

Elmwood Park Board of Health
Minutes of December 9, 2013 Meeting

The regular meeting of the Board of Health of Elmwood Park was held at the Municipal Building on December 9, 2013. 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 Glen Pettigano, Rhea Boyle, Arlene Levine, Susan Marsella, Julie McCauley

Absent: JoAnn Berkenbush and Shirley DeVito

Minutes: The minutes of the last regular meeting held on November 4, 2013 were read.

Correction: Last page, last sentence under Finance Committee Report should read "**The board agreed that it would be beneficial to have more input in determining the department budget each year.**" There was no further discussion. Ms. Boyle made the motion to accept the minutes with the stated correction and was seconded by Ms. McCauley. All aye. The minutes were accepted with the stated correction.

Reports:

Health Officer's Report: The Health Officer's Report for November was read. Ms. Marsella made the motion to accept the report and was seconded by Ms. Boyle. All aye. The Health Officer's Report was accepted. Ms. Ricci informed the board that she will be attending the meeting with the Mayor and Council on Wednesday to discuss the animal control proposal further. The council wanted a cost analysis at the last meeting and this was not available. Ms. Ricci will also be discussing the proposed shared services contract with Garfield at that time.

Office Report: The Office Report for November was read. Ms. Marsella made the motion to accept the report and was seconded by Ms. Levine. However, the motion did not carry. Upon further review and discussion of the report the board agreed that some changes need to be made. The "Office Report" needs to have 12 columns, one for each month of the year, and a 13th column for Year-to-Date totals. Also, the first column of the "Death Report" showing the total number of males and females, should be eliminated or moved to the right side of the table. Its placement is confusing. This table is meant to reflect only those residents of Elmwood Park that have died.

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

REHS Report: The REHS Report for November was read. Ms. Marsella made the motion to accept the report and was seconded by Ms. Boyle. All aye. The REHS Report for November was accepted. A brief discussion concerning restrooms in restaurants was held. If a restaurant only has one or two tables it is not required that there be a public restroom. However, if there is no public restroom, it is prohibited to allow a patron to go through the kitchen to use the employee bathroom.

Ms. Ricci informed the board that she would like to discuss the Star Barber Shop during the "New Business" discussion.

Old Business:

REHS: Ms. Mandeville will be on the Elmwood Park payroll and her time will be divided between Elmwood Park and Lodi. Elmwood Park will pay her salary and will then bill Lodi at a higher rate.

Budget: Ms. Ricci attended a recent Department Head meeting where Mr. Riggiano informed everyone that the capital requests need to be submitted and they were told to keep the budgets the same as last year.

All-Purpose Room: Mr. Kaszmark informed Ms. Ricci at the Department Head meeting that the repairs to the room will be completed by January 1, 2014.

Wellness Campaign: The county wants to conduct a "Biggest Loser" type campaign but Ms. Ricci wants to do more of an overall health challenge like walking every day, etc. Cholesterol will be checked at the start and end of 12 weeks.

New Business:

Star Barber Shop: This business is operating without licensed personnel. Ms. Ricci has called the state twice concerning this problem. Last year the state came and issued fines but Ms. Ricci does not know how much the fines were for. The police have been called and have determined that unlicensed people were cutting hair. Ms. Ricci asked the board for a recommendation on how to continue pursuing this issue. The board agreed to move forward with a court date for a second penalty. In this way the prosecutor will make a recommendation on how to proceed after that.

Ordinance Revision: Ms. Ricci reported that Ms. Mandeville will be helping to streamline the ordinances and bring them up-to-date. This will be an ongoing process; as she sees the need for improvement in the ordinances they will be completed. Ms. Mandeville will work on this project with the Ordinance Committee of the Board of Health.

New Board Member: Ms. Berkenbush has decided not to agree to another term on The Board of Health as her current term expires December 31, 2013. Therefore, Mr. Coyne informed Mr. Pettigano that the board would like to nominate someone in her place. Mr. Pettigano agreed to take the name to the Mayor & Council. Mr. Pettigano's term as liaison is also ending and he is not sure if he will be moved to another board.

Committee Reports:

Finance: Ms. McCauley reported that the committee meet recently with Francie, Mr. Riggitano's assistant. The meeting went well and was very helpful. Francie has agreed to our changes in how we have set up the budget with line items and codes. We will tell her what category and expense belongs in and she will make sure it gets paid out of that budget category. The example of the budget with the new categories will be available for the next regular board meeting in January.

Ordinance: Discussed under "New Business".

Personnel: Progress reported.

By-Laws: Progress reported. The annual review of the By-Laws will be conducted in the new year.

Public Relations: Ms. Ricci was asked by the Mayor & Council to remember to submit department reports and board minutes each month, as she has been doing. Ms. Ricci posts the minutes and the agenda on the website.

Child Health Conference: The committee is still waiting for further information from Garfield concerning the proposed shared services contract.

Bills:

All board members present reviewed the current bills. Ms. Boyle made the motion to pay the current bills and was seconded by Ms. McCauley. 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 meeting was adjourned at 8:20 pm.

Respectfully submitted,



Susan F. Marsella

Recording Secretary