

**Town of Dover
Board of Health, November 10, 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 7:00 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, Irene Hansen, Constance Sibona-Foster, Sandra Scarneo, Christopher Chapman

ABSENT: Donna Cook, Carolyn Blackman

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

President Marie Hoffman called for a motion to accept the minutes from the October 2008, regular meeting of the Board of Health.

A motion to accept the minutes from the October 2008 Regular Meeting of the Board of Health was made by Irene Hansen, and duly seconded by Sandra Scarneo.

ALL AYES; NO NAYS

CORRESPONDENCE:

1. Letter from the NJDHSS to the HO dated 10/2008; re: application for public health priority grant for CY2009.
 2. Letter from Saint Clare's Hospital to the HO dated 10/14/08; re: 2009 nursing services agreement.
 3. Letter from Shaw Environmental, Inc. to the HO dated 10/20/08; re: thank you from Picatinny Arsenal consultant.

4. Letter from Chilton Memorial Hospital to the HO dated 10/22/08; re: CY 2009 health education services agreement.

President Marie Hoffman asked if there was any significant correspondence. The HO stated that the NJ Department of Health & Senior Services has advised the Dover Health Department that a Public Health Priority Funding Grant is available for CY 2009 in the amount of \$11,388. The HO will complete and submit a formal application in the forthcoming month.

OLD BUSINESS:

Copies of the monthly report and office files of food establishments that were inspected over the past month were distributed to the board for review.

Regarding a discussion about IDs at last month's meeting, the HO inquired with the town engineer to determine if IDs were provided to Planning Board and Board of Adjustment members. It was determined that although no IDs have been provided, the request has been made to administration. Sandra Scarneo remarked that her husband who serves on the Board of Adjustment does, in fact, have an ID.

However, the ID the HO referred to is produced by a special machine held by the police department that is currently unavailable. Therefore, photo identification cards are unavailable until such time that administration presents or offers IDs to board members.

At the request of the Board, the Health Officer asked OEM Coordinator, Scott Warner, if he could attend the November meeting of the Board of Health to speak about OEM activities. However, due to a special Hazmat Annual Refresher Course to be held on that date, he had to decline the invitation. Emergency Preparedness Guides were offered and passed out to the board as a courtesy.

An invitation was also extended to Code Enforcement to attend the Board meeting to provide an overview of Saturday's garbage enforcement program. Because of difficulties in attending the November 10th meeting prior to the Veterans' Day holiday, Bill Isselin prepared a memo explaining the Saturday code enforcement program for the Board's information and reference.

Sandra Scarneo asked about the status of a property known as 10-12 N. Salem Street where garbage has been allowed to accumulate and become an attractive nuisance. Connie Foster was aware of the problem and had spoken to Code Enforcement. The dwelling is abandoned/foreclosed and has been cited and summoned by the code enforcement department for the accumulated garbage. The HO will follow-up.

At last month's meeting, Connie Foster raised the subject of prescription drug disposal as part of a prescription drug abuse program. The HO has since left messages for Dover Police Officer Frank Coppinger. However, he will not be back on duty during daytime hours until November 17-18.

Nevertheless, the HO contacted Saint Clare's Environmental Services where the hospital's medical waste is managed. The hospital will check with management about accepting disposed prescription drug medications as part of a one-time-only substance abuse program and get back to the HO. Generally speaking, the hospital sends unused prescription medications back to the vendor.

Connie Foster raised the subject of Saint Clare's Mobile Health Van that was recently in the news. Because of the recent vacancy of the mobile van's managing Nurse Practitioner, the hospital has temporarily cut back on the much needed service by eliminating Dover's, Trinity Lutheran Church location. A general discussion proceeded.

Also at last month's meeting, the board requested the HO write a memo to the administrator strongly recommending the installation of a hand sanitizer at the entrance of the court room. The HO wrote and sent a memo as per the board's request and distributed a copy to the members. The board expressed concern that the request would be ignored. The board felt that a written response from administration was appropriate.

Also at the request of the Board, the HO investigated the possibility of Dover being included as one of the Morris County Municipal Utilities Authority (MUA) sites in 2009 for a planned Household Hazardous Waste & Computer/TV Drop-Off event.

The HO spoke with Tom Burbridge, MUA, who is in charge of scheduling recycling events. Mr. Burbridge stated that various regions in Morris County are strategically covered in the existing locations and that the same sites will be used next year (2009). Mr. Burbridge declined to change or add a new event in 2009. He suggested, however, that if an added event site in Dover is desired, an official letter should be sent from the Town of Dover to his office.

After discussion with local officials, the HO determined several factors that must be considered by Dover before any request is formally made:

- Traffic patterns must be considered. The location should not be at town garage because of the location on a residential street.
- Many people from all over the county would come, not just Dover residents. Therefore, lots of traffic.
- A site that is centralized must be selected.
- Insurance must be considered in the event of a hazardous spill.
- Request for such an event should come from administration with the Mayor on-board, as well as the Director of Public Works and Town Engineer.

Connie Foster asked if there was any money to be made in hosting a site. The HO responded that he did not know. As an alternative, Ms. Foster suggested that the town consider doing a smaller electronics disposal event just for Dover residents. The HO has been asked to discuss this possibility with local officials; particularly the new director of public works.

The following programs were conducted over the past month:

- 10/20: Influenza Vaccination program for seniors.
- 10/29: Food Handler's Course (2 sessions).
- 10/27: Influenza Vaccination program for the homeless at Trinity Lutheran Church (in partnership with Saint Clare's Hospital).
- 11/8: Rabies Vaccination clinic for dogs and cats.

The health department administered a total of 271 influenza vaccinations between the senior and homeless clinics.

The Food Handler's Course was conducted on Oct. 29th. All but 18 establishments attended the class. One scheduled makeup class will be offered. Failing to attend the makeup class will result in the issuance of a summons.

The Rabies Vaccination Clinic was held in November for the first time. Although it was somewhat rainy and wet, the program was well attended and successful. A total of 153 dogs and cats (118 dogs; 35 cats) were vaccinated as compared to 112 (71 dogs; 41 cats) in CY 2007.

NEW BUSINESS:

The HO introduced a proposed budget for health department operations for calendar year 2009. Worksheets were distributed to the Board and the budget was discussed

Regarding salaries & wages, the HO informed the Board that salaries are typically determined by the Board of Aldermen. Also, this is a union contract renewal year and collective bargaining is currently in progress. Therefore, salaries and wages are undetermined at this time.

The following draft budget proposal for the health department for CY 2009 was distributed to the Board for review, discussion and editing:

ACCOUNT	TITLE	2008 BUDGET	EXPENDED	BOARD APPROVED
021	ADVERTISING	\$ 400	\$ 425	\$ 500
023	OFFICE SUPPLIES	\$ 2,700	\$ 2,800	\$ 2,700
026	MAIN. OF EQUIP.	\$ 1,100	\$ 1,100	\$ 1,100
028	ANIMAL CONTROL CONTRACT	\$ 35,000	\$ 35,000	\$ 40,000
029	VETERINARY SERVICES	\$ 10,000	\$ 10,000	\$ 10,000
033	PUBLICATIONS	\$ 300	\$ 200	\$ 200
042	PROF. TRAINING - STAFF DEV.	\$ 1,000	\$ 1,000	\$ 1,000
044	DUES	\$ 700	\$ 700	\$ 700
045	PROGRAM EXPENSES			
	male/female cancer:	\$ 1,400	\$ 1,300	\$ 1,300
	smac blood:	\$ 1,600	\$ 650	\$ 1,700
	influenza program:	\$ 4,500	\$ 3,725	\$ 4,000

	laboratory services:	\$ 500	\$ 356	\$	500
	nursing supervision:	\$ -	\$ -	\$	-
	health education:	\$ 10,412	\$ 10,412	\$	10,888
	per diem nursing:	\$ 1,800	\$ -	\$	1,000
	rodent control:	\$ 400	\$ -	\$	400
	practice standards:	\$ 2,000	\$ 2,000	\$	2,000
	contingencies	\$ 500	\$ 360	\$	400
	LESS STATE AID:	\$ 10,412	\$ 10,412	\$	10,888
	SUB-TOTAL:	\$ 12,700	\$ 8,391	\$	11,300
056	MEDICAL SUPPLIES	\$ 500	\$ 700	\$	800
80	PUBLIC HEALTH NURSING	\$ 31,125	\$ 30,000	\$	40,320
090	SANITATION EXPENSES	\$ 800	\$ 340	\$	500
102	CONFERENCE REGISTRATION	\$ 150	\$ 150	\$	150
103	TRAVEL REIMBURSEMENTS	\$ 1,200	\$ 780	\$	1,000
OE TOTAL:		\$ 97,675	\$ 91,586	\$	110,270

A motion to approve the 2009 proposed budget as shown above was made by Connie Foster and duly seconded by Marie Hoffman.

**ROLL CALL VOTE
ALL AYES; NO NAYS**

In other new business, **a motion authorizing the Health Officer to apply for Public Health Priority Funding (PHPF) in the amount of \$11,388 on behalf of the Town of Dover** was made by Sandra Scarneo and duly seconded by Marie Hoffman.

ALL AYES; NO NAYS

The resolution reads as follows:

WHEREAS, the Board of Health of the Town of Dover, County of Morris, State of New Jersey, is in the process of making application for the calendar year January 1, 2009 to December 31, 2009, to the New Jersey State Department of Health and Senior Services for Public Health Priority Funding in the amount of Eleven Thousand Three Hundred Eighty-Eight dollars (\$11,388); and,

WHEREAS, said Public Health Priority Funding will greatly benefit the health of the people of the Town of Dover;

NOW, THEREFORE, BE IT RESOLVED by said Board of Health of the Town of Dover, that the making and filing of said application is hereby authorized, and

the Health Officer shall execute the same including additional information as may be required on behalf of the Board of Health of the Town of Dover.

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

Sandra Scarneo raised the subject of emergency garbage collection procedures in the event of a serious weather advisory or storm. The issue recently came up when garbage collection was suspended due to snow and icy road conditions. Under such circumstances, residents would not know whether to leave the garbage out for collection the next day or take it in for the next regular collection.

Connie Foster pointed out that there are so many conditions or “what ifs” that it is extremely difficult to write precise procedurals for every type of event. However, as a general rule, it was agreed that the following advisory was adequate: *If garbage collection is suspended due to hazardous road or weather conditions, every effort will be made to pick it up the next day.* It was suggested that this advisory be included in the garbage/recycling newsletter.

Alderman Patrick Donofrio reported that he attended a program on ‘lowering health care costs and making employees healthier & more productive’ at the Morris County Public Library on October 29th.

The program focused on the impact of chronic diseases such as cancer, diabetes and heart disease and offered creative ways to get employees to buy into prevention. The program also addressed the subject of rising healthcare costs. Alderman Donofrio asked the HO to provide copies of the program to the board.

Sandra Scarneo brought up a recent article on garbage that was published in a local bi-weekly paper. The article informed the reader to call the health department for garbage related problems that should have been directed to code enforcement. Ms. Scarneo felt that misinformation directing residents to the wrong local officials for problems such as garbage and property maintenance creates confusion and frustration for residents.

A discussion of this issue shed light on the on-going problem of residents not knowing who to call when problems arise, and the frustration of calling the wrong official only to be referred to someone else. The discussion concluded with board opinion that the annual recycling/garbage newsletter should provide clearer information regarding who residents contact for various types of complaints. The HO will discuss this issue with the editor of the 2009 newsletter before it is finalized for publishing.

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

Robin Foster was present from the general public. No issues were raised.

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 Sandra Scarneo and seconded by Irene Hansen.

ALL AYES; NO NAYS

MEETING ADJOURNED