

November 21, 2016

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH MEETING**

November 21, 2016

7:00 p.m.

The Regular Meeting of the Elmwood Park Board of Health for November 21, 2016 was called to order by Board Secretary Barbara Dispoto at 7:00 p.m.

Board of Health Members Levine, Morrello, Proctor, Spinelli, Wareka and Mc Cauley were present. Also present Inspector Margaret Dunne and Board Secretary Barbara Dispoto. Board Member Marsella was absent due to a death in the family and Council Liaison Dombrowski was absent due to a Library Board Meeting.

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 November 1, 2016.

Regular Meeting Agenda Items:

1 – HEALTH INSPECTION REPORT:

- a. **Monthly Status Report – October 2016** – Health Inspector Dunne stated there was a rise in recent dog bit incidents. She further stated that she feels the complaints regarding cockroaches at a Iozia Terrace apartment have been corrected as she has not received any further complaints. She discussed the complaints that have been received regarding King Falafal regarding dumping in the streets. The pictures that have been taken by a resident does not show the restaurant owner perpetrating the actions that are within the complaint. The resident was told to take pictures of the person while perpetrating the wrongdoing or to call the police while it is happening. Board Member Wareka inquired about the incoming hibachi/sushi restaurant. Inspector Dunne stated a pre-opening inspection still needs to be performed. A brief discussion of the terms of the contract regarding the inspections through the County ensued.

2 – Discussion of November Rabies Clinic – Mrs. Dispoto discussed the rabies clinic that was held on November 2, 2016. Eleven vaccinations were administered at the Clinic. President McCauley thanked Board Member Wareka, Marlene DiStefano and Barbara Dispoto for being at the clinic to help.

3 – Request to have resource link for Community Outreach Drug Center posted to Health Department page of Borough Website – It was decided by the Board not to post the link to the website and to only use links directing resident to Local/County or State run resources.

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4 – Response from Health Officer Asmar regarding invitation to attend Board of Health Meeting – Mrs. Dispoto shared with the Board an email that she received from the County Health Officer regarding the invitation to attend a Board of Health Meeting. She stated the response thanked the Board for the invitation and the Health Officer will reach out to the Board in the future.

5 – ORDINANCES:

a. Temporary Food Permits – FIRST READING

**BOROUGH OF ELMWOOD PARK
DEPARTMENT OF HEALTH
RESOLUTION R-2016-06**

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

**INTRODUCE ORDINANCE #2016-02
FIRST READING**

BE IT RESOLVED, that an ordinance entitled:


AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE POLICY, PROCEDURES AND FEE SCHEDULE REGARDING TEMPORARY FOOD LICENSING 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

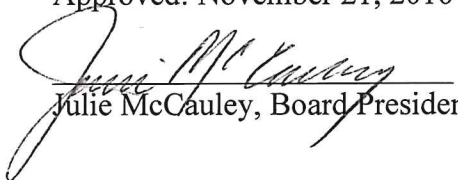
BE IT RESOLVED, that a final hearing on said ordinance will be heard in the Municipal Building on Monday, December 12, 2016 at 7:00p.m. or as soon thereafter as same can be heard, at which time any persons interested in said ordinance can be heard;

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.

ATTEST:


Barbara L. Dispoto
Board Secretary

Approved: November 21, 2016


Julie McCauley, Board President

November 21, 2016

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 21st day of November 2016. Signed and sealed before me.

Barbara L. Dispoto
Board of Health Secretary

Dated

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH
ORDINANCE #2016-02**

AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE POLICY, PROCEDURES AND FEE SCHEDULE REGARDING TEMPORARY FOOD LICENSING OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY”.

SECTION I: POLICY & PROCEDURES

1. Temporary event retail food establishment licenses. Temporary event retail food establishment licenses may be issued by the Board of Health. The licenses shall designate the location where food will be served and shall not be transferable. Licenses must be obtained from the Board of Health two weeks prior to the event and fees paid. In order to obtain such license, the following information must be provided: date and length of function; type of food being prepared; establishment name and address where all food supplies are being purchased; and approximate number of people being served.
 - a. One-to-three-day temporary event retail food establishment license.
A one-to three-day temporary event retail food establishment license may be issued by the Board of Health, which shall be effective for the one-to-three-day period designated on the license application.
 - b. Four-to-seven-day temporary event retail food establishment license.
A four to-seven-day temporary event retail food establishment license may be issued by the Board of Health, which shall be effective for the four-to-seven-day period designated on the license application.
2. Investigation required prior to issuance of temporary event retail food establishment licenses. Upon receipt of an application for a special event in which

food will be served to the public, the Health Department shall conduct an investigation into the plans for preparation and food service, including qualifications of food handlers and the type of equipment to be used. Upon preliminary satisfactory evidence of compliance with this article and N.J.A.C. 8:24-1.1 et seq., the Health Department shall approve the application for the temporary food establishment license. Upon on-site inspection the day of the temporary event, the temporary food establishment license will be issued to the applicant. Based on the Registered Environmental Health Specialist's investigation, a food handler's certificate may be necessary in order to obtain a temporary food establishment license. All applications for special event temporary food establishment licenses must be completed and submitted to the Health Department at least 10 calendar days prior to the event.

SECTION II: FEE SCHEDULE

Fees Schedule as follows:

For 1-7 day events the cost will be \$25.00

For out of town vendors the cost will be \$50.00 a day

For Non-profits the fee will be waived

SECTION III: REPEAL OF PRIOR ORDINANCES

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

SECTION IV: EFFECTIVE DATE

1. This ordinance shall take effect immediately after publication.

ATTEST: _____
Barbara L. Dispoto
Board Secretary

APPROVED: _____
Julie McCauley
President

Introduced: November 21, 2016
Adopted:

November 21, 2016

6 – DEPARTMENTAL REPORTS:

- a. **Bills** – A motion was made by Board Member Proctor and seconded by Board Member Spinelli to accept the bill for payment. Motion carried by the members present.
- b. **Office Department Report – October 2016**
- c. **Vital Statistics Report – October 2016**
- d. **Office Revenue Report – October 2016**
- e. **October 17, 2016 Regular Meeting Minutes**

A motion was made by Board Member Wareka and seconded by Board President McCauley to accept and file the Office Department Report, Office Revenue Report and the Vital Statistics Report for October 2016 as well as the October 17, 2016 Regular Meeting Minutes. Motion carried by the members present.

7 – COMMITTEE REPORTS:

By Law Committee had no report.

Finance Committee had no report.

Ordinance Committee had no report.

Personnel Committee had not report.

Public Relations Committee had no report.

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

Respectfully submitted,



Barbara L. Dispoto, RMC/CMR
Board Secretary

Meeting Minutes approved at the December 12, 2016 Regular Meeting of the Board of Health.