

**BOARD OF HEALTH MEETING  
WORK SESSION MEETING MINUTES  
THURSDAY, MARCH 13, 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, Steven Clarke, DC, Richard Morski, MD, Linda Brock, RN, Donna Garbaccio, RN, Wendy Coffey, MSW, LCSW, Michael Sparozic, R.PH, Lynn Spreen-Raffo, RN, 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:** 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. A least 48 hours prior to this meeting the Agenda thereof was similarly posted, file and mailed to said newspapers. Formal action may be taken at this meeting.

**Approval of February 19, 2014 Special Meeting and Work Session Minutes:** Steve Clarke, DC, motioned and Donna Garbaccio, RN seconded; Linda Brock, RN, Wendy Coffey, MSW, LCSW, and Richard Morski, MD abstained; remaining members present voted affirmatively.

**No members of the public were present.**

### **Report of Board Members:**

None

### **Report of the Board of Health President:**

Ms. Hertenstein read a memo from Robert J. Shannon, Township Administrator, dated March 12, 2014 which recognizes the Wyckoff Board of Health for their outstanding program series entitled "Care Conversations". Mr. Shannon states that the board has identified a need in the community and is responding with appropriate programs. The next Care Conversations program entitled "Mental Health and the Aging" is scheduled for May 20, 2014 at the Wyckoff YMCA.

Ms. Hertenstein stated that Bergen County Executive has provided resources and telephone numbers regarding Drug and Alcohol Dependency. This information was shared with Lt. Charlie Van Dyk and is posted with the police dispatchers. Ms. Hertenstein would like board members on the Wyckoff Ambulance Corps to share this information with their membership at their next meeting.

Ms. Hertenstein stated that Lt. Charlie Van Dyk has been updating the Office of Emergency Management (OEM) Public Annexes which will be submitted to Bergen County OEM for review. Lt. Van Dyk may request volunteer coordinators for different annexes such as Sheltering and Social Services.

Ms. Hertenstein stated that Cindy Risseeuw and herself are now certified as CERTs (Community Emergency Response Team) members and are continuing their training to become CART (County Animal Rescue Team) members.

### **Report of the Health Officer:**

Ms. Musella reviewed the NWBRHC February 2014 Activity Report (distributed and attached) as follows:

1. Ms. Musella stated that five mandated establishment inspections were performed; all satisfactory.
2. NWBRHC provided improved guidelines regarding Temporary Food Handler licenses.
3. NWBRHC followed up on unpaid Annual Food Handler licenses.
4. Ms. Musella stated that no animal bites were reported.
5. Ms. Musella reported that two township children visited the Baby Well Program in February. The township contracts with the Borough of Waldwick

as a shared service to provide the Well Baby Program.

**New and Unfinished Business:**

1. The application for Temporary Food Handling licenses has been rewritten for clarity.
2. Abma's Farm has written a letter to the board requesting the return of the late fee charged for Abma's Annual Food Handler license. The board discussed this in depth and noted that the instructions accompanying the application were not clear regarding late fees. Ms. Hertenstein requested a motion to return the late fee to Abma's Farm.

Motion to return late fee to Abma's Farm:

Motion: Richard Morski, MD Second: Linda Brock, RN

Roll Call Vote:

Hertenstein Yes Brock Yes Coffey Absent  
Garbaccio Yes Clarke Yes Morski Yes  
Scanlan Yes Sparozic (Alt #1) Yes  
Spreen-Raffo (Alt #2) Yes

3. The Wyckoff Subway has addressed a letter to the board requesting the return of the late fee charged for Subway's Annual Food Handler license. The President of Dramit Corporation (Wyckoff/Midland Park Subway) states that the food handler license was sent to the wrong address; however, the application was sent to the address provided by the President on their previous application (copy of which was provided to board members). The President stated that the Midland Park Post Office does not recognize Dramit Corporation at their Midland Park address. The board discussed this in depth and determined that the annual application was sent to the appropriate address provided by the President of Dramit Corporation.

Motion to inform the Wyckoff Subway they must pay the annual fee plus late fee by April 1 otherwise a summons will be issued:

Motion: Brian Scanlan Second: Steve Clarke, DC

Roll Call Vote:

Hertenstein Yes Brock Yes Coffey Yes  
Garbaccio Yes Clarke Yes Morski Yes  
Scanlan Yes Sparozic (Alt #1) Yes

Spreen-Raffo (Alt #2) Yes

4. The Annual Food Handler License application has been reviewed by the Board of Health and will be revised for the 2015 licensing year.

Motion to accept changes to Annual Food Handler License application:

Motion: Richard Morski, MD Second: Donna Garbaccio, RN

Roll Call Vote:

Hertenstein Yes Brock Yes Coffey Yes  
Garbaccio Yes Clarke Yes Morski Yes  
Scanlan Yes Sparozic (Alt #1) Yes  
Spreen-Raffo (Alt #2) Yes

5. The Temporary Food Handler License guidelines were updated by NWBRHC. The board reviewed and updated these guidelines. These guidelines will help the township staff answer questions from organizations as to when a temporary food handler license is necessary.

Motion to accept changes to Temporary Food Handler License guidelines:

Motion: Brian Scanlan Second: Steve Clarke, DC

Roll Call Vote:

Hertenstein Yes Brock Yes Coffey Yes  
Garbaccio Yes Clarke Yes Morski Yes  
Scanlan Yes Sparozic (Alt #1) Yes  
Spreen-Raffo (Alt #2) Yes

6. Ms. Hertenstein stated Grace Tellado, Indian Hills High School liaison to the Board of Health has a suggestion for the board as part of her Girl Scout Gold Award. Grace would like to have links and resources regarding teen depression added to the Board of Health website. Ms. Hertenstein stated it is a wonderful initiative, but feels that it would be more appropriate for the Municipal Alliance web page.
7. Wendy Coffey as Chairperson of the Wyckoff Municipal Alliance is hosting a program entitled "Raising Thriving Children" program during school hours. Attendance has been low; future events may be better suited for evening hours.
8. The Blood pressure program at the Wyckoff YMCA is temporarily suspended due to Ambulance Corps staffing concerns.

9. Ms. Risseuw receives calls at the Board of Health office from residents who want to borrow medical equipment. Mike Sparozic stated the Ambulance Corps does not have medical equipment to lend to residents.
10. The Wyckoff Library has not submitted their Temporary Food Handler applications for movie nights and the Wednesday Café. Brian Scanlan will speak with the Library liaison regarding this matter. No fee is required.

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.”

Brian Scanlan motioned to close the Work session; seconded, Donna Garbaccio; all members present voting affirmatively.

The Board of Health Meeting adjourned at 9:30 p.m.