

March 8, 2021

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH MEETING MINUTES
March 8, 2021**

The Regular Meeting of the Elmwood Park Board of Health for March 8, 2021 was called to order by Board Secretary Marlene DiStefano at 7:06 p.m.

Board of Health Members, DeMarzio, Craft, Proctor, Intrieri, Randazzo, Freitag, Sheridan and Councilwoman Pellegrine were present. Also present were Connor Brogan, REHS, Municipal Attorney, Honorable Salvatore Ingraffia, Esq., 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 18, 2020.

PUBLIC HEARING:

Motion to open to the public made by Board President DeMarzio, Seconded by Board member Sheridan. No one wished to speak at this time.

Motion to close made by Board member Randazzo, Seconded by Board member Proctor.

REGULAR MEETING AGENDA ITEMS:

1. **HEALTH INSPECTION REPORT:** February Monthly Status Report – Health Inspector Brogan reviewed the monthly status report with the Board Members. He shared that he has been helping out at the COVID-19 Vaccination site, therefore did not inspect too many establishments in February. He did however, follow-up on some of our high-risk locations, which are doing better with their upkeep.
2. **HONORABLE SALVATORE INGRAFFIA ESQ.:** Mr. Ingraffia attended the meeting to review protocols and procedures that should be followed by the Board of Health Members. He reviewed the Sunshine Law and how no more than 3 members should get together to discuss Board of Health business, that would be considered a quorum. He clarified that the Board members can get together as residents, as long as no Board of Health business is being discussed. Discussion then ensued in regards to a meeting that was supposed to take place on February 22, 2021 to discuss ideas for the Board of Health to assist with the RAP program. Said meeting was not held due to concerns of it not being published in the newspaper. He also explained the budget allocations and how the budget can and cannot be spent. He advised the budget money can be used to promote the Board of Health but cannot be used to fund programs or donate to any organizations, the Board Members can donate as individuals. Questions and answers followed the discussion. Mr. Ingraffia was thanked for his input and clarification on protocols and procedures.

3. **RAP PROGRAM:** Committee Chair Theresa Sheridan and Co-Chair Jeanette Randazzo spoke about their meeting with the RAP team to discuss how the Board can assist in promoting the food pantry and how the members can volunteer for the Resident Assistance Program. It was decided to purchase health related items to giveaway the day of the Food Pantry Opening in May. Discussion ensued regarding the involvement of the Board of Health with the RAP. Board Secretary DiStefano explained that the Board of Health office receives many calls daily from residents seeking assistance, especially during the pandemic. Therefore, it would be a good idea for the Board to promote itself along with the Resident Assistance Program so the community is aware that they are here to help.
4. **SECOND READING-2021 SALARY ORDINANCE 2% YEARLY INCREASE FOR BOARD OF HEALTH SECRETARY, REGISTRAR AND DEPUTY REGISTRAR:** Motion made by Board Member Freitag; Seconded by Board Member Randazzo Motion carried by all present. Accepted without discussion.
5. **BY LAWS:** Discussion ensued regarding the re-adoption of the by-laws. Before they are reinstated, Board President DeMarzio suggested changes be made to the “Standing Committees” section. as well as the “Public Portion of The Meeting” section. The By-Laws Committee will meet to review and make the appropriate changes. The Board will vote and re-adopt at the April 12, 2021 Board of Health Meeting.
6. **DEPARTMENTAL REPORTS:**
 - a. **Finance Report** – February 2021
 - b. **Office Department Report** – February 2021
 - c. **Vital Statistic Report** – February 2021
 - d. **Office Revenue Report** – February 2021
 - e. **February 8, 2021 Regular Meeting Minutes** – A motion was made by Board Member Proctor and seconded by Board Member Randazzo to accept and file items 4a through 4e. Motion carried by all present.

Dominic Scalcione, 120 E. 54th Street, asked if the Board has access to the percentage of people who have received the COVID-19 vaccine in Elmwood Park. At this time there is no specific information on number of residents vaccinated in the Borough.

Board President DeMarzio mentioned he would like to see if someone can come in to do a presentation on Mental Health during the pandemic, as well as other speakers that can help our community. Also mentioned was a job fair hosted by the Elmwood Park Chamber of Commerce. He suggested the Outreach Committee meet to discuss options.

7. 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 - Nothing to report
Public Relations Committee - Nothing to report

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

Respectfully submitted,

Marlene DiStefano
Board of Health Secretary

Minutes approved at the April 12th Regular Board of Health Meeting.

March 8, 2021

**BOROUGH OF ELMWOOD PARK
BERGEN COUNTY, NEW JERSEY
BOARD OF HEALTH
RESOLUTION R-02-21**

**RESOLUTION BY: Jeanne Freitag
SECONDED BY: Jeanette Randazzo**

**INTRODUCE ORDINANCE #2021-01
SECOND 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 March 8th, 2021 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, CMR
Board of Health Secretary

	AYE	NAY	ABSTAIN	ABSENT		AYE	NAY	ABSTAIN	ABSENT
DeMarzio	X				Craft	X			
Proctor	X				Freitag	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 8th day of March, 2021. Signed and sealed before me.

Marlene DiStefano, CMR
Board of Health Secretary

Dated

Introduced: February 8, 2021
Adopted: March 8, 2021

March 8, 2021

**BOROUGH OF ELMWOOD PARK
BOARD OF HEALTH
ORDINANCE #2021-01**

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 IT ORDAINED, by the Board of Health of the Borough of Elmwood Park as follows:

BOARD OF HEALTH SECRETARY	\$7,883.13
REGISTRAR	\$2,343.32
DEPUTY REGISTRAR	\$1,493.59

Effective Date: March 1, 2021

SECTION X: REPEAL OF PRIOR ORDINANCES

1. All prior salary ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION XI: EFFECTIVE DATE

1. This ordinance shall take effect immediately after publication.

Approved: _____
Johnn DeMarzio, Board President

Attest: _____
Marlene DiStefano, CMR
Board Secretary

Introduced: February 8, 2021

Adopted: March 8, 2021