

**DOVER BOARD OF HEALTH**  
**Regular Meeting**  
**April 8, 2024 5:30 pm**

**MEETING CALLED TO ORDER / SUNSHINE STATEMENT**

President Darlene Kasko called the meeting to order and stated the rescheduled meeting was being held in accordance with the Open Public Meetings Act, also known as the Sunshine Law, and duly posted and advertised.

Board Secretary Ary Orama-Galloza called the **ROLL**.

<b>Name</b>	<b>Present</b>	<b>Absent</b>	<b>Excused</b>
<b>Darlene Kasko, President</b>	<b>X</b>		
<b>Rosita Scinto, V.P.</b>	<b>X</b>		
<b>Rhoda Myles</b>	<b>X</b>		
<b>Janice Anthony</b>	<b>X</b>		
<b>Irene Hansen</b>	<b>X</b>		
<b>Alessandra Scarneo, Alternate</b>		<b>X</b>	<b>X</b>

**ALSO PRESENT**

<b>Sarah Perramant, Health Officer</b>

President Kasko entertained a motion to accept the minutes from the January 8, 2024, reorganization/regularly scheduled meeting of the Board of Health.

**A motion to accept the minutes from the January 8, 2024, reorganization/regularly scheduled meeting was made by Rosita Scinto and duly seconded by Rhoda Myles.**

**ROLL CALL VOTE**

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko, President			X		
Rosita Scinto, V.P.	X		X		
Rhoda Myles		X	X		
Janice Anthony			X		
Irene Hansen			X		
Alessandra Scarneo, Alternate					

Darlene Kasko asked for new business. Sarah Perramant, Health Officer, proceeded to provide the board a summary of both old and new business.

### **OLD BUSINESS:**

The following summary of new business was presented by Sarah Perramant, HO:

- Monthly Activity Report Highlights
  - Health Officer's report
  - REHS report
  - Communicable Disease & Outreach report
  - Health Education report
  - Animal Control reports
  - Grant Updates: Strengthening Public Health AND Childhood Lead
  - Massage Parlors

### **FOCUSED ATTENTION:**

- A 'Physical Activity Day' was held at Crescent Field on April 6<sup>th</sup>. The event was hosted by the Recreation Department and the Health Department. A map displaying the schedule of all activities was used by participants to determine the time and location of activities such as volleyball, rollerblading, soccer, etc.
- A "Community Health Needs Assessment" has officially commenced. The assessment involves a survey of Morris County community residents who, based on their responses, determines what health needs they believe are most important. The survey will be distributed to grocery stores, churches, libraries, senior centers, Zufall Health Center, schools, etc. The Dover Health Department Outreach Coordinator will be visiting senior centers to assist filling out the survey.
- Baian Ibrahim Rasheed, the health department's Infectious Disease Coord., has been providing infection control & prevention training at Excelcare and day care centers during the month of February.

- Maria Cuevas-Greco, REHS, participated in multiple classes of continuing education provided by the NJ Environmental Health Assoc. at its annual conference in March.
- Andressa Duro, Health Educator, attended a conference in St. Louis sponsored by The Society for Public Health Education (SOPHE).
- Department staff participated in program planning, program implementation and evaluation, as well as community outreach.
- Sarah Perramant, Health Officer, has officially been credentialed as a Certified Public Manager (CPM).
- Massage Parlor Update: Dover municipal court found in favor of the Town of Dover regarding multiple summons issued by the REHS (health inspector Maria Cuevas-Greco) against M&H Therapist Massage, 369 W. Blackwell St. Violations included many sanitary deficiencies, as well as uncertified massage therapists. It was noted that the health inspector's attention to detail and documentation significantly contributed to the success of the case.
- The Town of Dover will create a task force that includes the health department and police department to enhance code enforcement aimed at massage parlors.

### **NEW BUSINESS:**

The following summary of New Business was presented by Sarah Perramant, HO:

1. Personnel/Staffing Update.
2. Update on the health department facilities renovation.
3. Health Department Strategic Plan
4. Amending Chapter 407, Article I, Food Handling Establishments, Section 4 (Fees).

### **FOCUSED ATTENTION:**

- The Public Health Nurse resigned her position. The position is now available. Only one application has been received.

- The health department is ready for a budget introduction to be reviewed at an upcoming meeting. The department budget will be presented to the Mayor and Board at a meeting and will be translated into Spanish for members of the public that do not speak English.
- Grant money for 2025 has decreased. Some grant positions may be eliminated.
- Renovations for the health department are going out for bid with very few changes from the original bid. Also, new furniture has been ordered.
- A strategic planning meeting is scheduled for April 26<sup>th</sup> from 9:00 am to 11:00 am at the library. Board of Health members are invited. The strategic plan will focus on internal development and public policy and will analyze the department's goals for the next couple of years.
- The Health Officer recommended the license fees for larger retail food establishments be increased. Inspections of larger food establishments take longer. A review of area fees suggest the increase will better align with other Morris County health departments.

### **Regarding amending Chapter 407, Article I, Food Handling Establishments, Section 4 (Fees)...**

The board continued discussion on amending the licensing fees for retail food establishments with the intent to update fees.

After a discussion of annual licensing fees and there being no further comments, President Kasko entertained a motion for adoption and introduction of the following proposed ordinance:

**A motion to introduce an ordinance of the Dover Board of Health amending & supplementing Chapter 407, Article I, "Food-Handling Establishments, Retail," Section 4, Subsections B, a.2 & a.3, of the Revised General Code of the Town of Dover** was made by Rhoda Myles, and duly seconded by Irene Hansen.

**ROLL CALL VOTE**

Name	Motion	Second	Ayes	Noes	Abstain
Darlene Kasko, President			X		
Rosita Scinto, V.P.			X		
Rhoda Myles	X		X		
Janice Anthony			X		
Irene Hansen		X	X		
Alessandra Scarneo, Alternate					

The board secretary introduced the ordinance amendment that reads as follows:

**An ordinance of the Board of Health of the Town of Dover, County of Morris and State of New Jersey, amending & supplementing Chapter 407, Article I, “Food-Handling Establishments, Retail,” Section 4, Subsections B, a.2, & a.3, of the Revised General Code of the Town of Dover**

WHEREAS, the Board of Health has recommended several changes to Chapter 407, Article I, entitled “Food-Handling Establishments, Retail”; and

WHEREAS, the Board of Health has requested that said Ordinance be prepared to reflect an amended fee schedule.

NOW, THEREFORE, BE IT ORDAINED, by the Board of Health of the Town of Dover, County of Morris and State of New Jersey that:

## Article I

### SECTION 4.

**B. entitled “Fees” shall be amended as follows:**

#### Type of Establishment

#### Annual Fee

- a. Restaurant, hotel, café, tavern, luncheonette, diner, soda fountain, food market, delicatessen, bakery, or similar establishment:
  
2. Total floor area between 5,000 and 10,000 square feet \$400.00

3. Total floor area greater than  
10,000 square feet \$500.00

**SECTION 5.** All Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 6.** If any article, section, subsection, paragraph, phrase, or sentence is for any reason held to be unconstitutional or invalid, said article, section, subsection, paragraph, phrase or sentence shall be deemed separable.

**SECTION 7.** This Ordinance shall take effect upon final publication as provided by law.

### **THE MEETING WAS OPENED TO MEMBERS OF THE BOARD**

Irene Hansen had questions regarding Dover's water main break protocol. The HO suggested the question be forwarded to Bob Kinsey, Superintendent of the Water Department. The HO was not contacted about any water advisory.

Rosita Scinto raised the subject of changing the meeting time of the remaining scheduled meetings of the Board of Health at the public library from 5:30 pm to 5:00 pm.

*Following discussion...*

**Rosita Scinto made a motion to amend the meeting time of the Board of Health as published in the 2024 Annual Schedule of Meetings of the Board of Health to 5:00 pm. The motion was seconded by Janice Anthony.**

### **ROLL CALL VOTE**

Name	Motion	Second	Ayes	Noes	Abstain
<b>Darlene Kasko, President</b>			<b>X</b>		
<b>Rosita Scinto, V.P.</b>	<b>X</b>		<b>X</b>		
<b>Rhoda Myles</b>			<b>X</b>		
<b>Janice Anthony</b>		<b>X</b>	<b>X</b>		
<b>Irene Hansen</b>			<b>X</b>		
<b>Alessandra Scarneo, Alternate</b>					

**The amended 2024 Notice of Annual Meeting Schedule of the Dover Board of Health will be published, posted on the bulletin board in Town Health and on the Town’s web page.**

**THE MEETING WAS OPENED TO MEMBERS OF THE GENERAL PUBLIC:**

No members of the general public were present.

**ADJOURNMENT:**

**A motion to adjourn the meeting was made by Rosita Scinto and duly seconded by Irene Hansen.**

**ROLL CALL VOTE**

<b>Name</b>	<b>Motion</b>	<b>Second</b>	<b>Ayes</b>	<b>Noes</b>	<b>Abstain</b>
<b>Darlene Kasko</b>			<b>X</b>		
<b>Rosita Scinto</b>	<b>X</b>		<b>X</b>		
<b>Rhoda Myles</b>			<b>X</b>		
<b>Janice Anthony</b>			<b>X</b>		
<b>Irene Hansen</b>		<b>X</b>	<b>X</b>		
<b>Alessandra Scarneo, Alternate</b>					

**MEETING ADJOURNED  
6:34 pm**