 37 N. Sussex Street, lower level. Residents are more aware of the department's location in Town Hall.

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

Alderman Picciallo asked Zory Ryerson about the issuance of summons for garbage violations; particularly when residents put out extra garbage without stickers. Since there was no related summons activity to report, in the future summons will be issued for this type of garbage violation without warning.

Ordinance Amendments

At the May meeting, the Board of Health introduced on first reading two (2) ordinances that revised the fees for birth, marriage and death certificates and for retail food licenses. Reference copies of both ordinances were distributed to the Board.

Fees - Vital Statistics

The Health Officer informed the Board that the ordinance amending the fee for birth, marriage and death certificates from \$15 to \$20 that was introduced at the May 12th regular meeting was published in the Citizen of Morris County on June 11, 2014.

A motion to pass an ordinance *on second reading* of the Board of Health of the Town of Dover, County of Morris and State of New Jersey amending Chapter 401, entitled "Fees" of the Revised General Code of the Town of Dover was made by Marie Hoffman and duly seconded by Irene Hansen.

ROLL CALL VOTE; ALL YEAS; NO NAYS

Fees - Retail Food Establishments

The Health Officer informed the Board that the ordinance amending the license fees for retail food-handling establishments that was introduced at the May 12th regular meeting was published in the Citizen of Morris County on June 18, 2014.

A motion to pass an ordinance *on second reading* of the Board of Health of the Town of Dover, County of Morris and State of New Jersey amending Chapter 407, Article I, "Food-Handling Establishments, Retail," Section 407-4 (B), entitled "Fees," of the Revised General Code of the Town of Dover was made by Marie Hoffman and duly seconded by Darlene Kasko.

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

NEW BUSINESS:

The HO informed the Board that Dover has a new administrator; his name is Donald Travisano.

The health department has added Susan Downer, REHS, as an Alternate Registrar. Ms. Downer holds the "Certified Municipal Registrar" certification. William Close, Dover's former Administrator served as an Alternate Registrar. Because he left Dover for another position, Susan Downer will fill the Alternate Registrar vacancy. The Board affirmed the appointment of Ms. Downer as Alternate Registrar.

The HO announced the following upcoming programs:

- Influenza Vaccinations for Dover Seniors; Wednesday, Oct. 15th; Town Hall; from 4:00 pm - 6:00 pm.
- Rabies Vaccination Clinic for Dogs & Cats; Saturday, Nov. 1st; Crescent Field; from 10:00 am - 12:00 noon.
- Food Handler's Course; Monday, Nov. 3rd; Town Hall; 2 sessions; English/Spanish.

The Board suggested that the flu clinic be posted on the Variable Message Board and on the Town's web site.

Darlene Kasko also suggested that because of smaller turn-outs at previous programs, the health department should consider doing flu clinics at each of the senior centers. The HO will look into the suggestion. Ms. Kasko offered her help as a volunteer.

Regarding the food handler's class, the Board recommended a copy of the new annual food license fees be distributed to attendees.

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

Irene Hansen raised the subject of pet stores and 'puppy mills', where commercial dog breeding and the emphasis on profits override animal welfare. The HO assigned Susan Downer to research the matter and get-back to the Board.

Alderman Picciallo asked if there is any requirement for individual businesses to have a garbage container outside for public use. After discussion, Ms. Ryerson will follow-up on the maintenance of garbage cans placed outside for use by businesses.

On the topic of garbage, it was suggested that in the town calendar/newsletter that garbage rules & regulations be written in both English & Spanish so that new residents are better informed.

The HO briefly mentioned a meeting with the State Deputy Attorney regarding possible amendments to massage parlor ordinances.

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

There were no members of the general public 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 Darlene Kasko and seconded by Irene Hansen.

ALL YEAS; NO NAYS.

**MEETING ADJOURNED
7:40 pm**