

**Town of Dover
Board of Health, April 9, 2018
6:30 PM**

The regular monthly meeting of the Dover Board of Health was held at Water Works Park, 100 Princeton Avenue, Dover.

President Irene Hansen 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 Sandra Scarneo called roll.

ROLL CALL

PRESENT: Irene Hansen, Darlene Kasko, Judy Rugg,
Sandra Scarneo, Christopher Chapman

ABSENT:

ALSO PRESENT: Trevor Weigle, Health Officer
Carolyn Blackman, Alderman/Liaison
Susan Downer, REHS
Ary Vanderstarre, Deputy Registrar
Donald Costanzo, Aide

President Irene Hansen entertained a motion to accept the minutes from the January 2018, reorganization meeting of the Board of Health.

A motion to accept the minutes from the January 2018, “reorganization” meeting of the Board of Health was made by Darlene Kasko and duly seconded by Judy Rugg.

ALL YEAS; NO NAYS.

President Irene Hansen entertained a motion to accept the minutes from the January 2018, regular meeting of the Board of Health.

A motion to accept the minutes from the January 2018, “regular meeting” of the Board of Health was made by Sandra Scarneo and duly seconded by Darlene Kasko.

ALL YEAS; NO NAYS.

CORRESPONDENCE:

1. Letter from Carmen N. Ramos to the Dover Health Department dated 01/15/2018; re: cancellation notice of health plan; returning to Puerto Rico.
2. Letter from Marie Hoffman to the Board of Health dated 01/18/2018; re: thank you for retirement recognition.
3. Letter from Tellurian Environmental Management to Trevor Weigle, Health Officer dated 01/31/2018; re: notification of environmental response action outcome, 400 W. Blackwell St.
4. Letter from Rockaway Valley Regional Sewage Authority to the Dover Health Department (copy) dated 01/01/2018; re: sewer surcharge from manhole at 160 Richards Ave.

Health Officer Trevor Weigle (HO) provided a summary of the above correspondence.

Also, the HO distributed to the board copies of Financial Disclosure Statements required under the Local Government Ethics Law with instructions.

OLD BUSINESS:

Copies of the January – March Monthly Report for health department and animal control activities were distributed to the Board for review.

The Health Officer reported that:

- retail food & drink licenses have been issued and are up to date.
- the scheduled date of the 2018 Dover Health Fair is Saturday, June 2nd.

NEW BUSINESS:**1st Order of New Business:****Fees – Vital Statistics Ordinance Amendment Proposal**

The HO provided the board an overview of current fees charged for making corrections/amendments to vital records, and opened discussion regarding the \$10 fee that Dover presently charges.

Ary Vanderstarre stated that she conducted a survey of fees that similar communities charge for making corrections or amendments to vital records. Ms. Vanderstarre handed-out a copy of her survey to the board. The Dover Health Department currently charges \$10.00 for a correction/amendment. Based on the survey, Ms. Vanderstarre suggested that the fee be raised to a suggested amount such as \$25.00 or \$30.00.

The Board entered a lengthy discussion of fees noting that fees charged for corrections/amendments by other municipalities surveyed were as high as \$50. The following motion to amend the fee with a counterpart introduction of an ordinance amendment reflecting the proposed change were made:

A motion to introduce the following ordinance amending Chapter 401, Section 1A(2) of the Revised General Code of the Town of Dover entitled "Fees," to reflect a \$50.00 fee for the preparation of an amendment of a Birth, Death, Marriage, Civil Union or Domestic Partnership Certificate was made by Sandra Scarneo and duly seconded by Darlene Kasko.

WHEREAS, the Board of Health has recommended changes to Chapter 401 entitled "Fees", said Ordinance which regulates fees for vital statistics, clinics and personal health programs within the Town of Dover; 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:

SECTION 1. entitled "Establishment of fees" shall be amended as follows:

A. VITAL STATISTICS:

- (2) Fifty Dollars (\$50.00) for the preparation of an amendment of a Birth, Death, Marriage, Civil Union or Domestic Partnership Certificate.

SECTION 2. All Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

SECTION 3. 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 4. This Ordinance shall take effect upon final publication as provided by law.

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

After the ordinance amendment was introduced on first reading, a discussion of the board's next scheduled meeting was raised. Following discussion:

A motion to rescheduled July's meeting from July 9, 2018 to May 14, 2018 was made by Sandra Scarneo and duly seconded by Darlene Kasko.

ALL YEAS; NO NOES.

The rescheduled meeting date will be duly advertised and posted in compliance with the requirements of the Open Public Meetings Act.

2nd Order of New Business:

Fees – Retail Food Establishments

The HO provided the board a brief overview of the fee requirement for seasonal agricultural markets or "farmer's markets," that opened a general discussion of farmer's markets as well as license fees.

Susan Downer, REHS, also participated in the discussion informing the board that the economic development and recreation departments were planning a seasonal farmer's market to run from June to November. A review of Dover's \$50.00 license fee for "seasonal agricultural markets" suggests it may be inadequate.

The board had many questions about the planned Farmer's Market that led to a lengthy discussion. However, due to insufficient information, the board decided to table the matter until next meeting with a request that more information be presented at that time.

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

Sandra Scarneo stated that there was a dead squirrel at the curb in front of her house. The health department will ask the Animal Control Officer to collect the animal.

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

No members of the general public were in attendance.

A motion to adjourn the meeting was made by Darlene Kasko and seconded by Christopher Chapman.

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

**MEETING ADJOURNED
7:35 pm**