

**MINUTES OF THE REGULAR MEETING  
OF THE WESTWOOD BOARD OF HEALTH  
HELD JUNE 12, 2013**

Pres. Beckman called the Meeting to order at 7:33 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. Jane Concato (Alternate #1), Ms. Maria Costello, Ms. Louise Cue, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #2), Mr. Lee Tremble.

Excused  
Absence: Mrs. Donna Bott.

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

Present: Peter Grefrath–Council Liaison.

**SALUTE TO THE FLAG**

Mr. Farrell 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 Dr. Lardaro.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None. Carried.

There being no public discussion, Mr. Farrell made a motion to close the public forum; seconded by Dr. Lardaro.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None. Carried.

## ACTIVITIES REPORTS

1) MAY:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for May, 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. Farrell made a motion that the Activities Reports for May, 2013 be approved; seconded by Dr. Lardaro.

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.

### 2) MAY 15, 2013 – REGULAR MEETING

The Minutes from the May 15, 2013 meeting will be presented at the next meeting.

### 3) MAY 15, 2013 – CLOSED SESSION

The Minutes from the May 15, 2013 closed session meeting will be presented at the next meeting.

## PURCHASE ORDERS

Bills for May in the amount of \$74,574.59 were presented to the Board Members.

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

Roll Call:

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

Nayes: None.

Abstained: None.

## MAY BOARD OF HEALTH VOUCHERS

Bergen County Department of Health  
Animal Control 1st Half of 2013

\$6,817.50

Sharon Blehl Meeting May 15, 2013	20.00
Northwest Bergen Regional Health Services – 2 <sup>nd</sup> , 3 <sup>rd</sup> & 4 <sup>th</sup> Quarter	67,150.62
Staples Advantage Office Supplies	141.42
Staples Advantage Office Supplies	317.05
Thomson West NJ Statutes 24 & 26	128.00
	Carried.

**NEW BUSINESS:**

- 1) Nothing to report

**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. The hospital opened June 1, 2013 and once it is in full operation it 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.

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

## 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. The Board of Health has been reviewing the fee ordinance since April's Meeting.

A discussion followed regarding:

- The various fees establishment owners have to pay to other Borough Departments
- What account the Board of Health license fees are deposited into
- The Westwood Board of Health charges a fee only if a service is provided (i.e. inspection).

Pres. Beckman explained that during this meeting the fee amounts will be discussed. Each category was discussed at length and a fee amount was suggested. Pres. Beckman will provide the Board with a spreadsheet containing all the proposed fee amounts at the next meeting. A discussion followed.

## 3) FARMERS MARKET

HISTORY: 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 and a new date has not yet been determined.

A discussion followed. Ms. Blehl will inform the Board if the Chamber reschedules the Farmers Market.

## **EMERGENT MATTERS:**

There were no Emergent Matters 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 9:25 P.M.

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Sharon Blehl  
Secretary

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