

MARCH 9, 2020

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH MEETING MINUTES
March 9, 2020**

The Regular Meeting of the Elmwood Park Board of Health for March 9, 2020 was called to order by Board Secretary Marlene DiStefano at 7:00 p.m.

Board of Health Members, DeMarzio, Proctor, Craft, Fava, Sheridan and Council Liaison, Councilwoman Pellegine were present. Board Member's Randazzo and Intriери were absent . Also present were Health Inspector Connor Brogan, REHS and Board Secretary, Marlene DiStefano.

Whereas, Chapter 231 of the Public Laws of the State of New Jersey requires at the commencement of every meeting a Statement of Compliance be read by the presiding officer.

Now, therefore be it advised, that the meeting requirements for this meeting have been met by publishing an annual meeting notice in The Record and Herald News of Woodland Park and by posting an annual meeting notice in the office of the Health Department and the Borough Clerk as well as in a public place within the Municipal Building, and by notifying interested citizens. Said notice was posted December 13, 2019.

Public Hearing:

There was no one in attendance.

REGULAR MEETING AGENDA ITEMS:

1. **HEALTH INSPECTION REPORT:** February Monthly Status Report – Health Inspector Brogan reviewed the monthly status report with the Board Members and answered questions regarding local establishments.
2. **RESOLUTION 02-20 AMENDING THE 2019 SALARIES**
All Members present agreed to amending the 2019 salaries. See attached resolution.
3. **INTRODUCE 2020 SALARY ORDINANCE 20-01 – 2% YEARLY INCREASE**
All members present voted on the first reading. See attached Ordinance
4. **SECOND READING – 20-02 ORDINANCE TO AMEND TEMPORARY FOOD LICENSE FEE SCHEDULE**
All members present voted on the final reading. See attached Ordinance.
5. **DEPARTMENTAL REPORTS:**
 - a. **Bills** – No Bills for February 2020
 - b. **Office Department Report** – February 2020
 - c. **Vital Statistic Report** – February 2020
 - d. **Office Revenue Report** – February 2020

e. February 10, 2020 Regular Meeting minutes –

A motion was made by Board Member Proctor and seconded by Board Member Craft to accept and file items 4b through 4d. Motion carried by the members present.

Item “e”, February 10, 2020 meeting minutes, were approved contingent on amending the Board of Health Members present to include Sheridan.

6. COMMITTEE REPORTS:

By Law Committee. Nothing to report

Finance Committee. Nothing to report

Ordinance Committee. Nothing to report

Personnel Committee. Nothing to report

Events and Planning Committee / Public Relations Committee.

Discussion ensued regarding this year’s Health Fair. The Board agreed to have it on Community Day, 6.6.2020 at the Recreation Center. The vendors that were there last time from the County will be invited back, as well as reach out to the community vendors that offer wellness information. There was discussion in regards to getting the pet adoption mobile from the County Animal Shelter and a nurse from the County that can perform blood pressure testing.

The Board briefly discussed the ongoing situation with the COVID-19 (Corona Virus). BOH President DeMarzio wanted to get a public speaker from the County to come talk to residents. However, we would not be able to because there is a restriction as to how many people are allowed in a room.

A motion was made by Board Member Craft and seconded by Board Member Fava to adjourn. Motion carried by all members present.

Respectfully submitted,

Marlene DiStefano
Board of Health Secretary

MARCH 9, 2020

**BOROUGH OF ELMWOOD PARK
DEPARTMENT OF HEALTH
RESOLUTION R-02-20**

**RESOLUTION BY: DeMarzio
SECONDED BY: Fava**

**RESOLUTION AUTHORIZING
THE AMENDMENT OF THE BOARD OF HEALTH
SECRETARY, REGISTRAR AND DEPUTY REGISTRAR SALARIES FOR 2019**

Whereas, Marlene DiStefano was appointed Board of Health Secretary and Registrar on January 19, 2019 and;

Whereas, the Board of Health did not amend their salary ordinance reflecting the annual 2% increase in March of 2019 for said positions; and

Whereas, the Board of Health has expressed their interest in compensating Ms. DiStefano for the 2% increase not given in 2019 and;

Whereas the Board of Health Secretary salary was \$7,428.45 in 2018 and Registrar Salary was \$2,208.16 in 2018 and;

Whereas, Carrie Paretti, is the Deputy Register at a salary of \$1,407.44 and the Board of Health has also requested a 2% increase as of 2019 and;

Now Therefore Be It Resolved, that the Chief Financial Officer has reviewed the salary and has computed 2019 salary to reflect the entire calendar year of January 1, 2019 through December 31, 2019:

Registrar 2019: \$2,252.32
Deputy Registrar 2019: \$1,435.59
Health Secretary 2019: \$7,577.02

Approved:

Johnn DeMarzio, Board President

Attest: _____
Marlene DiStefano, Board Secretary

	AYE	NAY	ABSTAIN	ABSENT		AYE	NAY	ABSTAIN	ABSENT
DeMarzio	X				Craft	X			
Proctor	X				Fava	X			
Randazzo				X	Sheridan	X			
Intrieri				X					

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a regular scheduled meeting held on the 9th day of March 2020. Signed and sealed before me.

MARCH 9, 2020
Dated

Attest: _____
Marlene DiStefano, CMR
Board Secretary

MARCH 9, 2020

RESOLUTION BY: Craft
SECONDED BY: Proctor

**INTRODUCE ORDINANCE #2020-01
FIRST READING**

BE IT RESOLVED, THAT “AN ORDINANCE ENTITLED AN ORDINANCE TO FIX THE SALARY, WAGES AND COMPENSATION OF THE EMPLOYEES OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY”

Be passed and adopted on first reading; and

Be it resolved that a final hearing on said ordinance will be heard in the municipal building on April 13th, 2020 at 7:00pm or as soon thereafter as same can be heard, at which time any persons interested in said ordinance can be heard;

Be it further resolved that the board secretary be and is hereby authorized to advertise in the legal newspaper a notice of introduction and final hearing as required by law.

Approved:

Johnn DeMarzio, Board President

Attest: _____
Marlene DiStefano
Board Secretary

	AYE	NAY	ABSTAIN	ABSENT		AYE	NAY	ABSTAIN	ABSENT
DeMarzio	X				Craft	X			
Proctor	X				Fava	X			
Randazzo				X	Sheridan	X			
Intrieri				X					

This Resolution was approved by the Board of Health of the Borough of Elmwood Park at a regular scheduled meeting held on the 9th day of March 2020. Signed and sealed before me.

Dated

Attest: _____
Marlene DiStefano, CMR
Board Secretary

Introduced: March 9, 2020
Adopted:

MARCH 9, 2020

RESOLUTION BY: DeMarzio
SECONDED BY: Craft

**INTRODUCE ORDINANCE #2020-02
SECOND READING**

BE IT RESOLVED, THAT AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE POLICY, PROCEDURES AND FEE SCHEDULE REGARDING TEMPORARY FOOD LICENSING OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY “MORE SPECIFICALLY, SECTION I: POLICY AND PROCEDURES”.

Be passed and adopted on first reading; and

Be it resolved that a final hearing on said ordinance will be heard in the municipal building on March 9th, 2020 at 7:00pm or as soon thereafter as same can be heard, at which time any persons interested in said ordinance can be heard;

Be it further resolved that the board secretary be and is hereby authorized to advertise in the legal newspaper a notice of introduction and final hearing as required by law.

Approved:

John DeMarzio, Board President

Attest: _____
Marlene DiStefano
Board Secretary

	AYE	NAY	ABSTAIN	ABSENT		AYE	NAY	ABSTAIN	ABSENT
DeMarzio	X				Craft	X			
Proctor	X				Fava	X			
Randazzo				X	Sheridan	X			
Intrieri				X					

This resolution was approved by the Board of Health of the Borough of Elmwood Park at a regular scheduled meeting held on the 10th day of February 2020. Signed and sealed before me.

Dated

Attest: _____
Marlene DiStefano, CMR
Board Secretary

Introduced: February 10, 2020
Adopted: March 9, 2020

MARCH 9, 2020

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH
ORDINANCE # 2020-02**

AN ORDINANCE TO AMEND AN ORDINANCE ENTITLED “AN ORDINANCE TO FIX THE POLICY, PROCEDURES AND FEE SCHEDULE REGARDING TEMPORARY FOOD LICENSING OF THE BOARD OF HEALTH OF THE BOROUGH OF ELMWOOD PARK, COUNTY OF BERGEN, STATE OF NEW JERSEY “MORE SPECIFICALLY, SECTION I: POLICY AND PROCEDURES”.

WHEREAS, The Board of Health of the Borough of Elmwood Park has determined that there is a need to amend the prior Ordinance; and

WHEREAS, The Board of Health of the Borough of Elmwood Park has further determined that the prior Ordinance SECTION I; POLICY AND PROCEDURES should be amended to reflect more equitable and fair policy; and

THEREFORE, BE IT ORDAINED, by the Board of Health of the Borough of Elmwood Park, that SECTION I: POLICY & PROCEDURES shall be and is hereby amended to read:

TEMPORARY EVENT RETAIL FOOD ESTABLISHMENT LICENSES:

Temporary event retail food establishment licenses shall be issued by the Board of Health upon inspection and approval by the health inspector. The license shall designate the location, where food will be served, and may not be not transferred. Licenses must be obtained from the Board of Health no later than two weeks prior the event and all fees paid. In order to obtain such license, the following information must be provided: date and duration of function; type of food being prepared and served; establishment name and address where all food supplies are being purchased; and approximate number of people being served. An event constitutes one-to-seven consecutive days in duration. Food trucks are considered retail food establishments.

- a. One-to-seven-day temporary event retail food establishment license shall be issued by the Board of Health for the date and duration designated on the license application.
- b. More than seven consecutive days per event shall require applicant to apply for a new temporary event food establishment license.

SECTION II: FEE SCHEDULE

All vendor applicants: \$35.00 per event.

BE IT FURTHER ORDAINED, that all of the remaining parts of the Ordinance shall remain unchanged; and

BE IT FURTHER ORDAINED, as follows:

MARCH 9, 2020

Repealer

Prior Ordinances of the Board of Health of the Borough of Elmwood Park to the extent that same is not in consistent with this Ordinance shall remain in full force and effect until modified or repealed pursuant to law. All Ordinances or parts of Ordinances in consistent herewith are hereby repealed as to such inconsistencies.

Invalid Provisions

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance.

Effective Date:

This Ordinance shall take effect immediately upon final passage and publication thereof as provided by law.

Approved: _____

Johnn DeMarzio
Board President

Attest: _____

Marlene DiStefano
Board Secretary

Introduced: February 10, 2020

Adopted: March 9, 2020

Minutes approved at the July 20, 2020 Special Meeting of the Board of Health