

The meeting was called to order at 7:03PM

Vice-President Gautier stated that notice of monthly meetings 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-Abs.  
Mr. Gautier  
Mr. Cabuhat  
Mrs. Pfannen

Also present Mr. Volpe, Mr. Yosmary, Mrs. Williams and Councilman Rivera.

### OPEN HEARING

There being no one present who wished to be heard, on a motion by Mr. Gautier seconded by Mrs. Pfannen 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 January 2016 be accepted as written.

### BILLS TO BE PAID

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

Munidex	596.00
Nat. Registry Food Safety	448.00
N.J.E.H.A.	315.00

The following bills were signed by Mr. Connell in the office on 1/26/16

Dr. Rothenberg	1,750.00
P. August	218.00
BC H.O. Society	30.00

### REPORTS

#### Legal and Finance

No Report due to Mr. Connell being absent.

**Medical**

Mr. Cabuhat reported that he had some articles related to the Zika virus and questioned whether we were keeping track of people in our area who are traveling. Mr. Volpe stated we are in communication with the State of New Jersey and the epidemiologist. They direct us on the surveillance.

Mr. Cabuhat also submitted an article regarding "Guillain-Barre Syndrome.

**Personnel**

Mr. Volpe reported that a new Board Member has not been appointed at this juncture. He stated that the two candidates will be interviewed by the Council soon and a decision will be made.

**Publicity**

1. An article in the Twin-Boro News advertising the Board of Health meeting.
2. A picture of the CHC bulletin board decorated by a volunteer Paramus Catholic sophomore student was advertised in the "Daily Voice.

**Liaison To Mayor & Council**

"Progress"

**Legislature & Regulatory**

Mr. Volpe reported on NJSA4:19-15.15; Making the canvass of all dogs optional. He stated we may continue to conduct them for Bergenfield since they have proven to be effective in licensing more dogs/cats and we have the funds.

**Liaison to Public Health Associations**

Mr. Volpe reported "Progress."

**Written Reports of the Department**

A motion was made by Mr. Gautier seconded by Mrs. Pfannen and carried that the written January 2016 and the Annual reports for 2015 of the Department be accepted as written.

Mr. Volpe stated that at the last department head meeting he spoke on the PWA issue as reported on his monthly report. He stated they will take his presentation under advisement.

**CORRESPONDENCE**

1. A memo from Mr. Volpe to Mr. Gallo regarding on-going problems at 381 So. Prospect.
2. Congratulations to Ms. August on being re-elected as President to the New Jersey State Nurses Association (NJSNA)

**UNFINISHED BUSINESS**

**1. Salary & Wages Resolution**

Mr. Volpe reported that Mr. Connell met with Mr. Gallo to discuss the salary & wages of the Board of Health Employees. Mr. Volpe stated that they agreed to give up longevity and have it rolled into their base salary along with an increase. After a brief discussion, it was the decision of the Board to pass the Salary & Wages resolution.

A salary resolution was offered by Mrs. Pfannen, seconded by Mr. Gautier as follows:  
**BE IT RESOLVED**, by the Board of Health of the Borough of Bergenfield that the compensation during 01/01/2016-12/31/2016 of the officers and employees in Classified Service (Civil Service) be and the same is hereby amended, fixed and determined as follows (35 hours week):

	<u>1/1/15-12/31/15</u>	<u>1/1/16-12/31/16</u>
HEALTH OFFICER .....	\$83,916.62	91,929.95
SR. REG. ENVIR. HEALTH SPECLT .....	69,185.22	75,920.04
PUBLIC HEALTH NURSE SUPERVISOR ...	59,704.53	62,301.58
RGTR OF VTL. STATISTICS (TYPING) .....	39,105.33	41,869.54
CLERK/TYPIST .....	32,826.23	35,011.02
MEDICAL CONSULTANT .....	10,000.00	10,000.00
GRAD. NURSE-PBLC HEALTH.....	31.00/hr. (23 hrs/wk)	
(PER DIEM)	(\$37,076.00)	37,076.00
<b>TOTAL</b>	<b>331,813.93</b>	<b>354,108.13</b>
OVERTIME	2,731.82	2,731.82

**BE IT FURTHER RESOLVED** that the above stated compensation shall be effective January 1, 2016.

**NEW BUSINESS**

**1. Resolution to Amend Personnel Policy Manual**

Mr. Volpe reported that the Personnel Policy Manual has to be amended to reflect the changes made to the longevity.

Mrs. Pfannen offered the following resolution, seconded by Mr. Cabuhat.

**BE IT RESOLVED** that the Board of Health of the Borough of Bergenfield has reviewed and revised the Health Department Personnel Policies Manual and made the following changes:

**LONGEVITY**

[a. In addition to his established annual salary, each regular full time officer or employee shall receive longevity compensation commencing from the completion of five years of continued service for the Board of Health. Said longevity compensation shall be paid during the years and in the percentages based on such officer's or employee's salary, as set forth in the following schedule.

<u>Years of Service</u>	<u>Percentage</u>
6 to 8	1%
9 to 11	2%
12 to 14	3%

15 to 17	4%
18 to 20	5%
21 to 23	6%
24 and thereafter	8%

- b. Said longevity compensation shall be paid at the same time as the salary installment for each employee are paid.
- c. Employees hired on or after July 1, 2011 shall not be entitled to longevity.]
- a. Effective February 9, 2016, longevity is rolled into the base pay of current employees and hereafter eliminated.

*\*Items bracketed thus [...] are to be deleted, underlined items are new.*

## 2. Email Monthly Reports

Mr. Volpe reported that Mr. Gallo; Borough Administrator has requested to have his monthly reports sent to him electronically. Mr. Volpe asked the Board if they were interested in having the reports emailed to them also. After a brief discussion, it was the decision of the Board to continue receiving the hard copy.

## VERBAL COMMUNICATION

Mr. Volpe reported on some topics discussed at the Department Head meeting. These include but are not limited to PSE&G repairing roads in Bergenfield, June 5<sup>th</sup> Family fun day, Bergenfield being the 5<sup>th</sup> safest town in the United States & water infiltration into the sewerage system.

A brief discussion took place regarding the new system for garbage pickup; trucks with a mechanical arm to pick up garbage barrels placed curbside. Councilman Rivera stated that the new process will not result in layoffs. Laborers will be reallocated to perform other tasks. Councilman Rivera also stated that the new system will start in the Spring in Quadrant 3.

Mr. Volpe reported that Ms. August is renewing contracts for the intern programs.

Mrs. Pfannen asked Mr. Volpe if he had any information on the "Suicide Aware Walk." Mr. Volpe stated that he attended a Municipal Drug alliance meeting and gave all the information to Mike Merlo.

Mr. Volpe stated that any Bergenfield resident that requires medical assistance but doesn't have health care can contact Ms. August at the Health Department. She will assist them in getting the medical attention they need.

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 7:55PM.

Respectfully submitted,

*Felicia Williams, CMR*

Felicia Williams  
Registrar Vital Statistics