

**CITY OF ENGLEWOOD
BOARD OF HEALTH REGULAR (REORGANIZATION) MEETING
February 11, 2015**

1. The reorganization meeting of the Board of Health, City of Englewood, Bergen County, was called to order at 8:05 p.m. by James Fedorko, Secretary to the Board.

MEMBERS PRESENT:

JoEllen Bostick, President; Bertha-Nora Acosta; Stephanie Davis; Ketsia Alerte Sadler; and Dr. Aliza Solomon (arrived 8:07 p.m.)

ALSO PRESENT:

James Fedorko, Director, Health Services/Health Officer/Secretary to the Board; Richard A. Lustgarten, Esq., Board of Health Attorney; and Janet Hart, Confidential Executive Secretary.

ABSENT/with apology:

Daniel Daniel and Dr. Lisa Wisotsky

Mr. Fedorko read the Open Public Meetings Statement and then asked those present to stand for the Pledge of Allegiance.

2. Oath of Allegiance for 2015 Appointments

Mr. Lustgarten administered the Oath of Allegiance to Ms. Ketsia Alerte Sadler, Board of Health reappointment for 2015-2017, and Dr. Aliza B. Solomon, Board of Health appointment for 2015-2017.

REORGANIZATION

3. Nomination/Election of Officers

a. President

Motion to nominate Ms. JoEllen Bostick for President was made by Ms. Davis, and seconded by Ms. Sadler. There being no other nominations for President, a roll call vote on the election of Ms. JoEllen Bostick as President of the Englewood Board of Health ensued:

Bertha-Nora Acosta:	-	"Yes"	Ketsia Alerte Sadler	-	"Yes"
JoEllen Bostick	-	"Yes"	Aliza Solomon	-	"Yes"
Daniel Daniel	-	(Absent)	Lisa Wisotsky	-	(Absent)

Stephanie Davis - "Yes"

Motion was approved 5-0.

Mr. Lustgarten congratulated Ms. Bostick, as the President of the Board of Health, and she assumed the Chair and thanked everyone for their support.

b. Vice President

Motion to nominate Dr. Lisa Wisotsky for Vice President was made by Ms. Bostick, and seconded by Dr. Solomon. There being no further nominations for Vice President, a roll call vote on the election of Dr. Wisotsky as Vice President of the Englewood Board of Health ensued:

Bertha-Nora Acosta	-	"Yes"	Ketsia Alerte Sadler	-	"Yes"
JoEllen Bostick	-	"Yes"	Aliza Solomon	-	"Yes"
Daniel Daniel	-	(Absent)	Lisa Wisotsky	-	(Absent)
Stephanie Davis	-	"Yes"			

Motion was approved 5-0.

4. Committee Appointments

Motion to reappoint the Board members on the 2014 Board of Health Committees and substitute present Board members for the ones who recently resigned was made by Ms. Davis, and seconded by Ms. Sadler. Motion was approved 5-0.

a. Personnel Committee

The Personnel Committee will consist of Dr. Wisotsky, Bertha-Nora Acosta, and Ketsia Sadler.

b. Finance and Budget Committee

The Finance and Budget Committee will consist of Dr. Wisotsky and Dr. Solomon.

c. Bylaws Committee

The members of the Bylaws Committee will be named at a future Board of Health meeting.

d. Obesity Committee

The Obesity Committee will consist of Ketsia Sadler and Stephanie Davis.

Liaisons

- a. City Council
- b. Board of Education

Motion to reappoint Dr. Lisa Wisotsky Liaison to the Englewood City Council and Ms. Stephanie Davis Liaison to the Englewood Board of Education was made by Ms. Davis, and seconded by Dr. Solomon. Motion was approved 5-0.

RESOLUTIONS

5. Resolution 15-01 – Appointment of Board Attorney

Mr. Fedorko read Resolution 15-01, appointing Richard Lustgarten as Board Attorney for a period of one year, in its entirety. Motion to approve Resolution 15-01, changing "Schedule B" to "Schedule A," was made by Ms. Davis, and seconded by Dr. Solomon. Motion was approved 5-0.

6. Resolution 15-02 – Board of Health Regular Meeting Dates

Mr. Lustgarten read Resolution 15-02 in its entirety. The meeting date for April, 2015 was changed from April 8 to April 15, 2015. Motion to approve Resolution 15-02 was made by Ms. Sadler, and seconded by Ms. Acosta. Motion was approved 5-0.

7. Resolution 15-03 – Designation of Official Newspaper

Mr. Lustgarten read Resolution 15-03, designating The Record as the official newspaper of the Board of Health of the City of Englewood for the year 2015, in its entirety. Motion to approve Resolution 15-03 was made by Ms. Davis, and seconded by Ms. Acosta. Motion was approved 5-0.

8. Resolution 15-04 – Reappointment of Department Staff

Mr. Lustgarten read Resolution 15-04 in its entirety. Motion to approve Resolution 15-04 was made by Ms. Sadler, and seconded by Ms. Acosta. Motion was approved 5-0.

9. Resolution 15-05 – Reaffirmation of Bylaws

Mr. Lustgarten read Resolution 15-05 in its entirety. Motion to approve Resolution 15-05 was made by Ms. Davis, and seconded by Dr. Solomon. Motion was approved 5-0.

10. Resolution 15-06 – Appointment of CHC Physician

Mr. Lustgarten read Resolution 15-06, appointing Dr. Marjorie Jones as CHC Physician for a period of two years, commencing January 1, 2015, in its entirety. Motion to approve Resolution 15-06 was made by Dr. Solomon, and seconded by Ms. Sadler. Motion was approved 5-0.

ORDINANCES

11. Ordinance 15-01 Amending Chapter 13 of the Health Code-Retail Food Service Establishments (Public Hearing/Adoption)

Motion to read the ordinance by title only and open the time for public comment was made by Ms. Acosta, and seconded by Ms. Davis. Motion was approved 5-0.

Mr. Lustgarten stated that Ordinance 15-01 was entitled "An Ordinance to amend Chapter 13, 'Retail Food Service Establishments,' of the Health Code of the City of Englewood, New Jersey to establish regulations relating to shared cooking facilities."

Mr. Lustgarten stated that prior to the meeting, the Board had received correspondence from Mr. Nick Prastos, President of Le Gourmet Factory, which should be made a part of the record and incorporated into the public hearing.

Mr. Nick Prastos, 180 South Van Brunt Street, Englewood

Mr. Prastos stated that he is the owner of LeGourmet Factory in Englewood and gave a brief background of the company and how the idea of shared kitchens began. He said he had been working with the Health Department for several years to develop the shared kitchen ordinance, but felt the present ordinance being proposed was too prohibitive towards the incubator and would discourage anyone from opening a shared kitchen business in Englewood.

A discussion ensued regarding enforcing the Health Code of the City of Englewood with the users of the shared kitchens, since some of them use the kitchens only sporadically. The main issue was the joint liability faced by the owners and renters of the shared kitchens.

There being no further comments from the public, motion to close the time for public comment was made by Ms. Davis, and seconded by Ms. Acosta. Motion was approved 5-0.

Mr. Lustgarten read the Resolution to Adopt Ordinance 15-01, entitled "An Ordinance to amend Chapter 13, 'Retail Food Service Establishments,' of the Health Code of the City of Englewood, New Jersey to establish regulations relating to shared cooking facilities."

Motion to approve the Resolution to Adopt Ordinance 15-01 was made by Ms. Davis, and seconded by Ms. Acosta.

Ms. Bostick referred the Board to Schedule A, "Duties", of Ordinance 15-01. The liability of the shared cooking facility licensee and facility user was discussed by the Board. It was felt that the Ordinance should remain as originally proposed, with joint and several liability for any violations of the Health Code.

A roll call vote was taken and the Motion to Adopt Ordinance 15-01 was approved 5-0.

12. Ordinance 15-02 – Amending Chapter 6 of the Health Code – Fees and Fee Schedule (Public Hearing/Adoption)

Motion to read the ordinance by title only and open the time for public comment was made by Dr. Solomon and seconded by Ms. Sadler. Motion was approved 5-0.

Mr. Lustgarten read the title of Ordinance 15-02, "An Ordinance Revising Chapter 6 of the Health Code of the City of Englewood, in the County of Bergen, New Jersey, 'Fees and Fee Schedule.'"

There were no comments or questions from the public, so a motion to close the time for public comment was made by Ms. Davis, and seconded by Ms. Acosta. Motion was approved 5-0.

Mr. Lustgarten read the Resolution to Adopt Ordinance 15-02, entitled "An Ordinance Revising Chapter 6 of the Health Code of the City of Englewood, County of Bergen, New Jersey, 'Fees and Fee Schedule.'"

Motion to adopt Ordinance 15-02 was made by Ms. Davis, and seconded by Dr. Solomon. Motion was approved 5-0.

13. A. Items for Approval

Motion to approve 13. A. i. (Minutes of January 14, 2015 Meeting-Open); 13. A. ii. (Receipts - \$13,995.00-January, 2015); 13. A. iii. (Bills-\$4,140.95-January, 2015); 13. A. iv. (Employee Reports-January, 2015); 13. A. v. (Digest of Mail-January, 2015); and 13. A. vi. (Communications-January, 2015.)

Motion to approve Items 13. A. i-vi was made by Dr. Solomon, and seconded by Ms. Acosta. Motion was approved 5-0.

13. B. Motion to approve retail licenses – January, 2015

Mr. Fedorko stated that there were two licenses to be approved, as follows: CK Living, and Poached. He said that there had not been any written or verbal objection to the approval of these licenses. Motion to approve retail licenses for January, 2015 was made by Dr. Solomon, and seconded by Ms. Acosta. Motion was approved 5-0.

- 13. C. i. Board Liaison Reports
- ii. Committee Reports

Mr. Fedorko reported that the Walk with a Leader activity is set to begin on April 20, 2015. He also stated that Englewood had received a "Healthy Town" designation, which the Department had applied for in November. Only two cities in the State of New Jersey are selected for this

designation per year. He said he had invited New Jersey Health Care Quality Institute to Englewood to make the Healthy Town presentation on April 20th, at 7:00 p.m., the opening date of Walk with a Leader.

OLD BUSINESS

14. Youth Health Educator Recruitment

Mr. Fedorko reported that he had recently received four applications from potential candidates, but only one had a degree in Public Health. He said he would schedule an interview with the fourth applicant and report back to the Board.

NEW BUSINESS

15. Orientation for New/Current Board Members

Mr. Fedorko reported that John Saccenti is organizing an orientation for new and current Board of Health members in Bergen County, and that it would probably be offered in Englewood. He will follow up on the date and location of the training.

PUBLIC COMMENT

Motion to open the time for public comment was made by Dr. Solomon, and seconded by Ms. Sadler. Motion was approved 5-0.

Susan Proetti, 45 Dwight Place, Englewood

Ms. Proetti stated that she was interested in the workings of the Board of Health and for that reason, was in attendance at this meeting.

There were no further questions or comments from the public. Motion to close the time for public comment was made by Ms. Davis, and seconded by Ms. Acosta. Motion was approved 5-0.

Ms. Bostick wanted to discuss the status of the recent agreement with Bergen Volunteer Medical Initiative (BVMI).

Motion to approve the arrangement with BVMI subject to their presentation of liability insurance and an agreement between BVMI and the Board of Health was made by Ms. Davis, and seconded by Ms. Sadler. Motion was approved 5-0.

16. Personnel Matters

Mr. Fedorko reported that the Department was given approval to start the Public Health Nurse as full-time on March 1, 2015. It was not necessary to go into Closed Session.

ADJOURN

Motion to adjourn was made by Dr. Solomon, and seconded by Ms. Davis. Motion was approved 5-0.

The meeting ended at 9:30 p.m.

Respectfully submitted,

James Fedorko
Secretary to the Board
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