

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
THURSDAY, JANUARY 14, 2016**

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, Municipal Alliance Chair, Donna Garbaccio, RN, Michael Sparozic, R.PH, Brian Scanlan, Township Committee Liaison

Staff in attendance: Cindy Risseeuw, Secretary; Bergen County Department of Health (BCDOH) Staff: Karen Ann Alelis, MPM, Meg Mantello, RN, BSN, LCADC and Marjorie Vanacore, Public Health Inspector, REHS

Absent: Linda Brock, RN, Richard Morski, MD, Steven Clarke, DC, Lynne Spreen-Raffo, RN

Also present at the meeting was Robert Shannon, Township Administrator.

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 December 10, 2015 Public Business Meeting and Public Work Session Minutes and December 22 Special Board of Health Meeting:

Michael Sparozic motioned and Wendy Coffey seconded; all members present voted affirmatively.

Member of the public present:

None present.

Nomination of Board of Health President and Vice President

Michael Sparozic nominated Wendy Coffey for Vice President of the Board of Health.

Motion: Brian Scanlan Second: Michael Sparozic

Roll Call Vote:

Brock Absent Clarke Absent Garbaccio Yes Hertenstein Yes
Spreen-Raffo Absent Morski Absent Sparozic Yes Scanlan Yes

Michael Sparozic nominated Carol Hertenstein for President of the Board of Health.

Motion: Brian Scanlan Second: Michael Sparozic

Roll Call Vote:

Brock Absent Clarke Absent Garbaccio Yes Hertenstein Yes
Spreen-Raffo Absent Morski Absent Sparozic Yes Scanlan Yes

Introduction of Members of the BCDOH:

Karen Ann Alelis, MPH, Program Manager Disease Prevention/Control, Public Health Planning; Meg Mantello, RN, BSN, LCADC, Senior Public Health Nurse, Communicable Disease Program and Marjorie Vanacore, Principal Sanitary Inspector, REHS were present at the meeting and briefly described their job responsibilities.

Report of Board Members:

Brian Scanlan has requested guidelines for the disposal of CFL light bulbs to pass along to the Environmental Commission. Marjorie Vanacore (BCDOH) will get the information regarding how and where to recycle CFL light bulbs.

Report of the Board of Health President:

The Rabies Clinic which was held Saturday, January 9 produced the following results: 214 dogs and 23 cats were vaccinated. For the benefit of residents who may have missed the January 9 Rabies Clinic, Mr. Shannon will issue a Public Service Announcement and add to the Township website a link to the BCDOH in order to pre-register for a free rabies vaccine held throughout the year at Bergen County Animal Shelter, 100 United Lane, Teterboro, New Jersey 07608. The Bergen County Animal Shelter also offers low cost microchip service (\$25). The link is: bergenhealth.org > Animal Shelter & Adoption Center > Vaccine Clinic > Please click here to pre-register.

Ms. Hertenstein stated that the Mental Health First Aide program is available for free to township emergency responders. The two session program dates are as follow: January 25, 2016 (12 – 4 pm) and January 26, 2016 (8 am – 12 noon) at Christian Health Care Center. Currently (2) Ambulance Corps members, (2) police officers and (13) CERT members are enrolled.

Mr. Scanlan stated that the Stigma Free resolution addresses mental health, however, he would like substance abuse/opiate addiction spelled out in the resolution. Meg Mantello stated that opiate addiction falls under the Stigma Free program.

1. Seven mandated establishment inspections were performed; all satisfactory.
2. Two animal bites were reported.
3. One suspect Lyme disease cases was investigated.

**VOTE: HERTENSTEIN Yes MORSKI Absent BROCK Absent
CLARKE Absent COFFEY Yes GARBACCIO Yes SPAROZIC Yes
SPREEN-RAFFO Absent SCANLAN Yes**

WHEREAS, the Wyckoff Board of Health is required by N.J.S.A. 26:3A2-10.c to provide a program of public health services in compliance with standards of performance as determined by

the Commissioner of Health and Senior Services; and,

WHEREAS, a local Board of Health may satisfy this requirement by contracting with a county health department; and,

WHEREAS, the Wyckoff Board of Health has selected the Bergen County Department of Health Services as its Health Officer; and,

WHEREAS, in accordance with N.J.A.C. 8:52 and the shared service agreement between Bergen County and the Wyckoff Board of Health the Health Officer shall be designated.

NOW, THEREFORE, BE IT RESOLVED by the Township of Wyckoff Board of Health that the Bergen County Department of Health Services is hereby designated as the Public Health Agency for the Township of Wyckoff and Dr. Nancy Mangieri is designated as Health Officer for the year 2016 as required by the Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, N.J.A.C. 8:52.

BE IT FURTHER RESOLVED, that the Board of Health Secretary shall provide a certified copy of this resolution to the Chief Financial Officer, the Township Administrator and Dr. Nancy Mangieri.

CERTIFICATION

I, CINDY RISSEEUW, SECRETARY OF THE BOARD OF HEALTH OF THE TOWNSHIP OF WYCKOFF BOARD OF HEALTH, HEREBY CERTIFIES THIS RESOLUTION TO BE A TRUE AND CORRECT COPY OF THE RESOLUTION AS ADOPTED BY THE WYCKOFF BOARD OF HEALTH ON JANUARY 14, 2016.

CINDY RISSEEUW
SECRETARY

**WYCKOFF BOARD OF HEALTH
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #16-02**

MEETING DATE:
January 14, 2016

REFERENCE: Appoint Professional
Engineer to perform Septic and Well
Plan reviews and inspections

VOTE: HERTENSTEIN Yes MORSKI Absent BROCK Absent
CLARKE Absent COFFEY Yes GARBACCIO Yes SPAROZIC Yes
SPREEN-RAFFO Absent SCANLAN Yes

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WHEREAS, the Township of Wyckoff is well-served by an on-staff Professional Engineer with a significant and extensive background in; individual subsurface sewage disposal systems and potable wells; and,

WHEREAS, the Wyckoff Board of Health adopted Board of Health Ordinance #88 which improved public health by modernizing the regulations affecting septic systems and potable wells; and

WHEREAS, NJSA 26:3-19 allows local Boards of Health to appoint such licensed personnel as it deems necessary and assign the performance of review and inspection of individual subsurface sewage disposal systems and potable wells.

NOW, THEREFORE BE IT RESOLVED by the Board of Health of the Township of Wyckoff, County of Bergen, State of New Jersey that Mark A. Di Gennaro, a Licensed Professional Engineer, is hereby appointed as an Agent of the Wyckoff Local Board of Health consistent with NJSA 26:3-19 to perform all the duties, including, but not limited to, plan review and inspections of individual subsurface sewage disposal systems and potable wells.

BE IT FURTHER RESOLVED that the Board of Health Secretary shall provide a copy of said Resolution marked adopted to Mark A. Di Gennaro, P.E., Township Engineer and Robert J. Shannon, Jr., Township Administrator.

BE IT FURTHER RESOLVED that a Resolution achieving the same purpose shall be adopted each year at the Board of Health's first meeting of the year.

CERTIFICATION

I, CYNTHIA RISSEEUW, SECRETARY OF THE WYCKOFF BOARD OF HEALTH, CERTIFY THE ABOVE TO BE A TRUE AND CORRECT COPY OF A RESOLUTION ADOPTED BY THE BOARD OF HEALTH ON JANUARY 14, 2016.

CYNTHIA RISSEEUW
WYCKOFF BOARD OF HEALTH

The BOH would like to have the Richard Calbi, Jr., PE from Ridgewood Water speak at a BOH meeting. Mr. Shannon and Ms. Risseeuw will work on arranging a meeting date for Mr. Calbi to attend a BOH meeting.

Ms. Alelis stated the BCDOH will work with the Township on the Mayor's Wellness Campaign. The County also has a free program, Get Fit Bergen, which includes exercise programs such as Zumba, Yoga and Tai Chi and is held at various Bergen County Parks. Mr. Shannon requested that Ms. Alelis suggest the County consider holding a program at the J. A. McFaul Environmental Center in Wyckoff for the convenience of Wyckoff residents.

Meg Mantello stated that any BOH members or residents with a medical background should consider volunteering for the Bergen County Medical Reserve Corps. The mission of the Medical Reserve Corps is to establish teams of local volunteer medical and public health professionals and other community volunteers who may be called upon to contribute their skills and expertise during public health emergencies or other times of community need. Medical Reserve Corps Registration Form can be found on the BCDOH website:
<http://www.co.bergen.nj.us/index.aspx?nid=374>.

Effective March 1, 2016, the Wyckoff BOH will be reporting "Conditional" restaurants/food handling establishments to The Bergen Record for publication. A letter will be sent to all food handling establishments, as well as the Wyckoff

Chamber of Commerce, providing advance notification of the new policy by the BOH Secretary. All members present voted affirmatively regarding the new policy for public health awareness.

Marjorie Vanacore will provide the BOH Secretary with a list of upcoming BCDOH food handling classes.

A copy of Wyckoff Public Health Annex has been emailed to Dr. Mangieri to be updated.

Open Public Session:

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.”

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

The Board of Health Meeting adjourned at 8:55 p.m.