

MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD SEPTEMBER 12, 2012

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, 2012. 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, Mr. Dennis Farrell, Mr. Lee Tremble.

Excused

Absence: Mrs. Donna Bott, Ms. Louise Cue, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #2),

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 Mr. Tremble.

Voice Vote:

Ayes: All present voted in favor.

Nays: 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.

Nays: None.

Abstained: None. Carried.

ACTIVITIES REPORTS

1) JUNE, JULY AND AUGUST:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for June, July and August, 2012 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 was held regarding the Activities Reports.

Mr. Tremble made a motion that the Activities Reports for June, July and August, 2012 be approved; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

MINUTES

1) APRIL 11, 2012 - REGULAR MEETING

The Minutes will be addressed at the next Board of Health meeting as there is a lack of quorum available to approve the April 11, 2012 Minutes.

2) JUNE 13, 2012 - REGULAR MEETING

The Minutes will be addressed at the next Board of Health meeting as there is a lack of quorum available to approve the June 13, 2012 Minutes.

VOUCHERS

Bills for June, July and August in the amount of \$553.80 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. Betsy Beckman, Mrs. Jane Concato, Ms. Maria Costello, Mr. Dennis Farrell, Mr. Lee Tremble.

Nayes: None.

Abstained: None.

Carried.

JUNE, JULY AND AUGUST BOARD OF HEALTH VOUCHERS

NJ State Department of Health-Vet
CN 369
Trenton, NJ 08625
May 2012 Dog Licenses \$ 13.80

Treasurer, State of NJ
PO Box 370
Trenton, NJ 08625
2nd Quarter Burial Permit Fees 5.00

Treasurer, State of NJ
PO Box 660
Trenton, NJ 08646
2nd Quarter Marriage Fees 450.00

Treasurer, State of NJ
PO Box 638
Trenton, NJ 08625
Medical Waste Generator 7/20/12 to 7/19/12 85.00

Carried.

NEW BUSINESS:

1) ALTERNATE DEPUTY REGISTRAR

Mrs. Valerie Kerekes resigned from the position of Alternate Deputy Registrar on May 11, 2012. The position is currently vacant. A requisition was processed to the Pascack Press on September 11, 2012 in the amount of \$24.00 to advertise the position. The Pascack Press was the most reasonably priced of all the local papers. A discussion followed regarding the hours and salary for the position.

2) BOARD OF HEALTH OFFICE HOURS

LUNCH HOUR: During the June 13, 2012 Board of Health Meeting the Board voted to close the office daily between the hours of 12:30 - 1:30 for lunch. This took effect Monday, June 18, 2012. This was done to provide uniformity for the customers especially if one of the two employees is on vacation or sick leave. Pres. Beckman explained that closing for lunch has been working out very well. A discussion followed.

VACATION REQUEST: During the June 13, 2012 Board of Health Meeting the Board voted to close the office all day on August 10, 2012 due to the vacancy in the department and scheduling conflicts. The Borough Administrator was made aware of

the Board's decision on June 14, 2012 via an email. On July 26, 2012 the Administrator responded to the email. Pres. Beckman read the Administrator's response to the Board, which stated the Governing Body was not in favor of closing the department; therefore, Mr. Hoffmann would not approve both Ms. Blehl and Ms. Compesi taking the same day off (copy annexed).

Pres. Beckman explained the following to the Board:

- Ms. Compesi was able to change her plans therefore the department was open on August 10, 2012
- Ms. Compesi was commended for changing her plans
- Mr. Hoffmann should have responded to the June 14, 2012 email immediately if he had concerns
- NOTE: If Ms. Compesi was unable to change her plans the department would have been closed as originally approved by the Board
- Since the policies are made and approved by the Board this action does not set a precedent

A discussion followed.

3) SHREDDING EVENT – SEPTEMBER 15TH 9:00 AM TO 1:00 PM

On Saturday, September 15, 2012 the Borough of Westwood, together with the Bergen County Utilities Authority, will be hosting a Shredding Event for Bergen County residents. The event will be held from 9:00 AM to 1:00 PM at the Westwood Recycling Center, 235 Harrington Avenue. A discussion followed.

4) TURN IN UNUSED/EXPIRED MEDICATIONS SEPTEMBER 29TH 10:00 – 2:00

On Saturday, September 29, 2012 the Westwood Police Department will be hosting a program which will allow resident to turn in unused or expired medications for safe disposal. The event will be held from 10:00 AM – 2:00 PM. A discussion followed.

5) INFLUENZA VACCINATION PROGRAMS

a) COMMUNITY CENTER OCTOBER 2ND 9:30 – 11:30 AM

Northwest Bergen Regional Health Commission will be holding the annual flu clinic at the Community Center, 55 Jefferson Avenue on October 2, 2012 from 9:30 – 11:30 AM. Press releases have been sent to the area newspapers, posted in the Municipal Complex and distributed to the Board Members. Copy annexed.

b) WESTWOOD HOUSE OCTOBER 16TH 1:00 – 3:00 PM

Northwest Bergen Regional Health Commission will be holding a flu clinic at

Westwood House, 100 Madison Avenue on October 16, 2012 from 1:00 – 3:00 PM. Press releases have been sent to the area newspapers, posted in the Municipal Complex and distributed to the Board Members. Copy annexed.

OLD BUSINESS

- 1) There is nothing to report at this time.

EMERGENT MATTERS:

- 1) LEAD INVESTIGATION CASE

Health Officer Musella explained that they have a two year old child with an elevated blood lead level that resides in Westwood. This may require lead abatement in the home. Mrs. Musella is still conducting the investigation and will keep the Board informed. Pres. Beckman explained that the Board of Health has a budget line item in the amount of \$800.00 for lead investigations. A discussion followed.

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 Ms. Costello.

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, October 10, 2012 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 10th day of April, 2013.