

MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD NOVEMBER 14, 2012

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 8:43 PM, Ms. Maria Costello, Dr. Theresa A. Lardaro (Alternate #2), Mr. Lee Tremble.

Excused

Absence: Mrs. Jane Concato (Alternate #1), Ms. Louise Cue, Mr. Dennis Farrell, Mrs. Sabrina Johnston,

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: None.

PUBLIC FORUM

Mr. Farrell 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.

Nays: None.

Abstained: None. Carried.

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

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None. Carried.

ACTIVITIES REPORTS

1) OCTOBER :

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for October, 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 October, 2012 be approved; seconded by Ms. Costello.

Voice Vote:

Ayes: All present voted in favor.

Nays: 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

The Minutes from October 10, 2012 will be addressed at the next Board of Health meeting.

VOUCHERS

Bills for October in the amount of \$635.33 were presented to the Board Members.

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

Roll Call:

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

Nays: None.

Abstained: None. Carried.

OCTOBER BOARD OF HEALTH VOUCHERS

Borough of Westwood - Sharon Blehl
101 Washington Avenue
Westwood, NJ 07675
Clothing Allowance

\$350.00

Lexisnexis Matthew Bender
PO Box 7247
Philadelphia, PA 19170
Administrative Code Title 8 Maintenance 264.33

NJ State Department of Health–Vet
CN 369
Trenton,, NJ 08625
August – September 2012 Dog Licenses 21.00

Carried.

NEW BUSINESS:

1) ALTERNATE DEPUTY REGISTRAR/SECRETARY POSITION FILLED

Mrs. Mary–Beth Netzer was hired on October 15, 2012 to fill the position of Alternate Deputy Registrar/Secretary. Mrs. Netzer is working four hours per day, five days per week. However due to the backlog of work in the department Mrs. Netzer will work additional hours as needed on a temporary basis, and will be compensated accordingly at her current hourly salary. The additional time falls within the allotted 2012 Board of Health Salary Budget as the position was vacant for approximately five months. A discussion followed.

2) REAPPOINTMENT OF DEPUTY REGISTRAR

Sharon Blehl, Registrar has reappointed Christine L. Compesi as the Deputy Registrar to the Westwood Board of Health. Ms. Compesi's term will be January 1, 2013 and will expire December 31, 2015. A discussion followed.

3) HURRICANE SANDY – REVIEW OCTOBER 29 – 30, 2012

Hurricane Sandy became the largest Atlantic hurricane on record and devastated portions of Northeastern United States on October 29 – 30, 2012. This caused power outages to many areas in Westwood. All Board Members agreed that if the predicted flooding occurred it would have been devastating. It was also noted that the cooperation within the Borough (residents, borough employees, business owners and first responders) was outstanding.

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 Sharon Blehl, Board of Health Director via her borough cell phone.

Emergency Occurrences are defined in Chapter 24 (N.J.A.C 8:24-8.6): “The operator or person in charge shall immediately take necessary remedial action and notify the health authority if an imminent health hazard may exist because of an emergency such as fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross insanitary occurrence or condition, or other circumstance that may endanger public health, except that the person in charge need not discontinue operations in an area of the establishment that is unaffected by the imminent health hazard.”

Due to the numerous power outages, only two establishments followed the protocol and made the necessary phone call. A lengthy discussion followed regarding how to improve the Emergency Occurrence Protocol to make it easier for the establishments to follow. This will be discussed at the next meeting.

4) MEETING DATE COMMITMENT

Pres. Beckman provided each Board Member with a letter thanking them for their service and asking each member to consider their commitment to the Board of Health for 2013. Attendance sheets, going back to 2009, were included with the letters. Pres. Beckman explained that there was only one meeting in four years where everyone was in attendance. Many meetings were unable to be held due to a lack of quorum. With the hospital reopening it is imperative that the members make every effort to attend the meetings. A discussion followed.

OLD BUSINESS

1) 2013 OPERATING EXPENSE BUDGET

The 2013 Board of Health Operating Expense Budget is due back to the CFO by November 15, 2012. The Board Members were given a copy of the worksheet. Pres. Beckman went over each line item with the Board Members. The contracts from Northwest Bergen Regional Health Commission and the Bergen County Animal Shelter have not been received. The budget will be submitted with the 2012 contract amounts and will be amended when the contracts are received and approved.

A discussion followed regarding the salary portion of the budget. Pres. Beckman explained that one of the two part time positions available in the Health Department has been filled. The second position will be filled before the hospital opens during June, 2013. The 2013 Board of Health Salary Budget will be addressed when requested from the Financial Committee.

A discussion followed.

Mr. Tremble made a motion to approve the 2013 Board of Health Operating Expense Budget in the amount of \$117,487.00 (copy annexed), pending the 2013 Northwest Bergen Regional Health Commission contract amount and the 2013 Bergen County Animal Control contract amount; seconded by Dr. Lardaro.

Roll Call:

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

Nayes: None.

Abstained: None. Carried.

Mrs. Bott arrived at 8:43 PM

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 Ms. Costello.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None. Carried.

The meeting adjourned at 8:50 P.M.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, December 12, 2012 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 9th day of January, 2013.