

CITY OF ENGLEWOOD

BOARD OF HEALTH REGULAR MEETING

November 15, 2012

1. The regular meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:08 p.m. by Dr. Lisa L. Wisotsky, President, Board of Health.

MEMBERS PRESENT:

Dr. Lisa L. Wisotsky, President; JoEllen Bostick, Vice President; Bertha-Nora Acosta; Lisa Levien; Dr. Earl A. Marsan (arrived 8:15); and Ketsia Alerte Sadler.

ALSO PRESENT:

Nelson Xavier Cruz, Director, Health Services/Health Officer/Secretary to the Board; Richard A. Lustgarten, Board of Health Attorney; and Janet Kast, Confidential Executive Secretary.

ABSENT/with apology:

Stephanie Davis.

Mr. Cruz read the Open Public Meetings Statement. All stood to recite the Pledge of Allegiance.

2. A. Motion to approve Items 2. A. i. (Minutes of October 10, 2012 Meeting-Open); 2. A. ii. (Receipts – October, 2012); 2. A. iii. (Bills – October, 2012); 2. A. iv. (Employee Reports – October, 2012); 2. A. v. (Digest of Mail – October, 2012); and 2. A. vi. (Communications – October, 2012).

Mr. Cruz reported that cash receipts for the month of October, 2012 were \$9,781.00. Vouchers/Orders for Payment for October, 2012 were \$3,518.81. Non-budget payments were \$22,359.19. Electronic Death Registration Receipts for the month of October, 2012 totaled \$210.00.

Motion to approve Items 2. A. 1. – vi. was made by Ms. Levien, and seconded by Ms. Bostick. Motion was approved 5-0.

2. B. Motion to approve Retail Licenses – October, 2012

Mr. Cruz stated that there were two retail licenses to be approved, as follows: Le Gourmet Factory and La Cumbia Salvadorena. He said that there had not been any written or verbal objection to the approval of these licenses. Motion to approve the retail licenses for October, 2012 was made by Ms. Bostick, and seconded by Ms. Acosta. Motion was approved 5-0.

2. C. i. Board Liaison Reports
ii. Committee Reports

Ms. Levien, as City Council liaison, and as a member of the Board Finance Committee, reported on the meetings she, Dr. Marsan, Mr. Cruz, and Ms. Baldwin had had with City Councilmen Skurnick, Hamer, and Forman regarding the Department budget for 2013. She stated that Mr. Cruz was preparing a numerical comparison including the cost per resident of the budgets of several nearby municipalities.

ORDINANCES

3. #12-02 “Establishing the Salaries of the Department of Health of the City of Englewood as of January 1, 2013 and January 1, 2014.” (Public Hearing/Adoption)

Motion to read the ordinance by title only and open the time for public comment was made by Ms. Bostick, and seconded by Ms. Levien. A roll call vote ensued:

Bertha-Nora Acosta	-	“Yes”	JoEllen Bostick	-	“Yes”
Stephanie Davis	-	(Absent)	Lisa Levien	-	“Yes”
Dr. Earl Marsan	-	(Absent for vote)	Ketsia Alerte Sadler	-	“Yes”
Dr. Lisa Wisotsky	-	“Yes”			

Motion was approved. 5-0.

Mr. Lustgarten stated that Ordinance No. 12-02 was entitled “An Ordinance Establishing the Salaries of the Department of Health of the City of Englewood as of January 1, 2013 and January 1, 2014,” and that it was now time for any member of the public who wished to address the Board with respect to this ordinance to come forward, state their name and address, and make a comment.

No members of the public came forward, and Mr. Lustgarten asked for a Motion to close the time for public comment. Motion to close the time for public comment was made by Ms. Bostick, and seconded by Ms. Levien. A roll call vote ensued:

Bertha-Nora Acosta	-	“Yes”	JoEllen Bostick	-	“Yes”
Stephanie Davis	-	(Absent)	Lisa Levien	-	“Yes”
Dr. Earl Marsan	-	“Yes”	Ketsia Alerte Sadler	-	“Yes”
Dr. Lisa Wisotsky	-	“Yes”			

Motion was approved 6-0.

Mr. Lustgarten read the Resolution to Adopt Ordinance No. 12-02, entitled “An Ordinance Establishing the Salaries of the Department of Health of the City of Englewood as of January 1, 2013 and January 1, 2014,” which was introduced on October 10, 2012, and published in the Record on October 14, 2012.

Motion to adopt Ordinance No. 12-02 was made by Ms. Bostick, and seconded by Ms. Acosta. A roll call vote ensued:

Bertha-Nora Acosta	-	“Yes”	JoEllen Bostick	-	“Yes”
Stephanie Davis	-	(Absent)	Lisa Levien	-	“Yes”
Dr. Earl Marsan	-	“Yes”	Ketsia Alerte Sadler	-	“Yes”
Dr. Lisa Wisotsky	-	“Yes”			

Motion was approved 6-0.

OLD BUSINESS

4. October 12, 2012 Flu Clinic

Mr. Cruz reported that 42 flu vaccines were administered at the Department’s second flu clinic on October 12, 2012. Overall, a total of 66 vaccinations were given in the two clinics.

5. 2013 Budget

Mr. Cruz reviewed the 2013 Department budget with the Board and stated that he had been meeting with City Council members to discuss the budget process. He said he is preparing a PowerPoint presentation for the City Council. He said if possible, he would do his presentation for the Board at the December, 2012 meeting.

6. Emergency Response to Hurricane Sandy

Mr. Cruz reported that on October 29, 2012, Mayor Frank Huttle declared that Englewood was in a state of emergency due to the storm. The Englewood Office of Emergency Management was fully operational that day and worked to monitor the storm and any and all events that arose as a result. The Health Department was a member of the OEM, and although the Department was without power for six days, it was staffed and operational.

On October 30, all residents were advised that Hurricane Sandy had passed through the area leaving some weather-related damage. The Department inspected all retail food establishments to ensure the public was protected and prevent the sale/consumption of spoiled food products.

Mr. Cruz said that on November 1, 2012, the Health Department functioned on emergency power and was able to provide limited environmental health and vital statistics services. On November 6, the Health Department regained electrical power.

A discussion ensued regarding the need for emergency shelters in the City of Englewood, although transporting people to and from the shelters might be an issue. The Board requested that Mr. Cruz bring up these questions at Department Head and City Council meetings.

7. Supreme Oil

Mr. Lustgarten reported that there is a problem with the sewer line of Supreme Oil Company (Admiration Oil), and that they had received a letter of violation from the Health Department. There is a court date of December 5, 2012 at Municipal Court, but remediation is their primary goal.

8. Date of December BOH Meeting

Mr. Cruz stated that he would be unable to attend the Board Meeting on the date scheduled, Wednesday, December 12, 2012, due to a schedule conflict. The Board agreed to meet on Thursday, December 13, 2012, at 8:00 p.m., in the Health Department.

8a. Draft of Letter Written by Nelson Xavier Cruz re: 2013 Budget

It was decided that this letter should not be sent out at this time by Mr. Cruz, and a positive approach was recommended.

PUBLIC COMMENT

Motion to open the time for public comment was made by Ms. Bostick, and seconded by Ms. Levien. Motion was approved 6-0.

Deborah Ramthalawan, 300 Highwood Street, Teaneck

Mr. Cruz introduced Ms. Deborah Ramthalawan, a nursing student at Eastwood College pursuing her R.N. degree. Ms. Ramthalawan commented on the problems faced during Hurricane Sandy including the lack of nearby shelters, gas shortages affecting emergency personnel, and poor communication in general.

Motion to close the time for public comment was made by Ms. Bostick, and seconded by Ms. Levien. Motion was approved 6-0.

Mr. Cruz then read the Closed Session Resolution as follows:

WHEREAS, the Open Public Meetings Act of the State of New Jersey permits the public to be excluded from certain matters to be discussed by the Board, and

WHEREAS, the Board of Health of the City of Englewood desires to discuss the annual performance evaluation of the Director/Health Officer; and

WHEREAS, these matters are ones which permit the exclusion of the public from such discussions; and

WHEREAS, minutes will be taken during the closed session, and a summary of the minutes will be made available to the public by December 13, 2012 or upon approval of the minutes, or once the need for confidentiality no longer exists,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Health of the City of Englewood, that the public be excluded, since these matters, as set forth above, are ones which permit the exclusion of the public from such discussion: employment matters relating to an employee unless the employee requests that the matter be discussed in public.

Motion to approve the Resolution to go into Closed Session was made by Ms. Bostick, and seconded by Ms. Acosta. Motion was approved 6-0.

(Closed Session)

The performance evaluation of the Director/Health Officer was discussed.

There being no further business, a motion to adjourn was made by Ms. Levien, and seconded by Ms. Sadler. All members voted "aye," in favor. Motion was carried.

The meeting ended at 10:00 p.m.

Respectfully submitted,

Nelson Xavier Cruz
Secretary to the Board
/jk