

**BOARD OF HEALTH MEETING  
PUBLIC WORK SESSION MEETING MINUTES  
THURSDAY, JUNE 11, 2015**

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, Michael Sparozic, R.PH, Lynne Spreen-Raffo, RN

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

**Absent:** Steven Clarke, DC, Wendy Coffey, MSW, LCSW, Municipal Alliance Chair, Brian Scanlan, Township Committee Liaison

**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."

**Approval of May 14, 2015 Regular Meeting and Work Session Meeting Minutes:**

Dr. Morski motioned and Lynne Spreen-Raffo seconded; members present voted affirmatively.

**Member of the public present:**

Bob Harz, President, Wyckoff Seniors, reported that he spoke with the seniors as well as the senior's executive committee regarding suggestions for the Mayor's Wellness Campaign. There was a limited response from the membership.

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

Ms. Hertenstein received a report from Wendy Coffey regarding the Wyckoff Municipal Alliance meeting. The Municipal Alliances from Wyckoff, Oakland and Franklin Lakes are continuing dialog regarding the regionalization of the alliances. Also, Ms. Coffey along with Det. Soto are looking at the new D.A.R.E. America program (D.A.R.E. of New Jersey no longer exists).

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

Ms. Hertenstein stated that the Mayor's Wellness Campaign kickoff has been rescheduled for the fall. A logo winner has been selected and will be announced Tuesday, June 16 at the Township Committee meeting.

Ms. Hertenstein reported that the feedback she received from board members regarding Wyckoff Day was all positive; great booths, more vendors, large attendance and food vendors set up with picnic tables.

Ms. Hertenstein stated that Don Healy, from Wyckoff Ambulance Corps, wants to meet with the Board of Health regarding sheltering so everyone is on the same page in case of another emergency. Ms. Hertenstein will contact Don Healy and Lt. Charlie Van Dyk to arrange a meeting.

The 2016 Township calendar theme will be Wyckoff Wellness. The Mayor's Wellness Challenge winner will be featured on the cover and 12 runner ups will be included on each of the 12 months.

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

Ms. Musella introduced Erin Brady, the new NWBRHC Health Educator who started with NWBRHC in March.

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

1. Nine mandated establishment inspections were performed; all satisfactory.
2. One animal bite was reported.
3. One case of Lyme disease was reported.

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

4. Six mandated establishment inspections were performed; all satisfactory.
5. Four animal bites were reported.

6. One case of Lyme disease was reported.

**New and Unfinished Business:**

Ms. Hertenstein is asking that a Board of Health member step up to volunteer as a liaison to the Access for All committee. This committee will meet four times a year. On 06/17/15, Ms. Hertenstein will attend this Access for All meeting in the absence of a Board of Health volunteer. Ms. Spreen-Raffo has stated she will backup Ms. Hertenstein if she is unable to attend the meeting.

A motion was made by Dr. Morski and seconded by Linda Brock to waive the One Day Food Handler License fee for the Wyckoff Volunteer Fire Department fireworks on September 5, 2015. All members present voted in favor.

A motion was made by Linda Brock and seconded by Dr. Morski to waive the need for a One Day Food Handler License for Wyckoff Reformed Church Craft Fair / Garage Sale on Saturday, October 17, 2015. All food/drinks being sold will be pre-packaged/bottled. All members present voted in favor.

The Board of Health discussed the annual licensing of the Jolly Trolley, a snow cone vendor whose vehicle is built on a golf cart chassis and not street legal. Ms. Brunner stated that Health Officer Musella recommended licensing the Jolly Trolley as a mobile vendor. Ms. Risseeuw will investigate this option.

Ms. Risseeuw will send out an email regarding 2016 Board of Health meeting dates as well as possible dates for the 2016 Health Fair. This information is required for the 2016 calendar which is currently being drafted.

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

The Board of Health Meeting adjourned at 8:15 p.m.