

**BOARD OF HEALTH MEETING  
PUBLIC WORK SESSION MEETING MINUTES  
THURSDAY, SEPTEMBER 13, 2018**

Dr. Steven Clarke, President of the Board of Health (BOH) called the Board of Health meeting to order at 7:30 p.m. in the second floor west wing conference room.

Dr. Clarke led the Pledge of Allegiance.

**Members in attendance:** Steven Clarke, DC, Linda Brock, RN, Donna Garbaccio, RN, Sau Yan Yee, MD, Lynne Spreen-Raffo, RN, Melissa Rubenstein, Township Committee Liaison

**Staff in attendance:** Cindy Risseeuw, Secretary; Bergen County Department of Health (BCDOH) Staff: Michelle Delyannis, REHS

**Absent:** Michael Sparozic, R.PH.

**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."

Steve Clarke welcomed and introduced new BOH member, Dr. Sau Yan Yee.

**Approval of June 14, 2018 Public Business Meeting and Public Work Session Minutes:**

Linda Brock motioned and Melissa Rubenstein seconded; all members present voted affirmatively.

No public present.

**Report of REHS:**

Michelle Delyannis reviewed the REHS report and logs.

Donna Garbaccio requested Michelle Delyannis provide a follow-up after the Bergen County Mosquito Control Commission is called to treat a property in the

township. Steve Clarke has asked Michelle Delyannis to put in a request for a member of the Bergen County Mosquito Commission to attend a BOH meeting.

Steve Clarke discussed the ECCR Fair home baked goods. Ms. Delyannis explained that home baked goods for sale at the ECCR Fair fall under the ECCR blanket food handler license. Ms. Delyannis stated that the day of the event she will post a placard at the baked goods booth stating baked goods were made in a home kitchen. (NJ STATE SANITARY CODE, CHAPTER 24 [N.J.A.C. 8:24-1.5], "Sanitation in Retail Food Establishments and Food and Beverage Vending Machines." states "Retail food establishment does not include: (3) A kitchen in a private home if only food that is not potentially hazardous is prepared for sale or service at a function such as a religious or charitable organization's bake sale if the consumer is informed by a clearly visible placard at the sales or service location that the food is prepared in a kitchen that is not subject to regulation and inspection by the health authority;").

**Report of Board Members:** None.

**New and Unfinished Business:**

Old Business

**None**

New Business

Steve Clarke recommended a letter of appreciation be sent from the Township to Carol Hertenstein for her years of volunteer service on the BOH.

Dr. Clarke stated that Hansel Asmar, Director/Health Officer of BCDOH cancelled his scheduled appointment to attend this evening's BOH meeting. Ms. Risseuw provided BOH meeting dates and has requested via email that Mr. Asmar attend a BOH meeting at his earliest convenience.

Melissa Rubenstein stated that the Access for All committee has started back up. Ms. Rubenstein requested input from BOH members regarding future initiatives. Ms. Rubenstein stated the committee addresses those with special needs, the elderly, easy accessibility and recreation programs for those with special needs. All Township departments should encompass special needs and it should be a priority for the Township. Dr. Clarke suggested incorporating special needs events at Wyckoff Day. Ms. Rubenstein stated that Lynn Murphy has created a Facebook group for parents of children with chronic illnesses. Waldwick has a pilot program which includes 20 volunteers to shovel out those in need in a snow storm. The board discussed how to register those in need.

Steve Clarke discussed monthly health education programs. The BOH discussed various health education topics. The BOH would like to offer a different program each month. BCDOH has programs available such as healthy eating, heart health, ticks/mosquitoes and skin cancer. Wendy Coffey suggested that the

health programs have a theme. Lynne Spreen-Raffo asked the board if they would like to partner with the Wyckoff YMCA. Ms. Rubenstein stated she will talk with Joy Vottero/Joyce Kwiatkowski at the Wyckoff YMCA.

Melissa Rubenstein discussed with the BOH the possibility of getting the Municipal Alliance up and running again.

Linda Brock and Dr. Lee participated in the Ridgewood Water webinar. Ms. Brock stated that Ridgewood Water has scheduled an open forum for October 4, 2018 for Wyckoff regarding water quality.

Dr. Clarke 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, Melissa Rubenstein; all members present voting affirmatively.

The Board of Health Meeting adjourned at 8:25 p.m.