

**BOARD OF HEALTH MEETING  
PUBLIC WORK SESSION MEETING MINUTES  
THURSDAY, JUNE 12, 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, Linda Brock, RN, Donna Garbaccio, RN, Wendy Coffey, MSW, LCSW, Municipal Alliance Chair, Michael Sparozic, R.PH, Lynne Spreen-Raffo, RN, Brian Scanlan, Township Committee Liaison, Haakon Jepsen, Township Committee Member

**Staff in attendance:** Gail Brunner, REHS, Northwest Bergen Regional Health Commission (NWRHC), Cindy Risseeuw, Secretary

**Absent:** Steven Clarke, DC

**Reading of the Open Public Meetings Act Public 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.

**Motion to move the reading of May 8, 2014 Public Business Meeting and Public Work Session Minutes to September 11, 2014:**

Michael Sparozic, R.PH motioned and Linda Brock, RN seconded; remaining members present voted affirmatively.

**Member of the public present was Bob Harz, President, Wyckoff Seniors**

**Report of Board Members:**

Wendy Coffey reported the program held at the Christian Healthcare Center with female speakers from Spring House rehabilitation center was successful.

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

Ms. Hertenstein reminded members to complete the financial disclosure statements required by the New Jersey Ethics Law by tomorrow.

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

Ms. Gail Brunner, REHS, reviewed the NWBRHC May 2014 Activity Report (distributed and attached) as follows:

1. Ms. Brunner stated that seven mandated establishment inspections were performed; one was conditional.
2. Three Temporary Food Handler licenses were issued; Wyckoff Reformed Church Ladies Night and Fish and Chips Dinner, Wyckoff Fire Department Ladies Auxiliary Memorial Day Hot Dogs.
3. Three non-food related complaints were received.
4. Ms. Brunner stated two animal bites were reported.
5. One employee from Sakura and one employee from Eastern Christian Children's Retreat attended the 8-Hour ServSafe course.
6. Four cases of Lyme disease were reported.

Correction to be made to the NWBRHC May 2014 Monthly Report removing under "Correspondence Received" the NJDEP – Unregulated Heating Oil Tank Program, 471 Kinderkamack Road.

### **New and Unfinished Business:**

Ms. Hertenstein stated the final session of the Care Conversations series, Caring for the Caregiver, will be held June 25 from 7-9 p.m. at the Wyckoff Family YMCA Lake House. The keynote speaker will be Amy Fuchs, LCSW. The YMCA would like to continue this series next year.

Ms. Hertenstein stated that the Board of Health table themed "Safe and Healthy Summer" at Wyckoff Day was a great success. Thank you to Lynne Spreen-Raffo and Dr. Satra for the sunscreen samples. Many thanks to all the Board of Health volunteers.

Ms. Hertenstein stated that the 2014 Health Fair and Influenza Prevention Program will be held on Saturday, October 11 at the lower level of the Wyckoff Library. Setup for the health fair will take place on Friday evening, October 10. Volunteers will be needed from 10:00 am. to 4:00 p.m. on the day of the health

fair. Ms. Risseeuw will follow up with Dawn DiMauro, President of the Midland Park Board of Health regarding volunteers as well as monetary contribution.

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.”

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

**Public Session:**

Mr. Haakon Jepsen, Township Committee member addressed the Board of Health regarding simplifying the process regarding the Temporary Food Handler Application as well as feedback regarding the Temporary Food Handler Frequently Asked Questions written by the Board of Health. Comments made by Mr. Jepsen will be taken into consideration and reviewed by board members.

Linda Brock, RN motioned to close the Public Session; seconded, Brian Scanlan; all members present voting affirmatively.

The Board of Health Meeting adjourned at 9:56 p.m.