

February 10, 2020

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH MEETING MINUTES
February 10, 2020**

The Regular Meeting of the Elmwood Park Board of Health for February 10, 2020 was called to order by Board Secretary Marlene DiStefano at 7:00 p.m.

Board of Health Members, DeMarzio, Proctor, Intrieri, Randazzo, Craft, Fava, Sheridan and Council Liaison, Councilwoman Pellegine were present. Also present were Health Inspector Lisa Nassor, REHS and Connor Brogan, REHS and Board Secretary, Marlene DiStefano.

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 13, 2019.

Public Hearing:

A motion was made by Board Member Proctor and seconded by Board Member Randazzo to open the meeting to the public. No one wished to be heard. Board Members Intrieri and Fava closed the public portion.

REGULAR MEETING AGENDA ITEMS:

1. **HEALTH INSPECTION REPORT:** January Monthly Status Report – Health Inspectors Nassor and Brogan reviewed the monthly status report with the Board Members and answered questions regarding some local establishments. Heat complaints and dog bites were also discussed.
2. **MAY RABIES CLINIC:** The Board Members discussed dates in 2020 for the Rabies Clinic. Board Secretary DiStefano advised she would reach out to the veterinarian and the County to confirm dates of Wednesday, May 13, 2020 and Wednesday, November 11, 2020 from 5pm to 7pm.
3. **INTRODUCE 2020 SALARY ORDINANCE 2% YEARLY INCREASE FOR BOARD OF HEALTH SECRETARY, REGISTRAR AND DEPUTY REGISTRAR: TABLED.** The Board members discussed the current 2% salary increase for 2020 but also decided to grant a 2% increase for 2019 as all three increases were postponed due to new appointments in January of 2019 and the departure of a previous employee. Said ordinance will be on the March 9, 2020 meeting agenda for Board review.
4. **INTRODUCE ORDINANCE TO AMEND TEMPORARY FOOD LICENSE FEE SCHEDULE:** Ordinance was introduced and voted on. The second/final reading will be on the March 9, 2020 meeting agenda.

5. **SUGGESTION TO ADD “EVENTS AND PLANNING COMMITTEE” TO COMMITTEES:** Board President DeMarzio suggested adding “Events and Planning Committee” to the list of Committees. Discussion ensued and it was agreed that the committee would be added. Angela Craft and Theresa Sheridan will be on the Committee.

6. **DEPARTMENTAL REPORTS:**

- a. **Bills** – No Bills for January 2020
- b. **Office Department Report** – January 2020
- c. **Vital Statistic Report** – January 2020
- d. **Office Revenue Report** – January 2020
- e. **January 13, 2020 Regular Meeting minutes** – A motion was made by Board Member Proctor and seconded by Board Member Randazzo to accept and file items 4b through 4d. Motion carried by the members present. Item “e”, January 13, 2020 meeting minutes, were approved contingent on amending the members who nominated Board of Health President DeMarzio, to Nominated by Board Member Craft and seconded by Board Member Randazzo.

7. **COMMITTEE REPORTS:**

By Law Committee - Nothing to report

Finance Committee - Nothing to report

Ordinance Committee - Nothing to report

Personnel Committee - Nothing to report

Events and Planning Committee - see below

Public Relations Committee - Committee Member Craft reported that she has reached out to the EP Board of Education regarding hosting our 2020 Health Fair at Back to School Night, she is still waiting to hear back from someone. Discussion followed with different ideas as to where to host the 2020 Health Fair and what will be offered. It was then suggested that the PR Committee and the Events and Planning Committee meet to further discuss.

Board President DeMarzio addressed the Board regarding his “Housekeeping Rules” such as slowing down the pace of the meeting, no eye rolling and no cross talking while others are speaking. He stated that we, as a Board, should respect each other.

A motion was made by Board member Sheridan and seconded by Board President DeMarzio to adjourn. Motion carried by all members present.

Respectfully submitted,

Marlene DiStefano
Board of Health Secretary

February 10, 2020

RESOLUTION BY: DeMarzio
SECONDED BY:

**INTRODUCE ORDINANCE #2020-02
FIRST READING**

BE IT RESOLVED, THAT AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE POLICY, PROCEDURES AND FEE SCHEDULE REGARDING TEMPORARY FOOD LICENSING OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY “MORE SPECIFICALLY, SECTION I: POLICY AND PROCEDURES”.

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 March 9th, 2020 at 7:00pm 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:

John DeMarzio, Board President

Attest: _____
Marlene DiStefano
Board Secretary

	AYE	NAY	ABSTAIN	ABSENT		AYE	NAY	ABSTAIN	ABSENT
DeMarzio	X				Craft	X			
Proctor	X				Fava	X			
Randazzo	X				Sheridan	X			
Intrieri	X								

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a regular scheduled meeting held on the 10th day of February 2020. Signed and sealed before me.

Dated

Attest: _____
Marlene DiStefano, CMR
Board Secretary

Introduced: February 10, 2020
Adopted:

February 10, 2020

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH
ORDINANCE # 2020-02**

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE POLICY, PROCEDURES AND FEE SCHEDULE REGARDING TEMPORARY FOOD LICENSING OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY “MORE SPECIFICALLY, SECTION I: POLICY AND PROCEDURES”.

WHEREAS, The Board of Health of the Borough of Elmwood Park has determined that there is a need to amend the prior Ordinance; and

WHEREAS, The Board of Health of the Borough of Elmwood Park has further determined that the prior Ordinance SECTION I: POLICY AND PROCEDURES should be amended to reflect more equitable and fair policy; and

THEREFORE, BE IT ORDAINED, by the Board of Health of the Borough of Elmwood Park, that SECTION I: POLICY & PROCEDURES shall be and is hereby amended to read:

TEMPORARY EVENT RETAIL FOOD ESTABLISHMENT LICENSES:

Temporary event retail food establishment licenses shall be issued by the Board of Health upon inspection and approval by the health inspector. The license shall designate the location, where food will be served, and may not be not transferred. Licenses must be obtained from the Board of Health no later than two weeks prior the event and all fees paid. In order to obtain such license, the following information must be provided: date and duration of function; type of food being prepared and served; establishment name and address where all food supplies are being purchased; and approximate number of people being served. An event constitutes one-to-seven consecutive days in duration. Food trucks are considered retail food establishments.

- a. One-to-seven-day temporary event retail food establishment license shall be issued by the Board of Health for the date and duration designated on the license application.
- b. More than seven consecutive days per event shall require applicant to apply for a new temporary event food establishment license.

SECTION II: FEE SCHEDULE

All vendor applicants: \$35.00 per event.

BE IT FURTHER ORDAINED, that all of the remaining parts of the Ordinance shall remain unchanged; and

BE IT FURTHER ORDAINED, as follows:

February 10, 2020

Repealer

Prior Ordinances of the Board of Health of the Borough of Elmwood Park to the extent that same is not in consistent with this Ordinance shall remain in full force and effect until modified or repealed pursuant to law. All Ordinances or parts of Ordinances in consistent herewith are hereby repealed as to such inconsistencies.

Invalid Provisions

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

Effective Date:

This Ordinance shall take effect immediately upon final passage and publication thereof as provided by law.

Approve:

Johnn DeMarzio
Board President

Attest: _____
Marlene DiStefano
Board Secretary

Introduced: February 10, 2020

Adopted:

Minutes approved at the March 9, 2020 Board of Health Regular Meeting