

MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD MARCH 13, 2013

Pres. Beckman called the Meeting to order at 7:45 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, Ms. Maria Costello, Mr. Dennis Farrell, Mrs. Sabrina Johnston.

Excused

Absence: Mrs. Donna Bott, Mrs. Jane Concato (Alternate #1), Ms. Louise Cue, Dr. Theresa A. Lardaro (Alternate #2) Mr. Lee Tremble.

Present: Sharon Blehl–Secretary, Gail Brunner–Registered Environmental Health Specialist.

Excused

Absence: Angela Musella–Health Officer.

Present: Peter Grefrath–Council Liaison.

SALUTE TO THE FLAG

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

Guests: Caroline Tuero–Rutgers University Student.
Bob Harris– Supervising Animal Control Officer

PUBLIC FORUM

Mr. Farrell made a motion to open the floor to the public to discuss any topic; seconded by Ms. Costello.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

The Board welcomed Bob Harris, Supervising Animal Control Officer with the Bergen County Animal Shelter and Caroline Tuero, Rutgers University student taking a Public Health Administration Class.

Mr. Harris explained that he had an 8:00 PM meeting with a Westwood resident and thought he would stop by to introduce himself to the Board. Pres. Beckman explained that Mr. Harris has helped the Board of Health with many animal related problems. A discussion followed.

Miss Tuero explained that she is required to attend a Board of Health Meeting as part of her Public Administration Class. As part of Miss Tuero's course requirement she will schedule an interview with Pres. Beckman.

Mr. Farrell made a motion to close the public forum; seconded by Ms. Costello.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

ACTIVITIES REPORTS

1) FEBRUARY:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for February, 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 was held.

Ms. Costello made a motion that the Activities Reports for February, 2013 be approved; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

At 8:00 PM Mr. Harris left the meeting. The Board thanked him for stopping by to introduce himself.

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.

3) FEBRUARY 6, 2013 – REGULAR MEETING

The Minutes of the Regular Meeting held on February 6, 2013 will be presented at the

next meeting.

PURCHASE ORDERS

Bills for February in the amount of \$1,508.59 were presented to the Board Members.

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

Roll Call:

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

Nays: None.

Abstained: None.

FEBRUARY BOARD OF HEALTH VOUCHERS

Borough of Hillsdale 4 th Quarter 2012 Child Care	\$ 150.00
Borough of Hillsdale Child Health Contract for 2013	100.00
Munidex, Inc. Pet Software Maintenance Contract	320.00
Munidex, Inc. Vital Statistic & Mercantile Software Maintenance Contract	892.80
North Jersey Newspapers 2013 Board of Health Meeting Dates Advertised	45.79
	Carried.

NEW BUSINESS:

1) BLOODBORNE PATHOGEN/RTK TRAINING

A Lieutenant from the Westwood Police Department had been providing the Bloodborne Pathogen/Right to Know Training to the employees/volunteers but retired during 2012. The Health Department has been looking into other training options. Administrator Hoffmann attended a Safety Committee Meeting on March 12, 2013.

One of the topics discussed was an online Bloodborne Pathogen Training program that will be presented through the Mel Safety Institute at no cost to the Borough. Ms. Blehl contacted The Safety Coordinator who explained that all classes will be offered through the institute at no charge because we are members of the Joint Insurance Fund. He also explained that all employees with potential exposure to hazardous chemicals must take the "Hazard Communication/Globally Harmonized System" course by December 1, 2013. Ms. Blehl will inform the employees/volunteers. A discussion followed.

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. To streamline this process 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. A discussion followed.

2) 2013 BOARD OF HEALTH SALARY BUDGET

HISTORY: During the February 6, 2013 Board of Health Meeting the Board unanimously approved the 2013 Salary Budget in the amount of \$144,192.37.

Council Liaison Grefrath called Pres. Beckman immediately following the March 5, 2013 Mayor and Council Meeting and reported the following: The Finance Committee had to cut costs. Therefore, at this time the Borough will not provide the funding for Board of Health to employ a second part time person. No other budget restrictions were implemented for the Board of Health. Pres. Beckman explained that she appreciated all the hard work that Council Liaison Grefrath has done. However, once the hospital opens and is in full operation this will significantly increase the workload in the Health Department. Therefore, in an effort to efficiently process all the paperwork generated by the hospital, the department may consider closing the office to customers and phone calls for a period of time on a daily basis. Pres. Beckman explained that if the need arises and can be justified, the part time position will be reinstated to full time. A discussion followed.

EMERGENT MATTERS:

1) KEEPING OF LIVE POULTRY

A proposed Keeping of Live Poultry Ordinance was drafted by the Construction Official, and was presented to the Planning Board. After consideration they felt there was not enough need for Westwood to adopt the ordinance. 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 Mrs. Johnston.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:45 P.M.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, April 10, 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.