

**SPECIAL BOARD OF HEALTH MEETING
WORK SESSION MEETING MINUTES
THURSDAY, JULY 11, 2013**

Ms. Carol Hertenstein, President of the Board of Health called the Special Board of Health meeting to order at 7:30 p.m. in the second floor west wing conference room.

Ms. Hertenstein led the Pledge of Allegiance.

Members in attendance: Carol Hertenstein, RN, Richard Morski, MD, David Klopp, DVM, Linda Brock, RN, Donna Garbaccio, RN, Michael Sparozic, R.PH, Brian Scanlan, Township Committee Liaison

Staff in attendance: Angela Musella, Health Officer, Northwest Bergen Regional Health Commission (NWBRHC), Cindy Risseeuw, Secretary

Midland Park Board of Health in attendance: William Van Dyke

Wyckoff Municipal Alliance Chair in attendance: None

High School Liaison: Grace Tellado, Junior, Indian Hills High School

Absent: Steven Clarke, DC, Marilyn Taylor, RN, and Member Emeritus: Tret Bushman, RN

Reading of the Open Public Meetings Act Work Session statement:

Ms. Risseeuw, Secretary, read the Special Open Public Work Session statement: "This Special Meeting of the Board of Health of the Township of Wyckoff is now in session. In accordance with Section 8 of the Open Public Meetings Act, I wish to advise that the 48-Hour Notice of this meeting has been posted in the lower level of Memorial Town Hall since 06/25/2013. A copy of the notice has been filed with the Township Clerk and copies were sent to The Ridgewood News, Bergen Record and the North Jersey Herald and News on 06/25/2013, all papers with general circulation throughout the Township of Wyckoff.

This Special Open Public Work Session was held to prepare/plan for the September 21, 2013 Health Fair and Influenza Prevention Program and second reading of Ordinance #85.

Approval of May 6, 2013 Regular Meeting Minutes: Michael Sparozic, R.PH, motioned and Linda Brock, RN seconded; remaining members present voted affirmatively.

Approval of June 6, 2013 Regular Meeting Minutes: Donna Garbaccio, RN, motioned and Linda Brock, RN seconded; Richard Morski, MD, and Steven Clarke, DC abstained; remaining members present voted affirmatively.

Report of the Board of Health President:

Ms. Hertenstein welcomed Stephanie Montaque and Kerry Ann Pagano, both nursing students from Eastwick College, Ramsey, NJ, who were attending a board of health meeting as part of their college curriculum.

Ms. Hertenstein noted that due to the overwhelming success of the collaboration with the Wyckoff Family YMCA for the program “Our Aging Parents – What a Caregiver Needs to Know” the Board of Health has been asked to continue the partnership in an ongoing series. The planning committee will be meeting to discuss future dates and programming.

Report of the Board of Health Secretary:

None

Report of Board Members:

None

Report of the Health Officer:

Ms. Musella reviewed the NWBRHC June 2013 Activity Report (distributed and attached) as follows:

1. Ms. Musella stated that four mandated establishment inspections were performed; one was conditional.
2. One non-food related complaint was received.
3. One summons was issued.
4. Ms. Musella stated that two animal bites were reported.
5. NWBRHC reported two cases of Lyme disease.

New and Unfinished Business:

1. Ms. Hertenstein requested volunteers to work on the 2014 Township Calendar project themed “Emergency Preparedness”. Mr. Scanlan, Ms. Brock, and Dr. Morski all volunteered to assist. The focus will be on items a family can put together as an emergency kit. Photos from Wyckoff Day

would be useful in preparing the calendar.

2. Ms. Hertenstein stated that confirmation had been received from the Library Director regarding setup for the Health Fair on Friday, September 20. The Library closes at 5 p.m., therefore, a board member needs to be at the Library prior to closing at 5 p.m. Plan on spending two hours on Friday night for setup.
3. Donna Garbaccio will assemble the raffle baskets (two emergency preparedness baskets). The Wyckoff Ambulance Corp. has donated a jump bag which will also be raffled off.
4. Mr. Van Dyke will explore with the Villadom Times the donation of an advertisement for the Health Fair.
5. Ms. Hertenstein asked Grace Tellado, Indian Hills High School liaison to organize fellow students as volunteers to help setup the Health Fair on Friday, September 20 and Saturday, September 21.
6. Discussed promotional notifications (e-blast, Wyckoff website, newspapers, Houses of Worship, Board of Education electronic "Friday Folders", Community Bulletin Board, and Library).

Public Session

1. Ms. Risseeuw, Board of Health Secretary presented Ordinance No. 85 for second reading for final passage, by title only, and a copy of this Ordinance has been posted on the bulletin board in Town Hall where public notices are customarily posted, and copies have been made available to members of the general public of the Township who have requested the same.

ORDINANCE #85

AN ORDINANCE TO AMEND CHAPTER 194 OF THE CODE OF THE TOWNSHIP OF WYCKOFF "FEES" SECTION 194-2 "LICENSING FEES FOR THE SALE OF FOOD" TO INCREASE FEES AND PROVIDE FOR NEW FEES IN CONNECTION WITH THE SALE OF FOOD.

BE IT ORDAINED, by the Board of Health of the Township of Wyckoff, County of Bergen, State of New Jersey, that Section 194-2 "Licensing fees for the sale of food" is amended as follows:

SECTION 1 - Chapter 194 Fees

Section 194-2. Licensing fees for the sale of food.

- A. The fees to be charged for the licensing of certain businesses and occupations which involve the sale of food in the Township of Wyckoff are hereby fixed and amended as follows:

| Business/Occupation | <u>Fee</u> |
|---|-------------------|
| Pre-packaged food retailers | \$250. |
| Miscellaneous Retail Food/Bakery/Delicatessen | \$250. |
| Convenience Store | \$300. |
| Supermarket | \$900. |
| Restaurants | |
| 1 to 50 seats | \$250. |
| 51 + seats | \$350. |
| More than 100 seats | \$400. |
| | |
| Agriculture Market/Farm Stand | \$250. |
| Catering Truck | \$200. |
| Ice Cream Truck | \$200. |
| Milk Truck | \$100. |
| Nursery/Day Care | \$250. |
| School Food Service | \$250. |
| Institutional Kitchen | \$250. |
| Health Spa/Exercise facility | \$250. |
| | |
| Vending machine (first one) | \$ 75. |
| Vending machine (additional) | \$ 30. |
| Dry Cleaners/Laundry | \$250. |
| | |
| Temporary Retail Food (1 to 3 days) | \$ 60. |
| Temporary Retail Food (4 to 7 days) | \$125. |
| Seasonal Produce Food Stand | \$100. |
| Swimming Pools | \$400. |
| | |
| Non-profit Recreation and Health Facility | \$400. |

- B. The above fees shall be paid annually and are due and payable on January 1 of each calendar year. In the event annual fees are not paid by January 31 of such year by any business or establishment, there shall be a late fee charge of 50% of the annual fee, which will be administratively imposed.
- C. No establishment applying for a Board of Health license shall be granted the same unless such establishment is in compliance with Chapter XII, (1) "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines," and all other applicable state and local laws.
- D. Non-profit recreation and health facilities shall assign a minimum of one (1) staff member who has successfully completed the basic food handling safety course at each event at which food is served. Such food handling safety course shall be approved by local health officer.
- E. In addition to the fees charged in paragraph A above, every business that utilizes

a grease trap, shall pay an additional fee of \$50 per each grease trap at such food establishment.

- F. To ensure that massage businesses and their employees possess current and appropriate licenses required by the State of New Jersey, an annual Township of Wyckoff License is hereby required, fee \$300.

SECTION 2 - Except as hereby amended, all other Sections of Chapter 194 shall remain in full force and effect.

SECTION 3 - This Ordinance shall take effect upon passage and publication according to law.

Motion to move the Ordinance on second reading by title only:

Motion: Brian Scanlan Second: Carol Hertenstein, RN

Roll Call Vote:

Hertenstein Yes Brock Yes Klopp Yes Garbaccio Yes
Clarke Absent Morski Yes Scanlan Yes Sparozic (Alt
#1) Yes Taylor (Alt #2) Absent

Ms. Risseeuw stated this is the time and place for the Public Hearing on Ordinance No. 85, and all persons who wish to be heard, please state your name and address before making your statement.

No one from the public was present.

Motion to move that the Public Hearing on the Ordinance be closed:

Motion: Brian Scanlan Second: Richard Morski, MD

Voice Vote: Affirmative (by all voting board members present at meeting)

Ms. Risseeuw read: Be it resolved, by the Board of Health of the Township of Wyckoff that Ordinance No. 85 be, and the same be hereby adopted, and the Municipal Clerk is hereby authorized and directed to publish the Notice of Final Passage of said Ordinance in the official newspaper for the Township as provided by Law.

Motion to move the resolution:

Motion: Brian Scanlan Second: Linda Brock, RN

Roll Call Vote:

Hertenstein Yes Brock Yes Klopp Yes Garbaccio Yes
Clarke Absent Morski Yes Scanlan Yes Sparozic (Alt
#2) Yes Taylor Absent

Linda Brock motioned to close the Special Work session; seconded, Donna Garbaccio; all members present voting affirmatively.

The Board of Health Meeting adjourned at 9:00 p.m.