

**BOARD OF HEALTH MEETING  
PUBLIC WORK SESSION MEETING MINUTES  
THURSDAY, MARCH 9, 2017**

Carol Hertenstein, 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.

Carol Hertenstein led the Pledge of Allegiance.

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

**Staff in attendance:** Cindy Risseeuw, Secretary; Bergen County Department of Health (BCDOH) Staff: Marjorie Vanacore, 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."

**Approval of January 12, 2017 Public Business Meeting and Public Work Session Minutes:**

Wendy Coffey motioned and Dr. Morski seconded; Linda Brock and Michael Sparozic abstained; all remaining members present voted affirmatively.

**Report of Board Members:**

Wendy Coffey reported that the Mayor's Wellness Campaign will begin on Thursday, March 23, 2017. Local businesses are offering free exercise classes and discounted memberships. Wendy Coffey is working with Marla Klein, Partnership Liaison, Bergen County Department of Health Services, regarding upcoming Mayor's Wellness Challenge events.

The Wyckoff BOH will be participating in the Wyckoff YMCA Health Kids Day on Saturday, March 25, 2017 from 10 am – 1 pm. The theme will be the 3 Keys to

Health (Sleep, Nutrition and Exercise).

Carol Hertenstein stated that Wyckoff Day will be held on Saturday, June 3, 2017 from 10:30 am – 4:00 pm. The BOH secretary will complete the registration form as well as contacting the Bergen County Animal Shelter regarding the availability of the animal adoption van. Three tables will be reserved for the Wyckoff BOH, Stigma Free Program and Mayor’s Wellness Challenge. This year’s theme will be Emergency Preparedness. BOH volunteers will be needed for this event.

**Report from the Health Officer:**

Marjorie Vanacore, REHS reviewed the BCDOH February 2017 monthly report and reportable diseases as well as the Sanitary Inspector’s Report with the board.

**New and Unfinished Business:**

Introduction of (4) BOH Ordinances:

Consent Agenda: All matters listed below are considered by the Board of Health to be routine in nature. There will be no separate discussion of these items. If any discussion is desired by the Board of Health, that item will be removed from the Consent Agenda and considered separately.

Ordinance #89 – An Ordinance to amend Chapter 214 of the code of the Township of Wyckoff, “Subsurface Sewage Disposal Systems, Individual”, to establish a new section, 214-12”, “Protection of Trees” and to amend Section 214-9 “Violations and Penalties”

Ordinance #90 – An ordinance to amend Chapter 194 of the code of the Township of Wyckoff “Fees” Section 194-2 “Licensing Fees for the Sale of Food” to increase fees in connection with the sale of food and to amend Section 194-3 “Licensing Fees for Operation and Conduction of Business Activities that Require Public Health Inspections”

Ordinance #91 – An Ordinance to amend Chapter 194 of the code of the Township of Wyckoff “Fees for Birth, Death and Marriage Certificates” to amend Section 194-1 “Fees” to increase fees and provide for new fees in connection with Vital Statistics.

Ordinance #92 – An Ordinance to amend Chapter 214 of the code of the Township of Wyckoff “Sewage Disposal Systems, Individual” Section 214-15 “Fees and Charges” to amend permit fees for the construction, reconstruction, renovation, alteration and/or repair of individual sewage disposal systems.

Motioned: Clarke Seconded: Hertenstein

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

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.”

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

The Board of Health Meeting adjourned at 8:40 p.m.