

**Town of Dover
Board of Health
Reorganization Meeting, January 12, 2015
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, Frank Wilpert, 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, Darlene Kasko, Irene Hansen,
Sandra Scarneo

ABSENT: Judith Rugg, 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.

An information sheet for members to complete requesting telephone numbers and email address updates was distributed to the Board.

PRESIDENT:

Frank Wilpert, Health Officer, entertained nominations for President. Sandra Scarneo made a **motion to nominate Marie Hoffman for President of the Board of Health.** The motion was seconded by Darlene Kasko.

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 Darlene Kasko.

ALL YEAS; NO NAYS

SECRETARY:

Frank Wilpert, Health Officer, entertained nominations for Secretary of the Board of Health.

Darlene Kasko 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 Irene Hansen duly seconded by Sandra Scarneo.

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 2015 and the Reorganization meeting in January 2016.

After completion of discussion, **a motion to approve the following schedule of meeting dates for Year 2015 and the Reorganization Meeting in January 2016 and the location of meetings**, was made by Darlene Kasko 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 2014 and the reorganization meeting in 2015. 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. The meeting dates are as follows:

March 9	(2nd Monday)
May 11	(2nd Monday)
September 14	(2nd Monday)
November 9	(2nd Monday)
January 11, 2016	(2nd Monday) Reorganization & Regular Meeting

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

ALL YEAS; NO NAYS

MEETING ADJOURNED
6:20 pm

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

Town of Dover
Board of Health, January 12, 2015
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.

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.

Secretary Irene Hansen called roll.

ROLL CALL

PRESENT: Marie Hoffman, Darlene Kasko, Irene Hansen,
Sandra Scarneo, Christopher Chapman

ABSENT: Judith Rugg

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.

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

A motion to accept the minutes from the November 2014 Regular Meeting of the Board of Health was made by Darlene Kasko and duly seconded by Irene Hansen.

ALL YEAS; NO NAYS.

CORRESPONDENCE:

President Marie Hoffman asked if there was any significant correspondence. The Health Officer (HO) stated there was no important correspondence to report.

OLD BUSINESS:

Frank Wilpert, HO, presented the board copies of the end-of-year and monthly report for November - December 2014 for review.

The HO provided the board the following updates:

- food licenses for 2015 are being processed.
- summons were issued to ten (10) food establishments that failed to attend the food handlers course presented in November 2014.
- "puppy mill" ordinance follow-up.

Regarding the topic of 'puppy mills,' copies of the local ordinance relating to pet shops was distributed to the board. The HO clarified the ordinance and explained how the health department would respond to a puppy mill case. The HO offered to provide letters and reports on previous incidents that involved his office.

NEW BUSINESS:

Each year the Dover Health Department establishes a cooperative agreement with the North Porch Women and Infants' Center at St. John's Episcopal Church to connect eligible mothers and infants in need to emergency baby food, milk, diapers and infant clothing.

The HO asked the Board for a motion to renew the cooperative agreement with North Porch for CY 2015.

A motion to enter a cooperative agreement between the Dover Health Department and North Porch Women and Infants' Center for the provision of baby supplies to eligible client referrals was made by Marie Hoffman and seconded by Darlene Kasko.

ALL YEAS; NO NAYS.

Normally, health services agreements would be included as part of new business in the first meeting of the year. However, agreements for professional nursing services and shared health services with Mt. Olive were presented at the Board's last regularly scheduled meeting in November.

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

No issues were raised for discussion.

**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 Irene Hansen.

ALL YEAS; NO NAYS.

**MEETING ADJOURNED
6:35 pm**