



DEPARTMENT OF HEALTH
BOROUGH of ELMWOOD PARK
Bergen County
NEW JERSEY

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May 8, 2013

Dear Board of Health Members:

The regular monthly meeting of the Elmwood Park Board of Health will be held on Monday, May 13, 2013 at 7:00 P.M.

Agenda

- 1) Software for inspections
- 2) HARP contract to be amended

Please e-mail Debbie if you cannot attend.

Elmwood Park Board of Health Minutes
Meeting of May 13, 2013

The regular meeting of the Board of Health of Elmwood Park was held at the Municipal Building on May 13, 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, Arlene Levine, Susan Marsella, Julie McCauley.

Absent: Council Liaison Glen Pettigano

Minutes: The minutes of the last regular meeting, held on April 8, 2013, were read. Questions about Community Day were asked. Ms. Ricci stated that Community Day is scheduled for June 1 from 10:00 am to 2:00 pm at the Borough Field. A HARP nurse will be present to do blood pressure screening and distribute educational information.

Ms. Boyle made the motion to accept the minutes as read and was seconded by Ms. Levine. All aye. The minutes from April were accepted.

Reports:

Health Officer's Report: The April Health Officer's Report was read. Ms. Marsella made the motion to accept the report and was seconded by Ms. McCauley. All aye. The report was accepted. Ms. Ricci informed the board that she has been documenting all her requests to Saddle Brook that have been ignored by that town.

A brief discussion was held concerning the recent increase in dog attacks and Ms. Ricci explained that there were 5 fatal dog attacks this month in Lodi. The dogs in the recent fatal attack in Elmwood Park are being moved out of the state of New Jersey.

Office Report: The Office Report from April was read. Ms. Berkenbush made the motion to accept the report and was seconded by Ms. DeVito. All aye. The April report was accepted. Mr. Coyne noted that the board is once again receiving the Cause of Death Report from the Registrar. There does not seem to be any clusters in any category of death. It was noted, however, that all deaths listed on the report were female.

Ms. Ricci informed the board that Ms. Ingrasselino has completed the Excel course and in fact the Cause of Death Report was done on Excel this month. However, the Health Office Report was not yet put into Excel format.

Public Health Nurse's Report: This report was to have been reviewed after the last meeting to discuss at this meeting but the assignment was missed by the board members. Therefore, Mr. Coyne suggested tabling the report again until the next regular meeting in June. He assigned

review of the report at that time to the Child Health Conference Committee which is made up of Ms. Levine, Ms. Boyle, and Ms. DeVito.

REHS Report: The REHS Report was read. Ms. Marsella made the motion to accept the report and was seconded by Ms. Levine. All aye. The April REHS report was accepted. The board discussed the plan for the Hanaim Church taking over the vacant Athletic Club on River Road. Ms. Ricci explained that they will have a huge industrial kitchen and plan on cooking meals every day for parishioners. Since this is being done for religious purposes they have claimed religious exemption. They will still be subject to inspections and food handler's classes. They do not have to pay for the license. Mr. Coyne suggested that Ms. Ricci request a copy of their exemption form.

Ms. Levine requested more information to be included on the REHS Report. The board agreed that it would like to see what the actual complaints are and what the outcomes were.

Old Business:

Community Day: Ms. Ricci will be present at Community Day to ensure that all food vendors have the appropriate license. If they do not have the license they will be asked to leave the event. The department will not be providing on-the-spot licenses anymore. The Recreation Department runs Community Day. Ms. Ricci has been communicating, via email and paper documentation, to that department the rules for food vendor licensing. Mr. Coyne asked Ms. Ricci to send another email to the Recreation Department stating the rules and the deletion of on-the-spot licensing.

By-Laws: Will be discussed during committee discussions.

New Business:

Ms. Ricci presented information concerning a new vendor for animal control. Currently the county handles animal control for Elmwood Park. This falls under the jurisdiction of the Mayor & Council. The Elmwood Park police chief asked 7 other police chiefs about the services provided by this new vendor. Six out of the seven chiefs gave the vendor a favorable rating. Ms. Ricci has met with the director of the business and had a good impression of him as someone who is on top of matters and has good insight.

The cost is comparable. Currently we pay the county \$27,000 and the new vendor is asking \$30,000. Ms. Ricci was told that this is a flat rate with no extra fees or "a la carte" fees, but that it is moveable. This fee covers everything required by the state statute. The board agreed to recommend the new vendor to the Mayor & Council. A letter of recommendation for the new vendor will be written to the Mayor & Council by Ms. Ricci. The letter will be from the board and signed by Mr. Coyne.

Committee Reports:

Finance: The 2013 budget was explained by Ms. McCauley and Ms. Marsella. The Finance Committee simplified the budget by omitting unnecessary columns of information. The salary and wages line item was not touched. The remainder of the budget was lumped into one line item called "Stationery & Printing". To produce a "forecast" the committee used the percentages from last years "actuals" and divided this year's budget into the separate line items. Ms. McCauley will request monthly expenditures from the Clerk's office so that the report may be updated monthly.

The line item labeled "Professional Services" is already over budget so the board agreed that an adjustment should be made. Ms. McCauley will move \$3,000 from the line item labeled "Medical Services" into "Professional Services".

Mr. Coyne asked Ms. Ricci to request a copy of the April bank statement and reconciliations from the Registrar. Ms. Ricci agreed but said that the Registrar may need to come to the board meeting to explain those documents. There was a brief discussion on other accounts for license fees and who is responsible for them.

Mr. Coyne stated that he was very happy with the new report on the budget and that it was a good start. He asked that a heading be added to say "Elmwood Park Health Department 2013 Year-To-Date Budget". He also asked the Finance Committee to make this a monthly updated report to be presented at each board meeting. Mr. Coyne agreed to ask Mr. Pettigano for the revenue amounts. If he is not successful he will ask the Mayor & Council. The board will vote on a 2014 budget at the September meeting.

Ordinance: Progress reported.

By-Laws: Ms. Marsella reported that there were only minor concerns about the By-Laws. The first item is in the second paragraph on page two which states that "...he shall notify the secretary sufficiently in advance of said meeting." Ms. Marsella explained that historically, board members notify the Health Officer, not the secretary if they are going to be absent from a meeting. Ms. Marsella will write an amendment stating "...he shall notify the Health Officer sufficiently in advance of said meeting." She will email the amendment to the board members and it will be voted on at the next regular meeting in June.

The other item discussed was the list of the employees of the Board on page two. When another employee is hired that list will change. An addendum to the By-Laws, listing the employees, will be added when said employee is hired.

Public Relations: Ms. Ricci has been sending updates on other towns, the website, etc. to the Mayor & Council. Progress reported.

Child Health Conference: It was reported that, based on the request for mostly evening clinic appointments, the Public Health Nurses have eliminated one monthly clinic and have consolidated it to one evening clinic per month. Ms. Ricci has taken back one clinic payment from the physician, Dr. Sciano, since he now only attends one clinic per month.

Technology: A Technology Committee was formed at the last meeting to address the issue of investigating software and technology to update our department. The committee met and found

a company that provides software for different types of inspections. The company, INSPECT2GO, is based in California and the director is Paul Smith. Mr. Coyne reported that his conversation with Mr. Smith was very informative and helpful. His software is what we are looking for but this is just our first contact so it will be our baseline to compare. The Technology Committee will look for more companies that provide the services we desire.

Personnel: The meeting was closed to the public at 9:05 pm to discuss personnel issues. The meeting was re-opened at 9:20 pm.

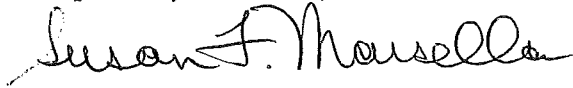
Ms. Marsella made the motion to hire a part-time REHS employee to start before July 1, 2013. The employee would work 12 hours per week. The motion was seconded by Ms. McCauley. All aye. The motion was passed.

Bills:

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

Ms. DeVito made the motion to adjourn and was seconded by Ms. Boyle. All aye. The meeting was adjourned at 9:28 pm.

Respectfully submitted,



Susan F. Marsella
Recording Secretary