

April 11, 2016

**BOROUGH OF ELMWOOD PARK
REGULAR MEETING
BOARD OF HEALTH MEETING
April 11, 2016
7:00 p.m.**

The Regular Meeting of the Elmwood Park Board of Health for April 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, 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** – The Board reviewed the status report for the month of March. Discussion ensued as to the inspections of church and veteran establishments. Mrs. Dunne stated that halls don't let other groups that rents the hall utilize their kitchens. Discussion ensued to the complaint regarding Taco Bell. An inspection was made following the complaint and the restaurant was compliant with the preparation and the storage of the foods. Expiration dates were also checked and no issues were found. Discussion ensued to the planned event, Taste of Elmwood Park, which is being sponsored by the Centennial Committee. Councilman Dombrowski inquired about any changes pertaining to the Zika virus. Mrs. Dunne stated the best practice to try and control the mosquito population is to remove any standing water.

2 – Child Health Conference with the Borough of Wallington – Mrs. Dispoto stated a letter was sent to the Administrator of Wallington to enter into an agreement for Child Health Conference. She further stated that the request was taken to a meeting of the Governing Body of Wallington. Mrs. Dispoto stated she will report any progress to the Board at the next meeting.

3 – Food Handlers Certification Training Dates through the County – Mrs. Dispoto stated she call the provider of ServSafe Certification that was discussed at the March meeting. Unfortunately the provider does not offer Food Handlers courses. A list of dates the County provides the Food Handlers course was distributed to the Board members and the Elmwood Park Little League. Mr. Work, a representative of the Little League stated that he will follow through

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with the certifications for the Little League. The Softball program only handles packaged food therefore a Food Handlers certification is not needed. Mrs. Dispoto also stated that the Recreation Department monitors the certifications for the Recreation sport programs.

4 – Update regarding Dog Licensing Issues discussed at the March 14, 2016 Meeting – Mrs. Dispoto stated the late fee and the bounced check that was discussed at the last meeting has been satisfied.

5 – ORDINANCES:

- a. **2016 Salary Ordinance** – Mrs. Dispoto discussed the drafting of two salary ordinances. She stated that based on the Executive Session minutes, an increase was discussed for two of the three positions covered by the salary ordinance. Draft #1 indicates a 2% increase for the Board Secretary and Deputy Registrar positions. Draft #2 indicates a 2% increase for the Board Secretary, Registrar and Deputy Registrar positions. After some discussion, draft #2 was selected to be used for the first reading.

**BOROUGH OF ELMWOOD PARK
DEPARTMENT OF HEALTH
RESOLUTION R-2016-03**

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

**INTRODUCE ORDINANCE #2016-01
FIRST READING**

BE IT RESOLVED, that an ordinance entitled:

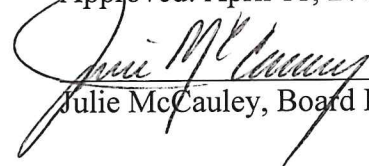
AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE SALARY, WAGE AND COMPENSATION OF THE EMPLOYEES OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY”.

be passed and adopted on first reading; and

BE IT RESOLVED, that a final hearing on said ordinance will be heard in the Municipal Building on Monday, May 9, 2016 at 7:00p.m. or as soon thereafter as same can be heard, at which time any persons interested in said ordinance can be heard;

BE IT FURTHER RESOLVED, that the Board Secretary be, and is hereby authorized to advertise in a legal newspaper a notice of introduction and final hearing as required by law.

Approved: April 11, 2016


Julie McCauley, Board President

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ATTEST:

Barbara L. Dispoto
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								

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

Barbara L. Dispoto
Board of Health Secretary

Dated

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH
ORDINANCE #2016-01**

AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE SALARY, WAGE AND COMPENSATION OF THE EMPLOYEES OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY”.

BE IT ORDAINED, by the Board of Health of the Borough of Elmwood Park as follows:

BOARD OF HEALTH SECRETARY	\$7,140.00
REGISTRAR	2,122.42
DEPUTY REGISTRAR	1,353.31

SECTION X: REPEAL OF PRIOR ORDINANCES

1. All prior Salary Ordinances or parts of Ordinances inconsistent herewith are hereby repealed.

SECTION XI: EFFECTIVE DATE

1. This ordinance shall take effect immediately after publication.

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ATTEST: _____
Barbara L. Dispoto
Board Secretary

APPROVED: _____
Julie McCauley
President

Introduced: April 11, 2016
Adopted:

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 – March 2016** – Accepted without discussion.
- c. **Vital Statistics Report – March 2016** – Accepted without discussion.
- d. **Office Revenue Report – March 2016** – Accepted without discussion.
- e. **March 14, 2016 Regular Meeting & Executive Minutes** – Accepted without discussion.

A motion was made by Board Member Proctor and seconded by Board Member Spinelli to accepted and file the above reports and minutes. Motion carried unanimously.

Discussion ensued as to the inspecting of hair and nail salons. Mrs. Dispoto stated she reached out to other municipalities that have shared services with the County to see how those establishments are handled. She further stated that the municipalities that she spoke with stated that the establishments are only inspected by the State. The extent of the municipal Health Department is charging a permit fee for the business.

President McCauley inquired about the Health Department's Budget. Mrs. Dispoto stated the 2016 Budget is being adopted by the Council on April 21, 2016.

Discussion ensued as to the Board's ability to see the Executive minutes. Mrs. Dispoto stated the Board needs to approve all Executive Session minutes.

Board Member Spinelli and Councilman Dombrowski stated they will not be in attendance at the May meeting.

7 – COMMITTEE REPORTS:

By Law Committee no report at this time.

Finance Committee no report at this time.

Ordinance Committee no report at this time.

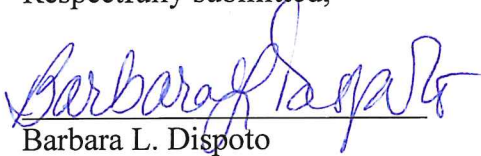
Personnel Committee no report at this time.

Public Relations Committee no report at this time.

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

Respectfully submitted,



Barbara L. Dispoto
Board Secretary

Approved at the May 9, 2016 Regular Meeting of the Board of Health.