

**MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD JULY 10, 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, Ms. Louise Cue, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #2), Mr. Lee Tremble.

Excused
Absence: None

Present: Sharon Blehl–Secretary.

Excused
Absence: Peter Grefrath–Council Liaison, Angela Musella–Health Officer.

SALUTE TO THE FLAG

Dr. Lardaro 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) JUNE:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for June, 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 June, 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.

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.

4) JUNE 12, 2013 - REGULAR MEETING

The Minutes from the June 12, 2013 meeting will be presented at the next meeting.

PURCHASE ORDERS

Bills for June in the amount of \$726.20 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. Costello, Ms. Cue, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None.

JUNE BOARD OF HEALTH VOUCHERS

Sharon Blehl Mold Awareness Seminar	\$ 30.00
NJ State - Vet Dog License Monies to State	88.20
Ray's Reproductions Emergency Protocol Magnets	500.00
Stericycle, Inc Medical Waste Disposal	108.00
	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 previously approved 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. Mary-Beth Netzer, Alternate Deputy Registrar (part time position) continues to work extra hours, as needed. Mrs. Netzer has been compensated, accordingly, at her current hourly salary. However, in an effort to efficiently process all the paperwork generated by the hospital, the department may still 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.

The Mayor and Council approved the salary budget on June 25, 2013. All eligible employees will be receiving the 2% salary increase in their July 12, 2013 pay check. A discussion followed.

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.

From the discussions held during the June meeting, Pres. Beckman compiled a spreadsheet which outlined the proposed changes to the fees and also contained the new categories. This was distributed to all Board Members and discussed in detail.

The Board decided to recognize establishments that have received Satisfactory Inspection Reports for five or more years. Each Board Member was asked to bring three suggested titles, for this recognition, to the next meeting.

A discussion followed.

EMERGENT MATTERS:

There were 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 8:25 P.M.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, August 14, 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.