

**Regular Monthly Meeting – May 7, 2009**

President Peter Verbout called the Regular Monthly Meeting of the Wood-Ridge Board of Health of the Borough of Wood-Ridge, County of Bergen, State of New Jersey, to order at 7:30 P.M. on May 7, 2009 in Conference Room I, 85 Humboldt Street.

**Pledge of Allegiance**

**Roll Call - Present:**

Peter Verbout, President  
Members: Fred Johansson  
Frank Kaiser  
Robert Keller  
Ed Schmidt  
Teri Trivigno, Alternate # 1  
Michael Gonnella, Alternate # 2  
Robert Jernick, Sanitary Inspector  
Caroline Valdez, Secretary/Registrar  
**Excused:** Arlene O'Brien, Vice President

Ann Marie Warrelman was present at the meeting. She will be an alternate member, but was not sworn in yet. I advised her that she should come to the meeting and observe as there is only 1 more meeting and the Board of Health does not meet in the summer. Ann Marie is to be sworn in prior to the June meeting.

**Sunshine Law:** This meeting is being held in accordance with P.I. Chapter 231 and the Notice Requirements of the law have been met by adoption at the Reorganization Meeting of January 5, 1978, setting forth date, time and place of said Meeting by posting a copy of same on the Municipal Bulletin Board and sending a copy of same to the Herald News, The Bergen Record and the Wood-Ridge Independent.

**April Minutes:**

Corrected Minutes of April meeting approved by Fred Johansson & 2<sup>nd</sup> by Frank Kaiser.

**Hearing of Citizens – none**

<b>Bills:</b>	State of NJ – Dog Licenses	\$ 127.80
	Dom's Web Service	\$ 75 00
	BCDHS – Animal Control (1 <sup>st</sup> . qtr 2009)	\$2,903.88
	Wood-Ridge Independent (Legal – Ordinance)	\$ 35.00

A motion to pay the above-mentioned bills was made by Fred Johansson & seconded by Frank Kaiser.

### **CORRESPONDENCE RECEIVED:**

- Public Health Nurse Reports --April
- Requests for Certified Birth, Marriage or Death Certificates
- Nursing Reports – audits were done in Assumption School & Little Stars Academy
- E-Mail from E. Schmidt requesting information re : RVS/Secretary position
- E-Mail from Fred Johansson – re: advertising job position, cc: P. Verbout, T. Gonnella
- LINCS
  - Health Advisory –Swine Influenza update
  - Update of Flu Cases in USA
  - Public Advisory on Precaution of Flu Outbreak
  - CDC Recommendations on Swine Flu Outbreak
  - Food recalls
  - Healthcare resources update – Measles Update
  - BC Health Department Alert Network
  - Dog Licensing update information (rabies)
  - Monthly Influenza Stats Update

### **CORRESPONDENCE SENT**

- April Minutes were sent to Board Members
- Sanitary Inspector's Monthly Report for April was sent to Board Members & Councilman Gonnella
- List of residents who died in April was sent to Commissioner of Registration; CC: Tax Office
- Certified Copies as requested
- Letters to residents re: CHC
- Copy of updated Ordinance Fee Schedule faxed Wood-Ridge Independent for first publication – printed: April 16, 2009
- Copies of Marriage Applications given to Melanie Hammer

**Robert Jernick, Sanitary Inspector**

- Swine Flu – BCDHS – training has taken place for BCDHS and is well prepared for outbreak/epidemic and/or terrorism.
- Sanitary Precautions - if anyone thinks that they have the flu, please contact your doctor is the advice being given at this time.
- 289 Valley Blv'd. – closed as complaint – social worker was there last week – no public health violations or problem
- Inspections at Food Establishments: No conditionals / no closings
- Angel Restaurant – closed
- Sunny Garden – took Food Handler's Course, situation is much improved
- Pistachio recall – no problem
- Wood-Ridge Inn – new owner taking food handler's course – no further info

Bob Jernick left the meeting at 7:40 PM.

**Caroline Valdez, Secretary/Registrar**

•	2	Marriage Licenses/Civil Unions	\$ 56.00
•	2	Burial Permits	\$ 30.00
•	20	Death Transcripts	\$ 140.00
•	5	Certified Copies	\$ 35.00
•	1	Food Permit	\$ 320.00
•		<b>Total collected for April</b>	<b>\$ 581.00</b>

Melanie Hammer has completed the course for Certified Municipal Registrar. I have given her Marriage Applications and Burial Permits to begin issuing as necessary.

I will notify State Registrar on June 1<sup>st</sup> that effective June 30<sup>th</sup>, I will be retiring.

**Councilman Gonnella:** Stated that he read the memo regarding of retirement of Caroline Valdez. Discussion took place about the specific job description as follows: Registrar of Vital Statistics, Secretary to the Board of Health and Dog/Cat Licensing Official.

The job description was discussed and the positions will be shared with Borough Office Staff to give full time coverage – as per Chris Eilert. Borough Staff will be trained for individual jobs and handle all tasks.

Peter Verbout stated he did not agree with this decision. A detailed discussion took place among the Members of the Board. This should be a Board of Health decision and a salary should be appropriated to replace the Secretary/Registrar of Vital Statistics. The Board of Health is autonomous and should interview personnel, hire and set salary. All Members present stated they feel that the status of the Health Office should remain as is.

Councilman Gonnella stated that by placing the diversified Health positions in the Main Office, there will be better service and it will be cost effective to the Borough at this time. Individual tasks will be assigned to Office Staff and will begin being trained in June, prior to C. Valdez leaving June 30<sup>th</sup>.

Melanie Hammer has taken the course for Certified Municipal Registrar and at this time is able to take Marriage Applications and issue Burial Permits. Her hours are 8AM – 4PM, Monday through Friday. She is already being trained in Vital Statistics daily in the office.

Board Members discussed the fact that many records in the Health Office are confidential and should remain under lock & key in the files, with limited access by general personnel. Councilman Gonnella suggested that possibly Peter Verbout, Chris Eilert and himself can meet and discuss all details concerning the everyday workings of the Office.

Board Members did not agree this was a solution and the decision has already been made. The options were discussed and State Statute supports an independent Board of Health to make the final decision. Board Members also did not feel the impact and extra volume of work would be fair to the Borough Staff to take on the additional responsibilities of the Health Office.

Members also stated that everyone should meet with Chris Eilert and that they should be involved and vote on policy, as this is what has always been done in the past. Councilman Gonnella stated that all concerns are being addressed and Chris Eilert and the Mayor & Council still feel this is the best route to take at this time. Two Borough Office Staff Members will be trained for each position.

Peter Verbout questioned what if this does not work? Board Members reiterated that the job position should be advertised and someone should be hired to fill the position - (Salary Range was discussed – is \$1,700 - \$12,000 – annual salary for each position - Secretary to Board of Health and Registrar of Vital Statistics). Councilman Gonnella advised the Board that even if they advertise and interview likely candidates, the Mayor & Council are not going to approve the salary.

Various opinions of the Members concluded that this is not acceptable and that the Board is not pleased with the outcome of the meeting. Board Members present wished to go on record and voted as follows to advertise and interview for the job: Verbout, Johannson, Kaiser, Keller, Schmidt, Trivigno and Michael Gonnella – all yes.

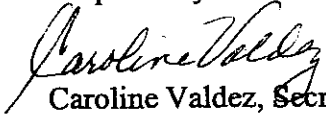
It was further discussed and decided that if the Mayor & Council will not approve the salary, there is no need to go ahead and advertise.

**Unfinished Business: Ordinance 1-2009 Title only was read** - there was no one present to contest the Ordinance -- will be printed in Title Only in the Independent, prior to June meeting. Motion to accept: Fred Johansson, Frank Kaiser 2<sup>nd</sup>. All members present voted yes to final approval. Verbout, Johansson, Kaiser, Keller, Schmidt, Trivigno and M. Gonnella.

**New Business:** The Secretary/Registrar of Vital Statistics position was briefly discussed again and all Members agreed there was no point to take it further tonight – Councilman Gonnella stated again that this is a cost effective decision for the Borough at a savings of approximately \$ 25,000.00 annually.

Having no further business to discuss, a motion to adjourn was made by Robert Keller and seconded by Frank Kaiser. President Peter Verbout adjourned the meeting at 8:35 P.M.

Respectfully submitted,

  
Caroline Valdez, Secretary