

**MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD APRIL 10, 2013**

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 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, Ms. Maria Costello, Ms. Louise Cue, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #2), Mr. Lee Tremble.

Excused
Absence: Mrs. Jane Concato (Alternate #1).

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

Excused
Absence: Peter Grefrath–Council Liaison.

SALUTE TO THE FLAG

Mrs. Bott led those present in the salute to the flag.

Guests: Susan C. Vaccaro and Marsha Demarest, Co–Chair’s for the Relay for Life of Pascack Valley.

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.

The Board welcomed Susan C. Vaccaro and Marsha Demarest. Ms. Vaccaro and Ms. Demarest are the Co-Chairs for Relay for Life of Pascack Valley. This year, Relay For Life is being held at Pascack Hills High School in Montvale on May 18 – 19, 2013. This year's event is sponsored by Hackensack University Medical Center and will have a circus theme.

At Relay For Life events, communities across the globe come together to honor cancer survivors and remember loved ones lost. The event includes an organized, overnight community fundraising walk where teams of people camp out around the track, and members of each team take turns walking around the track. Food, games and activities are also provided.

Ms. Vaccaro explained that teams are needed for this year's event. The Board Members will reach out to organizations to try and find participants.

The Board thanked the women for the time and effort they put forth for this vital event.

At 8:15 PM Susan C. Vaccaro and Marsha Demarest left the meeting.

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) MARCH:
HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for March, 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

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

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

MINUTES

- 1) September 12, 2012 - REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held September 12, 2012 be approved; seconded by Mr. Farrell.

Roll Call: Ayes: Mrs. Beckman, Ms. Costello, Mr. Farrell, Mr. Tremble.

Nayes: None.

Abstained: Mrs. Bott, Ms Cue, Mrs. Johnston, Dr. Lardaro.

Carried.

2) DECEMBER 12, 2012 - REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held December 12, 2012 be approved; seconded by Mr. Farrell.

Roll Call:

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

Nayes: None.

Abstained: Mrs. Bott, Ms. Costello, Ms. Cue.

Carried.

3) JANUARY 9, 2013 - REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held January 9, 2013 be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Ms Cue, Mr. Farrell, Mr. Tremble.

Nayes: None.

Abstained: Mrs. Johnston, Dr. Lardaro.

Carried.

4) FEBRUARY 6, 2013 - REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held February 6, 2013 be approved; seconded by Mrs. Johnston.

Roll Call:

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

Nayes: None.

Abstained: Ms. Costello, Mr. Farrell, Dr. Lardaro. Carried.

5) MARCH 13, 2013 - REGULAR MEETING

Mr. Farrell made a motion that the Minutes of Regular Meeting held March 13, 2013 be approved; seconded by Mrs. Johnston.

Roll Call:

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

Nays: None.

Abstained: Mrs. Bott, Ms. Cue, Dr. Lardaro, Mr. Tremble.

Carried.

PURCHASE ORDERS

Bills for March in the amount of \$23,863.47 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, Ms. Costello, Ms. Cue, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nays: None.

Abstained: None.

MARCH BOARD OF HEALTH VOUCHERS

NJ State Department of Health-Vet 2013 Dog Licenses January - March	\$ 775.80
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Northwest Bergen Regional Health Commission 2013 Health Services Contract 1 st Quarter Payment	22,383.55
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Pascack Pharmacy 4 Doses Hepatitis B Vaccine	272.84
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Staples Advantage Office Supplies	431.28
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Carried.

NEW BUSINESS:

1) REAPPOINTMENT – SHARON BLEHL – REGISTRAR TERM

Pres. Beckman explained that Sharon Blehl's term as Registrar expires June 1, 2013.

Mr. Tremble made a motion to reappoint Sharon Blehl as the Certified Municipal Registrar for the Borough of Westwood effective June 1, 2013 through June 1, 2016; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Ms. Cue, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None.

The necessary paperwork will be sent to the New Jersey State Registrar.

2) BOARD OF HEALTH LICENSE FEES

In a Memo dated April 5, 2013 all departments were asked to review their current license or permit fees. Councilmember Waneck plans to discuss revenue during the May Mayor and Council work session. Pres. Beckman will compile a spread sheet comparing Westwood's fees with those of neighboring towns. The spread sheets will be emailed to all members before the next meeting. Pres. Beckman told the Board that this will be a group process and wants suggestions brought to the next meeting. A discussion followed.

3) UNWANTED PRESCRIPTION DRUG TAKE BACK

The Westwood Police Department will be hosting an unused or expired medication disposal program on April 27, 2013 from 10:00 AM – 2:00 PM. The Board discussed the importance of this program.

OLD BUSINESS

1) 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. However during the March 5, 2013 Council Meeting the Finance Committee cut costs. Therefore, at this time the Borough will not provide the funding for the Board of Health to employ a second part time person as originally requested by the Board. No other budget restrictions were implemented for the Board of Health. 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 current part time position will be reinstated to a full time position.

This item will remain on the agenda until the Board of Health Salary Budget is adopted.

CLOSED SESSION

At 8:35 P.M. Mr. Tremble made a motion to go into closed session to discuss employment matters; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Ms. Cue, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None. Carried.

At 8:57 P.M. Mr. Farrell made a motion to reopen the meeting; seconded by Mrs. Johnston.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Ms. Cue, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None. Carried.

EMERGENT MATTERS:

There are no Emergent Matters to discuss

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 Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Carried.

The meeting adjourned at 8:58 P.M.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, May 8, 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 9th day of October, 2013.