

CARTERET BOARD OF HEALTH
REORGANIZATION MEETING

January 14, 2008

Thomas Sica called meeting to order at 6:10 p.m. Notice mailed to newspapers and posted on bulletin board according to Open Public Meeting Act. Pledge Allegiance to the flag.

Yolanda Delgado, Vice President, now presiding, asked for a Roll Call:

Thomas Sica
Yolanda Delgado
Mary Ann Chubenko
Susan Naples.....absent
Barbara Bohanek
Linda Kimball.....excused

George J. Otlowski, Jr., Attorney
Ellen K. Ransdell
Diane Kish
Owen Ravino

Yolanda Delgado requested a motion to accept minutes of meeting held on Nov. 5, 2007. Motion made by Thomas Sica and seconded by Barbara Bohanek. All in favor.

REORGANIZATION: Vice President Delgado requested nominations and motion to elect President. Barbara Bohanek made motion to nominate Thomas Sica for President. Motion seconded by Mary Ann Chubenko. Roll call taken; all in favor.

President Sica, now presiding, requested nominations and motion for Vice President. Barbara Bohanek made motion to nominate Yolanda Delgado as Vice President; seconded by Thomas Sica. Roll taken; all in favor.

President Sica requested motion to elect Secretary. Thomas Sica made motion to elect Mary Ann Chubenko as Secretary; seconded by Barbara Bohanek. Roll call taken; all in favor.

Appointments: President Sica made motion to appoint George Otlowski, Jr., as Board of Health Attorney; seconded by Barbara Bohanek. Roll call taken. All were in favor.

<u>Committee Appointments</u> :	Clinics and Health	-	Yolanda Delgado
	Rabies Control	-	Thomas Sica
	Nuisance	-	Linda Kimball
	Housing and Industrial	-	Barbara Bohanek
	Food and Food Handlers	-	Susan Naples
	Weeds	-	Thomas Sica

COMMUNICATIONS: #1 Valley National Bank Statement, Oct. 31, 2007, Soldiers & Sailors Memorial Trust Fund
#2 Valley National Bank Statement, Nov. 30, 2007, Soldiers & Sailors Memorial Trust Fund. Also added in was December statement, which was received after agenda typed.

President Sica asked Attorney Otlowski to petition the Court to change Valley National as the trustee. Mr. Sica explained that he has been asking for information concerning certain bonds in the account for the last three and one-half months. Now all of a sudden we gained

\$124,000 in cash and lost \$100,000 in bonds that were supposed to be rolled on the 28th of December. He thought according to the trust we were suppose to have so much money in treasuries. Attorney asked what bank would he move the money to? Mr. Sica did not know yet. He did speak to Borough attorney, Mr. Bergen and told Mr. Otlowski that when he filed petition to change the trustee that the Borough will file with us. Mr. Sica directed Mr. Otlowski to talk to Bob Bergen. Mr. Otlowski stated he would like to tell the Court which bank we would like to use. We can't get rid of them until we have someone else. Mr. Sica answered to tell them Northfork Bank in Carteret. Mr. Sica is going to have a meeting with them soon. Linda Kimball works there and will sit in on the meeting with their Trust Dept. Bank has sole discretion of the money. We should be entitled to know what's happening and when the bank sells something. Mr. Otlowski stated the reasons for change would be better services, notice before investments are made and using a local Carteret bank so community can derive some benefits. Mr. Sica asked for a motion. Motion made by Yolanda Delgado and seconded by Barbara Bohanek. Roll call taken; all in favor.

COMMITTEE REPORTS: President Sica made a motion that the three months of reports be accepted; seconded by Barbara Bohanek. He asked Board members to review and if they have any concerns to bring it up at next meeting.

EMPLOYEE REPORTS: Ellen K. Ransdell, Director:

Would like to set up Soldiers and Sailors Clinics for 2008: Blood Screening, Mammogram, Clinical Breast Exam, Melanoma, Osteoporosis, Podiatry, Eye, Hearing and Pulmonary Lung Functions. Mrs. Ransdell asked Board members if they would like to introduce any new clinics. Mr. Sica asked what funds are currently available. Mrs. Kish said \$2,000 in the checkbook and \$2,000 in the money market. She would call bank for additional funds when needed. Yolanda Delgado made motion to continue clinics same as last year; seconded by Thomas Sica. Roll call taken; all in favor.

Mrs. Ransdell inspected the Community Senior Center due to numerous complaints. Referred this matter to Mr. Ravino and problem was taken care of. Explained situation to Board and discussed outcome.

Inspected MCEOC, 33 Terminal Ave. on 12/18/07, with Mr. Ravino and First Dept. due to fire code violations. Establishment was closed and just recently reopened. Mr. Ravino reinspected and gave them a satisfactory once Fire Dept. approved.

Mrs. Ransdell inspected and closed Carteret High School due to no water—pipe burst. Reopened the next day.

Received letter from Jane, Senior bus driver, who will return to work on January 21, 2008.

Investigated complaint of head lice at Columbus School. Only two children from the same family had head lice and they were excluded from school until problem was corrected. Discussed matter at length.

Fire at DK Dollar Store, 777 Roosevelt Ave. Store was closed. There is a persistent rodent problem and management was advised to obtain licensed exterminator before store could be reopened.

Investigated no heat/hot water complaint at 32 Pershing Ave. Spoke to owner who explained the problem was due to a broken thermostat. Tenant responsible for the broken equipment. Abated.

Concerning immunization records for daycare centers, they are checked by the State Department of Health.

Mrs. Ransdell put together an informational seminar for the seniors scheduled for January 28, 2008 at 11:30 A.M. at 100 Cooke Ave. Topics will include Emergency Preparedness, Medicare Part D enrollment, Life Alert Emergency Response System and Medicare fraud, waste and abuse.

Will be interviewing an Easter Seals person for Office on Aging on Tuesday, January 15, 2008, to answer phone and take messages only.

Since Board of Health also is over Environmental Commission, Mrs. Ransdell received information on 2007 Green Community Grant for the Community Forestry Management Plan in the amount of \$3,000. Information forwarded to Bob Bergen for a resolution for Mayor's signature.

An administrative review was completed for the Summer Nutrition Program on 12/3/07. Paperwork was in order; but, \$1,055.07 must be returned to the State from the Borough. We were advanced funds; however, attendance was poor and money is owed State.

Received contract for Crafts with Valerie which is the same as last year. This program is well attended along with the exercise program.

Received letter from Carteret Office for the Disabled concerning 24th Annual Carteret Disabilities Awareness Day on Sunday, 3/2/08 from noon to 4 p.m. If any Board member is interested in attending we can put together literature.

Diane Kish, Administrative Assistant:

Reviewed December 2007 requisitions. Under Board of Health Other Expenses Rodent Control \$120. We will no longer have need for rodent control contract. Under Dog Trust: ordered envelopes, mobile truck stickers and safety paper for licensing from Printer +3 in the amount of \$183; Misc. office supplies from Canton for \$189.37; and, George Psaltis picked up two dead cats and 5 wildlife for \$215.00 Under Older American Act \$484.00 to Stewart Business for copier maintenance. For the Year spent \$82,991.08 under Other Expenses, \$4,422.14 under Dog Trust Account, \$4,246.73 under Sr. Transportation; and \$1,917.11 under Office on Aging.

Under General Fees licenses we issued 209 licenses and took in \$17,145.35.

Mrs. Kish reported that \$1,363 was taken in December, 2007 for Vital Statistics: Check given to Borough for \$1,223. For the Year: Borough received \$17,581 in Vital Statistics fees and State \$4,475 for marriages and \$320 for burial permits.

Mrs. Kish distributed preliminary accounting of Soldiers and Sailors expenses for 2007: clinic, administrative expenses and ambulance.

Mrs. Ransdell advised Board that a Year End report for Soldiers and Sailors clinics was included in the December package for Board's review.

Owen Ravino, SREHS:

There were 33 food inspections done, including schools in Carteret, that were Satisfactory. Golden Palace was given a Conditional and reinspected OK. Hong Kong Restaurant was closed for five days and owner brought to an administrative hearing at the County main office and warned if he was closed again he would lose his Retail Food license. Mr. Sica asked if they were fined. Mr. Ravino stated he had issued three summons over a period of three years and total fines were \$3,000.

Mia's Spanish Restaurant on Washington Ave. went out of business. New barber shop on Washington Ave. called "Who's Next" was inspected. A new Asian products food store opened at Plaza 12. All merchants at Plaza 12 were given letters to keep dumpster area in order or summons will be issued. Mr. Sica complained that his fence was hit by dumpster company again. He was tired of straightening that fence.

There was a lot of concrete at the entrance of ShopRite plaza. Material cleaned up by ShopRite.

We lost court case about stray cats at 105 Coolidge Ave. on a technicality because we had no ordinance that we could enforce on private property. We have it now. Mr. Sica questioned who sets the fines—does the Court? Mrs. Ransdell answered that fines are listed in our ordinance. Mr. Ravino recommends fines to be set during court and Judge accepts or rejects his recommendation. Mr. Sica commented that fines in ordinance should be reviewed and possibly amended to greater amounts.

Mrs. Ransdell asked if we will continue the Crafts program with Valerie. Mr. Sica stated yes. She will check with County to see how much money they will allot us under Older Americans Act for exercise and craft classes before signing any contracts. They have still not sent us any information.

Mr. Sica asked Mr. Otlowski if he had any report. Mr. Otlowski stated nothing to report at present.

OLD BUSINESS:

#1 Ordinance H07-1 Article VI, 600.1 "Grass, Weeds, Brush & Debris" Mr. Sica explained the ordinance specifically gives height of weeds or plant growth. Ordinance reviewed and discussed. Motions to open and close to public made by Yolanda Delgado and seconded by Barbara Bohanek. No public present. President Sica asked for motion to pass Ordinance H07-1 on second reading. Motion to adopt made by Barbara Bohanek and seconded by Yolanda Delgado. Roll call taken; all in favor.

#2 Ordinance H07-2 Article XXVII, 2700.3(L)1,2,3 "Licensing of Cats" – Mr. Sica explained that this will cover everything pertaining to cats. Sections include Maintenance and Supervision of Cats; Running at Large; and Leash law. Amendment is very specific and will assist in Court cases. Mr. Otlowski included specifics pertaining to "Maintenance and Supervision of Cats: No person owning, harboring, keeping or in charge of any cat shall cause, suffer, or allow such cat to soil, defile, defecate on or commit any nuisance on any common thoroughfare, sidewalk, passageway, bypath, play area, park, school ground, or any space where the public congregate or walk or upon any public property or place whatsoever or upon any private property, other than the cat owner's single or two-family primary residents."

Thomas Sica made motion to open and close meeting to public; seconded by Barbara Bohanek. No public present.

Mr. Sica asked for motion to adopt. Barbara Bohanek made motion to adopt Ordinance H07-2, Licensing of Cats, seconded by Yolanda Delgado. Roll call taken; all in favor.

NEW BUSINESS: None. Yolanda Delgado asked if we had a working budget. Mr. Sica explained we are presently under a temporary budget. Mrs. Kish said that requests were submitted for 2008. Mr. Sica asked personnel if any paperwork had come through for evaluations of employees for raises. Mr. Ransdell stated no one in Borough has yet to receive anything.

PUBLIC PORTION: Mr. Sica asked for motion to open meeting to public. Motion made by Yolanda Delgado and seconded by Mary Ann Chubenko to open and close meeting to public. No public present. All in favor.

ADJOURNMENT: Meeting closed at 6:50 p.m. on motion made by Yolanda Delgado and seconded by Barbara Bohanek. All in favor. Next regular meeting scheduled for Monday, February 11, 2008 at 6 p.m. Discussed Sunshine Law. Letter to be sent to paper monthly.

Respectfully submitted,



Mary Ann Chubenko
Secretary

MAC/dk

