

MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH

HELD JANUARY 9, 2013

Pres. Beckman called the Meeting to order at 7:35 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, 2012. 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 (arrived at 7:45 PM), Mrs. Jane Concato (Alternate #1), Ms. Maria Costello, Ms. Louise Cue, Mr. Dennis Farrell, Mr. Lee Tremble.

Excused

Absence: Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #2).

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

Present: Peter Grefrath–Council Liaison.

SALUTE TO THE FLAG

Mr. Tremble led those present in the salute to the flag.

Guests: Darren Blankenbush, Office of Emergency Management Coordinator arrived at 8:15 PM.

PUBLIC FORUM

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

Voice Vote:

Ayes: All present voted in favor.

Nays: 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.

Nays: None.

Abstained: None. Carried.

REORGANIZATION

NOMINATION OF PRESIDENT

A motion by Mr. Farrell; seconded by Mr. Tremble that Mrs. Betsy Beckman be nominated for President of the Board of Health for 2013.

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

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

Roll Call:

Ayes: Mrs. Beckman, Mrs. Concato, Ms. Costello, Ms. Cue, Mr. Farrell, Mr. Tremble.

Nays: None.

Abstained: None. Carried.

ELECTION OF PRESIDENT

A motion was made by Ms. Costello that Mrs. Betsy Beckman be appointed President of the Board of Health for 2013; seconded by Ms. Cue.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Concato, Ms. Costello, Ms. Cue,
Mr. Farrell, Mr. Tremble.

Nays: None.

Abstained: None.

Carried.

NOMINATION OF VICE PRESIDENT

A motion by Mr. Tremble; seconded by Ms. Costello that Mr. Dennis Farrell be nominated for Vice President of the Board of Health for 2013.

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

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

Roll Call:

Ayes: Mrs. Beckman, Mrs. Concato, Ms. Costello, Ms. Cue,
Mr. Farrell, Mr. Tremble.

Nays: 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 2013; seconded by Ms. Cue.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Concato, Ms. Costello, Ms. Cue,
Mr. Farrell, Mr. Tremble.

Nays: None.

Abstained: None.

Carried.

BOARD MEMBERS TERMS

Terms for the Board of Health Members are as follows:

Peter Grefrath was appointed Council Liaison to the Board of Health for 2013.

Cynthia Waneck was appointed Alternate Council Liaison to the Board of Health for 2013.

Betsy Beckman.....12/31/2013
Donna Bott.....12/31/2014
Jane Concato, Alternate #112/31/2013
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 #2...12/31/2014
Lee Tremble.....12/31/2013

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

Roll Call:

Ayes: Mrs. Beckman, Mrs. Concato, Ms. Costello, Ms. Cue,
Mr. Farrell, Mr. Tremble.

Nays: None.

Abstained: None.

Carried.

EMPLOYEE APPOINTMENTS

Pres. Beckman offered the following employee appointments for the year 2013 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 2013.

Christine L. Compesi is hereby reappointed Certified Municipal Deputy Registrar/Secretary of the Board of Health for the year 2013

Mary Elizabeth Netzer (aka Mary-Beth Netzer) is hereby appointed Alternate Deputy Registrar/ Secretary to Sharon Blehl and Angela Musella of the Board of Health for the year 2013.

Angela Musella is hereby reappointed Health Officer, through a contract with Northwest Bergen Regional Health Commission, of the Board of Health for the year 2013.

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

Roll Call:

Ayes: Mrs. Beckman, Mrs. Concato, Ms. Costello, Ms. Cue, Mr. Farrell, Mr. Tremble.

Nays: None.

Abstained: None.

Carried.

At 7:45 Mrs. Bott arrived.

FINANCE COMMITTEE

Pres. Beckman chose the following Members to make up the Finance Committee for the Board of Health for 2013.

1. Betsy Beckman, President

2. Dennis Farrell, Vice President

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

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Mrs. Concato, Ms. Costello, Ms. Cue, Mr. Farrell, Mr. Tremble.

Nayes: 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 6, 2013

March 13, 2013

April 10, 2013

May 8, 2013

June 12, 2013

July 10, 2013

August 14, 2013

September 10, 2013 – Meeting to be held on Tuesday

October 9, 2013

November 13, 2013

December 11, 2013

January 8, 2014

Pres. Beckman asked all Board Members to mark the meeting dates on their calendars and make every effort to attend all meetings. Pres. Beckman explained that there are so many sets of Minutes not approved due to poor meeting attendance.

Mr. Tremble made a motion that the Meeting dates for 20B be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Mrs. Concato, Ms. Costello, Ms. Cue, Mr. Farrell, 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, 2012 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 December, 2012 be approved; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

MINUTES

1) SEPTEMBER 12, 2012 - REGULAR MEETING

The Minutes will be addressed at the next Board of Health meeting as there is a lack of quorum available to approve the September 12, 2012 Minutes.

2) OCTOBER 10, 2012 – REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held October 10, 2012 be approved; seconded by Ms. Cue.

Roll Call:

Ayes: Mrs. Beckman, Ms. Cue, Mr. Farrell, Mr. Tremble.

Nays: None

Abstained: Mrs. Bott, Mrs. Concato, Ms. Costello,

Carried.

3) NOVEMBER 14, 2012 – REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held November 14, 2012 be approved; seconded by Ms. Costello.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Tremble.

Nays: None.

Abstained: Mrs. Concato, Ms. Cue, Mr. Farrell.

Carried.

4) DECEMBER 12, 2013 – REGULAR MEETING

The Minutes will be addressed at the next Board of Health meeting as there is a lack of quorum available to approve the December 12, 2012 Minutes.

PURCHASE ORDERS

Bills for December in the amount of \$1,757.19 were presented to the Board Members

Mrs. Concato made a motion that the following be accepted for payment; seconded by Mrs. Bott.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Mrs. Concato, Ms. Costello, Ms. Cue, Mr. Farrell, Mr. Tremble.

Nays: None.

Abstained: None.

Carried.

DECEMBER BOARD OF HEALTH VOUCHERS

| | |
|---|-----------|
| MGL Printing Solutions 154 South Street New Providence, NJ 07974 2013 Dog & Cat Licenses | \$ 542.00 |
| Staples Advantage PO Box 30298 Salt Lake, UT 84130 Office supplies/Printer | 755.73 |
| WB Mason Co., Inc. 535 Secaucus Road Secaucus, NJ 07094 Office Supplies | 459.46 |
| | Carried. |

NEW BUSINESS:

1) FLU CLINICS - 2013 DATES

Pres. Beckman wanted to remind Health Officer Musella to check the Jewish calendar before scheduling the 2013 Flu Clinics. One of the 2012 clinics was scheduled on Sukkot a Jewish Holiday which is not included on traditional calendars. Pres. Beckman provided the Health Officer with the Jewish calendars for September and October. A discussion followed.

OLD BUSINESS

1) EMERGENCY OCCURRENCE PROTOCOL - ESTABLISHMENTS

HISTORY: In January, 2012 the Board of Health established a protocol in the event of emergency occurrences. Every establishment owner requiring a license from the Westwood Board of Health received and signed the protocol letter. Each establishment owner is required to immediately report all emergency occurrences to the Board of Health Director. However during Hurricane Sandy only two establishments affected followed the protocol. The Board of Health is in the process of establishing a new protocol which would make it easier for the establishment to comply.

Darren Blankenbush, Office of Emergency Management Coordinator was invited to the meeting to offer suggestions. Mr. Blankenbush was commended for a job well done during Hurricane Sandy.

The following ideas were discussed:

- Provide the protocol information to the Chamber of Commerce and Heritage Society
- Obtain cell phone numbers for each establishment owner
- Have the inspectors go over the protocols part of their regular inspection process
- The Board of Health could have refrigerator magnets made with all the pertinent information and provide to all establishments
- Utilizing the Reverse 911 phone system to the effected areas of town
- Purchase a Messaging Tool system to notify all establishment owners

A lengthy discussion followed. Pres. Beckman and Ms. Blehl will discuss the various options and initiate the best plan.

2) 2013 OPERATING EXPENSE BUDGET

On January 7, 2013 Ms. Blehl met with Durene Ayer, CFO and Robert Hofmann, Administrator to go over the 2013 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.

On January 8, 2013, Pres. Beckman introduced herself to Durene Ayer, CFO to see if she had any questions. Pres. Beckman explained to the CFO that per State Statute the Board of Health has the power to submit one figure which would cover both Operating Expense and Salary Budget. However, the Board currently chooses to complete the budget as requested by the Mayor and Council. A discussion followed regarding the budget process.

3) 2013 SALARY BUDGET

Pres. Beckman explained the history of the position as follows: There were three full time employees in the Health Department. One of the employees retired and with the impending closure of Pascack Valley Hospital it was decided to fill that position with a part time person with the understanding that the position would be made full time when the hospital reopened. After much discussion and trying to save money it was decided to hire two part time employees to fill the former full time position. One of the part-time positions has been filled. The hospital is expected to open during June, 2013. The second part-time position will be filled before the hospital opens. The new employees will be required to attend the Certified Municipal Registrar's Course offered by the New Jersey State Department of Health and Senior Services, currently offered at no charge. Pres. Beckman explained that it is imperative that the Board be notified when the 2013 Board of Health Salary Budget has to be submitted. A discussion followed.

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 Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:58 P.M.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, February 6, 2013 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 10th day of April, 2013.