

**MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD DECEMBER 11, 2013**

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, Mrs. Jane Concato (Alternate #1), Ms. Maria Costello, Ms. Louise Cue, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Mr. Lee Tremble.

Excused
Absence: Dr. Theresa A. Lardaro (Alternate #2).

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

Present: Peter Grefrath–Council Liaison.

SALUTE TO THE FLAG

Mr. Grefrath 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.

ACTIVITIES REPORTS

1) NOVEMBER:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for November, 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

The owner of Sushi Maru, located at 57 Kinderkamack Road, took and passed the Korean Food Managers Course. A discussion followed.

Mr. Tremble made a motion that the Activities Reports for November, 2013 be approved; seconded by Mr. Farrell.

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.

PURCHASE ORDERS

Bills for November in the amount of \$684.00 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, Mrs. Concato, Ms. Costello, Ms. Cue, Mr. Farrell, Mrs. Johnston, Mr. Tremble.

Nays: None.

Abstained: None.

NOVEMBER BOARD OF HEALTH VOUCHERS

Borough of Hillsdale

3rd Quarter 2013 Child Health Clinic Visits

\$180.00

G&D Surgical First Aid Supplies	169.10
North Jersey Media Group, Inc. Ordinance #13-01 1 st & 2 nd Reading	265.46
Staples Advantage Digital Voice Recorder	69.44
	Carried.

NEW BUSINESS:

1) 2014 MEETING DATES

Pres. Beckman distributed the proposed Meeting Dates for 2014. The Board was asked to review the dates and come to January's Meeting with any scheduling conflicts. This will hopefully alleviate cancelling meetings due to a lack of quorum.

OLD BUSINESS

1) 2014 SALARY BUDGET

Pres. Beckman explained that she and Ms. Blehl assessed the number of Vital Statistics filed in Westwood from 1995 to present. Pres. Beckman explained that the hospital is not generating the number of vital records originally expected. Therefore, we cannot justify increasing the part time position to full time. Pres. Beckman recommended to the Board that we maintain the current part time position with an increase of one hour per day for a total of twenty five hours per week. However, if the workload increases, during 2014, the hours will need to be increased on an as needed basis, in the same manner as we did this year. This will NOT eliminate the projected need to increase the part time status to full time status when the workload increases from the hospital.

After a very lengthy discussion all Board Members, with the exception of one, were in agreement with increasing the part-time position by one hour per day for a total of twenty-five hours per week. However, if the workload increases the hours will need to be increased as needed.

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

Mr. Farrell made a motion to approve the increase in hours for the part time position

to twenty-five (25) hour per week, effective January 1, 2014. However, if the workload increases the hours will be increased on an as needed basis; seconded by: Mrs. Johnston.

Roll Call: Ayes: Mrs. Beckman, Mrs. Bott, Mrs. Concato, Ms. Costello, Ms. Cue, Mr. Farrell, Mrs. Johnston.

Nayes: Mr. Tremble.

Abstained: None.

Carried.

2) 2014 OPERATING EXPENSE BUDGET

Pres. Beckman distributed the updated 2014 Operating Expense Budget and explained that the Budget was approved by the Board during November's meeting; however a new line item was inadvertently omitted. The Right to Know Survey line item was added in the amount of \$1,500.00 bringing the total amount requested to \$120,729.16. The additional line item will compensate J.A. Montgomery Risk Control for conducting the complete Right To Know survey for all Borough owned buildings. This daunting task will be conducted on December 20 and 23, 2013 and is due to the State by July 15, 2014.

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.

A discussion followed.

Mr. Farrell made a motion to approve the 2014 Board of Health Operating Expense Budget in the amount of \$120,729.16 (copy annexed), pending the actual amount for the 2014 Northwest Bergen Regional Health Commission contract; seconded by Ms. Costello.

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

Nayes: None.

Abstained: None.

Carried.

EMERGENT MATTERS:

1) RABIES CLINIC

The Rabies Clinic will be held January 25, 2014. Cats will be inoculated from 1:00 – 1:30 PM and dogs from 1:30 – 3:30 PM. Dyan Muller, DVM will administer the inoculations.

2) BOARD MEMBER RESIGNS FROM THE BOARD

Mrs. Jane Concato has submitted her letter of resignation effective December 31, 2013. Mrs. Concato has been a Board Member since January, 2009. Pres. Beckman thanked Mrs. Concato for her years of service. Mrs. Concato will be a mentor for other brain injury patients. The Board commended Mrs. Concato for the wonderful work she is planning to do.

3) BOARD MEMBER REAPPOINTMENT

Council Liaison Grefrath asked Pres. Beckman and Mr. Tremble if they wished to be reappointed to the Board as their terms expire on December 31, 2013. Pres. Beckman would like to be reappointed. Mr. Tremble will contact Council Liaison Grefrath during the week. A discussion followed.

4) 120th REORGANIZATION MEETING

Pres. Beckman was asked to extend an invitation to the Board for the 120th Reorganization Meeting of the Mayor and Council to be held January 2, 2014 at 7:00 PM in the Community Center. A discussion followed.

ADJOURNMENT

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

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:35 P.M.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, January 8, 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.