

**Elmwood Park Board of Health**  
**Minutes of January 13, 2014 Meeting**

The regular meeting of the Board of Health of Elmwood Park was held at the Municipal Building on January 13, 2014. The meeting was called to order at 7:10 pm by President Jack Coyne. Mr. Coyne stated that the requirements of the "Open Public Meeting Act" had been met and that a quorum was present.

Present: President Jack Coyne, Health Officer Deborah Ricci, Council Liaison Joe Dombrowski, Rhea Boyle, Arlene Levine, Susan Marsella, Julie McCauley

Absent: Shirley DeVito, Abbe Morrello (new member)

Mr. Coyne welcomed the new Council Liaison, Mr. Joe Dombrowski, to the Board of Health. He also thanked Ms. Boyle for her years of service to the Board and explained that although she has not been re-instated to the Board, her term has been extended for an additional 30 days until the remaining vacancy can be filled. Ms. Boyle graciously agreed to sit on the Board for the 30 day extension. Mr. Dombrowski greeted the Board and stated that he is looking forward to working with its members.

Minutes: The minutes of the last regular meeting were held on December 9, 2013 were read.

Corrections: Second page, last sentence under "Old Business, REHS", should read: "Elmwood Park will pay her salary and will then bill Lodi at an **agreed upon rate.**"

Second page, first sentence under "New Business", New Board Member, should read: "**Ms. Berkenbush has decided she will not accept another term on the Board of Health if it were offered. Her current term expires December 31, 2013.**"

Last page, first paragraph, second sentence under "Finance" should read: "Francie has agreed to **the suggested changes** in how we have set up the budget with the line items and codes."

Ms. Levine made the motion to accept the minutes and was seconded by Ms. Boyle. All aye. The minutes were accepted with the stated changes.

Reports:

Health Officer's Report: Not available. This report will be available at the February meeting.

Office Report: The Office Report for December was read. Ms. McCauley made the motion to accept the report and was seconded by Ms. Levine. All aye. The report was accepted. The board agreed that the

report was in a better format than in the past. There are now columns for every month of the year and it is easier to understand. Mr. Coyne made the suggestion to add one more column to include the Total Annual Budget after the Year-To-Date Actuals.

The Cause of Death Report was reviewed by the board and Ms. Ricci reported that it now contains only Elmwood Park residents. However, the board members still found this report to be difficult to read and understand in its current format. Modifications will be suggested. It was explained to Mr. Dombrowski that this report is useful to the board to look for any trends or clusters in causes of death in the borough.

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

REHS Report: The REHS Report for December was read. Ms. McCauley made the motion to accept the report and was seconded by Ms. Boyle. All aye. The December REHS Report was accepted. There was a brief discussion on recent inspections of eating establishments and stores in the borough.

#### **Old Business:**

Animal Control: Ms. Ricci reported that she approached the Mayor & Council in session concerning the board recommendation to hire Bergen County Protect & Rescue animal control agency. It was approved and the contract was signed.

#### **Shared Contracts:**

Hackensack- The Hackensack Health Department has passed an agreement that allows Elmwood Park to store vaccines in their facility in case of emergency such as power failure. The vaccine would need to be transported there for storage.

Garfield- A recommendation to move the Child Health Conference Clinics to Garfield as a shared services agreement is on the table. Garfield will provide the facility, the schedule, supplies, reports, etc, and Elmwood Park would provide the manpower for the clinics which would be held in the evenings.

The history of this proposed agreement was explained to Mr. Dombrowski and a discussion followed concerning the state of the All-Purpose Room and the safety hazard it poses. It was also explained that Lodi would be serviced at the Garfield clinics under that shared services agreement.

Mr. Coyne polled the board members and all were in agreement to proceed with the recommendation to enter into the agreement with Garfield. Mr. Dombrowski will ask the borough attorney to review the contract.

Woodland Park- Ms. Ricci reported to the board that Woodland Park has contacted her about a possible shared services agreement. Woodland Park has its own registrar and public health nurse but is looking for inspector services and some clinic services. They would need a part-time inspector for about 50 establishments.

**New Business:**

None discussed.

**Committee Reports:**

Finance: Ms. McCauley reported that she spoke to Francie in the CFO office who is still working on the budget information we discussed with her. Ms. Ricci reported that she was asked to do the spreadsheet and Ms. McCauley was unaware of this. The history of the work of the Finance Committee on the department budget was explained to Mr. Dombrowski. Mr. Dombrowski agreed to talk to the CFO about the progress of the budget, what the spending is, and about providing the budget to the Health Department in the format that the board has suggested. Ms. Ricci agreed to send a copy of the finance report to Mr. Dombrowski who will find out if the 2014 budget has been passed.

Ordinance: There is a current plan to update the ordinances; however a meeting has not yet been called. Progress reported.

Personnel: Nothing to report.

Child Health Conference: This committee is waiting for a resolution concerning the proposed Garfield Shared Services Agreement.

By-Laws: Nothing to report.

Technology: Progress for this committee is on hold until a new budget is finalized. Mr. Coyne explained to Mr. Dombrowski the desire and need for the Health Department to move into paperless inspection reports by the use of new technology such as software for tablets. Mr. Dombrowski reported that he will present this idea to the Mayor & Council on behalf of the board.

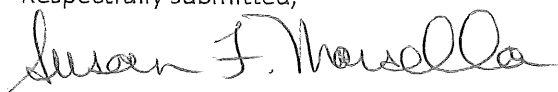
**Bills:**

All current bills were reviewed by the members present and Ms. Marsella made the motion to sign and pay the current bills. This was seconded by Ms. Boyle. The motion was adopted on the following roll call: R. Boyle, S. Marsella, A. Levine, J. McCauley, & J. Coyne. All aye. Bills were signed for payment.

**Adjournment:**

Ms. Marsella made the motion to adjourn and was seconded by Ms. McCauley. All aye. The regular meeting was closed at 8:30 pm for re-organization.

Respectfully submitted,



Susan F. Marsella

Recording Secretary