

**MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD JANUARY 8, 2014**

Pres. Beckman called the Meeting to order at 7:30 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 published in The Record on January 25, 2013. A copy of the meeting dates are on file with the Borough Clerk and a notice has been posted on the public bulletin board in the Municipal Complex.

Present: Mrs. Betsy Beckman, Mrs. Donna Bott, Ms. Maria Costello, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Mrs. Fumi Sugahara (Alternate #2), Mr. Lee Tremble.

Excused

Absence: Ms. Louise Cue, Dr. Theresa A. Lardaro (Alternate #2).

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

Excused

Absence: Robert Miller–Council Liaison.

SALUTE TO THE FLAG

Mrs. Johnston led those present in the salute to the flag.

Guests: None.

PUBLIC FORUM

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

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 Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None. Carried.

REORGANIZATION

NOMINATION OF PRESIDENT

A motion by Mr. Tremble; seconded by Mr. Farrell that Mrs. Beckman be nominated for President of the Board of Health for 2014.

Are there any nominations from the floor? There were no nominations from the floor.

There being no nominations from the floor, Mrs. Bott made a motion that the nominations be closed; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell, Mrs. Johnston, Mrs. Sugahara, Mr. Tremble.

Nayes: None.

Abstained: None. Carried.

ELECTION OF PRESIDENT

A motion was made by Mr. Tremble that Mrs. Betsy Beckman be appointed President of the Board of Health for 2014; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,
Mrs. Johnston, Mrs. Sugahara, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

NOMINATION OF VICE PRESIDENT

A motion by Mr. Tremble; seconded by Mrs. Bott that Mr. Farrell be nominated for Vice President of the Board of Health for 2014.

Are there any nominations from the floor? There were no nominations from the floor.

There being no nominations from the floor, Mrs. Bott made a motion that the nominations be closed; seconded by Ms. Costello.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,
Mrs. Johnston, Mrs. Sugahara, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

ELECTION OF VICE PRESIDENT

A motion was made by Mr. Tremble that Mr. Dennis Farrell be appointed Vice President of the Board of Health for 2014; seconded by Ms. Costello.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,
Mrs. Johnston, Mrs. Sugahara, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

BOARD MEMBERS TERMS

Terms for the Board of Health Members are as follows:

Robert Miller was appointed Council Liaison to the Board of Health for 2014.

Robert Biccocchi was appointed Alternate Council Liaison to the Board of Health for 2014.

- Betsy Beckman.....12/31/2016
- Donna Bott.....12/31/2014
- Maria Costello.....12/31/2015
- Louise Cue.....12/31/2014
- Dennis Farrell.....12/31/2015
- Sabrina Johnston.....12/31/2014
- Dr. Theresa A. Lardaro, Alternate #1...12/31/2015
- Fumi Sugahara, Alternate #2.....12/31/2014
- Lee Tremble.....12/31/2016

Mr. Tremble made a motion that the terms be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell, Mrs. Johnston, Mrs. Sugahara, Mr. Tremble.

Naves: None.

Abstained: None.

Carried.

EMPLOYEE APPOINTMENTS

Pres. Beckman offered the following employee appointments for the year 2014 under the authority of Title 26:3-19 and Borough of Westwood Municipal Code 6-18 to 6-22.

Sharon Blehl is hereby reappointed Certified Municipal Registrar/Secretary to the Board/Board of Health Director/Public Health Investigator/Pet Licensing Official/Right to Know/Hazard Communications and Bloodborne Pathogens Coordinator of the Board of Health for the year 2014.

Christine L. Compesi is hereby reappointed Certified Municipal Deputy Registrar/Secretary of the Board of Health for the year 2014.

Mary Elizabeth (Mary-Beth) Netzer is hereby reappointed Alternate Deputy Registrar/Secretary to Sharon Blehl and Angela Musella of the Board of Health for the year 2014.

Angela Musella is hereby reappointed Health Officer, through a contract with Northwest Bergen Regional Health Commission, of the Board of Health for the year 2014.

Mr. Tremble made a motion that the Employee Appointments be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,
Mrs. Johnston, Mrs. Sugahara, Mr. Tremble.

Nays: None.

Abstained: None.

Carried.

FINANCE COMMITTEE

Pres. Beckman chose the following Members to make up the Finance Committee for the Board of Health for 2014.

1. Betsy Beckman, President

2. Dennis Farrell, Vice President

Mr. Tremble made a motion that the Finance Committee Appointments be approved; seconded by Mrs. Bott.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,
Mrs. Johnston, Mrs. Sugahara, Mr. Tremble.

Nays: None.

Abstained: None.

Carried.

MEETING DATES

The Westwood Board of Health will hold the Regular Meetings on the following dates in the Municipal Complex, 101 Washington Avenue, Westwood, New Jersey at 7:30 P.M.

February 12, 2014
March 12, 2014
April 9, 2014
May 14, 2014
June 11, 2014
July 9, 2014
August 13, 2014
September 10, 2014
October 8, 2014
November 12, 2014
December 10, 2014
January 14, 2015

Mr. Tremble made a motion that the Meeting dates for 2014 be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,
Mrs. Johnston, Mrs. Sugahara, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

ACTIVITIES REPORTS

- 1) DECEMBER:
HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for December, 2013 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. Farrell made a motion that the Activities Reports for December, 2013 be approved; seconded by Mr. Tremble.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

MINUTES

1) OCTOBER 9, 2013 – REGULAR MEETING

The Minutes from the October 9, 2013 Meeting will be presented at the next meeting.

2) NOVEMBER 13, 2013 – REGULAR MEETING

The Minutes from the November 13, 2013 Meeting will be presented at the next meeting.

3) DECEMBER 11, 2013 – REGULAR MEETING

The Minutes from the December 11, 2013 Meeting will be presented at the next meeting.

PURCHASE ORDERS

Bills for December in the amount of \$805.00 were presented to the Board Members.

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

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,
Mrs. Johnston, Mrs. Sugahara, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

DECEMBER BOARD OF HEALTH VOUCHERS

Lexisnexis Matthew Bender
NJ Administrative Code Title 8 \$263.00

MGL Printing Solutions
2014 Dog & Cat Tags 542.00

Carried.

NEW BUSINESS:

1) BOARD MEMBER – FUMI SUGAHARA

The Board welcomed new Board Member Fumi Sugahara. Mrs. Sugahara has been appointed to the position of Alternate #2 and her term will expire December 31, 2014. Mrs. Sugahara was honored when asked to be on the Board.

OLD BUSINESS:

1) 2014 SALARY BUDGET

The Salary Budget will be discussed when the increase amount is announced by the Mayor and Council. A discussion followed.

2) 2014 OPERATING EXPENSE BUDGET

The 2014 Board of Health Operating Expense Budget was approved during December's meeting; however the budgeted amount for the 2014 Northwest Bergen Regional Health Commission contract has been estimated and will be revised when the 2014 contract is received and approved.

On December 13, 2013 Ms. Blehl met with Durene Ayer, CFO and Robert Hoffmann, Administrator to go over the 2014 Operating Expense Budget. Each line item was discussed in detail. The CFO was satisfied with the Board of Health Budget and it will be presented to the Mayor and Council as submitted. A discussion followed.

EMERGENT MATTERS:

There were no Emergent Matters to discuss.

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 Mrs. Bott.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:01 P.M.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, February 12, 2014 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 12TH day of March, 2014.