

MINUTES OF THE REGULAR MEETING
OF THE WESTWOOD BOARD OF HEALTH
HELD JANUARY 12, 2011

Ms. Sharon Blehl called the Meeting to order at 7:35 P.M.

Present: Mrs. Betsy Beckman, Mrs. Donna Bott, Mrs. Jane Concato (Alternate #1), Ms. Maria Costello, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Dr. Theresa A. Lardaro (Alternate #2), Mr. Lee Tremble.

Excused

Absence: Ms. Louise Cue.

Absent: None.

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

Present: Ingrid Quinn–Council Liaison.

Guests: None.

Ms. Blehl 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 29, 2010. 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.

SALUTE TO THE FLAG

Mrs. Beckman led those present in the salute to the flag.

REORGANIZATION

NOMINATION OF PRESIDENT

A motion by Mr. Tremble; seconded by Mr. Farrell that Mrs. Betsy Beckman be nominated for President of the Board of Health for 2011.

Are there any nominations from the floor? No.

There being no nominations from the floor, Mr. Tremble made a motion that the nominations be closed; seconded by Mr. Farrell.

Roll Call:

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

Nayes: None.

Abstained: None.

Carried.

ELECTION OF PRESIDENT

A motion was made by Mr. Tremble that Mrs. Betsy Beckman be appointed President of the Board of Health for 2011; seconded by Mr. Farrell.

Roll Call:

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

Nayes: None.

Abstained: None.

Carried.

Pres. Beckman chaired the meeting at this time.

NOMINATION OF VICE PRESIDENT

A motion by Mr. Tremble; seconded by Mrs. Johnston that Mr. Dennis Farrell be nominated for Vice President of the Board of Health for 2011.

Are there any nominations from the floor? No.

There being no nominations from the floor, Mr. Tremble made a motion that the nominations be closed; seconded by Mrs. Johnston.

Roll Call:

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

Nayes: None.

Abstained: Mr. Farrell.

Carried.

ELECTION OF VICE PRESIDENT

A motion was made by Mr. Tremble that Mr. Dennis Farrell be appointed Vice President of the Board of Health for 2011; seconded by Ms. Costello.

Roll Call:

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

Nayes: None.

Abstained: Mr. Farrell.

Carried.

BOARD MEMBERS TERMS

Terms for the Board of Health Members are as follows:

Ingrid Quinn was appointed Council Liaison to the Board of Health for 2011.
Robert Miller was appointed Alternate Council Liaison to the Board of Health for 2011.

Betsy Beckman..... 12/31/2013
Donna Bott.....12/31/2011
Jane Concato, Alternate #1.....12/31/2011
Maria Costello.....12/31/2012
Louise Cue.....12/31/2011
Dennis Farrell.....12/31/2012
Sabrina Johnston.....12/31/2011
Dr. Theresa A. Lardaro, Alternate #2...12/31/2012

Lee Tremble.....12/31/201 3

Mr. Tremble made a motion that the terms be approved; seconded by Mr. Farrell.

Roll Call:

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

Nayes: None.

Abstained: None.

Carried.

EMPLOYEE APPOINTMENTS

Pres. Beckman offered the following employee appointments for the year 2011 under the authority of Title 26:3-19 and Borough of Westwood Municipal Code 2.56.010 and 2.56.040.

Sharon Blehl is hereby reappointed Certified Municipal Registrar/Secretary to the Board/Board of Health Director/Public Health Investigator/Pet Licensing Official/Right to Know/Hazard Communications and Bloodborne Pathogens Coordinator of the Board of Health for the year 2011.

Christine Compesi is hereby reappointed Certified Municipal Deputy Registrar/Secretary of the Board of Health for the year 2011.

Valerie T. Kerekes is hereby reappointed Alternate Deputy Registrar/ Secretary to Sharon Blehl and Angela Musella of the Board of Health for the year 2011.

Angela Musella is hereby appointed Health Officer, through a (pending) contract with Northwest Bergen Regional Health Commission, of the Board of Health for the year 2011.

Mr. Farrell made a motion that the Employee Appointments be approved; seconded by Mr. Tremble.

Roll Call:

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

Nayes: None.

Abstained: None.

Carried.

FINANCE COMMITTEE

Pres. Beckman chose the following Members to make up the Finance Committee for the Board of Health for 2011.

1. Betsy Beckman, President
2. Dennis Farrell, Vice President

Mr. Tremble made a motion that the Finance Committee Appointments be approved; seconded by Mrs. Johnston.

Roll Call:

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

Nays: None.

Abstained: None.

Carried.

MEETING DATES

The Westwood Board of Health will hold the Regular Meetings on the following dates in the Municipal Complex, 101 Washington Avenue, Westwood, New Jersey at 7:30 P.M.

February 9, 2011
March 9, 2011
April 13, 2011
May 11, 2011
June 8, 2011
July 13, 2011
August 10, 2011
September 14, 2011
October 12, 2011
November 9, 2011
December 14, 2011
January 11, 2012

Mr. Tremble made a motion that the Meeting dates for 2011 be approved; seconded by Mr. Farrell.

Roll Call:

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

Nays: None.

Abstained: None.

Carried.

ACTIVITIES REPORTS

1) DECEMBER:

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for December, 2010 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 December, 2010 be approved; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Abstained: None.

Carried.

MINUTES

1) OCTOBER 13, 2010 – REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held October 13, 2010 be approved; seconded by Mrs. Johnston.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Mrs. Concato, Mrs. Johnston, Mr. Tremble.

Nays: None.

Abstained: Ms. Costello, Mr. Farrell, Dr. Lardaro. Carried.

2) DECEMBER 8, 2010 - REGULAR MEETING

Mr. Farrell made a motion that the Minutes of Regular Meeting held December 8, 2010 be approved; seconded by Mr. Tremble.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Concato, Ms. Costello, Mr. Farrell, Mr. Tremble.

Nays: None.

Abstained: Ms. Bott, Mrs. Johnston, Dr. Lardaro. Carried.

3) DECEMBER 8, 2010 - EXECUTIVE SESSION

Mr. Farrell made a motion that the Minutes of the Executive Session held December 8, 2010 be approved; seconded by Mr. Tremble.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Concato, Ms. Costello, Mr. Farrell, Mr. Tremble.

Nays: None.

Abstained: Ms. Bott, Mrs. Johnston, Dr. Lardaro.

VOUCHERS

Bills for December in the amount of \$2,297.51 were presented to the Board Members.

Mr. Tremble made a motion that the following be accepted for payment; seconded by Ms. Costello.

Roll Call: Ayes: Mrs. Beckman, Mrs. Bott, Mrs. Concato, Ms. Costello,
Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr.
Tremble.

Nays: None.

Abstained: None.

DECEMBER BOARD OF HEALTH VOUCHERS FROM JANUARY 12, 2011 MEETING

G & D Surgical & Drug Co., Inc.
225 North Dean Street
Englewood, NJ 07631
First Aid Supplies \$ 262.40

MGL Printing Solutions
154 South Street
New Providence, NJ 07974
2011 Dog & Cat Tags 523.00

MGL Printing Solutions
154 South Street
New Providence, NJ 07974
Laser Pet License Paper 283.00

Pascack Pharmacy, Inc.
124 Broadway
Hillsdale, NJ 07642
19 Doses Hepatitis B Vaccine 1,229.11

Carried.

NEW BUSINESS :

1) RAINBOW FOOD SERVICE

Rainbow Food Service failed to bring their food catering truck to Northwest Bergen Regional Health Commission's office in Waldwick for the Chapter 24 inspection, which was scheduled for December 28, 2010 and failed to return numerous phone calls. Health Inspector Cochran and Ms. Blehl compiled notes which listed all the phone calls made to Rainbow Caterers (copy annexed). On January 3, 2011, Ms. Blehl called all phone numbers on file, for Rainbow Food Service and left messages that Rainbow Catering Truck could no longer operate in Westwood, as their license had expired and they failed to have their truck inspected. Ms. Blehl informed the Westwood Police

Department that Rainbow Catering Truck was not permitted to operate in Westwood. On January 6, 2011, Ms. Blehl received a call from the Police Department that Rainbow Catering was selling food at Valley Auto Body. The officer was asked to file a report. On January 10, 2010, Mr. Cochran issued a summons to the owner of the catering truck.

A lengthy discussion followed regarding how long the Temporary Conditional License should be valid for and whether the fee of \$100.00 should also be charged.

Mr. Farrell made a motion that the vending truck license for Rainbow Food Service (located at 3 South Grey Rock Avenue, Little Falls, NJ) in the amount of \$95.00 be issued only after receiving Mayor and Council approval. They will immediately be placed on a Temporary Conditional License status valid for one month from the date of issue, without the \$100.00 fee; seconded by Ms. Costello.

Roll Call: Ayes: Mrs. Beckman, Ms. Costello, Mr. Farrell, Mrs. Johnston, Dr. Lardaro.

Nayes: Mrs. Bott, Mrs. Concato.

Abstained: Mr. Tremble. Carried.

2) CHILD HEALTH CONFERENCE CONTRACT 2011

The 2011 Child Health Conference Contract was received from the Hillsdale Board of Health. The \$30.00 cost per child has remained the same since 2008 however they are now requesting a nominal annual fee of \$100.00 to cover administrative costs.

A discussion followed.

Mr. Tremble made a motion that the 2011 Child Health Conference Contract between the Westwood Board of Health and the Hillsdale Board of Health in the amount of \$30.00 per child with an annual administrative fee of \$100.00 be accepted for payment; seconded by Mr. Farrell.

Roll Call: Ayes: Mrs. Beckman, Mrs. Bott, Mrs. Concato, Ms. Costello, Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None. Carried.

3) ORDINANCE #11-01 FIRST READING

FIRST READING

Mr. Farrell made a motion that Ordinance #11-01 be introduced and given its first reading by title only.

Pres. Beckman read the Ordinance by title only.

Mr. Farrell moved that the above Ordinance be passed on its first reading; seconded by Mr. Tremble.

Roll Call: Ayes: Mrs. Beckman, Mrs. Bott, Mrs. Concato, Ms. Costello,
Mr. Farrell, Mrs. Johnston, Dr. Lardaro, Mr. Tremble.

Nayes: None.

Abstained: None. Carried.

The Ordinance will be published in the official newspaper The Record. Copy annexed.

The Second and final passage will be read at the Regular Board of Health Meeting to be held February 9, 2011 at 7:30 PM in the Municipal Complex, 101 Washington Avenue, Westwood, New Jersey.

4) STATE REAPPOINTMENT OF CERTIFIED MUNICIPAL REGISTRAR

The reappointment certificate of Sharon Blehl, Certified Municipal Registrar effective June 1, 2010 through June 1, 2013 was signed by Pres. Beckman and Sharon Blehl. This will be forwarded to the State Registrar for approval.

OLD BUSINESS

1) NORTHWEST BERGEN REGIONAL HEALTH COMMISSION CONTRACT -2011

The 2011 Contract for Public Health Services from Northwest Bergen Regional Health Commission in the amount of \$86,481.67 was presented to the Board for approval.

Mr. Farrell made a motion that the 2011 Northwest Bergen Regional Health Commission Contract in the amount of \$86,481.67 be approved; seconded by Mr. Tremble.

Roll Call:

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

Nayes: None.

Abstained: None.

Carried.

2) 2011 BOARD OF HEALTH BUDGET

The 2011 Board of Health Operating Expense Budget can be finalized as the 2011 Northwest Bergen Regional Health Commission Contract has been approved by the Board. Ms. Blehl will provide the final Operating Expense totals to Raymond Herr, CFO.

Pres. Beckman explained that Administrator Hoffmann has been in contact with her regarding the 2011 Salary Budget. Mr. Hoffmann had explained that the salary portion of the Borough budget is in discussion. This item will remain on the Agenda until the Board of Health Salary Budget can be approved. A discussion followed.

EMERGENT MATTERS:

There was nothing to report.

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, February 9, 2011 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 February, 2011.