

**MINUTES OF THE REGULAR MEETING  
OF THE WESTWOOD BOARD OF HEALTH  
HELD FEBRUARY 12, 2014**

Pres. Beckman called the Meeting to order at 7:40 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 posted on the Borough Web Site on January 9, 2014. 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, Ms. Maria Costello, Ms. Louise Cue, Mrs. Sabrina Johnston, Mrs. Fumi Sugahara (Alternate #2), Mr. Lee Tremble.

Excused

Absence: Mrs. Donna Bott, Mr. Dennis Farrell, Dr. Theresa A. Lardaro (Alternate #2).

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

Excused

Absence: Robert Miller – Council Liaison.

**SALUTE TO THE FLAG**

Ms. Costello led those present in the salute to the flag.

Guests: None.

## PUBLIC FORUM

Mrs. Johnston made a motion to open the floor to the public to discuss any topic; seconded by Ms. Cue.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

There being no public discussion, Mrs. Johnston made a motion to close the public forum; seconded by Ms. Cue.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

## ACTIVITIES REPORTS

1) JANUARY:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for January, 2014 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

Health Officer Musella discussed the Public Health Emergency Planning Meeting she

attended which is outlined in her January 2014 Activities Report. A lengthy discussion followed.

Mrs. Johnston made a motion that the Activities Reports for January, 2014 be approved; seconded by Ms. Cue.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

## MINUTES

### 1) OCTOBER 9, 2013 – REGULAR MEETING

Mrs. Johnston made a motion that the Minutes of Regular Meeting held October 9, 2013 be approved; seconded by Ms. Costello.

Roll Call:

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

Nayes: None.

Abstained: Ms. Cue, Mrs. Sugahara.

Carried.

### 2) NOVEMBER 13, 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 November 13, 2013 Minutes.

### 3) DECEMBER 11, 2013 – REGULAR MEETING

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

### 4) JANUARY 8, 2014 – REGULAR MEETING

The Minutes from the January 8, 2014 Meeting will be presented at the next meeting.

## PURCHASE ORDERS

Bills for January in the amount of \$2,965.28 were presented to the Board Members.

Mrs. Johnston made a motion that the following be accepted for payment; seconded by Ms. Cue.

Roll Call:

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

Nays: None.

Abstained: None.

Carried.

### JANUARY BOARD OF HEALTH VOUCHERS

Melinda Blehl Rabies Clinic Clerk	\$ 70.00
Borough of Hillsdale 4 <sup>th</sup> Quarter 2013 Child Care Clinic	360.00
R.R. Donnelley State Paper for Vital Statistics	437.50
Lauren Jensen Rabies Clinic Technician	130.00
Dyan Muller, DVM Rabies Clinic Veterinarian	400.00
Munidex, Inc. Vital Statistics and Mercantile Software Maintenance	910.40
Munidex, Inc. Pet License Software Maintenance	327.20
NJ State Department of Health-Vet Dog Licenses October - December 2013	2.40
Treasurer, State of New Jersey 3 <sup>rd</sup> Quarter 2013 Marriage	250.00
W.B. Mason Co., Inc. Office Supplies	77.78

Carried.

## NEW BUSINESS:

### 1) 2014 NORTHWEST BERGEN REGIONAL HEALTH COMMISSION CONTRACT

The 2014 Northwest Bergen Regional Health Commission Contract for Public Health Services in the amount of \$91,324.85 was presented to the Board. This represents a 2% increase over the 2013 contract amount.

Mr. Tremble expressed how happy he was with the services provided by Northwest. A discussion followed.

Mrs. Johnston made a motion that the 2014 Northwest Bergen Regional Health Commission Contract in the amount of \$91,324.85 be approved; seconded by Ms. Cue.

#### Roll Call:

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

Nayes: None.

Abstained: None.

Carried.

### 2) 2014 HILLSDALE CHILD HEALTH CLINIC CONTRACT

The 2014 Contract from the Hillsdale Board of Health to supply and oversee the Child Health Conferences for Westwood Children was presented to the Board. The cost of the contract is \$35.00 per child and an annual fee of \$100.00. A discussion followed.

Mrs. Johnston made a motion that the 2014 Hillsdale Board of Health Child Health Conference Contract in the amount of \$35.00 per child and an annual fee of \$100.00 be approved; seconded by Ms. Cue.

#### Roll Call:

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

Nayes: None.

Abstained: None.

Carried.

## OLD BUSINESS

### 1) 2014 SALARY BUDGET

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

### 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 Northwest Bergen Regional Health Commission contract had been estimated.

Ms. Costello made a motion to approve the 2014 Board of Health Operating Expense Budget in the amount of \$119,828.01 (copy annexed); seconded by Mr. Tremble.

#### Roll Call:

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

Nayes: None.

Abstained: None.

Carried.

## EMERGENT MATTERS:

There were no Emergent Matters to discuss.

## ADJOURNMENT

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

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:15 P.M.

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Sharon Blehl  
Secretary

The next meeting will be held Wednesday, March 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 9<sup>th</sup> day of April, 2014.