# BOROUGH OF ELMWOOD PARK

**RE-ORGANIZATION/REGULAR MEETING**

**BOARD OF HEALTH**

**January 14, 2019**

The Re-Organization/Regular Meeting of the Elmwood Park Board of Health for January 14, 2019 was called to order by Board Secretary Barbara Dispoto at 7:01p.m.

Board of Health Members Craft, DeMarzio, Intrieri, Morello, Proctor, Randazzo and Spinelli were present. Also present were Health Inspector Salerno, 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 it 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 an annual meeting 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 December 11, 2018.

**Public Hearing:**

No one wished to be heard.

**Re-Organization/Regular Meeting Agenda Items:**

**1 – APPOINTMENT OF BOARD MEMBERS:**

1. **Board of Health President –** Anomination was made by Board Member Spinelli and seconded by Board Member Randazzo to name Abbe Morello as President. Motion carried unanimously.
2. **Board of Health Vice President –** Anomination was made by Board President Morello and seconded by Board Member Proctor to name Edith Spinelli as Vice President. Motion carried unanimously.
3. **Board of Health Treasurer –** Anomination was made by Board President Morello and seconded by Board Vice President Spinelli to name Clarissa Proctor as Treasurer. Motion carried unanimously.

**2** – **2019 Committees –** Board President Morello discussed with the Board Committee appointments. The committees are as follows:

Bylaws \*Johnn DeMarzio Angela Craft

Finance \*Clarissa Proctor Jeanette Randazzo

Ordinances \*Johnn DeMarzio Edith Spinelli

Personnel \*Edith Spinelli Clarissa Proctor

Public Relations \*Angela Craft Lucia Intrieri

**3 – HEALTH INSPECTION REPORT:**

1. Monthly Status Report – Health Inspector Salerno reviewed the monthly report with the Board. He further discussed the different risk levels for food establishments and the number of inspections needed each year per their risk factor. Discussion then ensued as to the chronic issues at Tiramisu Ristorante. Further discussion ensued as to the process for closing an establishment.

**4 – 2019 Dog/Cat License Renewals –** Board Secretary Dispoto discussed the processing of dog/cat licenses. She also discussed a request from a resident for a refund of the 2019 dog license as his dog has since passed. The Board agreed to the refund, therefore Mrs. Dispoto will forward the request to process the refund to the Acting Borough Clerk so that the Governing Body can act upon the request.

**5 – Share Service Agreement with Bergen County Health Services**

1. **2019 Contracted costs –** Accepted without discussion.
2. **Animal Cruelty Agreement –** Mrs. Dispoto explained to the new board members the abolishment of

the SPCA through the State and the Board’s decision last month to continue with the shared service agreement with the County for animal cruelty investigations. She further stated that since the Board agreed to the agreement, the County has forwarded the amendment for the Board to execute.

**BOROUGH OF ELMWOOD PARK**

**DEPARTMENT OF HEALTH**

**RESOLUTION R-01-19**

**RESOLUTION BY: Randazzo**

**SECONDED BY: DiMarzio**

**RESOLUTION AUTHORIZING THE SHARED SERVICE AGREEMENT**

**WITH THE COUNTY OF BERGEN**

**ANIMAL CRUELTY ENFORCEMENT**

**WHEREAS,** on January 15, 2018 legislation S3558/A5231 was signed into law which abolishes the State Society for the Prevention of Cruelty to Animals also known as (SPCA); and

**WHEREAS,** under the bill each municipality in the State of New Jersey must appoint at least one Municipal Humane Law Enforcement Officer who would be responsible and must be approved by the Elmwood Park Chief of Police; and

**WHEREAS,** under the current shared service agreement, Animal Control is handled by the County of Bergen; and

**WHEREAS,** the County of Bergen is offering their services through an amendment of the current shared service agreement at a cost of $5,820.90 for 2019; and

**WHEREAS,** the Elmwood Park Chief of Police is in favor of approving this task to be conducted by the County of Bergen through the shared service;

**NOW THEREFORE BE IT RESOLVED,** by the Elmwood Park Board of Health that the amendment to the current shared service agreement be and is hereby approved; and

**BE IT FURTHER RESOLVED**, that the Board President and Board Secretary are hereby authorized to execute said amendment.

 Approved: January 14, 2019

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 President

ATTEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Barbara L. Dispoto

 Board Secretary

Record of Board of Health Vote on Passage

DeMarzio Y

Intrieri Y
Kraft Y

Morello Y

Proctor Y

Randazzo Y

Spinelli Y

**6 – DEPARTMENTAL REPORTS**:

1. **Bills** (No bills at this time)
2. **Office Department Report – December 2018**
3. **Vital Statistic Report – December 2018**
4. **Office Revenue Report – December 2018**
5. **December 10, 2018 Regular Meeting minutes & December 27, 2018 Special Meeting minutes**

A motion was made byMember Proctor and seconded by President Morello to accept and file the reports listed as items 6b through 6e. Motion carried unanimously.

**7 – COMMITTEE REPORTS**:

By Law Committee no report at this time.

Finance Committee no report at this time.

Ordinance Committee no report at this time.

Personnel Committee no report at this time.

Public Relations Committee no report at this time.

**8 – EXECUTIVE SESSION:**

1. Health Department Personnel

WHEREAS, the Open Public Meetings Act P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exists; and

WHEREAS, the Board of Health wishes to discuss:

**Health Department Personnel**

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public;

**NOW THEREFORE BE IT RESOLVED,** that the public be excluded from this meeting.

A motion was made by Vice President Spinelli and seconded by Member DeMarzio to enter into executive session. Motion carried unanimously.

**Health Department Personnel**

A motion was made by President Morello and seconded by Member Proctor to return to the public portion. Motion carried unanimously. The meeting was reopened to the public at 8:00p.m.

**BOROUGH OF ELMWOOD PARK**

**DEPARTMENT OF HEALTH**

**RESOLUTION R-02-19**

**RESOLUTION BY: Randazzo**

**SECONDED BY: Spinelli**

**APPOINTMENT OF BOARD OF HEALTH SECRETARY**

**WHEREAS,** on March 12, 2018, Barbara Dispoto was appointed as the Elmwood Park Board of Health Secretary; and

**WHEREAS,** on January 4, 2019 Barbara Dispoto submitted her letter of resignation to the Borough of Elmwood Park effective January 18, 2019; and

**WHEREAS,** following discussion by the Board of Health regarding the replacement of Barbara Dispoto, the following was the decision to appoint as the new Board of Health Secretary effective January 19, 2019; and

**WHEREAS,** per the Board of Health By-law said position has a term of three years with the new term ending January 18, 2022; and

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

**NOW THEREFORE BE IT RESOLVED,** by the Elmwood Park Board of Health that the following be and is hereby appointed as the Board of Health Secretary effective January 19, 2019 with the term ending January 19, 2022.

**Marlene DiStefano**

 Approved: January 14, 2019

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 President

ATTEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Barbara L. Dispoto

 Board Secretary

Record of Board of Health Vote on Passage

DeMarzio Y

Intrieri Y
Kraft Y

Morello Y

Proctor Y

Randazzo Y

Spinelli Y

**BOROUGH OF ELMWOOD PARK**

**DEPARTMENT OF HEALTH**

**RESOLUTION R-03-19**

**RESOLUTION BY: Morello**

**SECONDED BY: Proctor**

**APPOINTMENT OF LOCAL REGISTRAR**

**WHEREAS,** on March 12, 2018, Barbara Dispoto was appointed as the Elmwood Park Local Registrar; and

**WHEREAS,** on January 4, 2019 Barbara Dispoto submitted her letter of resignation to the Borough of Elmwood Park effective January 18, 2019; and

**WHEREAS,** Marlene DiStefano currently holds the position of Deputy Registrar for the Borough of Elmwood Park and is in possession of the Certified Municipal Registrar certification through the State of New Jersey which is needed to hold the position of Local Registrar; and

**WHEREAS,** following discussion by the Board of Health regarding the replacement of Barbara Dispoto, the following was the decision to appoint as the new Local Registrar effective January 19, 2019; and

**WHEREAS,** according to Title 26:8-13**,** the term of office of a local registrar shall be 3 years and he/she shall serve until his/her successor has been appointed and qualified; and

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

**NOW THEREFORE BE IT RESOLVED,** by the Elmwood Park Board of Health that the following be and is hereby appointed as the Local Registrar effective January 19, 2019 for a term as stated above.

**Marlene DiStefano**

 Approved: January 14, 2019

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 President

ATTEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Barbara L. Dispoto

 Board Secretary

Record of Board of Health Vote on Passage

DeMarzio Y

Intrieri Y
Kraft Y

Morello Y

Proctor Y

Randazzo Y

Spinelli Y

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

Respectfully submitted,

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Barbara L. Dispoto, CMR/RMC

Board Secretary

***Minutes approved at the February 11, 2019 Regular Meeting of the Board of Health.***