

February 8, 2016

**BOROUGH OF ELMWOOD PARK
REGULAR MEETING
BOARD OF HEALTH MEETING
February 8, 2016
7:00 p.m.**

The Regular Meeting of the Elmwood Park Board of Health for February 8, 2016 was called to order by Board Secretary Barbara Dispoto at 7:00 p.m.

Board of Health Members Levine, Marsella, Morrello, Spinelli, Wareka and McCauley were present. Board Member Proctor was absent. Also present Councilman Dombrowski, Health Officer Nancy Mangieri, 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 January 4, 2016.

Regular Meeting Agenda Items:

1 – Speaker from County Health Department regarding Raccoon Incident – Board Secretary Dispoto introduced Health Officer Nancy Mangieri along with Meg Mantello from the County. Dr. Mangieri discussed the group efforts in dealing with the raccoon attack. She discussed the steps taken in testing the animal and the reporting of the results to the family and other parties. Dr. Mangieri also discussed the procedures regarding the Media with the event and any future event. She inquired as to how the Board would like the chain of information handled in the future. It was decided the Board will be advised through the Board Secretary. Dr. Mangieri discussed the treatment and the cost of treatment when an individual is bitten by a rabid animal. Dr. Mangieri discussed Board of Health Training that is available. She further discussed an upcoming event at the Senior Center. Board Secretary Dispoto stated she spoke with Meg Mantello regarding the Board's concern regarding the clinic in Garfield refusing patients unless the patient changes their primary doctor to their facility. Ms. Mantello stated that the clinics are permitted to require the patient to change their primary provider. She further stated there is an issue with a local doctor in which the doctor has been temporarily stopped from administering vaccines. Ms. Mantello stated that is the reason for the sudden influx of calls received regarding vaccination. Discussion ensued as to the Borough of Wallington entering into service agreements with other towns for Health Clinics. The agreements that Wallington enters into is not based on a monthly charge, it is based on a per patient visit charge. Board Secretary Dispoto will reach out to the Borough of Wallington for information regarding the service agreement that may be available to the Borough of Elmwood Park. Board Secretary Dispoto discussed the inspection of hair and nails salon. Dr. Mangieri stated the County does not have jurisdiction over

those types of establishments. Ms. Dispoto stated that two attempts have been made with the State Board of Cosmetology to get some guidance regarding the inspection of the almost 30 hair and nail salons without any success. Ms. Dispoto asked for some guidance from Dr. Mangieri on what is the next step the Board should take to get some answers. Dr. Mangieri stated that if a complaint is made regarding a hair or nail salon, a County Inspector can then go to the establishment based on a public nuisance, and if the need arose, the inspector would reach out for a State Board of Cosmetology Inspector. Councilman Dombrowski inquired if the residents need to worry about the Zika virus. Dr. Mangieri stated the County will be starting an educational campaign soon on how to control the mosquito population. She further stated the mosquito population in New Jersey is being closely watched.

2 – HEALTH INSPECTION REPORT:

- a. Monthly Status Report** – Health Inspector Dunne discussed businesses that received conditional inspections and the businesses that were satisfactory on re-inspection. President McCauley inquired who the contact person would be for the Centennial events that include food. It was discussed that Health Inspector Dunne would be the contact person. Discussion ensued as to what the Health Inspector would be inspecting at the events. Further discussion ensued as to the handling of home baked goods. Discussion then ensued to the Centennial Committee meeting with the Borough's Risk Manager Frank Covelli.

3 – Discussion pertaining to Centennial Events – A representative from the Centennial Committee inquired about verifying vaccines for dogs in the event that the Committee decides to have some type of pet contest. It was stated that if a pet has a current 2016 dog/cat tag, the animals is up to date with the rabies vaccine. If the animal is not in possession of a 2016 tag, the inoculation against rabies is questionable. It was the recommendation of Health Officer Mangieri that all dogs possess a current dog license. Discussion then ensued as to events that involve food and the need for those participating to be inspected by the Health Inspector. All participants must obtain and submit a temporary food permit form with the Health Department. The Board of Health decided to waive the fee for events that are in connection with the Centennial celebration. Discussion then ensued to functions at any of the borough parks and the marina fall under the jurisdiction of the Recreation Department and contact with Donna Puglisi should be made.

4 – Wellness Challenge for Bergen County – Discussion ensued as to the Board participating in the Wellness Challenge. It was decided due to the lack of time before the start of the 2016 challenge; the Public Relations Committee can review for possible participation in 2017.

5 – Follow - Up Discussion pertaining Nail/Hair Salon Inspections – Discussion ensued during agenda item number one with Dr. Nancy Mangieri.

6- Follow-Up Discussion pertaining to subsidized Health Clinics – Discussion ensued during agenda item number one with Dr. Nancy Mangieri.

7– ORDINANCES:

- a. Fee Schedule – Second Reading**

February 8, 2016

A motion was made by Board Member Marsella and seconded by President McCauley to open the floor for public comment. No one wished to be heard. Board Secretary Dispoto closed the public portion.

**BOROUGH OF ELMWOOD PARK
DEPARTMENT OF HEALTH
RESOLUTION R-2016-02**

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

**INTRODUCE ORDINANCE #2015-02
SECOND READING**

WHEREAS, public notice has been given by the Board of Health Secretary that an ordinance entitled:

AN ORDINANCE TO AMEND THE CURRENT BOARD OF HEALTH FEE SCHEDULE FOR THE BOROUGH OF ELMWOOD PARK;
and

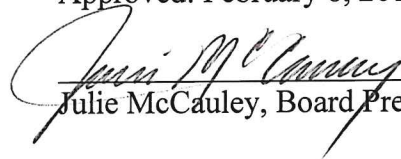
WHEREAS, said ordinance was introduced and passed at a meeting held on Monday, December 14, 2015 and that further consideration of this ordinance would be taken up at this meeting; and


WHEREAS, all persons interested in said ordinance were given an opportunity to be heard concerning same;

NOW THEREFORE BE IT RESOLVED, by the Board of Health of the Borough of Elmwood Park, that an Ordinance entitled:

AN ORDINANCE TO AMEND THE CURRENT BOARD OF HEALTH FEE SCHEDULE FOR THE BOROUGH OF ELMWOOD PARK
pass on final reading.

Approved: February 8, 2016


Julie McCauley, Board President

ATTEST: 
Barbara L. Dispoto
Board 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					

February 8, 2016

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a Special scheduled meeting held on the 8th day of February 2016. Signed and sealed before me.

Barbara L. Dispoto
Board of Health Secretary

Dated

**Elmwood Park Board of Health
Board of Health Ordinance 2015-02**

AN ORDINANCE TO AMEND THE CURRENT BOARD OF HEALTH FEE SCHEDULE FOR THE BOROUGH OF ELMWOOD PARK;

- A. It shall be unlawful for any person or any corporate body to conduct a retail food establishment as defined in and governed by Chapter 24 of the New Jersey State Sanitary Code, without first having procured an annual license from the Local Board of Health to do so and without complying with any or all of the provisions concerning operation and maintenance of the same as contained in the aforementioned Chapter 24 of the State Sanitary Code. A license shall be obtained from the Health Department by every person who shall conduct, operate, or maintained within the Borough any fixed or mobile food establishment.

B. Fees

The annual fee for retail food establishments is hereby fixed as follows:

- | | |
|--|-------------------|
| 1) Restaurants: | |
| <u>Seating Capacity</u> | <u>Annual Fee</u> |
| 50 seats and under | \$250 |
| 51-100 seats | \$300 |
| 101-200 seats | \$400 |
| 201 seats and more | \$550 |
| 2) Open 24 hours (with or without seats) | \$800 |
| 3) Supermarkets, Mini-Markets, Convenience Stores | |
| a. Less than 7500 square feet | \$400 |
| b. 7501 square feet and greater | \$800 |
| 4) Non-profit establishments, such as VFW, etc. | \$1.00 |
| 5) Food Manufacturer Wholesale Only | \$800 |
| 6) Temporary Events – Itinerant | |
| a. Up to and including 3 days for carnivals, fairs, etc. | \$100 per vendor |
| b. More than 3 days to 10 consecutive days | \$200 per vendor |
| c. Non-profit organization at special events | \$1.00 |
| 7) Mobile vendors | |
| Pre-packaged food only; including ice cream trucks | \$325 |
| 8) Milk delivery trucks | \$50 |

The annual fee for the above items 1 through 8 are due July 1st of the current year, a 15 day grace period will be granted. Any person who fails to pay the required fee by July 15th will be assessed a late penalty

February 8, 2016

of \$50. Failure to pay the required fee and late penalty by July 31st will be in violation of this ordinance and will be punishable by a penalty of \$1,000 for every day thereafter.

- 9) Re-inspection Fee
If rated Conditionally Satisfactory twice in a calendar year 50% of license fee
- 10) No transfer of license
If a license is transferred to a new owner, the fee will be the cost of the license, plus the cost of an annual new license fee.
- 11) Review of plans for new or altered business \$275
The annual fee for non-food businesses and other licenses and permits is hereby fixed as follows:


- 1) Cosmetology \$175
2) Pools and spas for public use \$300
3) Pet shops and kennels \$25

The annual fee for the above items 1 through 3 are due July 1st of the current year, a 15 day grace period will be granted. Any person who fails to pay the required fee by July 15th will be assessed a late penalty of \$50. Failure to pay the required fee and late penalty by July 31st will be in violation of this ordinance and will be punishable by a penalty of \$1,000 for every day thereafter.

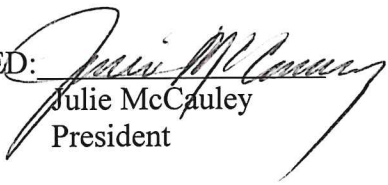
- 4) Certified copy of a Vital Statistic record of birth, death, or marriage
a. One copy \$15
b. Each additional copy \$10
- 5) Pet licenses for dogs or cats
a. Neutered \$10
b. Non-neutered \$13

The annual fee for item 5 is due January 31st of the current year. Failure to pay the required fee by January 31st will be assessed a late penalty of \$20.

ATTEST:


Barbara L. DiSpoto
Board Secretary

APPROVED:


Julie McCauley
President

8 – DEPARTMENTAL REPORTS:

- a. **Bills** – A motion was made by Board Member Marsella and seconded by Board Member Levine to approve the payment of bills. Motion carries with the members present.
- b. **Office Department Report – January 2016**
- c. **Vital Statistics Report – January 2016**
- d. **Office Revenue Report – January 2016**
- e. **January 11, 2016 Meeting Minutes**

February 8, 2016

A motion was made by Board Member Marsella and seconded by President McCauley to approve and file the above reports and meeting minutes. Motion carried by the members present.

President McCauley requested that members that will miss a meeting due to vacations, to please let herself or the Board Secretary know well in advance.

Board Member Levine inquired if there is an ordinance that addresses the disposal of dog feces from private property. Discussion ensued as to a complaint being made and the inspector being sent to address the complaint. Further discussion ensued regarding the making complaints. The Health Department is unable to take anonymous complaints. The complainant is needed for the inspector to reach out to get a more in-depth description of the complaint. The name of the complainant is not disclosed at the time of the investigation.

Board Secretary Dispoto discussed in the past the discussion of codifying the Health Ordinances. Mrs. Dispoto stated while speaking with Coded Systems, the firm that does the codification for the Borough, inquired what it would take to codify the health ordinances. She further stated that Coded Systems will work on a proposal and forward it for consideration by the Board of Health.

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.

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

Respectfully submitted,



Barbara L. Dispoto
Board Secretary

Approved at the March 14, 2016 Regular Meeting of the Board of Health.