

**BOARD OF HEALTH MEETING
WORK SESSION MEETING MINUTES
THURSDAY, NOVEMBER 14, 2013**

Ms. Carol Hertenstein, President of the Board of Health called the 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, Steven Clarke, DC, 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

Wyckoff Municipal Alliance Chair in attendance: Wendy Coffey, MSW, LCSW

High School Liaison: Grace Tellado, Senior, Indian Hills High School – Absent

Absent: Linda Brock, RN, Marilyn Taylor, RN, and Member Emeritus: Tret Bushman, RN

Reading of the Open Public Meetings Act Work Session statement:

Cindy Risseeuw, Secretary read the Open Public Work Session statement: “This Regular Work Session Meeting of the Wyckoff Board of Health is now in session. In accordance with the Open Public Meetings Act, notice of this meeting appears on our Annual Schedule of meetings. A copy of said Annual Schedule has been posted on the Bulletin Board in Memorial Town Hall; a copy has been filed with the Municipal Clerk, The Record, The Ridgewood News and the North Jersey Herald and News – all newspapers having general circulation throughout the Township of Wyckoff. At least 48 hours prior to this meeting the Agenda thereof was similarly posted, filed and mailed to said newspapers. Formal action may be taken at this meeting.”

Approval of September 12, 2013 Regular Meeting Minutes: Michael Sparozic, R.PH, motioned and Steven Clarke, DC seconded; and Richard Morski, MD, David Klopp, DVM, Linda Brock, RN and Brian Scanlan, Township Committee Liaison abstained; remaining members present voted affirmatively.

Approval of October 10, 2013 Regular Meeting Minutes: David Klopp, DVM, motioned and Carol Hertenstein, RN seconded; Richard Morski, MD, Steven Clarke, DC, Donna Garbaccio, RN. Michael Sparozic, R.PH, and Brian Scanlan,

Township Committee Liaison abstained; remaining members present voted affirmatively.

Report of the Board of Health President:

Ms. Hertenstein reiterated the requirements which were forwarded the Board of Health members on 10/25/2013 from Joyce Santimauro, Municipal Clerk/Custodian of Municipal Records via email regarding the Open Public Records Act (OPRA) Law. Board members must include the following language on all memos to board members:

“The Board/Commission Secretary or Liaison shall be included in any email a Township Committee appointed Board/Commission member sends. All emails are subject to the Open Public Records Act and as such, may be requested by citizens. (This requirement is applicable to all members of the Wyckoff Planning Board, Zoning Board of Adjustment, Library Board of Trustees, Recreation and Parks Commission, Board of Health, Environmental Commission, Shade Tree Commission, Design Review Advisory Committee and any other ad-hock committee regardless if it is sent from your personal/business computer or personal/business data phone.) There should be no expectation that the content of emails exchanged with municipal officials and employees will remain private.”

Per Ms. Hertenstein, this statement will be included each month as part of the Board of Health minutes.

Ms. Hertenstein stated that CERTs are unavailable to perform traffic control at events such as the Rabies Clinic until the proper training has been completed.

Ms. Hertenstein stated the State Health Department has not secured a contract for the rabies vaccine at this time. Ms. Hertenstein requested a cost from Ms. Musella, NWBRHC, for the rabies vaccine if the Township needs to procure the vaccine on their own for the January 11, 2014 rabies clinic.

Ms. Hertenstein asked Ms. Musella to provide the hourly rate charged for home visit flu vaccines. Homebound vaccines are only provided when the resident is homebound and it is a hardship for them to leave home to obtain the vaccine.

Ms. Hertenstein stated that the Wyckoff Board of Health co-sponsored a second session in the series, “Care Conversations: Our Aging Parents – Family Dynamics” on Tuesday, November 12, 2013 from 7:00 – 8:30 p.m. at the Wyckoff Family YMCA; 88 people attended. The next program in the series is entitled, “Care Conversations: Our Aging Parents – When Care at Home is Not Enough” and will be held Tuesday, January 14, 2014 (weather date is January 21). The Wyckoff YMCA is thrilled with the partnering arrangement with the Wyckoff Board of Health.

Ms. Hertenstein stated that Lt. Charlie Van Dyk requested the Board of Health review the Emergency Operation Plan which expires 03/2014. Ms. Risseeuw will forward a copy of the most current plan to board members for review at the next Board of Health meeting.

Report of Board Members:

Mr. Scanlan reported that a meeting was held regarding elevated lead in the drinking water provided by Ridgewood Water Department; Mr. Shannon, Mr. Scanlan, Ms. Hertenstein, and Ms. Brunner, REHS, NWBRHC were in attendance. (See additional information below under "Report of the Health Officer".)

Report of the Health Officer:

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

1. Ms. Musella stated that 11 mandated establishment inspections were performed; all were satisfactory.
2. Ms. Musella stated the flu vaccine program held at the Wyckoff YMCA yielded the following numbers:
 - October 19, 9 a.m. – 12 p.m. – 29 Vaccines
 - October 22, 9 a.m. – 12 p.m. – 22 Vaccines
 - October 22, 4 p.m. – 7 p.m. – 27 Vaccines
3. One Temporary/Special Event food license was issued; Cedar Hill Christian Reformed Church – Trunk or Treat.
4. Five non-food related complaints were received.
5. NWBRHC received one inquiry from the Board of Health.
6. Mr. Scanlan had concerns and questions regarding the Ridgewood Water Department press release announcing elevated levels of lead in Wyckoff water samples. Ms. Brunner, REHS, NWBRHC, met with Frank Moritz, Director of the Ridgewood Water Department regarding this issue. Mr. Moritz stated that lead leaches into the drinking water from the pipes and solder that was once used in the plumbing in homes constructed prior to 1987 and no longer permitted. Ridgewood Water will not know when or if the water will be lead free. It is suggested that homeowners run their water prior to using it to flush out the lead.

7. Four animal bites were reported.
8. Health Education – Health Notes Fall Newsletter was emailed to all Board of Health and Commission Members.
9. NWBRHC reported one case of Pertussis.
10. NWBRHC reported zero cases of Lyme disease; 22 total cases were reported in 2013.

New and Unfinished Business:

Ms. Hertenstein suggested the Board of Health research the requirements for the Township of Wyckoff to become a “NJ Healthy Town”. Ms. Hertenstein will forward the newsletter to board members.

Ms. Hertenstein met with Brian Scanlan to put together a 2014 Board of Health budget for the Township Committee to review.

Mr. Scanlan invited all board members to attend the opening of Russell Farms Community Park on Saturday, November 16 at 10 a.m. Mr. Scanlan also stated that a Girl Scout Troop is interested in starting a bee hive project at the park; Ms. Musella will check for any ordinances pertaining to this matter.

Ms. Hertenstein suggested that Wendy Coffey, Wyckoff Municipal Alliance Chairperson investigate the program “Mental Health First”. The program is conducted by Care Plus NJ; it is a two day program (6 hours per day), cost is \$150 per person. Ms. Hertenstein would recommend it to Wyckoff Ambulance Corps and CERTs members.

Motion to close the work session and open the public session:

Motion: Steven Clarke Second: Brian Scanlan

Public Session

1. Ms. Risseeuw, Board of Health Secretary presented Ordinance No. 86 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
FINAL PASSAGE

BOARD OF HEALTH SECRETARY: Ms. President, I have Board of Health Ordinance No. 86, entitled:

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, AND TO REORGANIZE CHAPTER 194 BY ADDING A NEW SECTION 194-3 “LICENSING FEES FOR OPERATION AND CONDUCTION OF BUSINESS ACTIVITIES THAT REQUIRE PUBLIC HEALTH INSPECTIONS”

for second reading, 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.

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

Motion: Steven Clarke Second: Brian Scanlan

Roll Call Vote:

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

Ms. Risseuw stated this is the time and place for the Public Hearing on Ordinance No. 86, 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. Risseuw read: Be it resolved, by the Board of Health of the Township of Wyckoff that Ordinance No. 86 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: Michael Sparozic Second: Brian Scanlan

Roll Call Vote:

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

ORDINANCE #86

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, AND TO REORGANIZE CHAPTER 194 BY ADDING A NEW SECTION 194-3 “LICENSING FEES FOR OPERATION AND CONDUCTION OF BUSINESS ACTIVITIES THAT REQUIRE PUBLIC HEALTH INSPECTIONS”

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)~~ 24, "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.~~
- F. Reinspection fees for a Conditionally Satisfactory Inspection. One hundred (\$100.00) dollars for first reinspection. Two hundred dollars (\$200.00) for second reinspection. Three hundred (\$300.00) dollars for third or subsequent reinspection.
- G. Reinspection fees for an Unsatisfactory Inspection. Five hundred dollars (\$500.00) for each reinspection following an Unsatisfactory finding upon inspection.
- H. A license or approval of a license issued by another Board of Health is not transferrable.

Dr. Klopp motioned to close the Public session; seconded, Steve Clarke, DC; all members present voting affirmatively.

The Board of Health Meeting adjourned at 8:50 p.m.