

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
THURSDAY, APRIL 11, 2019**

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, Sau Yan Yee, MD, Lynne Spreen-Raffo, RN, Michael Sparozic, R.PH, Linda Brock, RN

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

Absent: Wendy Coffey, MSW, LCSW, Donna Garbaccio, RN, Devaleena Sen, R.PH, Melissa Rubenstein, 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 March 14, 2019 Public Business Meeting and Public Work Session Minutes:

Lynne Spreen-Raffo motioned and Mike Sparozic seconded; all members present voted affirmatively; Linda Brock abstained.

No public present.

Report of REHS:

Michelle Delyannis reviewed the REHS report and logs.

Report of Board Members: None.

New and Unfinished Business:

Dr. Clarke attended the Opioid Epidemic conference at the Wyckoff Family YMCA on March 21, 2019 from 3:30 – 5:15 pm. There were approximately 200 attendees at the conference. This conference was a good overview for the public. Panel members attending were Don Parker, President and CEO of Carrier Clinic, Congressman Josh Gottheimer, New Jersey Attorney General Grewal, Michael Kelly, MD and Robert Garrett from Hackensack Meridian Health.

Board of Health Members discussed the recent measles outbreak in news.

Jill Ussher, Stigma Free Chairperson was unable to attend this Board of Health meeting.

Dr. Clarke recommended arranging to have a monthly speaker from the Bergen County Department of Health attend the BOH meeting.

The BOH Secretary will contact the Bergen County Animal Shelter to see if the Animal Adoption Van is available for Wyckoff Day.

Hansel Asmar, Director/Health Officer for Bergen County Department of Health attended last month's BOH meeting. Dr. Clarke requested Mr. Asmar's attendance at the March 2020 BOH meeting to review the needs of the Township. Dr. Clarke also thanked Bob Shannon for attending last month's BOH meeting.

The BOH Secretary will be sending a notice to Wah Sing II Kitchen to collect the Conditionally Satisfactory Inspection reinspection fee of \$100 per Township of Wyckoff Ordinance #90 (Chapter 194 Fees, Section 194-2. Licensing fees for the sale of food. (F.) Reinspection fees for a Conditionally Satisfactory Inspection. One hundred (\$100.00) dollars for the first reinspection. Two hundred dollars (\$200.00) for second reinspection. Three hundred (\$300.00) for the third or subsequent reinspection).

BOH members discussed 262-HELP and Adult Protective Services. Dr. Clarke will schedule a meeting with a representative from 262-HELP to review policies and procedure with the BOH as well as Wyckoff Police, Fire Department and Ambulance Corps.

Old Business

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.”

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

The Board of Health Meeting adjourned at 8:20 p.m.