

**MINUTES
BOARD OF HEALTH
TOWNSHIP OF CHATHAM
MARCH 14, 2006**

President Jim Brown called the regular meeting of the Board of Health to order at 7:30 p.m.

Answering present to the roll call were Mr. Hartford, Mr. Newby and Mr. Brown. Mr. Nachtigal arrived at 7:55 p.m. Dr. Marano was absent.

Adequate notice of this meeting of the Board of Health was given as required by the Open Public Meetings Act as follows: Notice was given to both the Chatham Courier and the Morris County Daily Record on January 12, 2006; notice was posted on the bulletin board in the main hallway of the Municipal Building on January 12, 2006; and notice was filed with the Township Clerk on January 12, 2006.

Approval of Minutes

Prior to approving the minutes, Mr. Brown asked several questions about the information in the minutes since he was not present at the last meeting. In response to Mr. Brown's questions concerning local reserve medical professionals, Health Officer John Thesee advised he would obtain a list from the county with the names of the medical reserve people from the Chatham's. Mr. Brown thought advertising the clinics on the web site was a great idea. Mr. Hartford suggested placing the clinics on the township calendar as well. Mr. Hartford said the 200 people who are registered for updates on the web site, could be noticed about the clinics. With regard to the crowd control issues at the Flu Clinic, more volunteers are needed from Chatham Township. Mr. Hartford said the Emergency Squad might be a good source for volunteers. Mr. Brown also thought the Senior Center may have volunteers. Mr. Newby said Dr. Rice had offered at the last meeting to come back to the Board of Health with suggestions. Mr. Hartford also thought it would be important to hold a planning meeting for the Flu Clinic. Mr. Thesee advised that with other types of clinics trying to schedule people in advance has not always worked out that well. Mr. Hartford also recommended extending the hours of the Flu Clinic. Discussion followed about some of the ideas presented at the last meeting. Mr. Brown also asked about the issue of sewers versus septic that was mentioned in the minutes. Mr. Hartford advised that this has come up frequently at the Township Committee and Planning Board meetings. With regard to the Avian Flu, Mr. Thesee informed the Board that a tabletop exercise at the County Office of Emergency Management was scheduled for March 22, 2006. Discussion followed about what Avian Flu information provided by the Health Officer John Thesee should go onto the web site and it was decided it might be best to provide a link to the CDC website. Mr. Hartford mentioned that although the certificate of inspection at Shop Rite had been moved, the phone number could still not be read. Mr. Brown thought the Township newsletter could be another way to educate people about the Board of Health.

Following the arrival of Mr. Nachtigal, Mr. Brown moved to approve the minutes of February 14, 2006. Mr. Newby seconded the motion. The motion carried.

Reports

Registered Environmental Health Specialist- Mrs. Bairova reported that during the month of February all the retail food inspections were satisfactory. Mrs. Bairova advised that one person on Susan Drive suffered a minor skin puncture from a cat. Since the cat did not have its rabies vaccination, the cat was quarantined for 10 days. Another person on Yarmouth received a minor skin puncture from a dog. The dog was quarantined even though it was up to date with its rabies inoculations. Mrs. Bairova also said she had witnessed a soil log at 463 River Road.

Registrar of Vital Statistics- Mrs. Wiley reported the following licenses were issued in February:

11 Certified copies of Marriage Licenses	\$ 44
1 Marriage License	28
8 Certified copies of Death Certificates	<u>32</u>
Total	\$104

Secretary- Mrs. Wiley reported no correspondence had been received.

Mr. Nachtigal moved to accept the reports. Mr. Newby seconded the motion and it carried unanimously.

New Business

1. Septic Application, Block 144, Lot 20, 769 Shunpike Road- Mr. Brown advised there would be no septic application tonight.

Discussion:

1. Fees for Vital Statistics- Mrs. Wiley advised at the last meeting the Board had discussed increasing the vital statistic fee from \$4 for each certified copy to \$10 for the first one or two certified copies and \$5 for each additional copy. Mrs. Wiley informed the Board that she had reviewed the average number of copies requested, the time incurred to make the copies and the cost of the paper. Mrs. Wiley provided the Board with the information. One suggestion was to charge \$15 for the first copy to cover the costs and then \$2 or \$3 for additional copies. Following a brief discussion, the Board agreed that \$10 for the first copy and \$5 for each additional copy would be an appropriate charge based on the time, salaries, cost of the paper and the average number of copies usually requested. Corrections would also cost \$10. The Board asked Attorney Taormina to prepare an ordinance increasing the fees for vital statistics for introduction at the next meeting.
2. Discussion about John Nachtigal's presentation at the Feb. 23, 2006 Township Committee Meeting - Mr. Nachtigal advised he spoke about 20 minutes at the Township Committee Meeting basically reviewing and detailing the points in the letter that was prepared by Mr. Brown. Mr. Nachtigal said he did receive a question about the Board's preparedness for an outbreak. Mr. Nachtigal said he had recommended that the website be more interactive and that the Board of Health could use more volunteers at the Flu Clinic to help it run more smoothly. Mr. Nachtigal also advised that one person in the audience had mentioned that they were unhappy with their mounded septic system and would like the Township to sewer the rest of the town. Mr. Nachtigal also told the committee how the Board diligently reviews the contracts, numbers and options. Mr. Hartford thought Mr. Nachtigal did a great job and that it was very informational. Mr. Brown thanked Mr. Nachtigal for presenting this to the Township Committee.

Mr. Hartford was concerned about the timing and how the Board was going to plan for the Flu Clinic. Mr. Hartford said he had talked with a member of the Emergency Squad and they thought they would be interested in helping at the Flu Clinic. Mr. Brown thought Micki Chaput would be an excellent source for volunteers also. Mr. Hartford thought Mrs. Chaput would like to participate in the planning. It was also mentioned that there had been some confusion over the way the numbers had been assigned at the clinic. The Board requested that Dr. Rice submit a report with recommendations for organization of the Chatham Township Flu Clinic for the next meeting.

Mr. Brown opened the meeting to the public. Hearing no one, Mr. Brown closed the public hearing.

Before adjourning, Mr. These distributed the following documents to the Board for their review and reference.

- Narrative of a Local Health Department
- Governmental Public Health Partnership/New Practice Standards
- Standards of Performance
- Development of a Governmental Public Health Partnership and Governmental Public Health System
- Public Health Task Force

Mr. These advised the information explains about how the local health departments work and includes a list of some acronyms and a glossary of definitions that are frequently used. Mr. Hartford suggested that this might be useful information to put on the Board of Health website. The packet also contains information on the Governmental Public Health Partnership. Mr. These explained the requirement about local public Health Officers pooling their resources to act as a unit to communicate with other public health entities and to make sure they are not

overlapping their resources and to put together a community health improvement plan. Mr. These will forward most of the handouts to Mr. Hartford and Mr. Brown for review before some of the information is placed on the website.

Mr. Brown moved to adjourn the meeting at 8:58 p.m. Mr. Newby seconded the motion and it carried unanimously.

Joy M. Wiley
Board of Health Secretary