

MINUTES OF THE REGULAR MEETING  
OF THE WESTWOOD BOARD OF HEALTH  
HELD JUNE 13, 2012 , 2012

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, 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. Donna Bott, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #2), Mr. Lee Tremble.

Excused

Absence: Mrs. Jane Concato (Alternate #1), Ms. Maria Costello, Ms. Louise Cue.

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

Present: Peter Grefrath–Council Liaison.

## SALUTE TO THE FLAG

Mr. Tremble 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. Farrell made a motion to close the public forum; seconded by Mr. Tremble.

Voice Vote:

Ayes: All present voted in favor.

Nays: 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, 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

Mr. Tremble made a motion that the Activities Reports for May, 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.

### 2) MAY 9, 2012 – REGULAR MEETING

Mrs. Johnston made a motion that the Minutes of Regular Meeting held May 9, 2012 be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mr. Farrell, Mrs. Johnston, Dr. Lardaro.

Nayes: None.

Abstained: Mrs. Bott, Mr. Tremble.

Carried.

## VOUCHERS

Bills for April in the amount of \$19,232.43 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, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

MAY BOARD OF HEALTH VOUCHERS

Bergen County Animal Shelter 100 United Lane Teterboro, NJ 07608 2012 Animal Control Contract	\$17,670.96
NJ State Department of Health-Vet CN 369 Trenton, NJ 08625 January - March 2012 Dog License Report	845.40
NJ State Department of Health-Vet CN 369 Trenton, NJ 08625 April 2012 Dog License Report	18.00
Staples Advantage PO Box 30298 Salt Lake, UT 84130 Office Supplies	411.07
Treasurer, State of NJ PO Box 660 Trenton, NJ 08646 1 <sup>st</sup> Quarter 2012 Marriage Licenses	175.00
West Publishing Payment Center PO Box 64833 St. Paul, MN 55164 2012 Subscription - Title 24 & 26	112.00
	Carried.

**NEW BUSINESS:**

1) ALTERNATE DEPUTY REGISTRAR

Valerie Kerekes resigned from the position as Alternate Deputy Registrar on May 11, 2012. The position is currently vacant. Pres. Beckman previously met with Mr. Hoffmann to discuss advertising the position internally before presenting it to the general public. One employee expressed interest in the position but it became apparent during the interview process that it would be difficult for her to manage both

positions accurately and efficiently. A discussion followed regarding the increase in work expected with the hospital opening next year.

Mr. Tremble made a motion to advertise the Alternate Deputy Registrar position; seconded by Mrs. Bott.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

Ms. Blehl was instructed to send a notice to the Administrator and Borough Clerk informing them of the Board's decision.

## 2) BOARD OF HEALTH OFFICE HOURS

Ms. Blehl explained that the Board of Health office has been closed occasionally due to lunch, meetings etc. especially when one of the two remaining employees are absent. Ms. Blehl also explained that on August 10, 2012 there is a scheduling conflict. A lengthy discussion followed.

Mr. Tremble made a motion that the Board of Health office be closed daily between the hours of 12:30 – 1:30 PM for lunch to retain uniformity and that the Board of Health office be closed all day on August 10, 2012; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None.

Carried.

Ms. Blehl was instructed to post a notice of the office closure and hours on the web site and Board of Health window. A written notice is to be sent to the Administrator and Borough Clerk informing them of the Board's decision.

## OLD BUSINESS

1) There is nothing to report.

EMERGENT MATTERS:

1) TRAINING COURSE

Health Officer Musella explained that the New Jersey Local Board of Health Association is developing an online training course for Board of Health Members. She will keep the Board informed of their progress.

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 Mr. Tremble.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:20 PM

---

Sharon Blehl  
Secretary

The next meeting will be held Wednesday, July 11, 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 10<sup>th</sup> day of October, 2012.