

January 9, 2017

**BOROUGH OF ELMWOOD PARK
RE-ORGANIZATION/REGULAR MEETING
BOARD OF HEALTH MEETING**

January 9, 2017

7:00 p.m.

The Re-Organization/Regular Meeting of the Elmwood Park Board of Health for January 9, 2017 was called to order by Board Secretary Barbara Dispoto at 7:02 p.m.

Board of Health Members Levine, Marsella, Spinelli, Wareka and McCauley were present. Board Members Morello and Proctor were absent. Also present Councilman Golabek, Health Inspector Margaret Dunne and Board Secretary Barbara Dispoto.

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 and Herald News of Woodland Park and by posting such notice in the office of the Health Department and the Borough Clerk as well as in a public place within the Municipal Building, and by notifying interested citizens. Said notice was posted on December 18, 2016.

Re-Organization/Regular Meeting Agenda Items:

1 – APPOINTMENT OF BOARD OFFICERS:

- a. **Board of Health President** – A motion was made by Board Member Levine and seconded by Board Member Spinelli to appoint Julie McCauley as Board President. Motion carried by the members present.
- b. **Board of Health Vice President** – A motion was made by Board Member Levine and seconded by Board President McCauley to appoint Sue Marsella as Board Vice President. Motion carried by the members present.
- c. **Board of Health Treasurer** – A motion was made by Board President McCauley and seconded by Board Vice President Marsella to appoint Arlene Levine as Board Treasurer. Motion carried by the members present.

2 – Discussion pertaining to the 2017 Committees – Discussion ensued as to the 2017 Committees. After some discussion all committees will remain with the same representation except Board Member Wareka was named as the Chairperson for the By-Laws Committee. Mrs. Dispoto will update the Member List and Committee List and forward copies to each of the Board Members.

3 – HEALTH INSPECTION REPORT:

- a. **Monthly Status Report** – Mrs. Dispoto reported to the Board the owner of King Falafal came into the office and told her to “Call off” the inspectors. As Councilman Golabek is new to the Board of Health, Mrs. Dispoto discussed the complaint that was brought to the Health Department. Mrs. Dispoto stated to the owner that she could not direct the

inspectors what to do, however, once they are satisfied there are no violations taking place they would probably close the case. Inspector Dunne discussed other items listed within the monthly inspection report. Mrs. Dispoto stated with the winter season, more complaints are coming in regarding residents feeding birds and cats. Board Member Wareka inquired if a license and inspection are required for the mobile trucks. She further inquired about local trucks that do business outside of Elmwood Park. Mrs. Dispoto stated that licenses are obtained and inspections are scheduled with the mobile food trucks. Mobile trucks that are local are not required to get licensed through the Health Department if they do not conduct business within the Borough. Board Member Wareka inquired about researching a Trap, Neuter & Release program. The Board requested the program be listed on the February meeting agenda for further discussion.

4 – Email from Animal Control regarding Rabies Clinic and discussion of future dates – Mrs. Dispoto discussed an email that was received from the County in which a member of Animal Control Office will be present for rabies clinic and will transport the vaccines. Discussion then ensued to the 2017 Rabies Clinic. Further discussion will be held at the February meeting to select two dates for the rabies clinic.

5 – 2017 Dog/Cat License Renewals – Mrs. Dispoto stated 117 dog/cat licenses have been issued with 125 renewals in the office to be processed. She also stated that it will not be until 2019 in which the majority of pet owner will be aware of the November 1st rabies certificate cutoff regarding licensing.

6 – DEPARTMENTAL REPORTS:

- a. **Bills –** A motion was made by Board Member Marsella and seconded by Board Member Wareka to approve the bills. There were no objections and the motion carried by the members present.
- b. **Office Department Report – December 2016**
- c. **Vital Statistics Report – December 2016**
- d. **Office Revenue Report – December 2016**
- e. **December 12, 2016 Meeting Minutes**

A motion was made by Board Member Wareka and seconded by Board Member Spinelli to accept and file the Office Department Report, Vital Statistics Report, Office Revenue Report for December 2016 and the December 12, 2016 Regular Meeting minutes. There were no objections and the motion carried by the members present.

Board President McCauley discussed a desire by Board Member Morello regarding drug abuse awareness and a parent group in Elmwood Park. Further discussion will take place at a later date when Board Member Morello is present. President McCauley also inquired about the fitness event that was discussed in 2016 through the County Health Department. Mrs. Dispoto will pull the paperwork from 2016 and forward it to Board Member Spinelli for review.

Councilman Golabek inquired about Vital Statistic Reporting. There were some discussions as to the year end totals for 2015 & 2016.

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Mrs. Dispoto stated she sent an email to the State Registrar inquiring if the marriage licenses will be moved to the electronic system in 2017. Once an answer is received she will know better if funds need to be allocated for a laptop and signature pads. She further stated that she will be attending a budget meeting with the Mayor and Council.

Board Member Marsella inquired about the By-Law Committee performing the annual review of the by-laws. Mrs. Dispoto will forward a word formatted copy of the by-laws to Board Member Wareka. Member Wareka will review the by-laws with Board Member Proctor and report back to the Board at the February meeting.

Councilman Golabek stated he looks forward to working with the Board of Health and stated he is accessible if the Board would like him to take anything back to the Mayor and Council.

7 – COMMITTEE REPORTS:

By Law Committee had no report

Finance Committee had no report

Ordinance Committee had no report

Personnel Committee had no report

Public Relations Committee had no report

A motion was made by Member Marsella and seconded by Member Spinelli to adjourn. Motion carried by the members present.

Respectfully submitted,



Barbara L. Dispoto, RMC/CMR
Board Secretary

Minutes approved at the February 13, 2017 Regular Meeting of the Elmwood Park Mayor and Council.