

January 11, 2016

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

January 11, 2016

7:00 p.m.

The Re-Organization/Regular Meeting of the Elmwood Park Board of Health for January 11, 2016 was called to order by Board Secretary Barbara Dispoto at 7:00 p.m.

Board of Health Members Levine, Marsella, Morrello, Proctor, Spinelli, Wareka and McCauley were present. Also present Councilman Dombrowski, Health Inspector Margaret Dunne and Board Secretary Barbara Dispoto. Board Member Marsella left the meeting at 7:30pm due to illness.

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 January 4, 2016.

Re-Organization/Regular Meeting Agenda Items:

1 – APPOINTMENT OF BOARD OFFICERS:

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

2 – Discussion pertaining to the 2016 Committees – President McCauley inquired if there were any requests for a change regarding the 2015 Committees. There were no requests for change and the Committees will remain the same for 2016.

3 – HEALTH INSPECTION REPORT:

- a. **Monthly Status Report** – Inspector Dunne stated all inspections for 2015 were completed. She responded to questions regarding Acme and Walgreens. Inspector Dunne stated that she is currently scheduled to be in Elmwood Park three days a week to begin inspections of food establishments. Board Member Levine inquired about a new business located on Broadway that sells purified water.

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4 – Letter to State Board of Cosmetology regarding inspections of hair & nail salons – President McCauley discussed the letter that was sent to the State Board of Cosmetology. Board Secretary Dispoto stated that she has not received a response regarding the letter.

5 – 5 Year Shared Service Agreement with the Bergen County Health Department – Board Secretary Dispoto discussed the Employee Assistance Program offered by the County. She stated that by switching to the County for this service, the Board of Health will save an additional \$3,000. She further stated that the Shared Service Agreement is paid through the Health Department line item with the Municipal Budget and the cost for the program will be added to the budget to cover the cost. A letter will be sent to the current provider to withdraw from their employee assistance program. After some discussion the following resolution was passed authorizing the 5 year Shared Service Agreement with the County Health Department.

**BOROUGH OF ELMWOOD PARK
DEPARTMENT OF HEALTH
RESOLUTION R-2016-01**

**RESOLUTION BY: BOARD MEMBER MORRELLO
SECONDED BY: BOARD MEMBER LEVINE**

**BERGEN COUNTY AGREEMENT FOR PUBLIC HEALTH SERVICES
FOR THE YEARS 2016-2020**

WHEREAS, the Board of Health of the Borough of Elmwood Park wish to enter into a contract with The County of Bergen, Department of Health Services, which has offices located at One Bergen County Plaza, 4th Floor, Hackensack; and

WHEREAS, the parties desire to contract for the furnishing of health services of a technical and professional nature by the BCDHS to the Municipality, pursuant to N.J.S.A. 26:3A2-1 et seq; and

WHEREAS, the County shall provide duly licensed personnel to carry out public health activities in Compliance with the “Public Health Practice Standards of Performance for Local Boards of Health in New Jersey.

NOW THEREFORE BE IT RESOLVED, that the Bergen County Department of Health Services shall provide services specified from January 1, 2016 through December 31, 2020 and that the Municipality shall pay the County for all services rendered within this contract at a cost that is outlined within said contract.

BE IT FURTHER RESOLVED, that the Board of Health is hereby authorized and directed to execute said agreement for the 5 year term as stated in said contract.

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APPROVED:

Julie McCauley
Julie McCauley
Board of Health President

ATTEST

Barbara L. Dispoto
Barbara L. Dispoto
Board of Health Secretary

Record of Board of Health Vote on Passage

	AYE	NAY	Abstain	Absent		AYE	NAY	Abstain	Absent
Levine	X				Spinelli	X			
Marsella	X				Wareka	X			
Morello	X				McCauley	X			
Proctor	X								

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a Regular meeting held on the 11th day of January 2016. Signed and sealed before me.

Barbara L. Dispoto
Board of Health Secretary

Dated

6 – 2016 Dog & Cat Licensing – Board Secretary Dispoto stated that as of January 11, 2016, over 150 licenses have been issued and there are still many more ready to be put into the system. She discussed a conversation with Bob Harris from Bergen County Animal Control regarding a question pertaining to a rabies certificate. Discussion with Mr. Harris then changed to the planning of this year’s rabies clinic. Discussion then ensued as to the scheduling of the spring rabies clinic. It was decided the clinic will be held on May 18, 2016 at Fire Company #4. Board Secretary Dispoto will reach out to the Fire Department to confirm the availability of the Fire House for the clinic. Discussion then ensued to the scheduling of a fall clinic. Councilman Dombrowski discussed the possibility of doing the second clinic the same time as Harvest Day. Further discussion pertaining to the scheduling of a fall clinic will be held at a later date.

7 – ORDINANCES:

- a. **Fee Schedule** – The Second Reading of the Fee schedule was advertised for public hearing on February 8, 2016.

8 – DEPARTMENTAL REPORTS:

- a. **Bills** – A motion was made by Board Member Marsella and seconded by President McCauley to accept and pay the bills. Motion carried unanimously.
- b. **Office Department Report – December 2015** – Accepted without discussion.
- c. **Vital Statistics Report – December 2015** – Councilman Dombrowski requested a prior year to date column be added on the Vital Statistic Report to monitor any spikes that may create a concern. Board Secretary Dispoto stated the looking at the year end totals could be deceitful as to the illness because the age breakdown is not known in the year end totals. Beginning with the January report the year end column will be added to the report. Discussion also ensued as to the reporting of births to families in the Borough.
- d. **Office Revenue Report – December 2015** – Accepted without discussion.
- e. **December 14, 2015 Meeting Minutes** – Accepted without discussion.

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Board Secretary Dispoto discussed phone calls that are being received by the Health Department reporting that the person's physician does not vaccinate and they are looking for a place where they can receive needed vaccinations. Board Member Levine discussed a situation where a parent needed their child to receive a flu vaccine and the pediatrician does not vaccinate. Ms. Levine stated the parent called the Garfield Clinic and was told that they needed to be a patient to be vaccinated at their location. She further stated that it was her understanding that Elmwood Park residents would still be able to go to the Garfield clinic. President McCauley agreed with Ms. Levine. Board Secretary Dispoto stated that when she spoke to this parent, she was told that the clinics she had called told her that they were out of the vaccine. Discussion ensued as to whether Elmwood Park residents are being serviced at the Garfield clinic. Councilman Dombrowski discussed the clinic being subsidized by the County and whether they have the right to require residents to become patients to receive services.

9 – COMMITTEE REPORTS:

By Law Committee – no report at this time.

Finance Committee – no report at this time.

Ordinance Committee – no report at this time.

Personnel Committee – no report at this time.

Public Relations Committee – no report at this time.

Councilman Dombrowski inquired about the change from one post card for dog & cat license renewals to more paperwork. Board Secretary Dispoto stated she is unaware of how the labels were produced to be placed on the postcards. She further stated that renewal letters were printed utilizing the licensing program which contains information for both the owner and the pet. Mrs. Dispoto then stated that this year she included a letter that states the requirements for rabies vaccinations and the licensing because in the past the State statutes were not followed. Mrs. Dispoto stated now that the community has been educated as to the State statutes regarding rabies vaccines, in the future only the renewal letter will be mailed out. Mrs. Dispoto discussed the options that are given to pet owners that have a pet whose rabies certificate has an expiration date prior to November 1st. Board Member Levine stated she feels the new form is easier because all the information is already printed on form.

A motion was made by Board Member Levine and seconded by Board Member Proctor to adjourn. Motion carried unanimously.

Respectfully submitted,



Barbara L. Dispoto
Board Secretary

Approved at the February 8, 2016 Regular Meeting of the Board of Health.