

**Town of Dover**  
**Board of Health, November 7, 2016**  
**6:30 pm**

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

President Marie Hoffman called the meeting to order at 6:30 pm and announced that the regular 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:** Marie Hoffman, Darlene Kasko, Irene Hansen,  
Judy Rugg

**ABSENT:** Christopher Chapman, Sandra Scarneo

**ALSO PRESENT:** Trevor Weigle, Health Officer  
Ron Camacho, Alderman/Liaison  
Susan Downer, REHS  
Donald Costanzo, Aide

President Marie Hoffman entertained a motion to accept the minutes from the September 2016, regular meeting of the Board of Health.

**A motion to accept the minutes from the September 2016, 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 GEI Consulting Engineers to the HO dated 9/7/16; re: environmental actions, St. Clare's Health System.

2. Letter from ANTEA Group to the Dover Health Department dated 10/14/16; re: environmental response; Getty Gas Station.
3. Letter from Trevor Weigle, HO, to Fabio Montoya, MFP dated 10/27/16; re: thank you regarding food handling course participation.
4. Letter from Trevor Weigle, HO, to Lynn Stamatelatos dated 10/27/16; re: thank you regarding food handling course participation.
5. Letter from Trevor Weigle, HO, to Lydia Lelah, R.D. dated 10/27/16; re: thank you regarding food handling course participation.

President Marie Hoffman asked if there was significant correspondence. Trevor Weigle, Health Officer, referenced the thank you letters regarding the health department's recently presented food handler's courses.

### **OLD BUSINESS:**

The Health Officer distributed to the board copies of the monthly report for September – October, 2016, for review.

While the board reviewed the monthly report, the Health Officer provided updates on the following topics:

- The Health Department conducted an Influenza Vaccination Clinic on October 6<sup>th</sup> from 4:00 pm to 6:00 pm in the Town Hall Court Room. Approximately 90 vaccinations were administered. Dr. Aristides Estrada was the directing physician and Cheryl Tomasello, RN the standing public health nurse.
- The Health Department presented its annual food handling course on October 25<sup>th</sup>. The course was offered in English and Spanish, and was held at Berkeley College, 1 West Blackwell Street. Susan Downer provided the board a summary of the program. Ms. Downer stated 95 people attended the program. Multiple speakers presented on related subjects such as nutrition and healthy options.
- The Health Department conducted its annual Rabies Vaccination Clinic for Dogs and Cats on Saturday, Nov. 5<sup>th</sup> at Crescent Field. 157 dogs and 24 cats were vaccinated for a total of 181 animals.

### **NEW BUSINESS:**

#### **2017 Operating Budget:**

Trevor Weigle, Health Officer, distributed 2017 operating budget worksheets to the board for discussion and deliberation.

Following discussion, the board proposed the following 2017 operating budget:

<b>ACCOUNT</b>	<b>TITLE</b>	<b>2016 Budget</b>	<b>2017 Approved</b>
021	ADVERTISING	\$ 200	\$ 200
023	OFFICE SUPPLIES	\$ 3,000	\$ 3,000
025	MAIN. OF VEHICLES	\$ 1,000	\$ 1,000
026	MAIN. OF EQUIP.	\$ 2,000	\$ 4,280
028	ANIMAL CONTROL CONTRACT	\$ 45,000	\$ 45,000
029	VETERINARY SERVICES	\$ 6,000	\$ 6,000
033	PUBLICATIONS	\$ 100	\$ 100
042	PROF. TRAINING - STAFF DEV.	\$ 1,000	\$ 1,000
044	DUES	\$ 200	\$ 200
045	PROGRAM EXPENSES		
	programs	\$ 1,000	\$ 1,000
	influenza program:	\$ 3,500	\$ 4,000
	miscellaneous - contingencies	\$ 1,000	\$ 500
	<b>SUB-TOTAL:</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>
056	MEDICAL SUPPLIES	\$ 750	\$ 750
080	PUBLIC HEALTH NURSING	\$ 50,000	\$ -
090	SANITATION EXPENSES	\$ 1,500	\$ 1,500
102	CONFERENCE REGISTRATION	\$ 55	\$ 55
103	TRAVEL REIMBURSEMENTS	\$ 500	\$ 500
<b>OE TOTAL:</b>		<b>\$ 116,805</b>	<b>\$ 69,085</b>

Regarding public health nursing account 080 noted above, the Health Officer explained that nursing services for 2017 may be provided by Mt. Olive Township as part of its shared service agreement with the Town of Dover. In that case, this line item will be removed from the operating budget.

**A motion to approve the 2017 operating budget** was made by Irene Hansen and duly seconded by Marie Hoffman.

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

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

Judy Rugg questioned the HO about term limits for Board members expressing concern that some may expire at the end of this year. This matter will be brought up to the Town Clerk's office for review.

Ms. Rugg also stated that garbage container generated from 1 Legion Place were put out at the curb before 5:00 pm the evening before collections on Tuesday and Friday. Ms. Downer, REHS, stated she will follow-up on the matter.

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

No members of the general public were present.

Before entertaining a motion to adjourn the meeting, President Marie Hoffman wished everyone a happy Thanksgiving and a happy holiday season.

**A motion to adjourn the meeting** was made by Darlene Kasko and seconded by Irene Hansen.

**ALL YEAS; NO NAYS.**

**MEETING ADJOURNED  
6:50 pm**