

CLOSTER BOARD OF HEALTH  
CLOSTER, NEW JERSEY

SEPTEMBER 15, 2016

Mrs. Guile, President call the meeting to order at 7:30 P.M. and invited everyone to join in the Pledge of Allegiance.

PROVISIONS OF OPEN PUBLIC MEETINGS ACT

This meeting is called pursuant to the provisions of the Open Public Meetings Act of the State of New Jersey. Was included in the Notice of Meetings which was sent to the Record and published, posted on the Municipal Clerk's Bulletin Board and has remained continuously posted as required notice under the Statute. In addition, a copy of the notice is and has been available to the Public and is on file in the office of the Borough Clerk.

2. ROLL CALL

Mrs. Guile, President  
Mr. Neusch, Vice President  
Mrs. Buonomo  
Mr. Pontrelli  
Mrs. Park, RES  
Mrs. Caputo, Secretary/Licensing Official/Registrar

Not at the meeting:

Dr. Baron  
Mrs. Batool  
Mrs. Pierro ( away)  
Mrs. Chung, Council Liaison

3. APPROVAL OF MINUTES

Mrs. Guile asked if there were any corrections or additions to the minutes of the July 21, 2016 minutes. There being none, a motion was made by Mr. Neusch, seconded by Mr. Pontrelli to approve the minutes as presented. All in favor, so moved, motion carried.

4. CORRESPONDENCE

Mrs. Caputo reported that there was very little correspondence other than notices for unlicensed dogs and two OPRA requests. Most correspondence was generated through e-mail.

5. REPORTS

A. Health Officer

Mr. Yanovich's report was reviewed and found to be in order. Detailed report on file in the Health Department office.

B. Registered Environmental Health Specialist.

Ms.Park's report was reviewed and found to be in order. Detailed report on file in the Health Department office.

Discussed: Pre-opening inspections, summons issued to a resident for keeping chickens, Cold Stone Creamery, Closter Plaza.

C. Secretary/Licensing Official/Registrar

Mrs. Caputo's reports were reviewed and found to be in order. Detailed report on file in the Health Department office. She reported that there were five residents who still had not renewed their dog's license. In addition to phone calls made, a letter was sent advising that a second summons would be issued if not renewed by September 23<sup>rd</sup>. Cat licenses were coming in slowly, the work load in the office had increased significantly due to the new businesses opening in Phase One at Closter Plaza. She further reported that she sent out the July minutes which showed one of the problems she was having with her computer. An e-mail was received from the Business Administrator that Mr. Whitney would install her new computer the week of either 9/19 or 9/26.

D. Council Liaison

No report.

6. COMMITTEE REPORTS

D. Legal & Ordinance Review

Mr. Neusch reported that Ordinance No. 2016-1 would be adopted under Old Business. There were no other committee reports.

7. OLD BUSINESS

a. Adoption Ordinance No. 2016-1

Mrs. Guile reported that the next item on the agenda was adoption of Ordinance No. 2016-1.

A motion was made by Mr. Neusch, seconded by Mrs. Buonomo to adopt ordinance No. 2016-1 "AN ORDINANCE TO DETERMINE THE RATE, AMOUNT, SALARIES, WAGES AND COMPENSATION AND THE METHOD OF PAYMENT THEREOF TO PERSONS HOLDING CERTAIN OFFICES AND POSITIONS OF EMPLOYMENT IN THE BOARD OF HEALTH, BOROUGH OF CLOSTER, NEW JERSEY FOR THE YEARS 2016 AND 2017".

Roll call vote: All Members in attendance voted yes, motion carried.

Mrs. Caputo will advertise in the newspaper according to law.

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b. Resolution Setting salaries for 2016.

Mrs. Guile reported that the next item on the agenda was the resolution setting 2016 salaries for Board of Health employees. A motion was made by Mr. Neusch, seconded by Mr. Pontrelli to approve the Resolution. All in favor, so moved, motion carried.

8. NEW BUSINESS AND ANY OTHER MATTER THAT MAY COME BEFORE THIS BOARD

There was no new business

9. ADJOURN

A motion was made and seconded to adjourn the meeting at 8:15 P.M. All in favor, so moved, motion carried.

Elvira Testa Caputo  
Secretary