

**BOROUGH OF ELMWOOD PARK
REGULAR MEETING
BOARD OF HEALTH
April 16, 2018
7:00 p.m.**

Whereas, Chapter 231 of the Public Laws of the State of New Jersey requires at the commencement of every meeting a Statement of Compliance be read by the presiding officer.

Now, Therefore Be Advised, that the meeting requirements for this meeting have been met by publishing an annual meeting notice in The Record and Herald News of Woodland Park and by posting such notice in the office of the Health Department and the Borough Clerk as well as in a public place within the Municipal Building, and by notifying interested citizens. Said notice was posted on March 14, 2018.

Public Hearing:

Regular Meeting Agenda Items:

- 1 – Discussion with Municipal Clerk Keith Kazmark regarding appropriate language with NJ State Pension System.**
- 2 – Annual Review of Board of Health By-Laws**
- 3 – HEALTH INSPECTION REPORT:**
 - a. Monthly Status Report**
- 4 – 2018/2019 License Renewal Letters**
- 5 – UPCOMING EVENTS:**
 - a. Bergen County Animal Control Forum**
 - b. 2018 Community Day**
 - c. 2018 Flu Clinics**
- 6 – EXECUTIVE SESSION:**
 - a. Personnel**
- 7 – ORDINANCES:**
 - a. 2018 Salary Ordinance**
 - b. Fee Schedule**
- 8 – DEPARTMENTAL REPORTS:**
 - a. Bills**
 - b. Office Department Report – March 2018**
 - c. Vital Statistics Report – March 2018**
 - d. Office Revenue Report – March 2018**
 - e. March 12, 2018 Regular Meeting minutes**

9 – COMMITTEE REPORTS:

By Law Committee

Finance Committee

Ordinance Committee

Personnel Committee

Public Relations Committee

10 – Adjournment

**BOROUGH OF ELMWOOD PARK
DEPARTMENT OF HEALTH
RESOLUTION R-05-18**

**RESOLUTION BY:
SECONDED BY:**

**INTRODUCE ORDINANCE #2018-01
FIRST READING**

WHEREAS, a public notice has been given by the Board Secretary that an ordinance entitled:

AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE SALARY, WAGE AND COMPENSATION OF THE EMPLOYEES OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY”.

and;

WHEREAS, said ordinance was introduced and passed at a meeting held on Monday, March 12, 2018 and that further consideration of this ordinance would be taken up at this meeting; and

WHEREAS, all persons interested in said ordinance were given an opportunity to be heard concerning same;

NOW THEREFORE BE IT RESOLVED, by the Elmwood Park Board of Health, that an ordinance entitled:

AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE SALARY, WAGE AND COMPENSATION OF THE EMPLOYEES OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY”.

pass on final reading.

Approved: April 16, 2018

Julie McCauley, President

ATTEST: _____
Barbara L. Dispoto
Board Secretary

Record of Board of Health Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
DeMarzio					Proctor				
Ingui					Spinelli				
Levine					McCauley				
Morello									

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a Regular scheduled meeting held on the 16th day of April 2018. Signed and sealed before me.

 Barbara L. Dispoto
 Board of Health Secretary

 Dated

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH
ORDINANCE #2018-01**

AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE SALARY, WAGE AND COMPENSATION OF THE EMPLOYEES OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY”.

BE IT ORDAINED, by the Board of Health of the Borough of Elmwood Park as follows:

BOARD OF HEALTH SECRETARY	\$7,428.45
REGISTRAR	2,208.16
DEPUTY REGISTRAR	1,407.98

Effective Date: March 1, 2018

SECTION X: REPEAL OF PRIOR ORDINANCES

1. All prior Salary Ordinances or parts of Ordinances inconsistent herewith are hereby repealed.

SECTION XI: EFFECTIVE DATE

1. This ordinance shall take effect immediately after publication.

ATTEST: _____
Barbara L. Dispoto
Board Secretary

APPROVED: _____
Julie McCauley
President

Introduced: March 12, 2018

Adopted:

**BOROUGH OF ELMWOOD PARK
DEPARTMENT OF HEALTH
RESOLUTION R-06-18**

**RESOLUTION BY:
SECONDED BY:**

**INTRODUCE ORDINANCE #2017-02
FIRST READING**

WHEREAS, a public notice has been given by the Board Secretary that an ordinance entitled:

AN ORDINANCE TO AMEND THE CURRENT BOARD OF HEALTH FEE SCHEDULE FOR THE BOROUGH OF ELMWOOD PARK;
and;

WHEREAS, said ordinance was introduced and passed at a meeting held on Monday, March 12, 2018 and that further consideration of this ordinance would be taken up at this meeting; and

WHEREAS, all persons interested in said ordinance were given an opportunity to be heard concerning same;

NOW THEREFORE BE IT RESOLVED, by the Elmwood Park Board of Health, that an ordinance entitled:

AN ORDINANCE TO AMEND THE CURRENT BOARD OF HEALTH FEE SCHEDULE FOR THE BOROUGH OF ELMWOOD PARK;

pass on final reading.

Approved: April 16, 2018

ATTEST: _____
Barbara L. Dispoto
Board Secretary

Julie McCauley, President

Record of Board of Health Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
DeMarzio					Proctor				
Ingui					Spinelli				
Levine					McCauley				
Morello									

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a Regular scheduled meeting held on the 16th day of April 2018. Signed and sealed before me.

Barbara L. Dispoto
Board of Health Secretary

Dated

**Elmwood Park Board of Health
Board of Health Ordinance 2018-02**

AN ORDINANCE TO AMEND THE CURRENT BOARD OF HEALTH FEE SCHEDULE FOR THE BOROUGH OF ELMWOOD PARK;

A. It shall be unlawful for any person or any corporate body to conduct a retail food establishment as defined in and governed by Chapter 24 of the New Jersey State Sanitary Code, without first having procured an annual license from the Local Board of Health to do so and without complying with any or all of the provisions concerning operation and maintenance of the same as contained in the aforementioned Chapter 24 of the State Sanitary Code. A license shall be obtained from the Health Department by every person who shall conduct, operate, or maintained within the Borough any fixed or mobile food establishment.

B. Fees

The annual fee for retail food establishments is hereby fixed as follows:

- | | |
|--|-------------------|
| 1) Restaurants: | |
| <u>Seating Capacity</u> | <u>Annual Fee</u> |
| 50 seats and under | \$250 |
| 51-100 seats | \$300 |
| 101-200 seats | \$400 |
| 201 seats and more | \$550 |
| 2) Open 24 hours (with or without seats) | \$800 |
| 3) Supermarkets, Mini-Markets, Convenience Stores | |
| a. Less than 7500 square feet | \$400 |
| b. 7501 square feet and greater | \$800 |
| 4) Non-profit establishments, such as VFW, etc. | \$1.00 |
| 5) Food Manufacturer Wholesale Only | \$800 |
| 6) Temporary Events – Itinerant | |
| a. 1-7 day events (Town Vendors) | \$25 per vendor |
| b. 1-7 day events (Out of Town Vendors) | \$50 per vendor |
| c. Non-profit organization at special events | Waived |
| 7) Mobile vendors | |
| Pre-packaged food only; including ice cream trucks | \$325 |
| 8) Milk delivery trucks | \$50 |

The annual fee for the above items 1 through 8 are due July 1st of the current year, a 15 day grace period will be granted. Any person who fails to pay the required fee by July 15th will be assessed a late penalty of \$50. Failure to pay the required fee and late penalty by July 31st will be in violation of this ordinance and will be punishable by a penalty of \$1,000 for every day thereafter.

- | | |
|--|--------------------|
| 9) Re-inspection Fee | |
| If rated Conditionally Satisfactory twice in a calendar year | 50% of license fee |
| 10) No transfer of license | |

If a license is transferred to a new owner, the fee will be the cost of the license, plus the cost of an annual new license fee.

11) Review of plans for new or altered business \$275

The annual fee for non-food businesses and other licenses and permits is hereby fixed as follows:

- 1) Cosmetology \$175
- 2) Pools and spas for public use \$300
- 3) Pet shops and kennels \$25
- 4) Child/Adult Daycare \$265

The annual fee for the above items 1 through 3 are due July 1st of the current year, a 15 day grace period will be granted. Any person who fails to pay the required fee by July 15th will be assessed a late penalty of \$50. Failure to pay the required fee and late penalty by July 31st will be in violation of this ordinance and will be punishable by a penalty of \$1,000 for every day thereafter.

- 5) Certified copy of a Vital Statistic record of birth, death, or marriage
 - a. One copy \$15
 - b. Each additional copy \$10
- 6) Pet licenses for dogs or cats
 - a. Neutered \$10
 - b. Non-neutered \$13

The annual fee for item 5 is due January 31st of the current year. Failure to pay the required fee by January 31st will be assessed a late penalty of \$20.

ATTEST: _____
Barbara L. Dispoto
Board Secretary

APPROVED: _____
Julie McCauley
President

Introduced: March 12, 2018
Adopted: