

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

The regular meeting of the Board of Health of Elmwood Park was held at the Municipal Building on September 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, JoAnn Berkenbush, Rhea Boyle, Shirley DeVito, Susan Marsella, Julie McCauley, and Council Liaison Glen Pettigano.

Absent: Arlene Levine

Animal Control: The floor was immediately turned over to Officer Vincent Ascolese of Humane Enforcement of Bergen County to discuss the pending proposed contract for animal control services. With Officer Ascolese were another officer and the Assistant Shelter Manager. Officer Ascolese informed the Board of the services provided by their agency. This agency handles all animal complaints, animal cruelty investigations, dog/animal bites, live and dead animal removal, bats, TNR (Trap, Neuter, Release) for cats, rabies and adoption clinics. The agency is fully licensed, insured, and certified.

A major service provided by the agency is the mandatory canvassing of the borough required by the state of New Jersey. This is a check of all animals kept in the borough for licenses and vaccinations. State and borough ordinances are enforced. A map of the borough is divided into areas which are covered by 2 to 4 officers who go door-to-door looking for unlicensed animals. If no one is at home, door hangers are left and forms are given to the Health Officer illustrating which homes need follow-up. The homes with licensed animals are avoided. Canvassing is also conducted evenings and weekends.

Humane Enforcement is a "no kill" agency with a high adoption rate. They will also provide food to homeowners that cannot afford to feed their pets properly. They will also work with the local food bank to provide them with pet food and cat litter for distribution to those in need. The agency works with the borough OEM to ensure safe removal of animals during emergencies. They will be present at Community Day and provide a link on the town website.

There are no "a la carte" fees. The only extra fee is a \$500.00 fee for canvassing paperwork. If dead animals are removed from a private property, the property owner is charged, not the town. The agency is on call 24 hours a day, 7 days a week, 365 days a year. The officers were thanked by the Board for their informational presentation before they left the meeting.

Minutes: The minutes of the last regular meeting, held on June 10, 2013, were read. There were no corrections. Ms. Berkenbush made the motion to accept the June minutes and was seconded by Ms. McCauley. All aye. The June minutes were accepted.

Mr. Coyne reminded the Ordinance Committee to review the list of licensing fees and bring a recommendation to the next board meeting in October. HARP representatives will come the October meeting to discuss their services. Mr. Coyne also informed the board that the Registrar has been to an Excel class and has been making an effort to put her reports into Excel. Mr. Coyne asked the board members to think about what information they want to see in reports/tables and in what format so that this can be discussed at the October meeting and requested of the Registrar.

Reports:

Health Officer's Report: The Health Officer's Reports for June, July, and August were read. Ms. Marsella made the motion to accept the reports and was seconded by Ms. Boyle. All aye. The reports were accepted. Ms. Ricci reported that the professional Health Officer's group of Bergen County has been having trouble because of the meetings being taken over by the county. The Health Officers are not attending the meetings as often as in the past.

Ms. Ricci was asked how the inspections at St. Leo's Festival went. Ms. Ricci said that for the most part things were ok, some issues brought to light by the health inspector had to be addressed. Ms. Ricci was most disappointed in the fact that there was an un-licensed petting zoo on the premises on Saturday of the Festival. She had sent an email about animals but received no response. Live animals are not permitted where food is being served without certain necessities such as hand washing stations, etc. It was also reported that there were trailers on site used as living quarters for the carnival workers which is also not permitted. Ms. Ricci did, however, state that this year's festival was an improvement over previous years.

Office Report: The Office Reports for June, July, and August were read. Ms. McCauley made the motion to accept the reports and was seconded by Ms. Boyle. All aye. The reports were accepted. Ms. Ricci reported that she made a request with the county concerning Saddle Brook and their lack of response to our department concerning our shared services contract. She did not receive any worthwhile information. Also, Saddle Brook continues to not return her phone calls and she is not receiving any information from them.

Mr. Pettigano agreed to ask for a meeting with our Borough Clerk and Ms. Ricci to discuss the situation with Saddle Brook, as well as the all-purpose room. The all-purpose room is used for storage and poses a threat when being used for clinics. Ms. Ricci has not received a response concerning this issue from the clerk's office. Mr. Pettigano agreed to speak to the borough attorney about the Saddle Brook contract. The last date of Health Officer services for Saddle Brook will be October 11, 2013.

Two board members asked for the "Other" category in the Death Report to be listed out as the actual causes of death. All board members agreed.

Public Health Nurse's Report: This is a quarterly report.

REHS Report: The REHS Report for August was read. Ms. Marsella made the motion to accept the report and was seconded by Ms. McCauley. All aye. The report was accepted. There was a small discussion about the multiple citations to The Parkway Diner.

Old Business:

Warning Signs: Mr. Pettigano was asked about the absence of warning signs about foxes and coyotes around the borough. He reported in June that signs were to be placed around the borough. Mr. Pettigano agreed to write and try to pass a resolution with the Mayor & Council to do so. Public education of the presence of these animals is necessary.

Animal Control: The board discussed the presentation made by Humane Enforcement of Bergen County at the beginning of the meeting. The new proposed contract was reviewed and is more inclusive. The amount of the contract is \$28,000.00 per year with an additional charge of \$500.00 for canvassing paperwork. There are no other added fees. The borough is currently paying \$36,000.00 per year to the county and many charges are not included in that amount.

Ms. Ricci stated that many local Health Officers and Police Chiefs have given very favorable reports on the proposed agency. All board members agreed that it would be desirable to end the animal control contract with Bergen County and enter into the contract with Humane Enforcement of Bergen County instead. Mr. Pettigano was asked to take the proposal and present it to the Mayor & Council. Mr. Pettigano agreed. Ms. Marsella offered to summarize the presentation and email the summary to Mr. Pettigano.

New Business:

Bee Colonies: Ms. DeVito asked if it was legal or against any ordinances to keep bee colonies in Elmwood Park. Ms. Ricci replied that permits are not required for bee colonies but that the Health Department tries to work with the Building Department to make sure that people keeping bees are doing so correctly and that the bees pose no threat. There is a limit to the number of hives allowed and separate hives should not be too close together.

Flu Vaccines: The flu vaccine clinic will be held on September 20, 2013. Lodi will be included as well as Saddle Brook. First Responders will be offered the vaccine at no charge as is the custom.

Senior Clinics: Ms. Ricci has tried to set up "Fall Prevention Clinics" at the senior center so that seniors already there don't have to travel to the Borough Hall but has met with opposition from the county. The county will not allow clinics to be held where the seniors meet as they are the administrators of the food program. It was suggested to hold the clinics in the same building but on the other side either in the gym or craft room where the county has no jurisdiction.

The meeting was then closed to the public to discuss personnel matters at 8:40 pm and re-opened at 9:05 pm.

Committee Reports:

Finance: Ms. McCauley and Mr. Coyne met with Mr. Riggitano in July to discuss Health Department accounts and revenues. Mr. Riggitano keeps records of all the department's accounts and credits (revenues). He also agreed that whatever records and financial information is needed will be provided.

Ms. McCauley agreed to call a meeting of the Finance Committee to discuss and propose a budget for 2014. This recommended budget will be proposed at the October board meeting. The budget report will also be updated for the October board meeting.

Ordinance: The Ordinance Committee will meet to recommend a new fee schedule at the October board meeting. The committee members are Ms. DeVito (chair), Ms. McCauley, and Ms. Berkenbush. Ms. Ricci agreed to send the current ordinance fees to the committee and all board members via email.

By-Laws: Ms. Marsella reminded the board that a minor change to the by-laws was made in June concerning the reporting of an absence from a board meeting. This change took effect September 1, 2013.

Public Relations: Nothing to report.

Child Health Conference: Mr. Pettigano agreed to discuss the clean-up of the all-purpose room with the Mayor & Council. The committee toured the room to view the necessary clean-up.

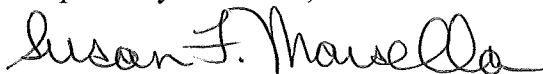
Bills:

All board members reviewed the current bills. Ms. Marsella made the motion to pay the current bills and was seconded by Ms. DeVito. The motion was adopted on the following roll call: J. Berkenbush, R. Boyle, S. Marsella, S. DeVito, J. McCauley, J. Coyne. All aye. The current bills were signed to be paid.

Adjournment:

Ms. Boyle made the motion to adjourn and was seconded by Ms. Berkenbush. All aye. The meeting was adjourned at 9:25 pm.

Respectfully submitted,



Susan F. Marsella
Recording Secretary