

**BOARD OF HEALTH MEETING  
PUBLIC WORK SESSION MEETING MINUTES  
THURSDAY, JUNE 14, 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, Lynne Spreen-Raffo, RN, Michael Sparozic, R.PH., Melissa Rubenstein, Township Committee Liaison

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

**Absent:** Wendy Coffey, MSW, LCSW, Carol Hertenstein, RN

**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 10, 2018 Public Business Meeting and Public Work Session Minutes:**

Michael Sparozic motioned and Linda Brock seconded; all members present voted affirmatively.

No public present.

**Report of REHS:**

Michelle Delyannis reviewed the REHS report and logs. There were no comments from Board members.

The BOH secretary will send invoices to outstanding Wyckoff Day vendors.

**Report of Board Members:** None.

## **New and Unfinished Business:**

### Old Business

Memorial Day Parade was a success and there was a good turnout. The Wyckoff Fire Department Ladies Auxiliary distributed 1400 hot dogs. The Wyckoff Dairy Queen donated ice cream.

### Wyckoff Day Debriefing

Wyckoff Day was a success. Steve Clarke stated that distribution of tick awareness information was well received. Once again thank you to Brian Scanlan for the acquiring the donation of sunscreen samples. The BBQ had a good turnout with approximately 300 people attending. Steve Clarke thanked Wendy Coffey, Linda Brock, Lynne Spreen-Raffo and Melissa Rubenstein for volunteering their time.

### New Business

Steve Clarke asked board members to think about future programs available from the BCDOH. Lynne Spreen-Raffo stated that the BCDOH has 6 programs available for the public. Lynne Spreen-Raffo stated she is willing to commit to organizing programs. Melissa Rubenstein asked if there were any programs available for new moms. Jillian Travilla, BCDOH Health Educator can answer any questions regarding program availability.

Michael Sparozic requested that Hansel Asmar, BCDOH Director/Health Officer attend a BOH meeting. Ms. Risseeuw will put in a formal request. Steve Clarke would like Mr. Asmar to attend a BOH meeting at least once a year.

Melissa Rubenstein stated that Dr. Morski handed in his BOH resignation. Carol Hertenstein will also be handing in her resignation as she is relocating out of state. Steve Clarke suggested adding a nutritionist or veterinarian to the board.

Donna Garbaccio stated that she is hoping schools will initiated a NARCAN program in the schools. We need to remember we are stigma free towns. NARCAN is available free (CVS offers it for free).

BCDOH provided the BOH with durable plastic Lyme disease awareness signs for display at Wyckoff Parks and Recreation fields. The signs will be passed on to Bob Shannon for installation. Donna Garbaccio would like to have some signs for display at the schools.

Mayor's Wellness Campaign was active at Wyckoff Day. The relay races and water balloon toss events were well attended per Melissa Rubenstein.

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.”

Mike Sparozic motioned to close the Public session; seconded, Melissa Rubenstein; all members present voting affirmatively.

The Board of Health Meeting adjourned at 8:10 p.m.