

**BOROUGH OF HALEDON BOARD OF HEALTH
MINUTES FOR REGULAR MEETING OF DECEMBER 20, 2017**

The regular meeting of the Haledon Board of Health took place on December 20, 2017, Wednesday, on the 3rd floor of the Haledon Municipal Building at 510 Belmont Avenue, Haledon, New Jersey. Formal action was advertised prior to the meeting as being taken.

IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT, ADEQUATE NOTICE OF THIS MEETING WAS PROVIDED BY A NOTICE SENT TO THE NORTH JERSEY HERALD AND THE RECORD ON JANUARY 6, 2017. THIS NOTICE WAS ALSO POSTED ON THE BULLETIN BOARD AT THE HALEDON MUNICIPAL COMPLEX ON JANUARY 6, 2017, AND HAS REMAINED CONTINUOUSLY POSTED AS REQUIRED BY STATUTE. IN ADDITION, A COPY OF THIS NOTICE IS AND HAS BEEN AVAILABLE TO THE PUBLIC AND IS ON FILE IN THE OFFICE OF THE MUNICIPAL CLERK.

Proper notice having been given, the Board Secretary was directed to include this statement in the minutes of this meeting.

ROLL CALL

Board Members Classie Bacon, Nicole R. Espinosa, Myla Ramirez, and Omar Zadeh attended in person. There was quorum to hold a meeting. Health Officer Paul Persaud, Registrar Deborah Gutches, Board Secretary Nebojsa Zlatanovic, Registered Environmental Health Specialist Robert Sawh, and Council Liaison Nereyda Curiel also attended in person. There were no members of the public at the beginning of the meeting or at any time during its duration. Mr. Zlatanovic provided hard copies of the agenda and backup materials. The flag salute occurred at 7:08 p.m.

READING OF MINUTES

Mr. Zlatanovic summarized the contents of the minutes from the regular meeting of November 15, 2017, which were distributed electronically and in hard copy. There were no changes to the minutes. Mr. Zadeh made a motion to adopt the minutes, seconded by Ms. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

PUBLIC HEARING

There were no members of the public in attendance. Ms. Bacon made a motion to close public hearing, seconded by Mr. Zadeh. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

EMPLOYEE REPORTS AND DISCUSSION

Mr. Zlatanovic reported that auditors visited town hall, and he provided data on accounts receivable to the auditors. He added that \$300 – two \$150 fee payments – were processed for 2018 retail food permit renewals, leading to \$7,175 in fees collected to date in 2017. He reported that he mailed letters to over 50 retail food establishments reminding them of permit renewals.

He also said that someone called inquiring about an internship and that something could be found for an intern to do. Ms. Ramirez asked Mr. Sawh whether an intern could help him. Mr. Sawh replied that the Board should consider potential liability issues, e.g., an intern getting hurt

**BOROUGH OF HALEDON BOARD OF HEALTH
MINUTES FOR REGULAR MEETING OF DECEMBER 20, 2017**

during the internship. Ms. Ramirez asked Mr. Zlatanovic to forward the contact information of the caller.

Mr. Zlatanovic said that Municipal Clerk Allan Susen requested that the Board submit a budget request for 2018. Mr. Zlatanovic provided hard copy packets of budget-related information for discussion. He said that the budget appears under New Business, so it could be discussed later in the meeting.

Dr. Persaud asked if the Board received an invoice from the Governmental Public Health Partnership. Mr. Zlatanovic said he hadn't seen any such invoice and asked what that is. Dr. Persaud replied that it's a regional body. Ms. Gutches said she doesn't recall seeing it either. Mr. Zlatanovic asked Dr. Persaud how much dues are, and Dr. Persaud said that he didn't know at the time, but it's based on population. The Board had no further questions.

Mr. Sawh reported that he conducted several inspections, including the kitchen at The Shepherd & the Knucklehead, in response to a call from a complainant. Mr. Sawh ordered staff to remediate observable problems.

Mr. Sawh also responded to a complaint by a tenant at another location regarding an infestation of silverfish and backed-up sewage. He reported that he was awaiting plumbing and extermination reports from the landlord.

Mr. Sawh also reported that he completed inspections of the kitchens at Haledon Public School and Manchester Regional High School. He said he will complete and submit written reports. There were no questions for Mr. Sawh.

Ms. Gutches delivered her report. There were 14 resident deaths in Haledon, and she collected \$88 in fees in November. There were no questions for Ms. Gutches.

Ms. Espinosa made a motion to accept and file employee reports, seconded by Mr. Zadeh. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

STANDING AND SPECIAL COMMITTEE REPORTS

There were no reports from the Ordinance Review Committee and POD Liaison Committee.

COMMUNICATIONS

Mr. Zlatanovic reported receiving a December 15th public records request for information related to 218 Belmont Avenue, forwarded to him in a December 18th email. He said that he checked electronic records and found nothing, and he asked Mr. Sawh whether he knew anything about this property. Mr. Sawh said he doesn't recall.

Mr. Zlatanovic also received two reports, both dated December 15th, from the New Jersey Department of Environmental Protection (a fourth quarter connection test and report) and from the Manchester Regional High School (an annual report of tuberculosis testing).

**BOROUGH OF HALEDON BOARD OF HEALTH
MINUTES FOR REGULAR MEETING OF DECEMBER 20, 2017**

There being no questions or comments, Mr. Zadeh made a motion to accept and file communications, seconded by Ms. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

OLD BUSINESS

Mr. Sawh said he's still researching possible ordinance language to address multiple caterers using the same kitchen. He said that there are two permanent establishments located at 6 Church Street, and he's awaiting information from a colleague, but he suggested using Hawthorne's ordinance as a model.

Discussion of appointment of a new public health nurse later in the meeting. Mr. Sawh had already addressed having inspected kitchens at Haledon Public School and Manchester Regional High School earlier in the meeting.

Ms. Espinosa made a motion to close old business, seconded by Ms. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

NEW BUSINESS

The Board discussed a proposed budget for 2018. Mr. Zlatanovic said that Board doesn't usually write the checks for the salaries. He said that the Board could request different amounts outside the cost of the Haledon-Paterson health services agreement, which is set by the contract itself.

A Board member asked about the \$100 budget line item for telephone. Mr. Zlatanovic and Ms. Gutches said that isn't usually spent. Mr. Zlatanovic said that postage would probably be about the same amount in 2018 as in the past, but it wasn't clear which budget line item covered veterinary fees for the annual rabies clinic. Ms. Gutches said that that cost comes out of a non-HBOH account. She called this the dog account. Mr. Zlatanovic said that he anticipated that funds would be spent in 2018 for supplies related to the points of distribution plan, because he thinks the inventory might have to be updated.

Mr. Zlatanovic said that Ms. Gutches provided feedback, and that miscellaneous costs should be \$650 to cover costs related to training a new deputy registrar. He estimated that office supplies and a new registrar's stamp would cost a little over \$200. He also explained that the cost of legal ads could fluctuate, depending on the frequency of special meetings. There was no other discussion.

Ms. Bacon made a motion to close new business, seconded by Mr. Zadeh. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

READING OF THE BILLS

Ms. Gutches had submitted a request, dated December 12th, to be reimbursed in the amount of \$20.00 for certified municipal registrar luncheon and credit. Mr. Zlatanovic said that the

**BOROUGH OF HALEDON BOARD OF HEALTH
MINUTES FOR REGULAR MEETING OF DECEMBER 20, 2017**

original \$40.00 requisition was submitted before Deputy Registrar Edlyn Miller's retirement announcement, but Ms. Gutches had paid for her attendance.

Mr. Zadeh made a motion to accept and pay this bill, seconded by Ms. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor.

EXECUTIVE SESSION

There was an executive session from 7:41 p.m. to 7:57 p.m. to discuss issues related to employment, appointment, promotion, or disciplining. Ms. Gutches left the meeting at 7:41 p.m. and Dr. Persaud and Mr. Sawh left during executive session at 7:44 p.m. For further information, see minutes drafted for this executive session.

RESOLUTIONS

There were no resolutions.

ADJOURN

There being no further business or discussion before the Board, Mr. Zadeh made a motion to adjourn, seconded by Mr. Bacon. Ms. Bacon, Ms. Espinosa, and Mr. Zadeh voted in favor. This regular meeting of the Haledon Board of Health adjourned at 8:06 p.m.

Respectfully submitted,

Mr. Nebojsa "Vic" Zlatanovic
Secretary, Board of Health
Date typed: December 21, 2017