

March 12, 2018

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**BOROUGH OF ELMWOOD PARK  
REGULAR MEETING  
BOARD OF HEALTH  
March 12, 2018  
7:00 p.m.**

The Regular Meeting of the Elmwood Park Board of Health for March 12, 2018 was called to order by Board Secretary Barbara Dispoto at 6:58 p.m.

Board of Health Members DeMarzio, Ingui, Levine, Morello, Proctor, Spinelli and McCauley were present. Also present Health Inspector Michelle Delyannis, Board Secretary Barbara Dispoto and Councilwoman Pellegrine.

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 December 15, 2017.

**Public Hearing:**

A motion was made by Board Member Proctor and seconded by Board Member DeMarzio to open the floor for public comment. Motion carried unanimously. No one wished to be heard. The public portion was closed.

**Regular Meeting Agenda Items:**

**1 – HEALTH INSPECTION REPORT:**

- a. **Monthly Status Report** – REHS Inspector Delyannis reported on some of the outstanding inspections for the month of December and answered questions posed by the Board.

**2 – Discussion pertaining to the 2018 Community Day** – Discussion ensued as to the plans for Community Day. The adoption bus has been reserved and Mrs. Dispoto will make arrangements for the County to have someone attend with the prize wheel. Discussion ensued as to giveaways for the event. The Board made their selections and the quantities to be ordered.

**3 – APPOINTMENT RESOLUTIONS:**

- a. **Appointment of Health Secretary**

**BOROUGH OF ELMWOOD PARK  
DEPARTMENT OF HEALTH  
RESOLUTION R-01-18**

March 12, 2018

**RESOLUTION BY: LEVINE**  
**SECONDED BY: MC CAULEY**

**APPOINTMENT OF BOARD OF HEALTH SECRETARY**

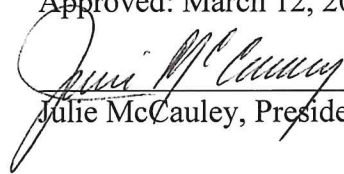
**WHEREAS**, the Board of Health of the Borough of Elmwood Park is desirous to re-appoint Barbara L. Dispoto as the Board of Health Secretary; and

**WHEREAS**, as per the Board of Health By-laws said position has a term of one year ending December 31, 2018; and


**WHEREAS**, compensation for said position shall be as specified in the Board of Health's salary ordinance;

**THEREFORE BE IT RESOLVED** that the Board of Health hereby authorizes the re-appointment of Board Secretary to Barbara Dispoto.

Approved: March 12, 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	X				Proctor	X			
Ingui	X				Spinelli			X	
Levine	X				McCauley	X			
Morello	X								

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a Regular scheduled meeting held on the 12<sup>th</sup> day of March 2018. Signed and sealed before me.

\_\_\_\_\_  
Barbara L. Dispoto  
Board of Health Secretary

\_\_\_\_\_  
Dated

**b. Appointment of Local Registrar**

**BOROUGH OF ELMWOOD PARK  
DEPARTMENT OF HEALTH  
RESOLUTION R-02-18**

March 12, 2018

**RESOLUTION BY: INGUI**  
**SECONDED BY: MORELLO**

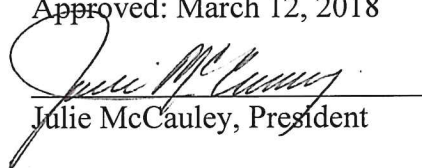
**APPOINTMENT LOCAL REGISTRAR**

**WHEREAS**, upon receiving certification as a Certified Municipal Registrar, Barbara Dispoto was appointed as the Local Registrar effective April 1, 2015 in conjunction with the term of her certification of three years ; and

**WHEREAS**, Barbara Dispoto's certification is being renewed by the State Office of Vital Statistics for an additional term of three years expiring March 31, 2021;

**THEREFORE BE IT RESOLVED** that the Board of Health hereby authorizes the re-appointment of Local Registrar to Barbara Dispoto to be concurrent with said certification held through the New Jersey Office of Vital Statistics effective April 1, 2018.

Approved: March 12, 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	X				Proctor	X			
Ingui	X				Spinelli			X	
Levine	X				McCauley	X			
Morello	X								

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a Regular scheduled meeting held on the 12<sup>th</sup> day of March 2018. Signed and sealed before me.

\_\_\_\_\_  
Barbara L. Dispoto  
Board of Health Secretary

\_\_\_\_\_  
Dated

**4 – ORDINANCES:**  
**a. 2018 Salary Ordinance**

**BOROUGH OF ELMWOOD PARK**  
**DEPARTMENT OF HEALTH**  
**RESOLUTION R-03-18**

March 12, 2018

**RESOLUTION BY: MORELLO**  
**SECONDED BY: PROCTOR**

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

**BE IT RESOLVED**, 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".**

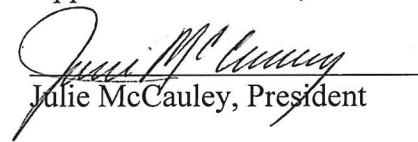
be passed and adopted on first reading; and

**BE IT RESOLVED**, that a final hearing on said ordinance will be heard in the Municipal Building on Monday, April 9, 2018 at 7:00p.m. or as soon thereafter as same can be heard, at which time any persons interested in said ordinance can be heard;

**BE IT FURTHER RESOLVED**, that the Board Secretary be, and is hereby authorized to advertise in the legal newspaper a notice of introduction and final hearing as required by law.

Approved: March 12, 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	X				Proctor	X			
Ingui	X				Spinelli			X	
Levine	X				McCauley	X			
Morello	X								

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a Regular scheduled meeting held on the 12<sup>th</sup> day of March 2018. Signed and sealed before me.

\_\_\_\_\_  
Barbara L. Dispoto  
Board of Health Secretary

\_\_\_\_\_  
Dated

March 12, 2018

**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:

**b. Fee Schedule**

**BOROUGH OF ELMWOOD PARK  
DEPARTMENT OF HEALTH  
RESOLUTION R-04-18**

**RESOLUTION BY: LEVINE  
SECONDED BY: MC CAULEY**

March 12, 2018

**INTRODUCE ORDINANCE #2018-02**  
**FIRST READING**

**BE IT RESOLVED**, that an ordinance entitled:

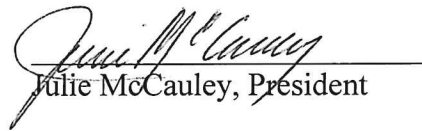
**AN ORDINANCE TO AMEND THE CURRENT BOARD OF HEALTH FEE SCHEDULE FOR THE BOROUGH OF ELMWOOD PARK;**

be passed and adopted on first reading; and

**BE IT RESOLVED**, that a final hearing on said ordinance will be heard in the Municipal Building on Monday, April 9, 2018 at 7:00p.m. or as soon thereafter as same can be heard, at which time any persons interested in said ordinance can be heard;

**BE IT FURTHER RESOLVED**, that the Board Secretary be, and is hereby authorized to advertise in the legal newspaper a notice of introduction and final hearing as required by law.

Approved: March 12, 2018

  
Julie McCauley, President

WITNESSETH:

  
Barbara L. Dispoto  
Board Secretary

Record of Board of Health Vote on Passage

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

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a Regular scheduled meeting held on the 12<sup>th</sup> day of March 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 maintain 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 1<sup>st</sup> of the current year, a 15 day grace period will be granted. Any person who fails to pay the required fee by July 15<sup>th</sup> will be assessed a late penalty of \$50. Failure to pay the required fee and late penalty by July 31<sup>st</sup> will be in violation of this ordinance and will be punishable by a penalty of \$1,000 for every day thereafter.

March 12, 2018

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- 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 1<sup>st</sup> of the current year, a 15 day grace period will be granted. Any person who fails to pay the required fee by July 15<sup>th</sup> will be assessed a late penalty of \$50. Failure to pay the required fee and late penalty by July 31<sup>st</sup> 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 31<sup>st</sup> of the current year. Failure to pay the required fee by January 31<sup>st</sup> will be assessed a late penalty of \$20.

ATTEST: \_\_\_\_\_  
Barbara L. Dispoto  
Board Secretary

APPROVED: \_\_\_\_\_  
Julie McCauley  
President

Introduced: March 12, 2018  
Adopted:



**5 – DEPARTMENTAL REPORTS:**

- a. **Bills** – A motion was made by Board Member Spinelli and seconded by Board Member Morello to approve the payment of bills. There was no objection, motion carried unanimously.
- b. **Office Department Report – February 2018**
- c. **Vital Statistics Report – February 2018**
- d. **Office Revenue Report – February 2018**
- e. **February 12, 2018 Regular Meeting minutes & February 12, 2018 Executive Session minutes**

A motion was made by Board member Morello and seconded by Board Member Ingui to approve and file the reports for item 5b through 5e. There was no objection, motion carried unanimously.

**6 – COMMITTEE REPORTS:**

By Law Committee – Board Member Ingui stated that the Committee will discuss the by-laws and present their recommendation to the Board at the April meeting for adoption.

Finance Committee had no report at this time.

Ordinance Committee had no report at this time.


Personnel Committee had no report at this time.

Public Relations Committee had no report at this time.

Discussion ensued as the next scheduled meeting of the Board of Health. After some discussion the Board decided unanimously to reschedule the upcoming meeting from April 9<sup>th</sup> to April 16<sup>th</sup>. Mrs. Dispoto will advertise as required by law the rescheduling of the April Board of Health meeting.

A motion was made by Board Member Morello and seconded by Board Member Proctor to adjourn. Motion carried unanimously.

Respectfully submitted,

  
Barbara L. Dispoto, RMC/CMR  
Board Secretary

***Minutes approved at the April 16, 2018 Regular Meeting of the Board of Health.***