

The meeting was called to order at 7:00PM

President Connell stated that adequate notice of this meeting was provided on December 24, 2015. The notice was posted on two bulletin boards in the Municipal building, sent by e-mail to The Record, Twin Boro News, Cablevision, and placed on file in the Borough Clerk's office.

ROLL CALL

- Mr. Connell
- Mr. Gautier
- Mr. Cabuhat
- Mrs. Pfannen

Also present Mr. Volpe, Ms. August and Mrs. Williams.
Councilman Rivera arrived at 7:05PM.

OPEN HEARING

There being no one present who wished to be heard, on a motion by Mr. Gautier seconded by Mr. Connell and carried the time for Open Hearings was closed.

MINUTES

A motion was made by Mr. Gautier seconded by Mrs. Pfannen and carried that the Minutes of the regular meeting of December 2015 be accepted as written.

BILLS TO BE PAID

Motion was made by Ms. Gautier seconded by Mrs. Pfannen and carried that the following bills be paid if found to be correct.

Brite Medical Supply	1,190.00
Stericycle	676.92
Sanofi Pasteur	646.00
North Jersey Media Group	25.51

REPORTS

Legal and Finance

“Progress”

Medical

An article was presented regarding "Reinforcing the need to get vaccines."

An article was presented regarding "Doctors called lax in urging HPV vaccine."

Personnel

Mr. Volpe reported that the appointment of our new Board Member was tabled at the Mayor and Council meeting. There are two candidates interested in the position and the Mayor and Council will interview each candidate before making a decision.

Publicity

1. Several articles in the Twin-Boro News regarding "Vaccines for Adults."
2. An article in the Twin-Boro News advertising the Board of Health meeting.
3. Several articles in the Twin-Boro News regarding "Free Rabies Programs."
4. An article in the Twin-Boro News regarding "Flu Vaccinations."
5. Mr. Volpe reported on an article in "The Record" regarding the bamboo issue. Several municipalities have some sort of bamboo regulation in place.
6. Mr. Volpe reported on an article in the Twin-Boro News entitled "Coming of age with tobacco issues." Bergenfield adopted an ordinance raising the legal sale age of tobacco products from 19 to 21.

Councilman Rivera suggested that other ways of advertising programs held by the Health Department should be instituted. His suggestion include but not limited to Filipino publications, Hispanic publications, libraries and the Church Bulletin at various churches in town. Ms. August stated that she has in the past spoken about various programs at different locations and will continue to do so.

Liaison To Mayor & Council

Mr. Rivera stated that he has been re-appointed as the Board of Health liaison to the Mayor and Council and is committed to attend every Board of Health meeting.

Legislature & Regulatory

Mr. Volpe reported on Senate Bill #2781: Provides exception to "New Jersey Smoke-Free Air Act" authorizing establishment of hookah lounges under certain circumstances.

Liaison to Public Health Associations

Mr. Volpe reported that Janet Castro of North Bergen has been elected to Vice President of the Bergen County Health Officers Society, Jennifer Schnitzer is the Secretary and Michael Yos Cary has been re-elected to Treasurer.

Written Reports of the Department

A motion was made by Mr. Gautier seconded by Mr. Connell and carried that the written December 2015 reports of the Department be accepted as written.

CORRESPONDENCE

1. An E-mail to Mr. Gallo from Mr. Volpe regarding the "Employee Evaluations" form.
2. An E-mail from Mr. Gallo regarding "Department Head Meetings 2015".
3. A letter from Ms. August to Dr. Ragi and Associates thanking them for their generosity towards the people of Bergenfield over the years.
4. A letter from Ms. August to Dagmar Libonati thanking her organization for the donations of hand puppets.
5. A letter from Ms. August to the Board of Deacons at South Presbyterian Church for their generous donation to the Child Health Clinic.
6. An E-mail to Mr. Volpe from two Saint Peters University nursing students thanking him for educating them on the Borough of Bergenfield and report that they have completed a community assessment for his review.
7. An E-mail to all Bergenfield School Nurses regarding changes for School Physicals at Bergenfield Health Department.
8. A thank you card from D. Longo, a Bergenfield resident thanking Ms. August for always being so kind and thanking Mr. Volpe to allow her cat to be exempt from a rabies vaccine due to an illness.

UNFINISHED BUSINESS**1. Budget 2016**

Mr. Volpe reported that the operating expenditure budget has been submitted to the Mayor and Council. With regard to salary and wages, Mr. Volpe sent an e-mail to Mr. Corey stating that Mr. Connell would like to meet with him and/or the Mayor and Council at a work session to discuss this issue.

Mr. Volpe again stated that with regard to S & W, the majority of his staff was willing to forego longevity in lieu of a \$1,000 across the board salary increase similar to that received by the "white collar union" in 2015 (3 years at \$1,000/year). Further, Mr. Volpe feels that Ms. August, Public Health Nurse Supervisor should negotiate a salary increase separately.

NEW BUSINESS**1. Approve Standing Orders 2016**

Mr. Volpe reported that Dr. Rothenberg signed the Standing Orders for 2016. After a brief discussion it was the decision of the Board to accept them as presented.

2. Renew Medical Services Contract

Mr. Volpe presented the Board with the 2016 Medical Services Contract with no changes. After a brief discussion it was the decision of the Board to renew the contract as presented.

3. Renew Pest Control Contract

Mr. Volpe presented the Board with the Pest Control Contract for 2016 with no changes. After a brief discussion, it was the decision of the Board to renew the contract as presented.

4. Renew CHES Contract

Mr. Volpe presented the Board with the CHES Contract for 2016 with Claudia Herrera who is certified as our Health Educator. After a brief discussion it was the decision of the Board to approve the contract as presented.

VERBAL COMMUNICATION

Mr. Volpe reported that several years ago, PWA; a complaint tracking software suggested by a councilman was implemented and expected to be used by every department. Unfortunately, there were many issues with the software. I brought it to the attention of our last Borough administrator but was told we need to use it. Recently, I brought it to the attention of Mr. Corey, our Borough administrator and he suggested that I bring my folder of the system's problems to the next department head meeting.

There being nothing further to come before the Board, on a motion by Mr. Gautier seconded by Mrs. Pfannen and carried, the meeting was adjourned Sine Die at 7:55PM.

The Board then proceeded to reorganize for 2016.

ROLL CALL

- Mr. Connell
- Mr. Gautier
- Mr. Cabuhat
- Mrs. Pfannen

Also present Mr. Volpe, Ms. August, Councilman Rivera and Mrs. Williams.
Mr. Connell appointed Mrs. Williams as Temporary Chairperson.

Mrs. Williams opened the floor for nominations for the office of President. Nomination was made by Mr. Gautier that Mr. Connell be elected President. There being no further nomination, on a motion by Mr. Gautier, seconded by Mrs. Pfannen and carried, the nominations for the office of President was closed.

Mrs. Williams opened the floor for nomination for the office of Vice President. Nomination was made by Mr. Cabuhat that Mr. Gautier be elected Vice President. There being no further nomination, on a motion by Mr. Cabuhat, seconded by Mr. Connell and carried, the nominations for the office of Vice-President was closed.

Mrs. Williams opened the floor for nomination for the office of Secretary. Nomination was made by Mr. Cabuhat that Mrs. Pfannen be elected Secretary. There being no further nomination, on a motion by Mr. Cabuhat, seconded by Mr. Gautier and carried, the nominations for the office of Secretary was closed.

A motion was made by Mr. Gautier, seconded by Mrs. Pfannen and carried that the Temporary Chairperson cast one vote for election. Mrs. Williams cast the vote. The chair was then turned over to President Connell.

Mr. Connell made the following committee appointments:

Legal & Finance	Mr. Connell
Medical	Mr. Cabuhat
Personnel	Board of Health
Publicity	Mr. Volpe
Liaison to Mayor & Council	Board of Health
Legislative & Regulatory	Mr. Volpe
Liaison to Public Health Associations	Mr. Volpe

Mr. Gautier offered a Resolution, seconded by Mrs. Pfannen as follows:

BE IT RESOLVED by the Board of Health of the Borough of Bergenfield, that the meetings of the Board of Health for the year 2016 will be held on the following dates at 7:00PM.

January 12th	July – No Meeting
February 9th	August - No Meeting
March 8th	September 13 th
April 12 th	October 11 th
May 10 th	November 8th
June 14 ^h	December 13 th

Mr. Connell offered a Resolution, seconded by Mrs. Pfannen as follows:

BE IT RESOLVED by the Board of Health of the Borough of Bergenfield, that the following media be designated by the Board of Health to receive meeting notices.

The Record
TwinBoro News
Cablevision of New Jersey

There being nothing further to come before the Board, on a motion by Mr. Gautier, seconded by Mrs. Pfannen and carried, the meeting was adjourned at 8:05PM.

Respectfully submitted,

Felicia Williams, CMR

Felicia Williams
Registrar Vital Statistics