

Town of Dover
Board of Health, November 19, 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.

Board President Marie Hoffman called the roll.

ROLL CALL

PRESENT: Marie Hoffman, Irene Hansen, Carolyn Blackman,
Sandra Scarneo, Christopher Chapman

ABSENT: Donna Cook, Constance Sibona-Foster

ALSO PRESENT: Donald Costanzo, Health Officer

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

A motion to accept the minutes from the October 2007 Regular Meeting of the Board of Health was made by Carolyn Blackman and duly seconded by Irene Hansen.

ALL AYES; NO NAYS

CORRESPONDENCE:

1. Letter from NJDHSS to the HO dated 10/2007; re: Public Health Priority Funding Grant application for CY 2008.
2. Letter from Michael Donahue, Esquire, to the HO dated 10/31/07; re: government record request.
3. Letter from Saint Clare's Hospital to the HO dated 11/1/07; re: thank you for substance abuse participation.

President Hoffman asked if there was any correspondence to discuss. The HO briefly mentioned the above-letter from the NJDHSS regarding the PHPF grant for CY 2008. The Dover Health Department is eligible to receive \$10,952 in state aid for 2008.

OLD BUSINESS:

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

The HO brought the following activities to the attention of the Board and discussed each activity briefly:

- Securing Youth's Promise: substance abuse program on 10/19.
- Influenza season has begun for the 2007-2008 season. The current influenza activity level for the week ending November 3rd is: "NO ACTIVITY."
- Influenza vaccinations for the homeless with Saint Clare's Hospital at Trinity Lutheran Church held on October 29th; approximately 60 vaccinations administered.
- Food Handler's Course held October 17th; 4 no-shows.

The HO informed the Board that the ordinance amending the food & drink license fees charged to retail food establishments, known as Chapter 407, that was passed on second reading at last month's meeting was published on October 24th and is now in effect.

NEW BUSINESS:

The HO introduced a proposed budget for health department operations for calendar year 2008. 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. Therefore, salaries for the Health Officer and the Public Health Nurse are uncertain for CY 2008.

The HO pointed out that the \$7,500 for increased inspector time was included in the draft proposal and discussed by the Board previously and that the increase was presented and explained to the administrator.

The following draft budget proposal for the health department for CY 2007 was distributed to the Board for review, discussion and editing:

ACCOUNT	TITLE	2007 BUDGET	EXPENDED	2008 APPROVED
021	ADVERTISING	\$ 300	\$ 300	\$ 400
023	OFFICE SUPPLIES	\$ 2,700	\$ 2,700	\$ 2,700
026	MAIN. OF EQUIP.	\$ 1,000	\$ 1,000	\$ 1,100
028	ANIMAL CONTROL CONTRACT	\$ 35,000	\$ 35,000	\$ 35,000
029	VETERINARY SERVICES	\$ 10,000	\$ 10,000	\$ 10,000
033	PUBLICATIONS	\$ 300		\$ 300
042	PROF. TRAINING - STAFF DEV.	\$ 1,000	\$ 1,000	\$ 1,000
044	DUES	\$ 600	\$ 680	\$ 700
045	PROGRAM EXPENSES			
	male/female cancer:	\$ 1,300	\$ 1,300	\$ 1,300
	smac blood:	\$ 1,500	\$ 750	\$ 1,500
	influenza program:	\$ 4,500	\$ 4,150	\$ 4,500
	laboratory services:	\$ 300	\$ -	\$ 300
	nursing supervision:	\$ -	\$ -	\$ -
	health education:	\$ 10,412	\$ 10,412	\$ 10,952
	per diem nursing:	\$ 1,800		\$ 1,800
	rodent control:	\$ 400	\$ -	\$ 400
	practice standards:	\$ 3,000	\$ 2,000	\$ 2,000
	contingencies	\$ 300	\$ 400	\$ 400
	LESS STATE AID:	\$ 10,412	\$ 10,412	\$ 10,952
	SUB-TOTAL:	\$ 13,100	\$ 8,600	\$ 12,200
056	MEDICAL SUPPLIES	\$ 500	\$ 450	\$ 500
090	SANITATION EXPENSES	\$ 900	\$ 650	\$ 800
102	CONFERENCE REGISTRATION	\$ 150	\$ 150	\$ 150
103	TRAVEL REIMBURSEMENTS	\$ 1,200	\$ 1,200	\$ 1,200
OE TOTAL:		\$ 66,750	\$ 61,730	\$ 66,050

The proposed budget also includes an additional \$7,500 in salary & wages for extra hours of Registered Environmental Health Specialist (REHS) time.

A motion to approve the 2008 proposed budget as shown above was made by Carolyn Blackman 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 \$10,952 on behalf of the Town of Dover** was made by Marie Hoffman and duly seconded by Carolyn Blackman.

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, 2008 to December 31, 2008, to the New Jersey State Department of Health and Senior Services for Public Health Priority Funding in the amount of Ten Thousand Nine Hundred Fifty-Two dollars (\$10,952); 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.

No issues were raised.

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

Diego Ocampo and Brian Ocampo, two (2) members of the general public and students at the County College of Morris, were present. Both students are taking a class in "State & Local Government" and were attending the board meeting as part of a class assignment.

President Hoffman thanked Diego Ocampo and Brian Ocampo of Dover for their attendance at the meeting.

Upon completion of the public portion of the meeting, President Marie Hoffman wished the Board a happy Thanksgiving holiday and entertained a motion to adjourn the meeting. **A motion to adjourn the meeting** was made by Christopher Chapman and seconded by Marie Hoffman.

ALL AYES; NO NAYS

MEETING ADJOURNED