

Elmwood Park Board of Health

Minutes of June 9, 2014 Regular Meeting

The regular meeting of the Board of Health of Elmwood Park was held at the Municipal Building on June 9, 2014. The meeting was called to order at 7:00 pm by President Jack Coyne. A roll call for attendance was taken.

Board Members Present: President Jack Coyne, Susan Marsella, Julie McCauley, Abbe Morello, Clarissa Proctor

Board Members Absent: Arlene Levine, Michele Steepy

Others Present: Health Officer Deborah Ricci, Council Liaison Joe Dombrowski, Elmwood Park CFO Roy Riggitano

Mr. Coyne read the following statement: "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 of Hackensack and Herald News of Woodland Park and by posting such notice in the office of the Health Officer and Borough Clerk as well as in a public place within the Municipal Building, and by notifying interested citizens. Said notice has been posted and published on January 21, 2014." Mr. Coyne declared that the requirements of the "Open Public Meeting Act" had been met and that a quorum was present.

Minutes:

The minutes of the May 12, 2014 regular meeting were distributed prior to this meeting for review by all board members. There were no comments or corrections and Ms. McCauley made the motion to accept the May 12 minutes. She was seconded by Ms. Proctor. All aye. The minutes from the May regular meeting were accepted.

Reports:

Health Officer's Report: The Health Officer's Report for May was reviewed. Ms. Marsella made the motion to accept the report and was seconded by Ms. Morello. All aye. The May Health Officer's Report was accepted. A brief discussion on the coyote population in town was held. Ms. Ricci reported that there were no new reports of additional coyotes. The NJ Fish & Wildlife representative will be holding a public forum concerning the population on June 19 in the Council Chambers at 8:00 pm. All are invited to attend. The representative will also be attending the Health Officer's meeting that same day. The goal is to educate the public and reduce the level of fear.

Office Report: The Office Report for May was reviewed. Ms. Marsella made the motion to accept the report and was seconded by Ms. McCauley. All aye. The May Office Report was accepted. All board members agreed that the current formats of the Revenues Received, Cause of Death, and Vital Statistics tables are easy to read, understandable, and provide useful information. Mr. Coyne reported that he

invited Mr. Riggitano, the Borough CFO, to the meeting to discuss our request for salary and benefits information of Health Department employees.

Public Health Nurse's Report: Not applicable; quarterly report.

REHS Report: The May REHS Report was reviewed. Ms. McCauley made the motion to accept the report and was seconded by Ms. Morello. All aye. The May report was accepted. A brief discussion was held concerning the reports and complaints of chicken coops on a resident's property. Ms. Ricci read a letter from the residents asking for an appeal to the ordinance not allowing the raising of chickens in the borough. After consideration the board agreed that an exception cannot be made in this case. Ms. Ricci agreed to respond with a letter denying the appeal.

Health Department Revenues:

At this time, Mr. Roy Riggitano was introduced to the Board of Health by Mr. Coyne. It was explained to Mr. Riggitano that the Health Department has fees that it is responsible for setting and collecting. Mr. Coyne reported that we are currently lacking the information on what it costs to do the job of setting and collecting fees and general Health Department business. The fees that are set must cover the costs of the department but this is difficult to determine when we do not have salary and benefits cost information including hourly wages, pensions, vacation time, etc. We are also missing information on what is paid back to the borough.

Mr. Riggitano explained that revenues are not tracked by his office. There is only one budgeted line item for revenues for the Health Department. Mr. Coyne explained that the Health Department has changed how it handles disbursements. They are now done by program. Mr. Riggitano explained that salary and wages are about 95% of the budget. He agreed to give the Board any information needed. Mr. Coyne agreed to send an email to Mr. Riggitano's office outlining what is desired. Mr. Riggitano stressed that although the salaries and benefits are public information, he would like the Board to use discretion in discussing salaries of individuals. The information should not be discussed with anyone outside of the Board. All board members agreed.

Mr. Riggitano was asked if it was possible for the Board of Health to have input on the Health Department budget before it is finalized each year. The reply was negative because only a certain amount can be raised in the borough and public safety is always the first concern. When asked about a possible future capital expenditure for inspection software, Mr. Riggitano explained that extra money for certain capital expenditures may be available. He stated that the Board should gather prices and submit them for approval and the software could then be purchased.

Mr. Coyne asked Mr. Riggitano if, in his opinion, there is value in shared services agreements. He replied that in general there is no value but it is difficult to say for the Health Department. Being the lead agency has an advantage because it is supposed to save money for the town by providing a talent to another agency for a fee. However, he does not see the savings in Elmwood Park for shared services agreements. Mr. Riggitano cautioned entering into additional proposed shared services agreements with Hackensack and Saddle River.

Old Business:

Minutes: A follow-up discussion from the last meeting was held concerning the suggestion to record the minutes of the Board of Health meetings and have a borough employee type them. Ms. Morello reported her findings on the use of a software called "Dragon" which records meetings and transcribes the conversations. However, there are several drawbacks. It is expensive for a good system, \$3000 - \$4,000, and not cost-effective. Also, it can only record one voice at a time so would not be useful for the Board's purposes.

Mr. Coyne reported that he was told by Mr. Kazmark that there is an Assistant Borough Clerk in Elmwood Park that has studied for and taken the clerk examination and might be willing to act as our Board Secretary. This person is therefore knowledgeable in procedures and would be a resource of information for the board. She would be paid a stipend out of the Health Department Budget. The stipend being requested is \$4,000 a year. Ms. McCauley objected that she believed the amount was too high. After a brief discussion all board members agreed that the stipend amount requested was too high and that a stipend of \$2,000 would be offered.

The Board was uncomfortable with hiring someone at such a stipend without a written job description of the duties required. Mr. Coyne requested that the Personnel Committee (McCauley, Steepy, Proctor) meet to compose a job description for this position. Ms. Morello mentioned that there is a website which helps in writing job descriptions and that she would send the link to Ms. McCauley. Mr. Coyne also informed the Board that he spoke to Ms. Marsella about relinquishing the task of recording minutes and assured the Board that Ms. Marsella has not taken offense at the suggestion of a person outside of the Board taking the minutes.

Attorney Services: A discussion was held regarding the use of an attorney for Health Department and Board of Health legal advice. It was determined that it would be too expensive to hire an attorney to come to all the Board meetings. The Borough Attorney can be consulted, however, this would pose a conflict of interest since the Borough Attorney provides legal advice for the Mayor & Council. If ever needed, the Board of Health would hire their own attorney.

Ordinance BOH2014-03: The first reading of the ordinance to establish Health Department fees and enforce penalties was held at the May meeting. Mr. Coyne completed the second reading of the Ordinance BOH2014-03. Ms. Marsella made the motion to accept the ordinance and was seconded by Ms. Morello. There was no further discussion. All aye. Ordinance BOH2014-03 was accepted on its second reading.

New Business:

Animal Control: Ms. McCauley informed the Board that she received a call and complaint from the Elmwood Park DPW that Animal Control is not picking up the dead animals collected from borough roads. The recent problem occurred when the dead animals were left outside in a specified area at the DPW yard and Animal Control was called for pick up. Due to several emergencies being handled by Animal Control, the animals were not picked up during regular DPW hours. Therefore, the yard was locked and Animal Control could not gain access. Ms. Ricci will follow up with both parties to determine an area where Animal Control can access the dead animals at all times.

Reserve Club: Ms. Ricci read a letter from the Reserve Club challenging the food & beverage license fee. Ms. Ricci explained that it is a private club with a bar and a kitchen and therefore needs to comply with the license fee. They are not a non-profit organization. She reported that they challenge the fee every year. The Board suggested that they be asked for their 501C-3 tax exempt form to show they are non-profit. If they cannot provide one then they must pay the license fee. Ms. Ricci will draft a letter to this end.

Hackensack Health Department: Ms. Ricci received an email from Susan McVeigh of the Hackensack Health Department explaining that they are expanding their Child Health Clinic and they would like to acquire any equipment no longer being used by Elmwood Park. Because Elmwood Park may be entering discussions about shared services with Hackensack, there will not be any exchange of equipment at this time.

City of Hackensack: There is currently a shared services proposal from the City of Hackensack to the Borough of Elmwood Park that needs to be discussed. Mr. Coyne suggested that a committee meet over the summer to discuss the proposal and make a recommendation. Mr. Coyne, Ms. Morello, and Ms. McCauley volunteered to be on the Special Committee for Shared Services.

Committee Reports:

Finance: Covered in the discussion with Mr. Riggitano at the beginning of the meeting.

Ordinance: Ms. Ricci stated that the department is currently working on revising the entire Borough Sanitary Code. The Committee will meet, most likely in the fall, to discuss progress on the revisions.

Personnel: The Personnel Committee will meet over the summer to write a job description for a paid Board of Health Secretary.

By-Laws: Ms. Marsella asked Ms. Proctor if she had a chance to review the By-Laws. Ms. Proctor and the committee have reviewed them but have no changes or suggestions at this time.

Public Relations: Ms. McCauley reported that Community Day went well. Some animals were available for adoption and there were several people who completed the paperwork. Blood pressure screening also went well.

Mr. Dombrowski thanked Ms. Ricci, Ms. Mandeville, and Ms. Puglesi (of the Recreation Department), on behalf of the Council, for working so hard and so well together to resolve the issues and problems with the spray park. Everything was addressed and the spray park was ready in time to be open for Community Day.

Child Health Conference: Ms. Ricci reported for Ms. Levine that a clinic was held on May 20th at 7:00 pm and that it went well. The pediatrician is still questioning the payments but Ms. Ricci reviewed the contract and reported that the amounts are correct. Holding the clinics at an earlier hour is still being negotiated. The clinics will continue twice a month throughout the summer.

Bills:

Ms. Marsella made the motion to allow Ms. McCauley to sign bills for payment over the summer months. This was seconded by Ms. Morello. The motion was adopted on the following roll call: A. Morello, S. Marsella, C. Proctor, J. McCauley, J. Coyne. All aye.

Ms. Marsella made the motion to sign the current bills for payment, except for the HARP bill which has not yet been adjusted. This motion was seconded by Ms. Morello. The motion was adopted on the following roll call: A. Morello, S. Marsella, C. Proctor, J. McCauley, J. Coyne. All aye. The current bills, except for the HARP bill, were signed.

Adjournment:

It was noted that the next regular meeting of the Elmwood Park Board of Health is scheduled for September 8, 2014 at 7:00 pm. Ms. Marsella made the motion to adjourn and was seconded by Ms. McCauley. All aye. The meeting was adjourned at 9:20 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan F. Marsella".

Susan F. Marsella

Recording Secretary

Elmwood Park Board of Health

Health Officers' Report

June 2014

Shared Services for Health Officer Interlocal Agreements: Health Officer met with Saddle River Board of Health to discuss Public Health services and a potential contract with the Borough of Elmwood Park and Saddle River. Meeting was positive and a request for a proposal was requested.

Child Health Clinic: Correspondence has been sent to school nurses announcing the new clinic location so that families of students who need immunizations will be aware that if they do not have health insurance, free vaccines are available. The new location is at the Garfield Health Center, 60 Elizabeth Street, Garfield. Our clinic is also offering free Adult vaccines including Shingles and Hepatitis A.

Animal Control: Health Officer's Meeting with Animal Control concerning policy and procedures of response time to reports of stray animals, picking up deceased animals and the procedure for declaring a dog vicious. June 25th. Also in attendance Chief of Police and Municipal Clerk.

Confirmed arrangements for Municipal Public meeting with Division of Fish and Wildlife Biologist, Mr. McBride for Elmwood Park on June 19th at 8 PM; prepared press releases and attended his presentation on coyotes to approximately 15 residents. Mr. McBride offered preventative measures and answered questions.

Employee Health: Request from Municipal Clerk to find information concerning providers for an Employee Assistance Program for the Borough. Contacted Occupational Health at Hackensack UMC and adjacent municipalities to determine local providers. Prepared report for Mr. Kazmark with contact information of providers and cost per employees.

Scheduled Certificate CPR and First Aid classes for Recreation Department at no cost to Borough.

Meetings and Seminars: Community Day, June 7th. Coordinated public health nurse and animal control officers' attendance and inspected vendors for food safety and the petting zoo with our REHS. Public Health nurse did blood pressure checks on over 25 residents and animal control brought puppies that are available for adoption.

Recreation Department meetings concerning water testing and local licensing of Spray pad as per NJ Department of Health recreational guidelines.

Bergen County Health Officers' Society - Meeting of June 19, NJ Department of Environmental Protection presentation on New Jersey Coyote Population and control measures.

Elmwood Park Department Head Meeting, June 20th.

Page 2 Health Officers' Report June 2014

Correspondence: 106 Linden Avenue was found to have chickens and coop in rear yard and the resident sent a letter to appeal our notice of violation of our local fowl prohibition. Letter sent to inform the residents that the Board of Health discussed this request at the regular meeting of May 12th and will not allow an exemption.

Letter to the Reserve Association in response to their request for no fee status for their bar. Explained that if they provide a letter from the IRS stating that they are recognized as federally exempt 501.c.3 an exemption can be applied to the licensing fee from the Health Department.

Second request from City of Hackensack for a proposal for a Shared Service Interlocal Agreement for Health Officer Services. Health Officer did not reply as the Board of Health is scheduling a committee meeting to discuss parameters for agreements.

Letter to Saddle Brook CFO for payment of remainder of contract for Health Officer services owed to Elmwood Park Borough.

Letter to Saddle River Board of Health President regarding their request for Health Officer services. Health Officer did reply that the Elmwood Park would schedule a meeting to discuss the parameters for shared service agreements.

E mail sent to Virtual Town Pages requesting Health Department summer clinics, health promotion and programs to be posted on Elmwood Park webpage.

Respectfully submitted,

Deborah Ricci H.O.

Deborah Ricci, MPA

Health Officer

June 2014- BOH Report- REHS/ Darlene Mandeville

Elmwood Park

Complaints:

- 130 B Donor Ave- mice complaint- unconfirmed
- 891 River Dr-stagnant water in pool & buckets of water. Violation observed-notice sent also advised home has had water shut off since April. Not corrected- summons signed.
- 289 Martha Ave- swimming pool with stagnant water- owner's fixing when inspected
- Obal Avenue- strong odor- multiple investigations conducted- not verified.
- 57 & 59 Lee St- Feral Cat colony- referred to ACO
- 211 Market St- spray painting no booth- owner came into health dept was unaware of regulations- will comply
- 54 13th St- stagnant pool water
- Cherry Hill Park- poison ivy- referred to DPW
- 103 Elmwood Terrace, Apt A- mice- confirmed – notice of violation (NOV) sent.
- Empire Property- follow-up on stagnant water – corrected
- Route 4 fish Aquarium- outstanding summons- no show for court- bench warrant issued.
- 37 Parkview- NOV sent- feeding of animals.
- 313 Lincoln Avenue- follow-up stagnant pool water- pool liner cut all water drained.
- 272 Falmouth Ave- alleged Botox treatments in home- pending police investigation
- Bergen Industrial Supply- stagnant water- corrected
- 71 Van Piper- mosquitoes- referred to Mosquito Control Commission

Inquiries/ Referrals:

- Friendly's- illegal apt use- referred to fire / Building dept.
- Cherry Hill Park- poison ivy- Referred to Scott Karcz- DPW
- 71 Van Piper Ave- high grass- Building Dept

Retail Food Establishments:

| | | |
|--------------------|---|--|
| Hot & Fresh Bagels | Satisfactory w/ recheck | Refrigerator temp (little high) |
| New Bagel & Beyond | Conditional on Reinspection | Food temperature |
| Boulevard Chinese | Conditionally Satisfactory | Food temp/ food source/ unclean equipment |
| Friendly's | Reinspection- observed mattress in upstairs office | Instructed to remove/re- inspection pending |
| Taco Bell | Satisfactory | |
| Walgreen's | Satisfactory | |
| Victorian | Initial- pending inspection | Numerous updates required- 30 days granted to correct |
| Joey's Catering | Satisfactory | |

| | | |
|----------------------------|----------------------------------|--|
| Rick's Cookie Catering | Satisfactory | |
| T's Catering | Satisfactory | |
| Taste of Italia II | Conditionally Satisfactory | Cooking unpermitted/ unprotected food product/ Sanitiizing |
| Sunoco | Court Postponed | Rescheduled 7/15/2014 |
| Ocean Fish Market | Pre-op | Pending/ Reinsp- approved |
| Cousin's Catering | Satisfactory | |
| Johnny Zeppole | Satisfactory | Temporary |
| Elmwood Park Little League | Satisfactory | Temporary |
| Elmwood Park Cub Scouts | Spot-check | Temporary |
| Democratic club | Spot-check | Temporary |
| Tiramisu | Notified of water to be shut off | Paid bill |
| Subway- Rt. 46 W | Notified water to be shut off | Mgr paid bill |
| | | |

- Review of all license applications for proper documentation- follow- up calls for missing information.

Community Day- Petting Zoo- inspection- ok

Camp Inspections- Cube Academy 100 Gilbert Ave- camp not opening

Recreational Bathing

- Elmwood Park Spray Park- Pre-operational- Satisfactory
- Weekly review of Pool Water microbiological sampling
 1. Altair: 2 spa- water samples- out of compliance- spa closed until corrected
 2. Elmwood Park Spray park- 6/16/14- out of compliance Standard Plate count & Coliform

Rabies/ ACO

- Cintron- spot- check on dog quarantine
- 180 Franklin St- Dog bite- quarantine
- 258 Lee St- dog bite
- 254 Lee St- dog bite
- 10 Main Ave- dogs left abandoned in apt- ACO
- 38 Lincoln Ave- dog bite
- 223 Kipp Ave- notified by veterinarian of cat exhibiting evidence of rabies- placed under strict quarantine.

Lead poisoning:

- Daily monitoring of lead trax cases

Trainings:

- Coyote- NJ Division of Game & Wildlife
- Microbiology of Food- online

Lodi

Complaints:

- 160 Massey St- odor, resident to remain in nursing home- daughter to sell trailer
- 67 Sydney St- stagnant pool water- not corrected- summons signed
- 404 Garibaldi- dog waste- not observed
- 141 Arnot St- dog barking- no barking at time of inspection- advised owner of concern
- 112 Kipp St- Garbage
- 11 Terhune Ave- Bed bugs-observed, treated
- 197 Paterson Ave- Rats – not observed
- 328 Westminster Place- garbage
- 36 Columbia Ave- stagnant water in pool
- 247 Grove St- stagnant water in pool
- 26 Henry street- flooded bathroom
- 57 Home Place- Roaches
- 260 Westminster Pl- garbage
- 29 river St- dog droppings
- 8 Corabella Ave- odor/ mice/rats
- 145 Westervelt Pl- garbage
- 29 John St- mold in basement
- 37 Prospect St- dog barking
- 115 Kipp Ave- stagnant pond
- 54 Union Ave Apt # 9 – foul odor
- 307 Garibaldi Ave- rats
- 71 Van Riper- mosquitoes
- 33 Prospect St- dog barking

Inquiries/ Referrals

- James St- ground hog – ACO
- 169 Terrace Ave- grass – Property maintenance
- 37 Linden St- cat- ACO
- 404 Garibaldi's- dog waste sign – DPW
- 169 Terrace Ave- High grass- property maintenance

- 169 terrace Ave- snake- ACO

Food Establishment Inspection:

| | | |
|----------------------------------|-----------------------------|---------------------------------------|
| Blimpies | Black droppings in Sandwich | Appears to be seasoning from pastrami |
| Blimpies | Conditional | Temp violations |
| Dunkin Donuts | Picking nose- handling food | Not observed/ proper hygiene reviewed |
| Popeyes | Paper in food from wrapper | pending |
| Ice Cream Truck (D Ricci) | satisfactory | |
| Class Act Catering | Conditonal | temps |
| Class Act Catering | Satisfactory | |
| National Wholesale (parking lot) | Petting Zoo- Satisfactory | |
| Avenue E Deli | Conditionally Satisfactory | |
| Blimpies | Reinspection- conditional | |
| Burger King | Satisfactory | |
| Lucky Pollo | Conditional | |
| Mildred's Catering | Satisfactory | |

*review of all license application for proper documentation- follow- up calls for missing information

Plan Review:

- International Food Warehouse- pending
- Jimmy Johns- pending
- National Wholesale- Petting Zoo

Code Review

- Transport of Dead animals

Rabies

- 417 Farnham Ave- no license
- 311 Westervelt PI- no license
- 84 & 93 Home Place- inspection with SPCA- no one home
- 21 Avenue e- Dog bite- no animal available- letter sent

Pool Water Review- weekly

OPRA Request – Cigar Shack

Court – 160 Corabella- dismissed

Public Health Correspondence/ Update

- Physical Connection-/ backflow preventer- inspection- Mc Cain

Elmwood Park Health Department Monthly Report

Month of June 2014

| | This Month | Year to Date |
|---------------------------------|------------|--------------|
| Vital Statistics | | |
| Marriages | | |
| Marriage licenses issued | 6 | 60 |
| Transcripts issued | 18 | 100 |
| Deaths | | |
| In Borough-occurred in town | 1 | 18 |
| Reported – occurred out of town | 5 | 39 |
| Transcripts issued | 28 | 400 |
| Births | | |
| Reported | 13 | 91 |
| Transcripts issued | 0 | 0 |

| | | |
|-----------------------------|----|-----|
| Licenses and Permits | | |
| Retail Food Licenses Issued | 33 | 78 |
| | | |
| Plan Reviews applied for | 0 | 3 |
| | | |
| Beauty/Nail/Salon permits | 7 | 15 |
| | | |
| Pool/Spa Licenses issued | 0 | 1 |
| | | |
| Dog Licenses Issued | 13 | 901 |
| | | |
| Cat Licenses Issued | 1 | 90 |
| | | |

**ELMWOOD PARK HEALTH DE
JUNE 2014
OFFICE REPORT-REVENUES I**

| Licenses | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUGUST |
|---------------|----------|----------|----------|----------|-----------|-----------|-----|--------|
| Marriage | 336.00 | 280.00 | 308.00 | 336.00 | 252.00 | 168.00 | | |
| Transcripts | 160.00 | 215.00 | 250.00 | 240.00 | 220.00 | 225.00 | | |
| Death | 840.00 | 775.00 | 730.00 | 895.00 | 755.00 | 305.00 | | |
| Food Licenses | 0.00 | 0.00 | 400.00 | 325.00 | 19,701.00 | 13,101.00 | | |
| Plan Review | 550.00 | 0.00 | 0.00 | 275.00 | 0.00 | 0.00 | | |
| Beauty/Nail | 0.00 | 0.00 | 0.00 | 175.00 | 1,225.00 | 1,225.00 | | |
| Dog | 5,597.00 | 1,461.80 | 677.00 | 800.20 | 466.00 | 138.00 | | |
| Cat | 557.20 | 100.00 | 60.00 | 0.00 | 123.00 | 10.00 | | |
| State/Dog | -827.40 | -229.80 | -131.40 | -131.40 | -87.60 | -33.60 | | |
| State/CPS | 0.00 | 0.00 | -825.00 | 0.00 | 0.00 | -675.00 | | |
| Totals | 7,212.80 | 2,602.00 | 1,468.60 | 2,914.80 | 22,654.40 | 14,463.40 | | |

CONTRACTS

| | | | | | | | | |
|--------------|----------|----------|----------|----------|-----------|-----------|--|--|
| LODI | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22,450.00 | | |
| Dept. Totals | 7,212.80 | 2,602.00 | 1,468.60 | 2,914.80 | 22,654.40 | 36,913.40 | | |

PREPARED BY: Michele Ingrassellino