

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
THURSDAY, DECEMBER 10, 2015**

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.

Carol Hertenstein led the Pledge of Allegiance.

Members in attendance: Carol Hertenstein, RN, Linda Brock, RN, Richard Morski, MD, Steven Clarke, DC, Lynne Spreen-Raffo, RN, Wendy Coffey, MSW, LCSW, Municipal Alliance Chair, RN, Michael Sparozic, R.PH, Brian Scanlan, Township Committee Liaison

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

Absent: Donna Garbaccio, RN

Members of NWRHC in attendance: Lori DiCorcia, NWRHC Commissioner and Midland Park Board of Health President and Darlene Mandeville, REHS

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. 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."

Ms. Risseeuw stated, "This agenda also contemplates the Board of Health entering into a closed session discussion."

Approval of November 12, 2015 Public Business Meeting and Public Work Session Minutes:

Michael Sparozic motioned and Linda Brock seconded; Dr. Morski, Steve Clark and Lynne Spreen-Raffo abstained; remaining members present voted affirmatively.

Member of the public present:

None present.

Report of Board Members:

Steve Clarke suggested that information be made available to township residents regarding how and where to recycle CFL light bulbs. Brian Scanlan stated he will pass the information on the Environmental Commission.

Wendy Coffey, Municipal Alliance (MA) chairperson stated an anti-substance abuse program will be held in the spring at the high schools.

Ms. Coffey also stated the Mayor's Wellness Challenge is on hold for the winter.

Ms. Coffey stated the Stigma Free program's goal is to add membership from the community. The Stigma Free program plans to have float in the Memorial Day parade.

Report of the Board of Health President:

For the year 2016, Sgt. Brian Zivkovich will become OEM Coordinator and Lt. Charlie Van Dyk will assume the position of Deputy OEM Coordinator.

Ms. Hertenstein stated that the Mental Health First Aide program is available for free to township emergency responders. The two session program dates are as follow: January 25, 2016 (12 – 4 pm) and January 26, 2016 (8 am – 12 noon) at Christian Health Care Center.

Report of the Health Officer:

Ms. Angela Musella, Health Officer, reviewed the NWBRHC November 2015 Activity Report (distributed and attached) as follows:

1. Sixteen mandated establishment inspections were performed; all satisfactory.
2. Two animal bites were reported.
3. Four suspect Lyme disease cases were investigated.
4. One temporary event food license was issued (Wyckoff Reformed Church Holiday Fair).

Ms. Musella stated that a program will be available three evenings in March 2016 for all Bergen County Boards of Health discussing requirements for becoming a Healthy Town. NWBRHC will assist the township with the application to become a Healthy Town.

Ms. Musella stated that a representative from Ridgewood Water was not available in January 2016 to meet with the board; Ms. Musella will follow-up.

New and Unfinished Business:

The Board of Health nominating committee consisting of Michael Sparozic and Steve Clarke nominated Carol Hertenstein for President and Wendy Coffey for Vice President for 2016; there were no nominations from the floor.

An invitation was sent out to all board members for the Friday, January 1, 2016 Annual Re-Organization Meeting at Town Hall.

Public Hearing and Further Consideration of Ordinance #88:

Ms. Risseeuw, Board of Health Secretary presented Ordinance No. 88 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 No. 88 – An ordinance to delete Chapter 214 of the code of the Township of Wyckoff, “Sewage Disposal Systems, Individual” and replace Section 214 with a new chapter renamed, Chapter 214, “Standards, Procedures and Fees for Individual Subsurface Sewage Disposal Systems”

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

Motioned: Brian Scanlan Seconded: Michael Sparozic

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

Ms. Risseeuw stated this is the time and place for the Public Hearing on Ordinance No. 88, 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:

Motioned: Brian Scanlan Seconded: Michael Sparozic

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. 88 be, and the same be hereby adopted, and the Municipal Clerk is hereby authorized and directed to

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Wyckoff, County of Bergen, State of New Jersey, assembled in public session on December 10, 2015, hereby authorize, that an Executive Session closed to the public shall be conducted on December 10, 2015 in the Town Hall, 340 Franklin Avenue, Wyckoff, New Jersey 07481, for the discussion of matters relating to the specific items designated above.

BE IT FURTHER RESOLVED, that the minutes of the said Closed Session will be made public when the Board of Health of the Township of Wyckoff determines the reason for the minutes to remain closed no longer exists and the Secretary shall attach to this resolution when completed the Closed Session Meeting Minutes related to the specific items designated above.

CERTIFICATION

I, CINDY RISSEEUW, SECRETARY OF THE BOARD OF HEALTH OF THE TOWNSHIP OF WYCKOFF, HEREBY CERTIFIES THIS RESOLUTION TO BE A TRUE AND CORRECT COPY OF THE RESOLUTION AS ADOPTED BY THE WYCKOFF BOARD OF HEALTH ON DECEMBER 10, 2015.

CINDY RISSEEUW
SECRETARY

Closed Session:

The board discussed options regarding health services contract for the 2016 year. The contract from Bergen County Department of Health (BCDOH) was thoroughly reviewed and discussed by board members. Prior to this meeting a telephone interview was conducted with Bob Shannon, Brian Scanlan and Cindy Risseeuw with Dr. Mangieri, Director/Health Officer, BCDOH and her staff. A follow-up in-person interview was conducted with Carol Hertenstein, Cindy Risseeuw and BCDOH staff.

A motion was made by Michael Sparozic, seconded by Linda Brock for Bob Shannon, Brian Scanlan and Carol Hertenstein to continue conversation with BCDOH with a goal to finalize the health services contract for a January 1, 2016 start date. All members in attendance voted affirmatively.

Motion to re-enter into Open Public Session discussion was made by: Steve Clarke; Seconded by: Brian Scanlan at 9:09 p.m.

Open Public Session:

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.”

Michael Sparozic motioned to close the Public session; seconded, Brian Scanlan; all members present voting affirmatively.

The Board of Health Meeting adjourned at 9:10 p.m.