

March 14, 2016

**BOROUGH OF ELMWOOD PARK
REGULAR MEETING
BOARD OF HEALTH MEETING
March 14, 2016
7:00 p.m.**

The Regular Meeting of the Elmwood Park Board of Health for March 14, 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, 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 – HEALTH INSPECTION REPORT:

- a. **Monthly Status Report** – Inspector Dunne, reported on Teramisu Restaurant. She reported two site plan reviews for bakeries in town. Discussion ensued regarding the Dunkin Donuts that will be built where the former Kirsch Oil building was located. Board member Levine inquired about the complaint at the Dunkin Donuts located on River Drive. Dunne reported it was a typo and it was an inspection and not a complaint. Inspector Dunne discussed a dog bite incident where the dog was an out of state dog. Board member Marsella inquired about garbage cans without lids located near bedroom windows of a neighbor. Dunne reported that falls under property maintenance because it falls under a one or two family home. President Mc Cauley inquired about inspection for Centennial events and possibly meeting with Centennial Committees regarding the upcoming events.

2 – Membership to the New Jersey Local Boards of Health Association – After some discussion, Board Secretary Dispoto was directed to enroll for full membership on behalf of the Board.

3 – Flier offering ServSafe Manager Certification Training – Discussion ensued as to the Managers Certification training. The decision of the Board was to send the flier to food establishments. Discussion then ensued as to Food Handling certification for the sports programs. Board Secretary Dispoto will reach out to the representative for the baseball and softball programs. Ms. Dispoto stated she believes that the Recreation Department keeps track

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of food handling in connection with the Recreation Department programs. She will verify with the Recreation Director regarding the handling of Food Handlers certification for the Recreation programs. Mrs. Dispoto will reach out to the organization on the flier and inquire if the organization also offers Food Handler's course. Discussion then ensued as to the course that is offered through the County.

4 – Dog Licensing:

- a. **Bounced Check** – Mrs. Dispoto discussed the bounced check for a dog license and how it was handled. She stated she has not received a response to the original letter and the need to send out a second letter. The Board agreed for a second letter to be sent with a 10 day response deadline. If the resident fails to rectify the problem within 10 days, an officer would be sent to the resident to issue a summons for an unlicensed dog. The Board also directed Mrs. Dispoto to also impose the late fee.
- b. **Resident Letter regarding dog license** – Mrs. Dispoto discussed the event that led to the letter being received from the resident regarding the licensing of her dog and a late fee. President McCauley stated she will draft a letter for the resident in response to her letter. As stated with the prior item, the resident will need to submit within 10 days the total fees due including the late fee or an officer will be sent to the resident to issue a summons for two unlicensed dogs.

5 – Service Agreement with Borough of Wallington for Children's services – Mrs. Dispoto discussed her conversation with the Nurse at the Borough of Wallington regarding their Child Health Conference. The Board expressed their desire to enter into a service agreement with the Borough of Wallington. Mrs. Dispoto will draft a letter to be signed by the Borough Administrator Keith Kazmark requesting the opportunity to enter into an agreement with Wallington for the Child Health Conference.

6 – DEPARTMENTAL REPORTS:

- a. **Bills** – A motion was made by Board Member Marsella and seconded by President McCauley to approve the bills. Motion carried unanimously.
- b. **Office Department Report – February 2016** – Accepted without discussion
- c. **Vital Statistics Report – February 2016** – Accepted without discussion
- d. **Office Revenue Report – February 2016** – Accepted without discussion
- e. **February 8, 2016 Meeting Minutes** – Accepted without discussion

A motion was made by Board Member Spinelli and seconded by Morrello to approve items 6b, 6c, 6d and 6e. Motion carried unanimously.

Discussion ensued as to the inspection of hair and nail salons. Board Member Spinelli discussed an ordinance that the Borough of Hasbrouck Heights adopted relative to inspections to nail salons. Copies of the ordinance were distributed to members of the Board.

Discussion ensued as to the upcoming Rabies Clinic and the need to plan a date for the fall clinic.

Discussion ensued as to the approach of April 1st and the need to address whether the Board chooses to increase the salaries that fall under the jurisdiction of the Board of Health. The Board

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decided to enter into an Executive Session to discuss salaries compensation for said titles that fall under their jurisdiction.

WHEREAS, the Open Public Meetings Act P.L. 1975, Chapter 231 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist; and

WHEREAS, the Governing Body wishes to discuss:

Personnel - Salary Compensation

Minutes will be kept and once the matter involving the confidentiality of the above no longer requires that confidentiality, then the minutes can be made public.

NOW THEREFORE BE IT RESOLVED, that the public be excluded from this meeting.

A motion was made by Board Member Marsella and seconded by Board Member Proctor to enter into Executive Session. Motion carried unanimously.

Personnel - Salary Compensation

A motion was made by Board Member Marsella and seconded by Board Member Levine to return to the public session. Motion carried unanimously.

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.

The Board reviewed the ordinance from Hasbrouck Heights that is relative to hair and nail salons. Discussion ensued as to the Health Department currently issuing permits to hair and nail salons which permit their business to operate in Elmwood Park. The fee is a permit fee not a fee for inspection. Mrs. Dispoto discussed a previous conversation with the County Inspector that the County accepts the Board's current ordinance, however, any future ordinance that would fall under the County must be reviewed by the County prior to its adoption. Discussion then ensued as to how nail and hair salons are handled in other municipalities that are serviced by the County through a shared service. Mrs. Dispoto will reach out to other participating municipalities to see how they address these establishments.

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Mrs. Dispoto discussed with the Board that the Mayor and Council will be introducing an ordinance at their next public meeting to increase the late fee for dog licensing in their Municipal Code to mirror what the Board of Health has adopted.

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

Respectfully submitted,



Barbara L. Dispoto
Board Secretary

Approved at the April 11, 2016 Regular Meeting of the Board of Health.