

MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD SEPTEMBER 10, 2014

Vice Pres. Farrell called the Meeting to order at 7:35 P.M.

Vice President Farrell 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 posted on the Borough Web Site on January 9, 2014. 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. Donna Bott (arrived at 7:45PM), Ms. Maria Costello, Ms. Louise Cue, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #1)

Excused

Absence: Mrs. Betsy Beckman, Mr. Lee Tremble.

Present: Sharon Bleh - Secretary, Angela Musella - Health Officer

Present: Christopher Owens - Council Liaison.

SALUTE TO THE FLAG

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

Guests: None.

PUBLIC FORUM

Dr. Lardaro made a motion to open the floor to the public to discuss any topic; seconded by Ms. Cue.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

There being no public discussion, Mrs. Johnston made a motion to close the public forum; seconded by Ms. Cue.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

ACTIVITIES REPORTS

1) JUNE, JULY & AUGUST:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for June, July and August, 2014 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. Cue made a motion that the Activities Reports for June, July and August, 2014 be

approved; seconded by Dr. Lardaro

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

MINUTES

1) MARCH 12, 2014- REGULAR MEETING

Due to a lack of quorum available the Minutes of Regular Meeting held March 12, 2014 will be addressed at the next meeting

2) JUNE 11, 2014- REGULAR MEETING

Due to a lack of quorum available the Minutes of Regular Meeting held June 11, 2014 will be addressed at the next meeting.

PURCHASE ORDERS

Bills for June, July and August in the amount of \$8,720.18 were presented to the Board Members

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

Roll Call:

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

Nays: None.

Abstained: None.

Carried.

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| Bergen County Department of Health January 1 - June 30 th Contract Payment | \$6,926.58 |
| Borough of Hillsdale Second Quarter Clinic Payment | 140.00 |
| NJ State Department of Health Second Quarter Dog License Payment | 69.60 |

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| Pascack Pharmacy 3 Doses Hepatitis B Vaccine | 210.00 |
| R.R. Donnelley State Paper for Vital Records | 735.00 |
| Thomson West NJ State Statutes 24 & 26 Updates | 144.00 |
| Treasurer, State of NJ January & April Burial Permit Monies | 10.00 |
| Treasurer, State of NJ Second Quarter Marriage Monies | 400.00 |
| Treasurer, State of NJ Medical Waste July 20, 2014- July 18, 2014 | 85.00 |
| | Carried. |

NEW BUSINESS:

1) 2015 BOARD OF HEALTH BUDGET

The 2015 Board of Health budget will be discussed during the next meeting.

DISCUSSION:

2) 2013 RIGHT TO KNOW SURVEY

The Board of Health hired J.A. Montgomery to complete the 2013 Right To Know Inventory Surveys for all the Borough owned buildings (six buildings total). The State of New Jersey has now mandated that the submission process be uploaded to the State's website. Pres. Beckman and Ms. Blehl contacted J.A. Montgomery on September 8, 2014 to inquire if this was included in the original price quote. J.A. Montgomery will charge an additional fee of \$50.00 per hour with an estimated time frame of twelve hours to complete the data entry into the State's website.

3) 2014 RIGHT TO KNOW SURVEY

The 2014 Right To Know Survey must be completed before the end of 2014 and is due to the State by July 15, 2015. J.A. Montgomery provided an estimate

complete the surveys in the amount of \$1,171.00. This fee would include uploading all information to the State's website.

4) RODENT COMPLAINTS

The Board of Health has been inundated with calls of rodent complaints in various areas of Westwood. All complaints are being investigated by Ms. Blehl which has been very time consuming. Many residents have hired an exterminator as some of the areas are worse than others. The complaints will continue to be investigated

A discussion followed. Mrs. Johnston suggested that a letter be sent to all eateries with outdoor dining reminding them to ensure that no food is left on the ground. As we are at the end of the outdoor eating season Ms. Blehl will send letters for the 2015 outdoor dining season.

5) NEW ESTABLISHMENTS:

a) Tisha's Main Ingredient

Tisha's Main Ingredient opened on August 15, 2014. They are located at 301 Center Avenue and will be serving a "light fare" menu; soups, salads, sandwiches and desserts with emphasis on soufflés.

b) Dream Dessert

Dream Dessert opened on September 2, 2014. They are located at 70062 Broadway and will be serving frozen yogurt, pastries and other baked products.

OLD BUSINESS

1) 2014 SALARY BUDGET

The 2014 Salary Budget was approved by the Mayor and Council. The 2% increase was included in the Board of Health's July 1, 2014 pay checks.

EMERGENT MATTERS:

1) There was nothing to report.

ADJOURNMENT

There being no further business to come before the Board at this time, Mrs. Cue made a motion that the meeting be adjourned; seconded by Mrs. Bott.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:05 P.M.

Sharon Blehl
Secretary

The next meeting will be held Wednesday, October 8, 2014 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 12th day of November, 2014.