

# **REGULAR MEETING OF THE OAKLAND BOARD OF HEALTH**

**November 20, 2018 - 7:30 p.m.**

**Conference Room - Municipal Building, Municipal Plaza, Oakland, NJ**

## **REGULAR BUSINESS**

### **CALL TO ORDER**

Mr. LaForgia called the meeting to order at 7:36 PM.

Roll Call: Ms. Ashkenazi, Mr. Ashkenazi, Mr. LaForgia, Mr. Provenzale

### **Absent Members**

Mr. Tiffinger was absent due to an injury he had sustained, Mr. Talucci was absent due to a meeting conflict and Ms. West was absent due to a family commitment.

On motion of Mr. Provenzale, seconded by Ms. Ashkenazi, the absent members were excused.

### **Others Present**

Board of Health Attorney Thomas J. Romans, Senior REHS Kristin Caperino,

### **MEETING ANNOUNCEMENT**

Mr. LaForgia read the meeting announcement: This meeting is being held in accordance with the regulations of the Public Meetings Law, notices of which were sent to The Record, Suburban Trends and any other persons requesting same.

### **ADOPTION OF MINUTES**

The Board reviewed the October minutes.

On motion of Mr. Provenzale, seconded by Ms. Ashkenazi, the minutes were adopted.

Roll Call: All Yeas – Ms. Ashkanazi, Mr. Ashkeanzi, Mr. LaForgia, Mr. Provenzale,

### **REVIEW REPORTS**

The Board reviewed the following reports:

- BCDHS Public Health Nursing Activity & CDRSS Reports – October
- REHS' Monthly Report & Summaries – October
- Tyco Animal Control Report – October
- Secretary's/Registrar's Report – October

The Board questioned the low compliance rates documented in several School Immunization Audit Reports and how to interpret some of the information. Ms. Dubowick will reach out to the County's Public Health Nursing staff to find out how to interpret some of the information contained in the reports.

On motion of Mr. Provenzale, seconded by Mr. Ashkenazi, the reports were accepted.

Roll Call: All Yeas – Ms. Ashkanazi, Mr. Ashkeanzi, Mr. LaForgia, Mr. Provenzale,

**PAYMENT OF BILLS**

The Board reviewed the following bills:

<b>10/17/2018 – Bergen County Department of Health Services</b> (Health Officer Coverage and REHS Non-septic services for 7/1/2018 – 12/31/2018, per 2016-2020 Shared Svcs. Agreement)	<b>\$25,168.54</b>
<b>10/31/2018- Abby Glen Pet Memorial Park</b> (Cremate 130 lbs. of animal carcasses)	<b>\$ 91.00</b>
<b>11/01/2018 – Tyco Animal Control</b> (October 2018 Monthly Animal Control Services, per Contract)	<b>\$ 1,275.00</b>
<b>11/01/2018 – Tyco Animal Control</b> (October Emergency Responses (3), per Contract)	<b>\$ 180.00</b>
<b>11/20//2018 – Thomas J. Romans, Esq.</b> (Retainer due for attending 11/20/2018 BOH Meeting, per Contract)	<b>\$ 243.75</b>

On motion of Mr. Provenzale, seconded by Mr. LaForgia, the bills were approved for payment.

Roll Call: All Yeas – Ms. Ashkenazi, Mr. Ashkenazi, Mr. LaForgia, Mr. Provenzale

**UNFINISHED BUSINESS**

**No unfinished business.**

**NEW BUSINESS**

**2019 BUDGET**

Ms. Dubowick reported that after doing a side-by-side comparison of 2017's septic activity with 2018's activity which could not be done until the end of October, it was discovered that septic revenue was down not due to fewer permits having being issued, as previously thought, but because more septic repairs were done in 2018 than septic alterations. Repair permit fees range from \$90 \$175 and alteration permit fees range from \$700 to \$800. Though permitting was running behind for a good part of the year, a recent surge in activity will most likely result in the number of permits issued matching the number issued in 2017.

A bill recently received from Bergen County Department of Health Services for REHS Septic Services slightly exceeded the number of hour provided during the same period last year. With septic activity being so robust in November, additional funds may need to be requested for that line item. Ms. Dubowick said she would bring this up during the budget meeting scheduled for Tuesday with Mr. Kunze.

The Board reviewed the proposed 2019 Board of Health Budget:

9-01-27-330-021 - Advertising:	\$2,000
9-01-27-330-028 – Professional Services	\$3,675
9-01-27-330-040 – Dues	\$75
9-01-27-330-042 – Professional Development	\$500
9-01-27-330-094 – Health Supplies	\$350

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9-01-27-330-135 - Blood-borne Pathogens	\$3,000
9-01-27-330-140 – Communicable Disease	\$1,500
9-01-27-330-160 – BCDHS Health Contract	\$148,500
9-01-27-330-170 – Animal Control	\$15,600

Mr. LaForgia brought up a subject previously discussed, i.e., posting health inspection reports on the website. Mr. LaForgia had shared with the Board a link to Pequannock's website which not only lists each restaurant in town but has an interactive map showing where each one is located. Each current inspection report as well as all previous reports are posted on the site. The Board thought the website was very informative. Mr. LaForgia said he liked the fact that the reports were all printed, unlike the hand-written reports received from Bergen County. He asked Inspector Caperino if the County has the ability to print out the reports. She said the County was doing printed reports when she was first hired but there were so many technical problems with the system they reverted back to writing then by hand. Ms. Dubowick said she would have to check to see if creating what Pequannock has on their site would be possible in Oakland. The other issue that came up was the amount of time it would require. Since a recent upgrade was done on the computer network, Ms. Dubowick said she has to minimize all the windows on her computer in order to upload a scanned document onto the website which takes much longer. Scanning hundreds of multiple-paged reports would require a significant amount of time.

Ms. Dubowick also mentioned that she is planning to retire sometime within the next year and a half and wants to be sure the transition goes as smoothly as possible. Ms. Dubowick said her 26 years of experience working in the Health Department enables her to answer many questions residents, realtors, engineers and potential buyers have about septic systems in town. Hiring someone new with no such knowledge will result in the REHS having to handle all of the questions Ms. Dubowick currently handles. This will not only reduce the amount of time the REHS can spend reviewing plans and conducting inspections, but will most likely result in an increase in the cost of REHS Septic Services, impacting the budget.

To prevent the REHS from becoming completely bogged down when Ms. Dubowick retires, she suggested that someone be hired early on, perhaps on a part-time basis, to gain as much septic knowledge as possible and the Board agreed. She said this person could also help post all of the inspection reports to the website. Ms. Dubowick said she would bring up the subject with Mr. Kunze during the budget meeting.

On motion of Ms. Ashkenazi, seconded by Mr. Ashkenazi, the Proposed 2019 Board of Health Budget was Approved for submission to the Borough Administrator.

Roll Call: All Yeas – Ms. Ashkenazi, Mr. Ashkenazi, Mr. LaForgia, Mr. Provenzale

### **TERM EXPIRATIONS**

It was reported that Mr. Talucci's and Mr. Provenzale's terms expire at the end of the year. Citizen Leadership Forms were e-mailed to both members for completion. Mr. Provenzale indicated he would like to be reappointed and had already returned his completed form which will be submitted to the Borough Clerk.

## **OTHER BUSINESS**

### **CAFÉ L'AMORE**

It was reported that no monthly progress report had been received from Café L'Amore in November. The Board decided against sending a letter to the owners of this establishment asking them to send back-up documentation to

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support their reports as the Agreement did not require it. It was agreed that the next inspection of the establishment will determine whether or not proper procedure is being followed.

**ADJOURNMENT**

On motion of Mr. Provenzale, seconded by Ms. Ashkenazi, the meeting was adjourned at 8:26 PM.

Roll Call: All Yeas – Ms. Ashkenazi, Mr. Ashkenazi, Mr. LaForgia, Mr. Provenzale

APPROVED:

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Brian LaForgia, Vice-President

ATTEST: \_\_\_\_\_  
Karin Kennedy Dubowick, Secretary

DATE: \_\_\_\_\_