

JANUARY 8, 2024

BOROUGH OF ELMWOOD PARK BOARD OF HEALTH MEETING MINUTES REORGANIZATION MEETING JANUARY 8, 2024

The Reorganization Meeting of the Elmwood Park Board of Health for January 8, 2024 was called to order by Board Secretary Shanee Morris at 7:08 p.m.

Board of Health Members, DeMarzio, Intrieri, Golembiski, Sproviero and Wechtler were in attendance. Members Proctor and Randazzo were absent. Also present were Health Inspector Laura Falco, REHS, Board Secretary, Shanee Morris and Council Liaison, Lorraine Pellegine

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 it 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 an annual meeting 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 December 23, 2023.

PUBLIC HEARING:

There was no one present.

RE-ORGANIZATION/REGULAR MEETING AGENDA ITEMS:

1 – APPOINTMENT OF BOARD MEMBERS

- a) **Board of Health President** – A nomination was made by Board Member Sproviero and seconded by Board Member Wechtler to appoint John DeMarzio as President. Motion carried unanimously.
- b) **Board of Health Vice President** – A nomination was made by Board President DeMarzio and seconded by Board Member Sproviero to appoint Lucia Intrieri as Vice President. Motion carried unanimously.
- c) **Board of Health Treasurer** – A nomination was made by Board President DeMarzio and seconded by Board Member Wechtler to appoint Jeannette Randazzo as Treasurer. Motion carried unanimously.

2 – APPOINTMENT OF 2024 COMMITTEE MEMBERS

After a brief discussion the Board of Health members decided on the members for the committees.

- a) By Law Committee – **Clarissa Proctor & Jeannette Randazzo**
- b) Research & Ideas – **Clarissa Proctor & Lori Sproviero**
- c) Ordinance Committee – **Julianna Golembiski & Lori Sproviero**
- d) Outreach - **Jeannette Randazzo & Doris Wechtler**
- e) Public Relations Committee – **Lucia Intrieri & Julianna Golembiski**
- f) Events and Planning Committee – **Lucia Intrieri & Doris Wechtler**
- g) EP Celebrates Seniors - **Jeannette Randazzo, Lori Sproviero & Lucia Intrieri**

3 – HEALTH INSPECTION REPORT

Health Inspector Laura Falco, REHS, reviewed the December Monthly Status Reports with The Board and answered questions. December was a quiet month.

4 – RESOLUTIONS

- a) **Board of Health Secretary – R-01-24**
- b) **Local Registrar – R-02-24**

**BOROUGH OF ELMWOOD PARK
DEPARTMENT OF HEALTH
RESOLUTION R-01-24**

**RESOLUTION BY: WECHTLER
SECONDED BY: SPROVIERO**

**FORMALIZING A VERBAL DECISION MADE BY THE EXECUTIVE BOARD ON THE
DECEMBER 11, 2023 BOARD OF HEALTH MEETING WHERE A DECISION WAS MADE
TO APPOINT SHANEE MORRIS AS THE BOARD OF HEALTH SECRETARY**

WHEREAS, on February 14, 2022, Marlene DiStefano was re-appointed as the Elmwood Park Board of Health Secretary; and

WHEREAS, on November 15, 2023 Marlene DiStefano submitted her letter of resignation to the Borough of Elmwood Park effective November 29, 2023; and

WHEREAS, at the public meeting of December 11, 2023, by verbal decision by the Executive board, regarding the replacement of Marlene DiStefano, the following was the decision to appoint Shanee Morris as the new Board of Health Secretary effective December 12, 2023; and

WHEREAS, per the Board of Health By-law said position has a term of three years with the new term ending December 11, 2026; and

WHEREAS, compensation for said position shall be as specified in the Board of Health's current salary ordinance;

NOW THEREFORE BE IT RESOLVED, by the Elmwood Park Board of Health that the following be and is hereby appointed as the Board of Health Secretary retroactive to December 12, 2023 with the term ending December 11, 2026.

Shanee Morris

JANUARY 8, 2024

Approved: January 8, 2024

President

ATTEST:

Shanee Morris, RMC, CMR
Board Secretary

Record of Board of Health Vote on Passage

	AYE	NAY	ABSTAIN	ABSENT		AYE	NAY	ABSTAIN	ABSENT
DeMarzio	X				Sproviero	X			
Intrieri	X				Golembiski	X			
Randazzo				X	Wechtler	X			
Proctor				X					

BOROUGH OF ELMWOOD PARK DEPARTMENT OF HEALTH RESOLUTION R-02-24

**RESOLUTION BY: WECHTLER
SECONDED BY: DEMARZIO**

APPOINTMENT OF LOCAL REGISTRAR

WHEREAS, on November 15, 2023 Marlene DiStefano submitted her letter of resignation to the Borough of Elmwood Park effective November 29, 2023; and

WHEREAS, Shanee Morris currently holds the position of Deputy Registrar for the Borough of Elmwood Park and is in possession of the Certified Municipal Registrar certification through the State of New Jersey which is needed to hold the position of Local Registrar; and

WHEREAS, following discussion by the Board of Health regarding the replacement of Marlene DiStefano, the following was the decision to appoint as the new Local Registrar retroactive to December 12, 2023; and

WHEREAS, according to Title 26:8-13, the term of office of a local registrar shall be 3 years and he/she shall serve until his/her successor has been appointed and qualified; and

WHEREAS, compensation for said position shall be as specified in the Board of Health's current salary ordinance;

NOW THEREFORE BE IT RESOLVED, by the Elmwood Park Board of Health that the following be and is hereby appointed as the Local Registrar retroactive to December 12, 2023 for a term as stated above.

Shanee Morris

JANUARY 8, 2024

Approved: January 8, 2024

President

ATTEST:

Shanee Morris, RMC, CMR
Board Secretary

Record of Board of Health Vote on Passage

	AYE	NAY	ABSTAIN	ABSENT		AYE	NAY	ABSTAIN	ABSENT
DeMarzio	X				Sproviero	X			
Intrieri	X				Golembiski	X			
Randazzo				X	Wechtler	X			
Proctor				X					

5 – DEPUTY REGISTRAR– Angela Fava – Secretary, Morris presented to them that she has appointed Angela Fava as Deputy Registrar to help with the Health Department work load. After discussion it was agreed that Ms. Fava is entitled to said position and compensation set forth in the Board of Health salary ordinance.

6 – DEPARTMENTAL REPORTS

- a) **Finance Report – December 2023** – There was no report for December due to a system change in the Finance office. December’s report will be reviewed at the February meeting.
- b) **Monthly Office Report – December 2023**
- c) **Vital Statistic Report – December 2023**
- d) **Office Revenue Report – December 2023**
- e) **Communicable Disease Report – December 2023**
- f) **Regular Meeting Minutes – December 11, 2023**

A motion was made by Board Member Sproviero and seconded by Board President DeMarzio to accept items b through f. Motion carried by all members present.

7 – COMMITTEE REPORTS

- a) **By Law Committee** – Board President DeMarzio inform the Board that the By Laws committee is working on revamping the bylaws. Once drafted, a copy will be distributed to the Board.
- b) **Research & Ideas Committee** – No Report.
- c) **Ordinance Committee** – No Report.
- d) **Outreach Committee** – No Report.
- e) **Events and Planning Committee** – Board Member Intrieri suggested having a plaque be presented to volunteers at the Celebrate Seniors event. Board agrees and further details will be discussed. The board then discussed taking a group picture and ordering new shirts. Lastly, they briefly discussed proposed dates for the annual celebrate seniors event.
- f) **Public Relations Committee** – No Report.

8 – ADJOURNMENT

A motion was made by Board Member Wechtler and seconded by Board Member Sproviero to adjourn. Motion carried by all members present.

Respectfully submitted,

Shanee Morris, RMC, CMR
Board of Health Secretary