

MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD DECEMBER 12, 2012

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, 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, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #2), Mr. Lee Tremble.

Excused

Absence: Mrs. Donna Bott, Mrs. Jane Concato (Alternate #1), Ms. Maria Costello, Ms. Louise Cue.

Present: Angela Musella–Health Officer.

Excused

Absence: Sharon Blehl–Secretary.

Present: Peter Grefrath–Council Liaison.

SALUTE TO THE FLAG

Pres. Beckman 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 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.

ACTIVITIES REPORTS

1) NOVEMBER:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for November, 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 November, 2012 be approved; seconded by Mr. Farrell.

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 of the Regular Meeting held on October 10, 2012 will be presented at the next meeting.

3) NOVEMBER 14, 2012 – REGULAR MEETING

The Minutes of the Regular Meeting held on November 14, 2012 will be presented at the next meeting.

VOUCHERS

Bills for November in the amount of \$2,089.45 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, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nays: None.

Abstained: None.

NOVEMBER BOARD OF HEALTH VOUCHERS

Borough of Hillsdale
380 Hillsdale Avenue
Westwood, NJ 07642
2nd and 3rd Quarterly Report \$ 180.00

G&D Surgical & Drug Company
225 North Dean Street
Englewood, NJ 07631
Clinic Supplies 138.50

Ray's Reproductions
48 Madison Avenue
Westwood, NJ 07675
Office Stationery 1,240.95

Treasurer, State of New Jersey
Burial Permit Fees
PO Box 370
Trenton, NJ 08625
3rd Quarter Burial Permit Fees 5.00

Treasurer, State of New Jersey
Department of Children & Family Services
PO Box 660
Trenton, NJ 08646
3rd Quarter Marriage Monies 525.00

Carried.

NEW BUSINESS:

1) 2013 NORTHWEST BERGEN REGIONAL HEALTH COMMISSION CONTRACT

The 2013 Contract for Public Health Services from Northwest Bergen Regional Health Commission in the amount of \$89,534.17 was presented to the Board. This represents a 1.5% increase over the 2012 contract amount. A discussion followed.

Mr. Tremble made a motion that the 2013 Northwest Bergen Regional Health Commission Contract in the amount of \$89,534.17 be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mr. Farrell, Mrs. Johnston, Dr. Lardaro,
Mr. Tremble.

Nayes: None.

Abstained: None. Carried.

2) 2013 ANIMAL CONTROL SERVICES CONTRACT

The Board of Health reviewed contracts for Animal Control Services from two organizations: Bergen County Animal Control and TYCO Animal Control.

After discussion the Board feels that the Bergen County offers a more comprehensive Animal Control contract.

Mr. Tremble made a motion that the 2013 Bergen County Animal Control Contract in the amount of \$13,635.00 (a reduction from 2012 of \$4,035.96) be presented to the Mayor and Council for approval; seconded by Mrs. Johnston.

Roll Call:

Ayes: Mrs. Beckman, Mr. Farrell, Mrs. Johnston, Dr. Lardaro,
Mr. Tremble.

Nayes: None.

Abstained: None. Carried.

3) BOARD OF HEALTH OFFICE HOURS - ILLNESS

The Board of Health Director has been out sick since December 6, 2012, therefore the department has not been open the regular hours of 8:30 AM to 4:30 PM, (closed for lunch daily from 12:30 - 1:30 PM). Ms. Compesi had a previous commitment and was scheduled to take off on December 6, 2012. Mrs. Netzer worked her scheduled hours and the office was open on December 6, 2012 from 10:00 AM to 2:00 PM. Ms. Compesi took her scheduled vacation on December 10 & 11, 2012 and Mrs. Netzer was able to work from 9:00 AM to 3:00 PM on those days. The Board was very grateful and commended Mrs. Netzer for working additional hours on those days and tackling new tasks with confidence.

4) EMERGENCY OCCURRENCE PROTOCOL - ESTABLISHMENTS

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. However during hurricane Sandy only two of the 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, however this will be tabled until Ms. Blehl is in attendance at January's Meeting. Mr. Tremble suggested that Office of Emergency Coordinator, Darren Blankenbush attend the next Board of Health meeting to offer suggestions. Council Liaison Grefrath will see if Mr. Blankenbush is available to attend the next meeting.

OLD BUSINESS

1) 2013 OPERATING EXPENSE BUDGET

As the Health Services Contract and Animal Control Contract for 2013 were approved by the Board the final Operating Expense Budget will be completed and submitted to the CFO. The final Operating Expense Budget will be made available to the Board at the next meeting. 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. Farrell made a motion that the meeting be adjourned; seconded by Mrs. Johnston.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 7:55 P.M.

The Minutes were taken by Pres. Beckman and transcribed by Sharon Blehl, Secretary.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, January 9, 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.