

**MINUTES OF THE REGULAR MEETING  
OF THE WESTWOOD BOARD OF HEALTH  
HELD MAY 8, 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. Maria Costello, Mr. Dennis Farrell, Dr. Theresa A. Lardaro (Alternate #2), Mr. Lee Tremble.

Excused

Absence: Ms. Louise Cue, Mrs. Sabrina Johnston.

Present: Sharon Blehl–Secretary.

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: 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.

Nayes: 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.

Nayes: None.

Abstained: None.

Carried.

## ACTIVITIES REPORTS

1) APRIL:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for April, 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

Ms. Blehl responded to a fire at Pompilio's Restaurant on April 20, 2013 at 9:00 PM. Bread left on top of a pizza oven ignited. Pompilio's was reopened within one week. A discussion followed.

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

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

## MINUTES

### 1) APRIL 10, 2013 - REGULAR MEETING

The Minutes from the April 10, 2013 meeting will be presented at the next meeting.

## PURCHASE ORDERS

Bills for April in the amount of \$865.00 were presented to the Board Members.

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

Roll Call:

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

Nayes: None.

Abstained: None.

### APRIL BOARD OF HEALTH VOUCHERS

Borough of Hillsdale 1 <sup>st</sup> Quarter Child Health Clinic	\$240.00
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R. R. Donnelley State Paper	625.00
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Carried.

## **NEW BUSINESS:**

### **1) FARMERS MARKET**

The Westwood Chamber of Commerce had scheduled a Farmers Market which was to take place every Saturday from April 27 – November 30, 2013. The market was going to be held in the commuter parking lot located behind the Municipal Complex. The Board of Health was not made aware of the market until April 11, 2013 and the inspection process was not taken into consideration. After many meetings/discussions the Chamber has postponed the start date of the Farmers Market until all details can be outlined. A lengthy discussion followed regarding the lack of communication, the fee schedule for inspections and the proposed location of the market. Ms. Blehl will keep the Board informed.

### **2) UNWANTED PRESCRIPTION DRUG TAKE BACK**

The Westwood Police Department hosted an unused or expired medication disposal program on April 27, 2013. They collected almost 100 pounds of medications which was turned over to the Police Academy in Mahwah for proper disposal. We will be informed when the next program is scheduled.

## **OLD BUSINESS**

### **1) 2013 BOARD OF HEALTH SALARY BUDGET**

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 and did not provide 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 had explained that if the need arises and can be justified, the part time position will be reinstated to full time.

Pres. Beckman explained that she, Vice President Farrell and Mr. Tremble appeared at the April 16, 2013 Mayor and Council Meeting. Pres. Beckman stood before the Mayor and Council and discussed the following: The Mayor and Council did not provide the money to hire a second part time person, which was originally agreed upon; the Board of Health may have to close the office to the public on a daily basis, depending on the work load, to be able to get the work done generated by the hospital and the 2014 Board of Health budget will be increased to reinstate the

part time position to full time, which will put the department back to three full time employees. With a population of over 10,000 and a hospital based town, to have three full time people in the Board of Health is well within the boundaries acceptable by the state.

Pres. Beckman explained the history of the position as follows: There were three full time employees in the Health Department while Pascack Valley Hospital was open. One of the employees retired and with the impending closure of Pascack Valley Hospital it was decided to fill that position with a part time person with the understanding that the position would be reinstated to 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. One of the part-time positions has been filled. The hospital is expected to open in June, 2013 and the second part-time position was to be filled before the hospital opens.

A discussion followed regarding closing the window to the public to allow the office to fulfill the work load.

#### CLOSED SESSION

At 8:00 P.M. Mr. Farrell made a motion to go into closed session to discuss employment matters; seconded by Mr. Tremble.

Roll Call:

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

Nayes: None.

Abstained: None. Carried.

At 8:10 P.M. Mr. Farrell made a motion to reopen the meeting; seconded by Dr. Lardaro.

Roll Call:

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

Nayes: None.

Abstained: None. Carried.

Mr. Tremble made a motion to give Director Blehl the authority to close the Board of Health window to the public, at her discretion, when necessary, to accomplish all necessary work effective June 1, 2013; seconded by Mr. Farrell.

Roll Call:

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

Nayes: None.

Abstained: None. Carried.

2) BOARD OF HEALTH LICENSE FEES

HISTORY: In a Memo dated April 5, 2013 from the Borough Clerk, all departments were asked to review their current license or permit fees.

Pres. Beckman compiled a comparison spreadsheet. The sheet compares the fees charged by Westwood to those fees charged by fifteen surrounding towns. The spread sheet was emailed to the Board Members and Council Liaison Grefrath on May 1, 2013.

Pres. Beckman explained that the Board of Health reviews the fee schedule every five years and fees have not been increased in ten years. Pres. Beckman went over each fee category with the Board. She further explained that the pet license fees are governed by the Mayor and Council and those fees are in line with the surrounding towns, therefore, it is suggested not to increase those fees.

At 8:50 PM Mr. Tremble left the meeting.

Pres. Beckman asked the Board Members to go over each fee category and bring suggestions to June's Meeting. A lengthy discussion followed regarding the different fee categories.

**EMERGENT MATTERS:**

There is nothing to discuss.

## 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 Dr. Lardaro.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 9:30 P.M.

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Sharon Blehl  
Secretary

The next meeting will be held Wednesday, June 12, 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 9<sup>th</sup> day of October, 2013.