

Town of Dover
Board of Health, May 12, 2014
6:30 pm

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

Board President Marie Hoffman 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.

President Marie Hoffman called roll.

ROLL CALL

PRESENT: Marie Hoffman, Darlene Kasko, Sandra Scarneo,
Judith Rugg

ABSENT: Irene Hansen, Christopher Chapman

ALSO PRESENT: Frank Wilpert, Health Officer
Christine Noriega, Alderman/Liaison
Michael Picciallo, Alderman/Liaison (Alternate)
Aracelis Vanderstarre, Deputy Registrar
Susan Downer, R.E.H.S.
Claudia Choto, RN, BSN
Zoraida Ryerson, Sanitation Inspector
Donald Costanzo, Department Representative

President Marie Hoffman entertained a motion to accept the minutes from the March 2014, regular meeting of the Board of Health.

A motion to accept the minutes from the March 2014 Regular Meeting of the Board of Health was made by Darlene Kasko, and duly seconded by Sandra Scarneo.

ALL YEAS; NO NAYS.

CORRESPONDENCE:

1. Letter from the Essex Regional Educational Services Commission to the Dover Health Department dated 04/04/2014; re: Summer Food Service Program.

President Marie Hoffman asked if there was any significant correspondence. The Health Officer (HO) briefly noted the letter from the Essex Regional Educational Services Commission.

OLD BUSINESS:

The HO introduced Claudia Choto, the health department's new Public Health Nurse, to the Board of Health. Ms. Choto talked about her background and work experience and interest in public health nursing.

Marie Hoffman raised the subject of recent incidences of measles and polio and asked Ms. Choto if she had encountered any cases of these diseases. The board talked on the subject of communicable disease control. There are no cases of measles or polio in Dover but active surveillance is maintained by the department.

The HO presented the board copies of the monthly report for March - April 2014, as well as Animal Control reports from January - March for review.

At the March meeting of the Board of Health, the topic of fees for birth, marriage and death certificates was raised, as well as other fees such as retail food licenses. It was noted that fees were last addressed in 2009. The board requested Aracelis Vanderstarre, Deputy Registrar to research fees charged by other municipalities and report to the board her findings.

Fees - Vital Statistics

Ms. Vanderstarre gave the board a summary of her findings and suggested the fee for birth, death and marriage certificates be increased from \$15 to \$20 per certificate.

The Board discussed the fees for birth, death and marriage certificates. At the conclusion of discussion, the following ordinance introduction was framed by the Board:

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 \$20 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 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) Twenty (\$20.00) 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 YEAS; NO NOES.**

Fees - Retail Food Establishments

Ms. Vanderstarre gave the board a summary of her findings of retail food licensing fees charged by other municipalities.

Regarding food license fees, and based on a review of fees charged by other municipalities, the following increases were proposed:

- Restaurant, hotel, cafe, tavern, luncheonette, diner, soda fountain, food market, delicatessen, bakery, or similar establishment:

less than 5,000 sq. ft.	from	\$150	to	\$200
between 5,000 & 10,000 sq. ft.	from	\$200	to	\$250
greater than 10,000 sq. ft.	from	\$250	to	\$300
- Food Vending Vehicle, Caterers: from \$150 to \$200
- Flea Market: from \$150 to \$200

The Board discussed food license fees with the inclusion of a \$50 late fee for renewals received after January 31st of the licensing year. At the conclusion of discussion, an ordinance introduction was framed by the Board.

A motion to introduce the following ordinance amending Chapter 407, Article I, “Food-Handling Establishments, Retail,” Section 407-4 (B), entitled “Fees,” of the Revised General Code of the Town of Dover to reflect revised fees for retail food establishment licenses was made by Sandra Scarneo and duly seconded by Marie Hoffman.

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. Subsection 4 (B) entitled “Fees” shall be amended as follows:

<u>Type of Establishment</u>	<u>Annual Fee</u>
a. Restaurant, hotel, café, tavern, luncheonette, diner, soda fountain, food market, delicatessen, bakery, or similar establishment:	
1. Total floor area less than 5,000 square feet	\$200.00
2. Total floor area between 5,000 and 10,000 square feet	\$250.00
3. Total floor area greater than 10,000 square feet	\$300.00
b. Food Vending Vehicle, Caterers	\$200.00
e. Flea Market	\$150.00

In connection with the issuance of a renewal license, a penalty fee of \$50 shall be charged after January 31 of the licensing year.

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.

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

NEW BUSINESS:

The Health Officer (HO) provided the board an update on the health department's planned relocation to Town Hall. A copy of the floor plan of the health department and the nurse's office was distributed to the board.

The HO and Board discussed at length the possible reasons for the relocation. Darlene Kasko questioned issues related to safety at the basement location of Town Hall; i.e. egress, accessibility, etc. that were also part of the discussion.

Currently the department received price quotes for moving, furniture, telephones, and panic buttons. The total estimated cost of relocation is \$16,237. The relocation of the health department to Town Hall is expected to be completed by July 1st.

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

Sandra Scarneo mentioned that on Sunday, the Crescent Field parking lot was heavily littered and unsightly, most likely due to the flea market that was held that day. A re-check on Monday morning indicated it was cleaned-up. A general discussion proceeded about the flea market, garbage and litter clean-up responsibilities. The HO will talk to the Public Works Superintendent about this issue.

Alderman Picciallo asked several questions about garbage regulations. Mr. Picciallo was interested in the quantity and weight of garbage permitted per unit on collection day and the rules regarding the use of the 'extra bag' garbage stickers. Mr. Picciallo noted that there are inconsistencies with how much garbage residents put out for collection and the number of containers/bags that the garbage contractor collects.

Alderman Picciallo would like tighter enforcement of the garbage regulations to address the problem. The HO will further explore enforcement strategies as part of the department's sanitation program.

**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 Darlene Kasko and seconded by Marie Hoffman.

ALL YEAS; NO NOES.

**MEETING ADJOURNED
7:45 pm**