

MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD FEBRUARY 6, 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. Louise Cue, Mrs. Sabrina Johnston, Mr. Lee Tremble.

Excused

Absence: Ms. Maria Costello, Mr. Dennis Farrell, Dr. Theresa A. Lardaro (Alternate #2).

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

Excused

Absence: Peter Grefrath–Council Liaison.

SALUTE TO THE FLAG

Mrs. Johnston 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 Mrs. Johnston.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

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

A discussion followed.

Mr. Tremble made a motion that the Activities Reports for January, 2013 be approved; seconded by Mrs. Concato.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None. Carried.

MINUTES

1) DECEMBER 12, 2012 - REGULAR MEETING - CANNOT APPROVE

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, 2013 Minutes.

2) JANUARY 6, 2013 - REGULAR MEETING

The Minutes of the Regular Meeting held on January 6, 2013 will be presented at the next meeting.

PURCHASE ORDERS

Bills for January in the amount of \$2,478.10 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. Cue, Mrs. Johnston, Mr. Tremble.

Nayes: None.

Abstained: None. Carried.

JANUARY BOARD OF HEALTH VOUCHERS

Bergen/Passaic Registrar's Association 2013 Membership	\$ 30.00
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Melinda Blehl

2013 Rabies Clinic Clerk	70.00
Sharon Blehl 2013 Rabies Clinic Coordinator	120.00
Christine Compesi 2013 Rabies Clinic Clerk	70.00
Lorraine Flannery 2013 Rabies Clinic Clerk	70.00
G & D Surgical Syringes–Rabies Clinic	147.50
MGL Printing Solutions 2013 Pet Licensing Paper & Envelopes	599.00
Dyan Muller, DVM 2013 Rabies Clinic Veterinarian	375.00
Mary–Beth Netzer 2013 Rabies Clinic Clerk	70.00
NJ State Department of Health–Vet October, November & December 2012 Dog Licenses	6.60
RR Donnelley State Paper for Vital Statistics	500.00
Melissa Shea 2013 Rabies Clinic Technician	120.00
Treasurer, State of New Jersey 4 th Quarter 2012 Marriage Monies	300.00
	Carried.

NEW BUSINESS:

- 1) There is nothing to report.

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 out of the numerous establishments affected during Hurricane Sandy only two establishments 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.

A lengthy discussion followed. It was decided that Pres. Beckman and Ms. Blehl will create the ability to text each establishment owner in the event of an emergency. Refrigerator magnets will be made up outlining the Emergency Occurrence Protocol and contact information. The magnets will be provided to all licensed establishment owners.

2) 2013 BOARD OF HEALTH SALARY BUDGET

The Board of Health Salary Budget was presented to the Board in the amount of \$144,192.37. The budget amount includes the two full time employees, the current part time employee and monies to cover the second part time position to be filled before the hospital reopens in June, 2013.

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 closure of Pascack Valley Hospital in November, 2007, 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. A discussion followed.

Mr. Tremble made a motion that the 2013 Board of Health Salary Budget in the amount of \$144,192.37 be approved and submitted to the Mayor and Council; seconded by Ms. Cue.

Roll Call:

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

Nays: None.

Abstained: None.

Carried.

EMERGENT MATTERS:

1) KEEPING OF LIVE POULTRY

An Ordinance may be proposed to the Mayor and Council to permit the keeping of live poultry. If approved the Board of Health may be required to issue licenses to the owners of the poultry. Ms. Blehl explained that this is in the beginning stages and a lot of research still has to be conducted before an ordinance is drafted. A discussion followed.

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 Mrs. Bott.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:10 P.M.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, March 13, 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.