

**BOARD OF HEALTH MEETING  
PUBLIC WORK SESSION MEETING MINUTES  
THURSDAY, JANUARY 10, 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, Wendy Coffey, MSW, LCSW, Donna Garbaccio, RN, Sau Yan Yee, MD, Lynne Spreen-Raffo, RN, Michael Sparozic, R.PH, Devaleena Sen, R.PH, Melissa Rubenstein, Township Committee Liaison

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

**Absent:** Linda Brock, 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."

Dr. Clarke introduced and welcomed new BOH member Devaleena Sen, R.PH.

**Approval of December 13, 2018 Public Business Meeting and Public Work Session Minutes with corrections:**

Michael Sparozic motioned and Donna Garbaccio seconded; all members present voted affirmatively; Dr. Yee and Melissa Rubenstein abstained.

No public present.

**Report of REHS:**

Michelle Delyannis reviewed the REHS report and logs. Ms. Delyannis reported that an inspection of the newly constructed Shop Rite has satisfactorily met the BCDOH requirements.

**Report of Board Members:** None.

**New and Unfinished Business:**

The nominating committee consisting of Michael Sparozic nominated Steve Clarke for President and Wendy Coffey as Vice President of the BOH for the year 2019. Michael Sparozic requested that the BOH secretary cast a vote in favor of each as they were running uncontested.

The Wyckoff Township Rabies Clinic was held on Saturday, January 5, 2019. At the clinic, 183 dogs and 24 cats were vaccinated. Members of the Board of Health were there early and stayed throughout the entire day.

Ms. Spreen-Raffo reported that reported cases of the flu have increased significantly in the last few weeks and the H1N1 strain is being reported. Ms. Garbaccio stated that multiple strains of the flu are being reported at Indian Hills High School.

The BOH received a police report regarding a township business selling tobacco/vaping products to persons under 21 years old. A summons was issued by the Wyckoff Police to the individual selling to persons under 21 years old.

Ms. Garbaccio reported that Morris County did in-service training for NARCAN at Indian Hills High School.

Dr. Clarke reported that as of January 1, 2019 Wyckoff is a Stigma Free town again.

Dr. Clarke suggested that BOH members begin discussing themes for the 2019 Wyckoff Day, Saturday, June 1, 2019.

Old Business

There has been no new Stigma Free activity to report. Dr. Clarke reported that Rebecca Dauerman, Stigma Free Chairperson has a standing commitment and is unavailable to attend a Thursday evening BOH meeting. The BOH secretary will contact Ms. Dauerman requesting a Stigma Free representative attend a future BOH meeting.

Dr. Clarke reported that Hansel Asmar, BCDOH Health Officer will be attending the March 14, 2019 BOH meeting. BOH members were asked to prepare questions for Mr. Asmar.

Public Hearing and Further Consideration of Ordinance #89:

Ms. Risseeuw, Board of Health Secretary presented Ordinance No. 93 for second reading for final passage, by title only, and a copy of this Ordinance has been posted on the bulletin board in Town Hall where public notices are customarily posted, and copies have been made available to members of the

general public of the Township who have requested the same.

**AN ORDINANCE TO AMEND CHAPTER 214 OF THE CODE OF THE TOWNSHIP OF WYCKOFF, "SUBSURFACE SEWAGE DISPOSAL SYSTEMS, INDIVIDUAL," SECTION 214-4, "PERMIT REQUIRED" AND SECTION 214-11, "FEES & CHARGES" TO ESTABLISH REQUIREMENTS AND ESTABLISH AN EXPEDITED FEE OPTION**

Motion to move the Ordinance on second reading by title only:

Motioned: Michael Sparozic                      Seconded: Donna Garbaccio

Clarke: Yes Coffey: Absent Garbaccio: Yes Yee: Yes  
Sparozic: Yes Spreen-Raffo: Yes Rubenstein: Yes  
Brock (Alt #1): Absent Sen (Alt #2): Yes

Ms. Risseeuw stated this is the time and place for the Public Hearing on Ordinance No. 93, and all persons who wish to be heard, please state your name and address before making your statement.

No one from the public was present.

Motion to move that the Public Hearing on the Ordinance be closed:

Motioned: Michael Sparozic                      Seconded: Donna Garbaccio

Voice Vote: Affirmative (by all voting board members present at meeting)

Ms. Risseeuw read: Be it resolved, by the Board of Health of the Township of Wyckoff that Ordinance No. 93 be, and the same be hereby adopted, and the Municipal Clerk is hereby authorized and directed to publish the Notice of Final Passage of said Ordinance in the official newspaper for the Township as provided by Law.

Motion to move the resolution:

Motioned: Michael Sparozic                      Seconded: Donna Garbaccio

Roll Call Vote:

Clarke: Yes Coffey: Absent Garbaccio: Yes Yee: Yes  
Sparozic: Yes Spreen-Raffo: Yes Rubenstein: Yes  
Brock (Alt #1): Absent Sen (Alt #2): Yes

Dr. Clarke challenged all members of the BOH to bring forward health topics for discussion at each BOH meeting.

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, Melissa Rubenstein; all members present voting affirmatively.

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