

**Town of Dover**  
**Board of Health, February 11, 2008**

The regular monthly meeting of the Dover Board of Health was held in Town Hall, 37 N. Sussex Street, Dover.

Board President Marie Hoffman called the meeting to order at 7:30 pm and announced that the meeting complies with the requirements of the Open Public Meetings Act and has been duly advertised and posted.

Donna Cook, Board Secretary, called the roll.

**ROLL CALL**

**PRESENT:** Marie Hoffman, Constance Sibona-Foster,  
Irene Hansen, Sandra Scarneo, Carolyn Blackman,  
Donna Cook, Christopher Chapman

**ABSENT:**

**ALSO PRESENT:** Patrick Donofrio, Alderman  
Patrick Fahy, Alderman  
Donald Costanzo, Health Officer

President Marie Hoffman called for a motion to accept the minutes from the January 2008 Reorganization Meeting of the Board of Health.

**A motion to accept the minutes from the January 2008 Reorganization Meeting of the Board of Health** was made by Donna Cook and duly seconded by Carolyn Blackman.

**ALL AYES; NO NAYS**

President Marie Hoffman called for a motion to accept the minutes from the January 2008 Regular Meeting of the Board of Health.

**A motion to accept the minutes from the January 2008 Regular Meeting of the Board of Health** was made by Sandra Scarneo and duly seconded by Marie Hoffman.

**ALL AYES; NO NAYS**

**CORRESPONDENCE:**

1. Letter from the NJDHSS to the HO dated January, 2008; re: Registrar's Certification.
2. Letter from NewBridge Services, Inc. to the HO dated 1/23/08; re: substance abuse outpatient services.
3. Letter from the Morris County Division of Planning to the HO dated 1/25/08; re: existing septic systems in Dover.
4. Letter from the NJDHSS to the HO dated 1/30/08; re: Pandemic Flu Grant.
5. Letter from the NJDHSS to the HO dated 1/31/08; re: Cancer Clusters in New Jersey.

President Marie Hoffman asked if there was any significant correspondence. The HO responded that he was in the process of preparing a Pandemic Flu Grant in the amount of \$7,194 with a deadline of February 29<sup>th</sup>. Also, the HO completed and passed the Certified Municipal Registrar's class and is now a Certified Municipal Registrar.

**OLD BUSINESS:**

The HO provided an update to the Board on the matter of personnel. Irma McKenna, the Public Health Nurse is retired effective February 1<sup>st</sup> and Darlene Kasko, the Registrar of Vital Statistics, is currently out on sick leave for several months.

The HO is currently serving as the Registrar until such time that the position is filled. The HO will also be participating in interviews with the Administrator on Thursday, February 14<sup>th</sup> to fill a clerical position in the health department.

The Health Officer (HO) announced that the annual schedule of meetings of the board was duly published in the Citizen newspaper on January 23<sup>rd</sup>. A calendar of meetings was handed-out to the board.

Sandra Scarneo questioned the publication of meeting notices and the Daily Record's calendar of events. The board proceeded to discuss the Daily Record's calendar of meetings and newspaper issues related to meeting notices and promotion.

The HO distributed the summary of Health Department activities for the past year which included data from the previous month and discussed with the Board various parts of the report.

The HO distributed to the board copies of the existing recycling ordinance as requested by the board at its last meeting. The HO stated that pursuant to the NJ Solid Waste Management Act and Morris County' Solid Waste Management Plan, all municipalities throughout the State of New Jersey must review and upgrade their recycling ordinances.

As a result, Dover's recycling ordinance is currently in the process of being amended. The new recycling ordinance will be much more detailed and include a description of recycling containers. The new recycling ordinance will also require the recycling of used cooking oils. The board discussed recycling matters at length before moving on to the subject of food inspections.

Office files of food establishments that were inspected over the past month were made available to the board. The board proceeded with a lengthy discussion of inspections of retail food establishments with noteworthy comments that included a suggestion that a copy of the previous inspection report be brought to the food establishment by the inspector so that it can be reviewed, compared to the current inspection and discussed with the owner or operator.

The HO mentioned that at the last meeting, the Board expressed interest in learning more about the inspections of exhaust hoods by the Fire Inspector. On January 15<sup>th</sup> President Marie Hoffman and the HO met with Marty Reynolds, Fire Inspector and asked him if he could come to tonight's meeting.

Mr. Reynolds came to this evening's Board of Health meeting and presented an overview of his annual inspection program of exhaust hoods. Mr. Reynolds explained that fire suppression systems are annually inspected and thoroughly checked for grease accumulation. The board thanked Mr. Reynolds for his presentation.

At last month's meeting, the Board directed the HO to draft an ordinance amending the fee schedule for birth, marriage and death certificates raising the fee from \$10 to \$15.

**A motion to introduce the following ordinance amending and supplementing Chapter 401, Section 1A(1) of the Revised General Code of the Town of Dover entitled "Fees" to reflect a \$15 fee for a certified copy of a Birth, Death, or Marriage Certificate** was made by Sandra Scarneo and duly seconded by Marie Hoffman:

**WHEREAS**, the Board of Health has recommended several 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:**

- (1) Fifteen (\$15.00) Dollars for a certified copy of a Birth, Death, or Marriage 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 AYES; NO NAYS**

**NEW BUSINESS:**

The HO stated that he was currently in the public health nurse contract preparation phase with Saint Clare’s Hospital. The agreement calls for a public health nurse for 21 hours per week. Once the contract is drafted, it will be reviewed by Administrator and Town Attorney and later introduced at the next Board of Health meeting in March.

Until the agreement is formally approved next month, the HO asked the Board for a motion permitting him to temporarily purchase per diem nursing from the hospital for the purpose of orientation and to start some of the work that has accumulated since the position was vacated.

**A motion to purchase public health nursing on a temporary per diem basis with Saint Clare’s Hospital until our next regular meeting when a formal agreement can be signed** was made by Connie Foster and duly seconded by Marie Hoffman.

**ALL AYES; NO NAYS**

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

No issues were raised.

**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.

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 Christopher Chapman and seconded by Irene Hansen.

**ALL AYES; NO NAYS**

**MEETING ADJOURNED**