

**BOARD OF HEALTH MEETING
WORK SESSION MEETING MINUTES
THURSDAY, JANUARY 9, 2014**

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, Steven Clarke, DC, Wendy Coffey, MSW, LCSW and Wyckoff Municipal Alliance Chair, Linda Brock, RN, Donna Garbaccio, RN, Michael Sparozic, R.PH, Doug Christie, Mayor

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

Absent: Brian Scanlan, Township Committee Liaison 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 December 12, 2013 Regular Meeting Minutes: Michael Sparozic, R.PH, motioned and Wendy Coffey, MSW, LCSW seconded; and Richard Morski, MD and Linda Brock, RN abstained.

Report of the Board of Health President:

Ms. Hertenstein congratulated Wendy Coffey, MSW LCSW, on her two year appointment to the Board of Health. Ms. Hertenstein stated that the Township Committee is currently interviewing candidates for the second alternate vacancy on the board.

Report of Board Members:

Wendy Coffey stated that she is currently in the process of completing the Wyckoff Municipal Alliance grant application. Ms. Coffey will be meeting with Bergen County Health Services to discuss future Municipal Alliance programs for the township residents. Steve Clarke suggested a program on steroid awareness for adolescents.

Report of the Health Officer:

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

1. Ms. Musella stated that 7 mandated establishment inspections were performed; all were satisfactory.
2. One plan review was conducted for the Dairy Queen interior renovation.
3. Two non-food related complaints were received.
4. Two animal bites were reported.
5. NWBRHC reported zero cases of Pertussis.
6. NWBRHC reported one case of Lyme disease; 24 total cases were reported in 2013.

New and Unfinished Business:

A nominating committee has been formed consisting of Steve Clarke and Linda Brock to make nominations for the positions of Board of Health President and Vice President. The nominees will be presented at the February 13, 2014 meeting and a vote will be conducted.

The next program in the series entitled, "Care Conversations: Our Aging Parents – When Care at Home is Not Enough" will be held Tuesday, January 14, 2014 (weather date is January 21). Linda Brock, RN, Steve Clarke, DC and Wendy Coffey, MSW LSCW volunteered to assist at this event.

Ms. Hertenstein stated that a meeting was held January 9, 2014 with Lt. Charlie Van Dyk, Angela Musella, Cindy Risseeuw and herself to review the OEM Annex. Changes were noted and suggestions from the December 12, 2013 Board of Health meeting were incorporated; Ms. Risseeuw will reformat and make the necessary changes to the plan for further review by the aforementioned parties.

Ms. Hertenstein stated that the 2014 Rabies Clinic will be held January 11, 2014 from 1-3 p.m. at the DPW Garage at 475 West Main Street. Any volunteers who will be completing the Rabies Certificates will need to be at the DPW Garage at 12:15 p.m. for a slide presentation training session conducted by Carol Tyler, TYCO Animal Control Officer.

Ms. Hertenstein stated that a question arose regarding massage business licensing. The question is, do businesses that perform chair massages require licensing the same as businesses that perform full body massages? Many nail salons do chair massages which use a special chair designed to do a massage in a vertical position. Angela will survey her 10 towns to see if they are licensing businesses performing chair massages. Steve Clarke will investigate the Massage Therapy Statutes and Regulations. Ms. Hertenstein also stated that photocopying of professional licenses is not permitted by the New Jersey licensing board.

Doug Christie stated the Wyckoff Family YMCA went before the Planning Board regarding the installation of an 800KW generator (capable of running the entire facility in the event of a power failure). As part of the approval, the Wyckoff Family YMCA would allow Wyckoff residents to use their facility during a power failure for showering, warmth and/or air conditioning, and charging electronic devices.

Ms. Hertenstein reminded Board of Health members that the board will be participating in the YMCA Wyckoff Day in June 2014; theme suggestions from board members were emergency preparedness, watch your fun in the sun – tanning salons and melanoma information and Lyme disease.

Ms. Hertenstein stated that the 2014 Health Fair and Influenza Prevention program date and venue need to be selected. Ms. Risseeuw will complete the Wyckoff Library Room Reservation Form for the Saturday following the Eastern Christian Children's Retreat Fair rain date, 09/27/14. The Saturday date worked well allowing working adults and children to attend. Discussion will continue regarding our partnership with Midland Park Board of Health and other surrounding towns. Ms. Musella will speak with the Midland Park Board of Health regarding any interest in participating in this year's Health Fair.

Ms Hertenstein reminded members of the following Open Public Records Act (OPRA) Law requirements. 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.”

Mr. Sparozic motioned to close the work session; seconded, Dr. Morski; all members present voting affirmatively.

The Board of Health Meeting adjourned at 8:40 p.m.