

**MINUTES**  
Reorganization Meeting  
Northvale Board of Health  
January 10, 2019  
7:30 PM

**CALL THE MEETING TO ORDER**

Mrs. Hunkin called the meeting to order at 7:30 PM in the Board of Health meeting room located on the second floor of the Municipal Building at 116 Paris Avenue, Northvale, New Jersey 07647.

**STATEMENT**

Mrs. Hunkin read the “Sunshine Statement” into the record as follows:

*“This is a Reorganization Meeting of the Board of Health of the Borough of Northvale. The date, time and location of this meeting has been advertised in the official newspaper of the Borough, filed with the Borough Clerk, and posted in the Borough Hall. All notice requirements of the Open Public Meetings Act for this meeting have been fulfilled. Please note the fire exits as required by law at public meetings. This is a no smoking facility.”*

**Mayor Marana administered the Oath of Office to:**

Debbie Visconi  
Kathleen Ward  
David Levine

**BOARD OF HEALTH MEMBERS TERMS**

Patrice Hunkin term ending	12/31/2020
David Levine term ending	12/31/2021
Kathy Uglione term ending	12/31/2020
Debbie Visconi term ending	12/31/2021
Kathleen Ward term ending	12/31/2021

**ROLL CALL**

Mrs. Hunkin, Dr. Levine, Mrs. Visconi, and Mrs. Ward were present. Mrs. Uglione was not present.

Also present: Mayor Patrick Marana, Linda Quinn, Principal Sanitary Inspector, Billy Guyt, Pest Control Officer, Frances Weston, Board of Health Secretary

**ELECTION OF PRESIDENT AND VICE PRESIDENT**

Mrs. Hunkin made a motion to nominate Mrs. Visconi as President of the Board of Health. Dr. Levine seconded the motion. All were in favor.

Mrs. Visconi made a motion to nominate Mrs. Hunkin as Vice President of the Board of Health. Mrs. Ward seconded the motion. All were in favor.

## APPROVAL OF MINUTES

On a motion made by Mrs. Hunkin, seconded by Dr. Levine. Mrs. Hunkin, Dr. Levine, and Mrs. Visconi were in favor. Mrs. Ward abstained.

## Approve Meeting Dates for 2019

On a motion made by Mrs. Hunkin, seconded by Mrs. Ward all were in favor to approve the meeting dates for 2019 as follows: Jan. 10, March 7, June 13, October 3.

## APPOINTMENTS

On a motion made by Mrs. Ward, seconded by Mrs. Hunkin all were in favor to approve the following appointments:

TYCO Animal Control Services as Animal Warden for a one year term ending 12/31/19.  
William Guyt as Pest Control Officer for a one year term ending 12/31/19.

## CORRESPONDENCE

### 1. Immunization Audit Report

Re: Northvale Public School

### 2. Department of Environmental Protection

Re: 210 Henmarken Drive

## RESOLUTIONS

### **#2019-01 Authorize the Northvale Board of Health President to sign the 2019 Contract for TYCO Animal Control Services**

On a motion made by Mrs. Ward, seconded by Mrs. Hunkin all were in favor to authorize the Board of Health President to sign the 2019 Contract for TYCO Animal Control Services.

### **#2019-02 Authorize the Northvale Board of Health President to sign the 2019 Contract with Hillsdale for Child Health Conferences**

On a motion made by Mrs. Hunkin, seconded by Mrs. Ward all were in favor to authorize the Board of Health President to sign the 2019 Contract with Hillsdale for Child Health Conferences.

## 2018 REVENUE COLLECTED

Food Establishment License Fees	\$16,125.00
Death Certificate Fees	\$17,180.00
Birth Certificate Fees	\$ 10.00
Marriage Certificate Fees	\$ 1,116.00
Pet Licensing	\$ 5,458.00
Late Fees (Dogs and Cats)	\$ 175.00
<b>TOTAL</b>	<b>\$40,064.00</b>

## **PAYMENT OF BILLS**

Ratify and approve all bills paid between September 28, 2018 and December 31, 2018.

<b>Office Concepts Group</b> Copy Paper	<b>\$62.87</b>
<b>Frances Weston</b> Reimbursement – Rabies Clinic	<b>\$20.00</b>
<b>RR Donnelly</b> Safety Paper	<b>\$31.50</b>
<b>Dr. Stefanie Simon</b> Rabies Clinic	<b>\$150.00</b>
<b>Hillsdale Board of Health</b> Child Health Conference Sept/Oct/Nov	<b>\$140.00</b>
<b>ShopRite of Northvale</b> Flu Shots for Borough Employees	<b>\$525.00</b>
<b>ShopRite of Northvale</b> Flu Shots for School Employees	<b>\$450.00</b>
<b>Bergen County Dept of Health</b> Bloodborne Pathogen Training	<b>\$18.00</b>
<b>Munidex</b> Health Dept Software Support	<b>\$1,052.00</b>
<b>Bergen County Dept of Health</b> Final Payment Health Contract	<b>\$13,326.31</b>
<b>TYCO Animal Control</b> (Sept., Oct., Nov.)	<b>\$1,650.00</b>
<b>NJ Department of Health</b> Animal License Fee (Sept.,Oct.)	<b>\$6.00</b>

On a motion made by Mrs. Hunkin, seconded by Mrs. Ward all were in favor to ratify and approve all bills paid between September 28, 2018 and December 31, 2018.

## **OPEN TO PUBLIC**

Mrs. Visconi opened the meeting to the public. There being no comments from the public, Mrs. Visconi closed the meeting to the public.

## **SECRETARY'S REPORT**

Mrs. Weston reported that all Food License Renewal Letters for 2019 have been mailed out. There have been 50 licenses renewed, still waiting for 15 more. Also, all dog/cat renewals have been mailed. There were 387 dog and 41 cat renewals mailed out. So far 115 Dog Licenses and 15 Cat Licenses have been renewed. The next meeting will be March 7<sup>th</sup> at 7:30 PM.

## **REPORTS**

### **Nurse's Reports – September,October,November,December**

On a motion made by Mrs. Ward, seconded by Mrs. Hunkin all were in favor to accept the Nurse's Reports for September, October, November and December.

### **Pest Control Officer's Report**

Mr. Guyt reported that there have been no complaints.

On a motion made by Mrs. Ward, seconded by Mrs. Hunkin all were in favor to accept the Pest Control Officer's Report.

### **Health Officer's Report – September,October,November,December**

Mrs. Quinn reported that there is a new Wellness Center coming in on Pegasus Avenue. She also reported on the Paris Avenue chicken complaint. The Board members wanted to know how to get this problem remedied. Mrs. Quinn explained that they are waiting for a court date.

On a motion made by Mrs. Ward, seconded by Mrs. Hunkin all were in favor to accept the Health Officer's Report.

### **Animal Control Officer's Report – September,October,November,December**

On a motion made by Mrs. Ward, seconded by Mrs. Hunkin all were in favor to accept the Animal Control Officer's Reports for September, October, November, and December.

## **COUNCIL MEMBER REPORT**

Since Councilman Small was unable to attend, there was no report.

## **BOARD MEMBERS COMMENTS**

The Board members welcomed Mrs. Ward to the Board.

## **ADJOURNMENT**

On a motion made by Mrs. Hunkin, seconded by Mrs. Ward all were in favor to adjourn the meeting at 8:05 PM.

Respectfully Submitted,

Frances Weston  
Board of Health Secretary

Approved: March 7, 2019