

**MINUTES OF THE REGULAR MEETING  
OF THE WESTWOOD BOARD OF HEALTH  
HELD APRIL 13, 2016**

Pres. Beckman called the Meeting to order at 7:40 P.M.

President Beckman read the "Open Public Meeting Act" as follows:

In compliance with the "Open Public Meeting Act," P.L. 1975, C 231, the annual notice requirements have been satisfied. The meeting dates for the year were posted on the Borough Web Site on January 14, 2016. A copy of the meeting dates are on file with the Borough Clerk.

Present: Mrs. Betsy Beckman, Mrs. Donna Bott, Ms. Louise Cue, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #1), Mr. Lee Tremble.

Excused  
Absence: Ms. Maria Costello.

Absent: Mr. Dennis Farrell.

Present: Sharon Blehl–Secretary, Angela Musella–Health Officer.

Excused  
Absence: Robert Bicocchi–Council Liaison.

Guests: None.

**SALUTE TO THE FLAG**

Dr. Lardaro led those present in the salute to the flag.

## **PUBLIC FORUM**

Mr. Tremble made a motion to open the floor to the public to discuss any topic; seconded by Dr. Lardaro.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

There being no public discussion, Mr. Tremble made a motion to close the public forum; seconded by Dr. Lardaro.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

## **ACTIVITIES REPORTS**

### 1) MARCH

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for March, 2016 which are on file and available to the public:

Administrative and Supporting Services  
Animal Control  
Laboratory Services  
Vital Records  
Monies Received  
Environmental Health  
Communicable Disease  
Maternal and Child Health  
Chronic Illness  
Health Education  
Nursing Supervision  
Miscellaneous

A discussion followed.

Mr. Tremble made a motion that the Activities Reports for March, 2016 be approved; seconded by Dr. Lardaro.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

## MINUTES

### 1) JANUARY 13, 2016 - REGULAR MEETING

There is a lack of quorum available to approve the January 13, 2016 Minutes, therefore they will be presented during the next meeting.

### 2) FEBRUARY 10, 2016 - REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held February 10, 2016 be approved; seconded by Mrs. Bott.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Mrs. Johnston, Mr. Tremble.

Nays: None.

Abstained: Ms. Cue, Dr. Lardaro.

### 3) MARCH 9, 2016 - REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held March 9, 2016 be approved; seconded by Dr. Lardaro.

Roll Call:

Ayes: Mrs. Beckman, Ms. Cue, Dr. Lardaro, Mr. Tremble.

Nays: None.

Abstained: Mrs. Bott, Mrs. Johnston.

## **PURCHASE ORDERS**

Bills for March, 2016 in the amount of \$513.60 were presented to the Board Members.

Mr. Tremble made a motion that the following be accepted for payment; seconded by Dr. Lardaro.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Cue, Mr. Farrell, Mrs. Johnston, Dr. Lardaro.

Nayes: None.

Abstained: None.

Carried.

## **MARCH PURCHASE ORDERS**

NJ State Department of Health-Vet February 2016 Dog Monies	\$363.60
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Registrar's Association of NJ Registrar's Meeting - 3 Attending-4 Credits	150.00
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Carried.

## **NEW BUSINESS:**

### 1) FINANCIAL DISCLOSURE STATEMENT

On April 4, 2016 Karen Hughes, Borough Clerk sent out an email to all Board Members reminding them that the 2016 Financial Disclosure Statement must be filed by April 30, 2016. Failure to file may result in fines of not less than \$100 nor more than \$500 pursuant to N.J.S.A. 40A:9-22.10. Any questions regarding filing must be addressed to Borough Clerk Hughes.

### 2) NEW BOARD OF HEALTH COMPUTER

Pres. Beckman reported that Ms. Blehl spoke with Administrator Kezmarsky about the problems the three Board of Health employees are having with their computers. The computers and programs are outdated causing constant problems with the mandated State programs. These issues cause the computers to lock up, create printing problems and difficulty working within the State programs. Administrator Kezmarsky

had one extra newer computer which was offered to Ms. Blehl. Ms. Blehl felt that the newer computer should be installed at the Alternate Deputy Registrar's workstation in an effort to help eliminate some of the problems she is having with the Vital Information Platform program (VIP). The Vital Information Platform (VIP) is the new birth registration program mandated by the state for all new birth certificates. Ms. Blehl will be working with Administrator Kezmarsky on obtaining new computers for the other workstations. A discussion followed.

## **OLD BUSINESS**

### 1) 2016 BOARD OF HEALTH BUDGET

The 2016 Operating Expense Budget was submitted for approval during December, 2015. This will remain on the agenda until the Operating Expense and Salary Budgets are adopted by the Mayor and Council.

## **COUNCIL LIAISONS REPORT**

There was nothing to report.

## **EMERGENT MATTERS:**

There was nothing to report.

## **ADJOURNMENT**

There being no further business to come before the Board at this time, Mr. Tremble made a motion that the meeting be adjourned; seconded by Dr. Lardaro.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 7:54 P.M.

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Sharon Blehl  
Secretary

The next meeting will be held Wednesday, May 11, 2016 at 7:30 P.M. in the Municipal Complex.

These Minutes were approved at a meeting of the Board of Health of the Borough of

Westwood held on the 8<sup>th</sup> day of June, 2016.