

**BOARD OF HEALTH MEETING
PUBLIC WORK SESSION MEETING MINUTES
THURSDAY, OCTOBER 10, 2019**

Steve 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.

Steve Clarke led the Pledge of Allegiance.

Members in attendance: Steven Clarke, DC, Lynne Spreen-Raffo, RN, Michael Sparozic, R.PH, Linda Brock, RN, Devaleena Sen, R.PH

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

Absent: Donna Garbaccio, RN, Sau Yan Yee, MD, Melissa Rubenstein, Township Committee Liaison

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 September 12, 2019 Public Business Meeting and Public Work Session Minutes:

Linda Brock motioned and Lynne Spreen-Raffo seconded; all members present voted affirmatively; Michael Sparozic abstained.

Nurse Practitioner student, JoAnna Pisani, from Felician College attended tonight's meeting.

Report of REHS:

Michelle Delyannis reviewed the REHS report and logs.

Report of Board Members:

None.

New and Unfinished Business:

New Business

The BOH discussed Ordinance #95 – An Ordinance to Supplement Chapter 194 of the Code of the Township of Wyckoff “Fees” Section 194-2 “Licensing Fees for the Sale of Food” to Increase Fees and Provide for New Fees in Connection with the Preparation and Sale of Food. The BOH recommends the following fees:

Shared kitchen for the preparation of food for off premises sale or delivery.

- Owner of shared kitchen \$300
- Leasee(s) of shared kitchen \$200

Steve Clarke has attempted to contact Adult Protective Services (APS) to request their attendance as a guest speaker at a BOH meeting. As of last night’s meeting, APS has not responded to (3) emails and (2) telephone calls.

Carol Tyler, NJ Certified Animal Control Officer will be the speaker at “Living Safely with Wildlife in Our Community” on Thursday, October 17 at 11:00 am and Monday, October 28 at 7:00 pm in the Shotmeyer Room of the Wyckoff Library. This information has been posted on the Township of Wyckoff social media.

Old Business

The Wyckoff BOH and Walgreen’s will be conducting the Flu Vaccine Program for the Township of Wyckoff Employees and First Responders on Monday, October 21, 2019 at Company #1 Firehouse between the hours of 4:30 – 7:00 pm. Lynne Spreen-Raffo, Devaleena Sen and Linda Brock have volunteered to assist at the event.

Public Hearing and Further Consideration of Ordinance #94:

Ms. Risseeuw, Board of Health Secretary presented Ordinance No. 94 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.

Ordinance #94 – An Ordinance to Amend the Code of the Township of Wyckoff, Chapter 216. “Sewer Connections to Authorize the Township Engineer to Issue Notice to Connect to the Wyckoff Sanitary Sewer System or the North West Bergen County Sewer System

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

Motioned: Michael Sparozic Seconded: Linda Brock

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

Ms. Risseeuw stated this is the time and place for the Public Hearing on Ordinance No. 94, 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: Lynne Spreen-Raffo

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. 94 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: Linda Brock

Roll Call Vote:

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

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, Linda Brock; all members present voting affirmatively.

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