

December 12, 2016

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

December 12, 2016

7:00 p.m.

The Regular Meeting of the Elmwood Park Board of Health for December 12, 2016 was called to order by Board Secretary Barbara Dispoto at 7:02 p.m.

Board of Health Members Marsella, Morrello, Proctor, Spinelli, Wareka and Mc Cauley were present. Also present Inspector Margaret Dunne, Board Secretary Barbara Dispoto and Council Liaison Dombrowski. Board Member Levine was absent.

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 – November 2016** – The Board briefly reviewed the inspection report. Councilman Dombrowski inquired about the complaint that is being made regarding King Falafal and his thought that the owner may take the stance of being harassed. Inspector Dunne stated the complaint has been turned over to the Environmental Department as it falls under their jurisdiction. She further stated that it can clearly be seen that some type of liquid is coming out from the businesses' back door and trailing out toward the street. Mrs. Dispoto stated inspectors were sent previously to this business due to a report from the Building Department that the used Cooking oil drums located outside of the building were not covered.

2 – 2017 Dog & Cat License Renewals – Mrs. Dispoto discussed the process taken in regards to the renewal of dog and cat licenses. Each renewal letter had item #9 highlighted which addressed the renewal deadline and late fee. She stated that if an animal had a rabies vaccine that had an expiration date prior to November 1st, item #3 was highlighted which advised of the requirements that need to be met in order to obtain a license renewal along with a flier from the Bergen County Animal Shelter regarding their clinic where pet owners can get rabies vaccines free of charge. Mrs. Dispoto stated that every license renewal letter was reviewed to verify that a letter was produced and mailed for every license that was issued in 2016.

3 – 2017 Meeting Schedule – The Board reviewed and approved the proposed dates for 2017. Mrs. Dispoto will post and advertise the 2017 Meeting Schedule as required by law.

December 12, 2016

4 – ORDINANCES:

a. Temporary Food Permits – SECOND READING

A motion was made by Board Member Marsella and seconded by Board Member Proctor 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-2016-07**

**RESOLUTION BY: BOARD PRESIDENT MC CAULEY
SECONDED BY: BOARD MEMBER MORRELLO**

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

WHEREAS, public notice has been given by the Board Secretary 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”.

and;

WHEREAS, said ordinance was introduced and passed at a meeting held on Monday, November 21, 2016 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 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”.

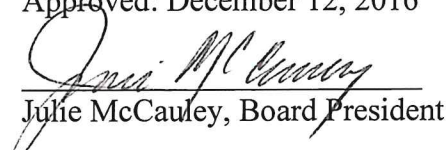
pass on final reading..

December 12, 2016

Approved: December 12, 2016

ATTEST:


Barbara L. Dispoto
Board Secretary


Julie McCauley, Board President

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 12th day of December 2016. Signed and sealed before me.

Barbara L. Dispoto
Board of Health Secretary

Dated

**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.

December 12, 2016

ATTEST: _____
Barbara L. Dispoto
Board Secretary

APPROVED: _____
Julie McCauley
President

Introduced: November 21, 2016
Adopted: December 12, 2016

5 – DEPARTMENTAL REPORTS:

- a. **Bills** - A motion was made by Board Member Proctor and seconded by Board Member Wareka to approve the bills. Motion carried by the members present.
- b. **Office Department Report – November 2016**
- c. **Vital Statistics Report – November 2016**
- d. **Office Revenue Report – November 2016**
- e. **November 21, 2016 Regular Meeting Minutes**

A motion was made by Board Member Marsella and seconded by Board Member Spinelli to accept and file the Office Department Report, Vital Statistics Report, Office Revenue Report for November 2016 and the November 21, 2016 Regular Meeting minutes. Motion carried by the members present.

6 – 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.

Board Member Morella discussed the possibility of having to abstain in the future regarding items regarding hair/nail salons due to her job and their involvement with the inspections of those establishments.

Board Member Marsella thanked the Board for their support regarding the loss of her father.

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

President McCauley thanked everyone for a productive 2016.

- 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.

December 12, 2016

Councilman Dombrowski thanked everyone for their work in 2016. He also suggested the Board look into hiring a part time employee to go door to door checking for dog and cat licenses. Mrs. Dispoto stated that an animal census was once required by State law to be completed every two years but has since been repealed. She further stated that she believes the Municipal Code places that responsibility on the Police Department.

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

Respectfully submitted,



Barbara L. Dispoto, RMC/CMR
Board Secretary