

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

The regular meeting of the Haledon Board of Health took place on September 20, 2017, Wednesday, on the 3<sup>rd</sup> 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.**

The agenda had originally provided that the meeting would take place on the second floor, because of a sign posted on the outside door of the third-floor meeting room, but board members acknowledged that meetings would typically take place on the third floor. Mr. Zlatanovic, the Board Secretary, went to the second floor prior to the meeting to check if there were people there and instructed the police at the front desk on the first floor to direct people to the third floor if people asked.

**ROLL CALL**

Board Members Classie Bacon, Nicole R. Espinosa, and Myla Ramirez attended in person. Upon arrival of these members, Mr. Zlatanovic called Omar Zadeh, the fourth board member to form a quorum. All those present acknowledged that they recognized Mr. Zadeh's voice on the telephone, and Mr. Zlatanovic advised Mr. Zadeh that he must remain on the phone at all times in order to maintain quorum. Mr. Zadeh said he understood. Mr. Zlatanovic took roll call after attendees recited the flag salute at 7:22 p.m.

Mr. Zlatanovic, Health Officer Paul Persaud, Registered Environmental Health Specialist Robert Sawh, and Registrar Deborah Gutches also attended in person. Nurse Sandra DiBello and Council Liaison Nereyda Curiel were absent. 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, and Mr. Zadeh acknowledged receiving these materials electronically prior to the meeting.

**READING OF MINUTES**

Mr. Zlatanovic summarized the minutes from the regular meeting of June 21, 2017, provided by Nadia Alkaita, in lieu of a secretary at the time of meeting. At that meeting, the Board appointed Mr. Zlatanovic as Board Secretary. The minutes were distributed electronically to the Board prior to this meeting and copies were available during the meeting.

There were no suggested changes. Ms. Ramirez made a motion to adopt the minutes, seconded by Ms. Bacon. Ms. Bacon, Ms. Espinosa, Ms. Ramirez, and Mr. Zadeh voted in favor.

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

**PUBLIC HEARING**

There were no members of the public in attendance. Ms. Gutches said that one resident who used to attend meetings some time ago. Ms. Ramirez made a motion to close public hearing, seconded by Ms. Bacon. Ms. Bacon, Ms. Espinosa, Ms. Ramirez, and Mr. Zadeh voted in favor.

**EMPLOYEE REPORTS AND DISCUSSION**

Mr. Zlatanovic summarized his report, which was electronically distributed to the Board prior to the meeting and copies of which were made available during the meeting. Mr. Zlatanovic said that Jean Gervais and Nadia Almaita had resigned from the Board and that Sandra DiBello will be leaving the nurse's position. He said he drafted a job description, which was distributed for review prior to the meeting, with the assistance of Kate Bond, of the Paterson Health Department. Mr. Persaud said that epidemiological investigation can involve a lot of time, so it would be difficult to find a qualified public health nurse and cautioned the Board about salary requirements for such a position. Mr. Zlatanovic said that this is an opportunity to seek nurses who know Arabic or Spanish and who could provide an annual presentation on Lyme disease prevention and treatment.

Mr. Zlatanovic briefly described the history of the Paterson-Haledon health services agreement. Mr. Zlatanovic said that Paterson and Haledon have had a shared services agreement in place for years. He said that he recalled the payment to Paterson being about half as much as it is today, but he blamed the increase on a loss of funding from the State, i.e., Public Health Priority Funding. He said that the contract covers a period from 2016 to 2019 and, to his knowledge, the contract appears to require approval; Mr. Zlatanovic has not found any fully or partially signed contract. Mr. Persaud said he thought that it was already approved. Mr. Zlatanovic said he preferred to have the Board vote tonight and then forward it to the Haledon Council and Paterson City Council.

During discussion of the agreement, Mr. Persaud said that, under the shared services agreement, Paterson could provide education on Lyme disease prevention and treatment. Mr. Zlatanovic continued with his report, saying that he received a \$50 payment from The Sherpherd & the Knucklehead for a temporary event and a \$150 renewal fee from B&L Donuts. He said there were two reported dog bite reports and a pending boarding house application. Mr. Sawh said that he will complete his report on the boarding house shortly. Mr. Zlatanovic said that the rabies clinic will take place on November 14<sup>th</sup>, but that the veterinarian would be available for 6:30-8:00 p.m., rather than 6:00-8:00 p.m. Ms. Gutches asked whether the rabies clinic would take place in the garage of Fire Company #2. Mr. Zlatanovic said it will, and that Fire Company #2 is on West Broadway. Mr. Zlatanovic described responding to an Open Public Records request pertaining to 2 John Street, and he said he found only an old plat map. Ms. Gutches said that this lot is near the old Bell Fabrics factory. Mr. Zlatanovic said he thought it was only at a nearby location.

After Mr. Zlatanovic completed his report, Mr. Persaud said that the nurse's job description should include information about the estimated hours and salary. He said he had someone in mind, but she might think the salary too low. Mr. Zlatanovic said that, in the last such search,

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

he and Nadia Almaita had reviewed about 16 resumes and interviewed applicants. Mr. Zlatanovic had sent information to the state nurses association during that search and, he believed, a university nursing program. Mr. Persaud said it could take a long time to find someone qualified, because of the training and experience that is involved in epidemiological investigations. Paterson would charge \$50 per hour for use of their nurses, if Haledon chose that route. Mr. Zlatanovic said that, with flu vaccines available for flu season, the Board may have to use a Paterson nurse to administer the flu clinic or hold a special meeting after enough applications for the position have been received.

Mr. Zlatanovic said that Ms. DiBello informed him that she worked approximately 30 hours per month and that he had requested information about the nurse's salary, but Mr. Zlatanovic has not yet received that information. Mr. Persaud said that \$7,000-8,000 is not a lot to attract a large pool of nurse applicants. Mr. Zlatanovic said that the Board could request an increase in pay for a nurse for the 2018 budget. Ms. Ramirez said that the job description could note approximately 20 hours per month. Persaud further asked what would happen if a nurse worked more than the expected number of hours in a month. Mr. Zlatanovic said that he did not expect that she would be paid more. Ms. Ramirez said that the job description could note that the nurse should be flexible with her schedule. Mr. Persaud said that about 140 people became ill after eating at The Tides, which took time to investigate. A nurse would not only interview those who became sick, but also those who did not. He then provided a hypothetical scenario of a similar incident occurring at a large venue, such as LaNeve's, with 200 attendees. Paterson might be able to assist the nurse, but at \$50 per hour, costs could add up. Mr. Persaud advised the Board that, when interviewing applicants, he should be involved in the process.

The Nurse's report was electronically distributed to the Board prior to the meeting and copies were available during the meeting. Ms. Gutches pointed out that there were three reported cases of Lyme disease in Haledon. Mr. Sawh delivered his report, copies of which were available at the meeting. He reported that there was a complaint about roaches at a restaurant, but he found none during inspection. He said, however, he ordered extermination for flies and rodents. Mr. Sawh and Mr. Zlatanovic discussed grease buildup in a Haledon Avenue sewer. Mr. Zlatanovic said he sent letters to restaurants regarding this problem. Ms. Gutches reported registrar's statistics, including no births in the Borough. Ms. Espinosa made a motion to accept and file the employee reports, seconded by Ms. Ramirez. Ms. Bacon, Ms. Espinosa, Ms. Ramirez, and Mr. Zadeh voted in favor.

**STANDING AND SPECIAL COMMITTEE REPORTS**

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

**COMMUNICATIONS**

The following were distributed electronically to the Board and copies were available during the meeting, and several of these items were discussed earlier under Reports, where appropriately noted:

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

- (1) Letter from Dr. Paul Persaud, dated June 21, 2017, regarding the Paterson-Haledon health services agreement for 2016-2019.
- (2) OPRA request by Langan Engineering & Environmental Services, dated June 6, 2017, regarding 2 John Street.
- (3) Classification Exception Area/Well Restriction Area Fact Sheet Form, dated June 30, 2017, for the former Exxon gas station at 478 Haledon Avenue, sent by Kleinfelder. There was no discussion about this item.
- (4) Jean Gervais's resignation, dated June 21, 2017, in a letter addressed to the Board President.
- (5) 29 Church Street Rooming House Annual Renewal License Application, received August 10, 2017.
- (6) NJDEP Quarterly Physical Connection Test and Maintenance Report, received May 31, 2017, for the second quarter. There was no discussion about this item, but Mr. Zlatanovic noted that these were tests routinely performed.
- (7) Letter from Amec Foster Wheeler, dated June 27, 2017, regarding closure of an unpermitted potable well on Pompton Road.
- (8) Letter, materials and CD from Amec Foster Wheeler, dated April 11, 2017, regarding update on monitoring and remediation at the LANXESS site.
- (9) Board Secretary's letter, dated August 25, 2017, to Haledon Avenue retail food establishments regarding grease buildup in sewerage.
- (10) NJDEP Quarterly Physical Connection Test and Maintenance Report, received on or about September 1, 2017, for the third quarter. There was no discussion about this item.
- (11) Nadia Almaita's resignation, dated September 1, 2017, in a letter and email addressed to the Board Secretary, Municipal Clerk and Mayor.
- (12) Nurse Sandra DiBello's resignation, in an email dated September 11, 2017, effective September 22, 2017.

Ms. Ramirez made a motion to accept and file these communications, seconded by Ms. Espinosa. Ms. Bacon, Ms. Espinosa, Ms. Ramirez, and Mr. Zadeh voted in favor.

**OLD BUSINESS**

Mr. Zlatanovic summarized the following Old Business:

- (1) Appointment on June 20, 2017, and subsequent onboarding of Nebojsa "Vic" Zlatanovic as Board Secretary, addressed in the Secretary's Report.
- (2) Food Establishment Application, dated April 10, 2017, by Nart M. Eshak (dba Adiga Deli LLC, at 465 Haledon Avenue); food handlers certificates, dated August 9, 2017.

Mr. Zlatanovic said that, in reviewing past minutes after his appointment, he found a brief reference to multiple caterers at 6 Church Street, and possible amendment to Chapter 430 regarding special licensing and requirement process. Mr. Zlatanovic said that he contacted Mr. Sawh prior to the meeting about this issue. Mr. Sawh said that he is researching Hawthorne's ordinance for incubator kitchens as a model and that he will provide a report shortly. Mr. Zlatanovic also said that, if any member of the Board would like to include an item on the

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

agenda, he will typically try to distribute the agenda and backup materials about a week prior to the meeting, so a member should make a request prior to that distribution.

Ms. Espinosa made a motion to close Old Business, seconded by Ms. Ramirez. Ms. Bacon, Ms. Espinosa, Ms. Ramirez, and Mr. Zadeh voted in favor.

**NEW BUSINESS**

Mr. Zlatanovic summarized the following, although several of these items were already discussed earlier in the meeting, where appropriately noted:

- (1) Annual Rabies Clinic scheduled for November 14, 2017, from 6 p.m. to 8 p.m. at Fire Company #2, West Broadway, Haledon.
- (2) Annual Flu Clinic.
- (3) Reminders to retail food and tattoo establishments regarding annual renewal licenses.
- (4) Resignation of Jean Gervais from the Board and subsequent notification to Municipal Clerk Allen Susen by the Board Secretary regarding vacancies on the Board.
- (5) Review of job descriptions for the Board Secretary, Borough Nurse, Registered Environmental Health Specialist, and Registrar. – Mr. Zlatanovic said that he would like to include this information in a manual, particularly for new members as they join the Board.
- (6) Board of Health Budget for 2018, due sometime in December. – Mr. Zlatanovic said that the Board should begin considering what they want in a proposed budget.
- (7) Inspection of Manchester Regional High School kitchen for 2018-2019 school year.
- (8) Annual registration of the Board to the Office of Local Health, including membership names and contact info, experience/education/training relevant to public policy development, type of local governance, type of authority exercised (advisory), jurisdictional areas by municipal code, annual public health budget, schedule of meetings, and name of contracted public health service. – Mr. Sawh said that inspection is planned for October.
- (9) The Shepherd & the Knucklehead temporary permit for on-street event.
- (10) Inspections of HPS and MRHS kitchens. – Reference to MRHS was inadvertently included twice on the agenda.
- (11) Appointment of new Board President/Vice President.
- (12) Giving the Board Secretary access to LHR/Red Book data entry. – Mr. Zlatanovic said that he would like to have Mr. Persaud sign off for Mr. Zlatanovic to have access to LHR/Red Book in order to enter data, such as the names of members of the Board.
- (13) Amending Chapter 425 language regarding a reference to alternates that does not appear in Chapter 27. – Mr. Zlatanovic said that Mr. Susen advised him that reference to “alternates” under Chapter 425 should be deleted in order to reconcile with Chapter 27. Mr. Zlatanovic agreed with Mr. Susen, and he said that there are no alternates on the Board.
- (14) Appointment of a new nurse.

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

Ms. Espinosa made a motion to close New Business, seconded by Ms. Ramirez. Ms. Bacon, Ms. Espinosa, Ms. Ramirez, and Mr. Zadeh voted in favor.

**READING OF THE BILLS**

There was one item: North Jersey Media Group, \$28.35, for public notice, items I04159220-05032017 and I04159221-05032017 (dated May 3, 2017), invoice dated June 30, 2017. There was no discussion about this invoice. Ms. Espinosa made a motion to accept and pay this bill, seconded by Ms. Ramirez. Ms. Bacon, Ms. Espinosa, Ms. Ramirez, and Mr. Zadeh voted in favor.

**EXECUTIVE SESSION**

There was no executive session, but Mr. Zlatanovic explained that the Board could exercise this option, if it wanted to have a closed meeting to discuss, for example, contract negotiations. No one made a motion to go into Executive Session.

**RESOLUTIONS**

Mr. Zlatanovic said that there were four proposals. He said that, if Ms. Bacon was chosen as Board President, then the Board would choose a new Vice President. Ms. Gutches said that she could provide a template for a separate resolution, and Mr. Zlatanovic said that he could simply copy and paste text from the agenda and the Board's decisions into this template. Mr. Zlatanovic had made clear that, despite Mr. Persaud's June 2017 letter regarding the health services agreement, the contract itself covered the period of July 1, 2016 through June 30, 2019, not through June 30, 2018.

Ms. Bacon made a motion to approve the following Resolutions collectively, seconded by Ms. Espinosa:

NUMBER	SUBJECT
2017-001	Approving Paterson-Haledon health services agreement covering the period of July 1, 2016 through June 30, 2019
2017-002	Appointing Myla Ramirez as Board President to complete the term through the end of 2017
2017-003	Readopting the by-laws under Chapter 425 of the Haledon Municipal Code, in order to reconcile with Chapter 27, with the exception of a reference to alternates voting in the absence of a member, which would be struck out

Mr. Zlatanovic repeated the motion to ensure that Mr. Zadeh had heard the motion, and Mr. Zadeh acknowledged hearing the motion. Ms. Bacon, Ms. Espinosa, Ms. Ramirez, and Mr. Zadeh voted in favor.

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

**ADJOURN**

There being no further business or discussion before the Board, Ms. Espinosa made a motion to adjourn, seconded by Ms. Ramirez. Ms. Bacon, Ms. Espinosa, Ms. Ramirez, and Mr. Zadeh voted in favor. This regular meeting of the Haledon Board of Health adjourned at 8:33 p.m. The next regular meeting is scheduled for October 18, 2017, the third Wednesday of the month, at 7:00 p.m., to be held at the Haledon Municipal Building.

Respectfully submitted,

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