

Town of Dover
Board of Health, June 11, 2007

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, Irene Hansen, Carolyn Blackman,
Donna Cook, Sandra Scarneo, Christopher Chapman

ABSENT: Constance Sibona-Foster

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

President Marie Hoffman called for a motion to accept the minutes from the May, 2007, regular meeting of the Board of Health.

Carolyn Blackman asked the Board and HO why, at last month's meeting, did the subject of fees for food licenses come up. The HO responded that the Board was interested in reviewing fees since there were added costs involved in provided food handling classes and, also, as part of a periodic review of fees.

A motion to accept the minutes from the May 2007 Regular Meeting of the Board of Health was made by Sandra Scarneo and duly seconded by Carolyn Blackman.

ALL AYES; NO NAYS

CORRESPONDENCE:

1. Letter from Richard Johnson, SAC Coord, Dover High School, dated 5/15/07; re: thank you to health educator.
2. Letter from the NJDHSS to the HO dated 5/21; re: Municipal Registrar Certification.

President Hoffman asked if there was any correspondence to discuss. The HO cited the letter from the NJDHSS regarding the Registrar Certification. The HO explained that by the end of the year the Deputy Registrar must be certified. Although the HO is signed up for a class in December, it might be cancelled due to insufficient enrollment. General discussed followed.

OLD BUSINESS:

The Health Officer (HO) distributed the summary of Health Department activities for the past month and distributed meeting schedules and contact lists to members of the board.

The HO mentioned that he conducted an unannounced inspection of the American Legion Post on May 24th and did not observe any smoking. This was followed by a meeting on May 31st in Town Hall with the Mayor, Administrator and representatives of the American Legion. The 'no-smoking' rule was emphasized.

The HO distributed to the board copies of Chapter 12 and Chapter 24 food inspection forms; and gave the Board an overview of the use of the forms and the basic principles of risk-based food inspections. The HO also stated that by January 2010, a person in charge of a higher-risk food establishment must attend and pass a nationally accredited and certified food safety examination.

The Board and HO included in the discussion a summary of fees charged by the Dover Health Department as compared to similar fees charged by other health departments. A comparison sheet of fees charged by several nearby communities was distributed to the Board for reference. The HO stated that the fee schedule was last reviewed and amended in February 2004.

It was the Board of Health's intention to examine food licensing fees to insure they more accurately reflect the cost of the respected activities. The Board questioned the certified food safety class that will require each Dover restaurant to send a representative to by 2010. The Board was particularly interested in knowing the cost and frequency of the mandated course of instruction and the financial implications to the food establishment.

The Board decided to table the matter of fees until the July meeting when the HO can provide more information as to the cost of the 2010 course and how often attendance will be required.

In other matters relating to the monthly report, Carolyn Blackman asked about a police requested dispatch of the Animal Control Officer on May 27th regarding a bear in Salem Village and expressed concern about the response. The HO did not know the details but would ask the ACO.

The HO reported the following programs were conducted since the last meeting:

- June 2: Cholesterol Screening Program
- June 7: Female Cancer Screening Program

Regarding suggestions about a prescription drug disposal program made by Irene Hansen at last month's meeting, the HO investigated some of the details and feasibility of such a program.

The HO found a newspaper article covering the launch of a program by the Morris County Prosecutor's office. From there, the HO spoke with Beth Jacobsen, Municipal Alliance Coordinator and member of the Morris County Partners in Substance Abuse Prevention. Later, the HO also spoke with Dover's Chief of Police.

The HO concluded that the program is not feasible as a small health department due to liabilities that are part of handling controlled substances; details in identification information from persons disposing drugs and the manpower needed to attend to those details; accountability; cost; and medical/hazardous waste disposal issues. The Chief of Police expressed similar sentiments.

The HO stated that the department could offer brochures and information and in the future check with the new Walgreen's to see if they are willing to do such a program. Also, perhaps some publicity about the proper disposal of prescription drugs could be published in Dover's next community newsletter.

Irene Hansen stated she would check with the pharmaceutical company that she works for for more information regarding the disposal of prescription drugs.

NEW BUSINESS:

The HO reported the following upcoming programs:

- June 23: Rockaway River Clean-Up
- July 17: Safe Sitter

Hand-outs of the above-programs were made available to the Board.

The HO stated that the health department and the Code Enforcement Department were in the process of conducting interviews for a shared, full-time clerk-typist. The process will continue with the final approval of the Administrator. The health department has been without p/t clerical help for months.

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

Alderman Donofrio expressed his appreciation to the Board for the June 2nd Cholesterol Screening Program that he attended.

**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 Donna Cook and seconded by Carolyn Blackman.

ALL AYES; NO NAYS

MEETING ADJOURNED