

AGENDA
EMERSON BOARD OF HEALTH
NOVEMBER 14, 2013

1. Roll Call: ER NA CB BA GW
2. Attendee: Municipal Clerk Carol Dray
3. In case of a fire, follow the Fire Exit sign above the door to the left of the Conference Room and exit calmly.
4. Acceptance of Minutes of October 10, 2013.
5. Financial Report for October.
6. Vital Statistics Report from Registrar for October.
7. Dog License Report for October.
8. Health Inspector's Report for October
9. Health Officer's Report for October
10. Public Health Nurse's Report for October
11. Council Liaison's verbal Report for October
12. Payment of Vouchers:
NJ State Department of Health 10/1/13 – 10/31/13 Dog License Report: \$25.20
13. OLD BUSINESS:
 - a. Communication from Municipal Clerk, re: Local Registrar
 - b. 2014 Agreement between Emerson and the Township of Washington
14. NEW BUSINESS:
 - a. 2014 Municipal Budget
15. Meeting Adjourned

THE REGULAR MEETING OF THE EMERSON BOARD OF HEALTH WAS HELD ON NOVEMBER 14, 2013 AT 7:30 P.M. IN THE CONFERENCE ROOM OF THE BOROUGH HALL.

These Minutes have not been formally approved by the Emerson Board of Health and are subject to change or modification at the next regular meeting at which time they will be adopted.

Roll Call: Mrs. E. Rizzo, Mrs. N. Argenzia, Mrs. C. Bischoff, Ms. B. Andrews, and Mrs. Whited. Also present was Daniel Levy, Health Officer; Board of Health liaison Danielle DiPaola; and Ms. P. Di Lello, Health Assistant. Public Health Nurse K. A. Hodges was absent, as her husband passed the previous Saturday.

Attendee: Municipal Clerk Carol Dray

Health Assistant notified the Board of Health members that in case of a fire follow the Fire Exit sign above the door to the left of the Conference Room and exit calmly.

The November 14, 2013 Board of Health meeting was called to order at 7:32 p.m. by Board of Health President Mrs. E. Rizzo.

Motion by Mrs. C. Bischoff, seconded by Ms. B. Andrews, that the Board of Health Minutes of October 10, 2013 be approved as written.

The Financial, Vital Statistics, and Dog Licensing reports for October were accepted as submitted.

The Health Inspector's report for September and October were accepted as submitted.

Health Officer Daniel Levy reported that the Emerson Golf Club received a Conditional rating for poor housekeeping. The establishment has been re-inspected and is Satisfactory.

The Health Officer's report for October were accepted as submitted.

Health Officer Daniel Levy reported that Rancho Cantina will be opening at the location of Gregory T's in December.

Health Officer Daniel Levy reported that he communicated with the owner of the proposed tattoo parlor requesting additional information. The health department requests a set of plans and two letters of recommendations from former employers. The tattoo artist needs to attend a bloodborne pathogens class and obtain a current certificate. An ordinance regulating the business will be drafted as soon as the requirements are met.

Health Officer Daniel Levy reported that thirty (30) dogs and ten (10) cats were immunized at Emerson's rabies clinic on November 2, 2013.

Municipal Clerk Carol Dray discussed the required position of a Local Registrar. Emerson's registrar retired in December 31, 2012, and the Municipal Clerk has been assuming the responsibilities as acting registrar. The Board of Health members have the authority to appoint a Local Registrar, and the registrar must appoint a deputy immediately. It was suggested that the deputy borough clerk become the Local Registrar and the Municipal Clerk would be the deputy registrar. The registrar class is an online Webinar and there is no fee or mileage cost. The course would take a few weeks to complete and a State test would have to be taken.

Board of Health President inquired about the salary. The Municipal Clerk responded that she is currently receiving \$5,000.00 annually. When the deputy borough clerk becomes Local Registrar, she will be receive \$5,000.00 and the deputy will not receive a salary.

Payment of Vouchers:

NJ State Department of Health 10/1/13 – 10/31/13 Dog License Report: \$25.20

OLD BUSINESS:

- a Communication from Municipal Clerk, re: Local Registrar.

The Board of Health members discussed having the deputy borough clerk as Local Registrar. The Board of Health liaison feels that the \$5,000.00 salary is too high, since the vital statistics position only brings in \$1,000.00 annually. The Board of Health members agreed that the salary for the Local Registrar should be \$2,500.00. Board of Health liaison suggests posting the position in the municipal job listing before asking individuals if they are interested.

- b. Motion by Mrs. C. Bischoff, Seconded by Ms. B. Andrews, that the 2014 agreement between Emerson and the Township of Washington be accepted with a 2% increase.

Roll Call: ER NA CB BA GW

NEW BUSINESS:

- a. 2014 Board of Health Budget.

The Board of Health members reviewed the 2014 Board of Health budget, and agreed that \$200.00 should be included in Medical Supplies, and \$5,000.00 should go toward two fireproof cabinets for the Registrar. The budget worksheet will be submitted to the Chief Financial Officer.

Having no further business to discuss, the meeting was adjourned at 9:20 p.m.

Respectfully submitted,

Margaret Di Lello

Margaret Di Lello
Health Assistant