

**Town of Dover
Board of Health
Reorganization Meeting, January 11, 2016
6:00 pm**

The Reorganization Meeting of the Dover Board of Health was held in Town Hall, 37 N. Sussex Street, Dover.

Until the new President of the Board of Health is elected, Trevor Weigle, Health Officer, called the Reorganization Meeting to order at 6:00 pm and announced that the meeting complies with the requirements of the Open Public Meetings Act and was duly advertised and posted.

ROLL CALL

PRESENT: Marie Hoffman, Sandra Scarneo, Irene Hansen,
Christopher Chapman, Judith Rugg

ABSENT: Darlene Kasko

ALSO PRESENT: Trevor Weigle, Health Officer
Ron Camacho, Alderman/Liaison
Aracelis Vanderstarre, Deputy Registrar
Susan Downer, R.E.H.S.
Donald Costanzo, Aide

A list of Board members with addresses, telephone numbers and email addresses was distributed to the Board.

PRESIDENT:

Trevor Weigle, Health Officer, entertained nominations for President.

Irene Hansen made a **motion to nominate Marie Hoffman for President of the Board of Health**. The motion was seconded by Christopher Chapman.

No other nominations for President were made by the Board.

A **motion to close nominations for President** was made by Sandra Scarneo and duly seconded by Irene Hansen.

ALL YEAS; NO NAYS

President, Marie Hoffman, led the remainder of the meeting following her re-appointment.

SECRETARY:

Marie Hoffman, President, entertained nominations for Secretary of the Board of Health.

Sandra Scarneo made a **motion to nominate Irene Hansen for Secretary of the Board of Health**. The motion was seconded by Marie Hoffman.

No other nominations for Secretary were made by the Board.

A **motion to close nominations for Secretary** was made by Sandra Scarneo and duly seconded by Marie Hoffman.

ALL YEAS; NO NAYS

SCHEDULE OF MEETINGS:

President Marie Hoffman proceeded with reorganization business by raising the subject of the schedule of regular meetings for Year 2016 and the Reorganization meeting in January 2017.

After completion of discussion, a **motion to approve the following schedule of meeting dates for Year 2016 and the Reorganization Meeting in January 2017 and the location of meetings**, was made by Marie Hoffman and duly seconded by Irene Hansen.

ALL YEAS; NO NAYS

APPROVED SCHEDULE OF MEETINGS

The following Board of Health meeting dates were approved for the year 2016 and the reorganization meeting in 2017. The Regularly Scheduled Meetings begin at 6:30 pm. The Reorganization Meeting begins at 6:00 pm immediately followed by the Regularly Scheduled Meeting. All meetings will be held at Water Works Park, 100 Princeton Avenue, Dover, NJ, with the exception of one meeting to be held at the Zufall Health Center, 18 W. Blackwell Street, subject to confirmation from Zufall. If the Zufall Health Center is unavailable at the following meeting dates, the meetings will continue to be held at 100 Princeton Avenue. The meeting dates are as follows:

March 14	(2nd Monday)
May 9	(2nd Monday)
September 12	(2nd Monday)

November 7 (1st Monday)

January 9, 2017 (2nd Monday) Reorganization & Regular Meeting

Upon completion of reorganization business, **a motion to adjourn the Reorganization Meeting** was made by Sandra Scarneo and duly seconded by Irene Hansen.

ALL YEAS; NO NAYS

MEETING ADJOURNED

6:30 pm

***THE REGULAR MEETING IMMEDIATELY FOLLOWED THE
REORGANIZATION MEETING***

Town of Dover
Board of Health, January 11, 2016
immediately following 6:00 pm reorganization

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

President Marie Hoffman called the meeting to order at 6:30 pm, immediately following the close of the reorganization meeting and announced that the regular 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, Sandra Scarneo, Irene Hansen,
Christopher Chapman, Judy Rugg

ABSENT: Darlene Kasko

ALSO PRESENT: Trevor Weigle, Health Officer
Ron Camacho, Alderman/Liaison
Susan Downer, REHS
Aracelis Vanderstarre, Deputy Registrar
Donald Costanzo, Aide

President Marie Hoffman entertained a motion to accept the minutes from the November 2015, regular meeting of the Board of Health.

A motion to accept the minutes from the November 2015, regular meeting of the Board of Health was made by Irene Hansen and duly seconded by Marie Hoffman.

ALL YEAS; NO NAYS.

CORRESPONDENCE:

1. Letter from Morris-Union Joint Commission Board of Education to the Dover Health Department dated 11/6/2015; re: providing services to children with special needs.

2. Letter from the Animal Clinic of Morris Plains to the Dover Health Department dated 11/11/2015; re: veterinary service updates.

President Marie Hoffman asked if there was significant correspondence. The Health Officer responded there was no significant correspondence noted.

OLD BUSINESS:

Trevor Weigle, HO, presented the board copies of the monthly report for September – October, 2015, for review.

Sandra Scarneo raised the subject of recycling collection and asked if the department had any problems relating to a recent windy day. This led to a discussion about recycling collection policies regarding spillage of recycling during pick-up. Ms. Scarneo recently had to ask the recyclers to clean-up spilled recyclables that would have been left behind as litter if she did not speak-up.

The Health Officer said that the department will have to reach-out to the recycling contractor to remind them to be more vigilant about cleaning-up spillage.

The Health Officer asked Susan Downer, REHS, to provide the Board an update on massage parlor activities. Ms. Downer proceeded to provide an overview of the department's massage parlor activities while distributing a copy of her report. Ms. Downer pointed out that sometimes, after an establishments has been closed, a new owner re-establishing the business again.

Various aspects of code enforcement relating to massage parlors were discussed, and ended with Ms. Downer stating there was an upcoming meeting of local officials to discuss enforcement strategies.

Sandra Scarneo complimented Ms. Downer on the thoroughness of her report.

The Health Officer distributed copies of the 2015 annual report to the board. Sandra Scarneo asked a question about summons and fine generated by the sanitation inspector. Specifically, Ms. Scarneo asked about the amount of money generated from fines for violations of the solid waste code. It was explained that the amount of money generated in fines could only be estimated. Ms. Scarneo suggested that this type of data be collected throughout the year so that accurate data would be available.

NEW BUSINESS:

2016 Nursing Services:

The Health Officer presented the board an overview of the proposed nursing services agreement for 2016 for Claudia Choto, RN, BSN.

The agreement calls for nursing services at 28 hours/week (4 days per week) for 48 weeks for a total annual cost of: \$55,104. This represents an additional 7 hours per week or 1 extra day above last year's level of service.

The increase was discussed and reviewed with Administration and was deemed acceptable.

Professional Nursing Services

This Professional Nursing Services Agreement ("Agreement") is entered into effective as of January 01, 2016 (the "Effective Date") by and between the Town of Dover and a duly licensed Registered Nurse Claudia Choto, RN, BSN, who resides at 35 Pleasant Hill Road, Succasunna, New Jersey 07876

WHEREAS, the Town of Dover Board of Health has a need to obtain services of a duly licensed Registered Nurse for Public Health Nursing services and has determined to award this contract as a professional service without obtaining competitive bids pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, Town of Dover operates a municipal Public Health Department and provides comprehensive public health services to the residents of the Town of Dover; and

WHEREAS, each local health agency shall ensure that Public Health Nursing and health promotion services provide the "core" public health functions and the delivery of the ten essential health services as per *N.J.A.C. § 8:52-3.2(a)*, *et seq.* 1-10; and

WHEREAS, the Town of Dover Board of Health has determined and certified in writing that the value of the service will not exceed \$55,104.00; and

WHEREAS, the anticipated term of this contract is for one year from January 01, 2016 to December 31, 2016; and

WHEREAS, Choto is being awarded this contract outside a "Fair and Open Process" pursuant to *N.J.S.A. 19:44A-20.4 et. seq.*; and

WHEREAS, Claudia Choto, RN, BSN, has indicated that she will provide the public health nursing services for an hourly fee based upon a rate of \$41.00 per hour and for a maximum of 28 hours per week for 48 weeks at hours to be set by the Dover Health Department; and

WHEREAS, the Local Public Contracts Law (*N.J.S.A. 40A:11-1, et seq.*) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Town of Dover, in the County of Morris and State of New Jersey, that the Board of Health hereby appoints Claudia Choto, RN, BSN, of 35 Pleasant Hill Road, Succasunna, New Jersey 07876;

A motion to approve the resolution appointing Claudia Choto, RN, as public health nurse for calendar year 2016 based upon the terms hereinabove stated, was made by Marie Hoffman and duly seconded by Christopher Chapman.

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

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

No issues were discussed.

**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, Marie Hoffman, President, entertained a motion to adjourn the meeting. **A motion to adjourn the meeting** was made by Marie Hoffman and seconded by Sandra Scarneo.

ALL YEAS; NO NAYS.

**MEETING ADJOURNED
7:15 pm**