

A regular meeting of the Bloomfield Board of Health, as established by public record in the Bloomfield Life and posted on the public bulletin board in the Municipal Building in January 2006, was called to order on June 21, 2006 at 6:19 p.m. in the Mayor's Conference Room in the Law Enforcement Building.

Roll Call by President James McLaughlin showed the following members to be present:

James McLaughlin, President  
Gloria Shorter, Vice President  
Lisa Jasinski, Board Member

Absent was Patricia Barker, Board Member and Councilwoman Dunigan, Council Liaison

Also present was Ellen Powley, President of FoBAS, Karen Lynch, OPEIU President, Trevor J. Weigle, Director, Jeff Sneddon, Animal Control Officer, Nancy Thompson, Animal Control Officer and Michele Nemeth, Sr. Clerk/Typist and other members of the public.

Minutes of the June 21, 2006 meeting were approved on a motion by G. Shorter and second by L. Jasinski.

President McLaughlin asked if any member of the public wished to be heard on a matter of public health. Karen Lynch, President, OPEIU requested to move the closed session item concerning Jeffrey Sneddon to the open session.

- Ms. Lynch addressed the Board regarding Jeff Sneddon's, ACO disciplinary action. She explained the kitten in question was brought to Mr. Sneddon's home. She explained that from May 30, 2006 through June 3, 2006 Mr. Sneddon attended a conference. He was on-call for Saturday, June 3, 2006 in which he did not respond to any of the calls since he was attending the conference. On May 25, 2006 under the instruction of Dr. Cameron he gave a dog a shot at the shelter.
- Ellen Powley, FoBAS explained the animal shelter's policy for fostering kittens. She explained there are thirty (30) kittens being fostered at this time. She explained Mr. Sneddon never informed her of his intentions to take the kitten home. Mr. Sneddon took a heater from the animal shelter. She called him, he never responded to the call and did not return the heater until Tuesday.

The May licenses were approved on a motion by G. Shorter and second by L. Jasinski.

The May communications were approved on a motion by G. Shorter and second by L. Jasinski.

The Director's June report was approved on a motion by L. Jasinski and second by G. Shorter.

The June Financial Report was approved on a motion by L. Jasinski and second by G. Shorter.

Council Liaison Report – no report due to absence.

A motion to approve the Managed Care of Feral Cats Ordinance on Second Reading was made by L. Jasinski and seconded by G. Shorter. All members in attendance voted "yes".

The Nutley Health Officer requested the Board revisit the provisions stated in the proposed animal control contract. The Board discussed to remove “or any other diseases” from the paragraph dealing with West Nile Virus. Nutley requested the ACOs pick-up specimens at the resident’s home, which are currently being picked-up at the Nutley Township Building. The Director will contact the Nutley Health Officer and report to the Board at the next meeting.

The Director reported the Health Department would receive a \$8,740 Pandemic Flu Planning Grant from NJDHSS. The Department will complete the application process.

The following Resolution was read:

**RESOLUTION**

**WHEREAS**, a vacancy presently exists in the position of Chief Sanitary Inspector within the Environmental Division of the Department of Health & Human Services, Township of Bloomfield; and

**WHEREAS**, the Board of Health of the Township of Bloomfield has determined that it is in the best interest of the Department and Township of Bloomfield to permanently fill this position in order to maintain efficiency and productivity in the Environmental and Animal Control Divisions; and

**WHEREAS**, Vincent Nicosia has performed in this position on an interim basis since July 3, 2005 and the Board has determined that it is in the best interest of the Department and Township of Bloomfield that Vincent Nicosia be permitted to continue to perform all of the duties and responsibilities required in the performance of that position on a permanent basis.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Health of The Township of Bloomfield, New Jersey that Vincent Nicosia of 50 Grissing Court, Cedar Grove, NJ be and is hereby promoted to Chief Sanitary Inspector effective July 3, 2006 at Step 4 of the 2005 salary range of that title as set forth in the salary ordinance of the Township of Bloomfield.

G. Shorter moved and L. Jasinski seconded the Resolution; all present voted “yes”.

**RESOLUTION**

**WHEREAS**, the Board of Health of the Township of Bloomfield has determined that there is a need to fill a current vacancy for a Sanitary Inspector within the Department of Health & Human Services; and

**WHEREAS**, Janet Ortiz has performed commendably in her position of Sanitary Inspector Trainee since September 26, 2005 and has obtained a valid license as a New Jersey Registered Environmental Health Specialist and is eligible for promotion to the title of Sanitary Inspector; and

**WHEREAS**, the Board of Health has determined that Janet Ortiz has complied with all of the requirements necessary for the performance of this position.

**NOW THEREFORE BE IT RESOLVED** by the Board of Health of the Township of Bloomfield that Janet Ortiz of 6 Rutgers Place, Bloomfield, New Jersey, be promoted to the Civil Service title of Sanitary Inspector effective July 3, 2006 at Step 1 of the 2005 salary range for that title as set forth in the salary ordinance of the Township of Bloomfield.

G. Shorter moved and L. Jasinski seconded the Resolution; all present voted “yes”.

A Resolution allowing the director to sign certain documents was deferred.

The Director explained and requested Table of Organization changes. The Director requested that the Board consider hiring two part-time nurses to fill the one full-time nurse position. He explained

the hiring of two part-time employees would allow more flexibility with scheduling and insurance coverage savings to the Township. He reported a retirement of an Administrative Secretary position as pending and announced the desire to hire two part-time clerical positions to replace the full-time Administrative Secretary position. The Board asked the Director to contact DOP regarding hiring a second position which may need to be “created”.

The Table of Organization Changes was approved on a motion and second by G. Shorter and second by L. Jasinski.

The following Ordinance was introduced on first reading:

**AN ORDINANCE TO AMEND THE CODE THE TOWNSHIP OF BLOOMFIELD BY ADDING A NEW CHAPTER 324, TO BE ENTITLED OFFICERS AND EMPLOYEES, WHICH CHAPTER PROVIDES FOR THE ORGANIZATION OF THE BOARD OF HEALTH, BOARD OF HEALTH PROCEDURES AND DEPARTMENT OF HEALTH & HUMAN SERVICES ORGANIZATION.**

**BE IT ORDAINED BY THE BOARD OF HEALTH OF THE TOWNSHP OF BLOOMFEILD AS FOLLOWS:**

**ARTICLE I, Title.**

**§ 324-1. Title.**

This chapter shall be known and may be cited as “Officers and Employees of the Board of Health of The Township of Bloomfield”

**ARTICLE II, Board of Health.**

**§ 324-2. Organization.**

The Board of Health shall organize annually in January and shall elect a President, Vice President and a Secretary and such other officers as the Board may deem necessary, all of whom shall hold office for one year.

**§ 324-3. Purpose.**

The Board of Health, a legally constituted body of the Township of Bloomfield, New Jersey, as authorized by N.J.S.A. 26:3-1 and Chapter 5, Administration of Government of the Code of the Township of Bloomfield shall exist as is required by such authority to pass, alter or amend ordinances and resolutions and make and modify rules and regulations pertaining to the health of the residents and occupants of this Municipality and to appoint officers and employees and establish appropriate policy and procedure for the Department of Health & Human Services.

**§ 324-4. Quorum and Meetings.**

- A. Regular Meetings. Regular meetings shall be held once per month as published in the newspaper of record for the township and posted on the public bulletin board in the Municipal Building located at 1 Municipal Plaza. The Board shall meet to determine and establish the rules of its own proceedings, to pass, promulgate, amend or adopt rules, regulations, orders, ordinances, bylaws and resolutions pertaining to the purposes and objectives of the Board as may be necessary to properly carry out the provisions of applicable state laws governing the powers and duties of local Boards of Health.
- B. Special Meetings. At the Discretion of the President of the Board or any three (3) members thereof, and with notice given in accordance with the Open Public Meetings Act and notice to each Board Member a Special Meeting may be called.
- C. Quorum. A quorum shall be necessary to conduct any official business of the Board. A quorum shall be three (3) members of the Board. In the case where there exists a vacancy on the Board, a majority of sitting members shall constitute a quorum.
- D. Order of Business. The order of business at the meetings of the Board shall be as follows:
  - (1) Call to Order
  - (2) Sunshine Law Statement
  - (3) Roll Call
  - (4) Approval of Minutes of the previous regular meeting and subsequent special meetings
  - (5) Public Comment
  - (6) Licenses
  - (7) Communications
  - (8) Reports
  - (9) Unfinished Business
  - (10) New Business
  - (11) Closed Session
  - (12) Adjournment

**§ 324-5. Duties of Officers of the Board of Health.**

- A. It shall be the duty of the President of the Board of Health to preside at all meetings of the Board and to perform all duties usually pertaining to this office.

- B. The Vice-President of the Board of Health shall perform all duties of the President in the absence or disability of the President.
- C. In the case that a quorum is present and neither the President nor Vice-President is present the remaining members shall take a vote to decide who shall preside.
- D. The Secretary of the Board shall keep minutes of all proceedings and record the same. In the absence or disability of the Secretary to the Board, an employee designated by the Health Officer shall perform the duties of the Secretary to the Board.

**ARTICLE III, Employees.**

**§ 324-6. Divisions, Titles and Employees.**

A. Chief Executive Officer. The Board shall appoint a full-time Health Officer to be its general agent for the enforcement of its ordinances and the sanitary laws of the State and act as its Chief Executive Officer in all matters of the Department of Health & Human Services. In addition the Health Officer shall be required to:

- (1) Unless otherwise excused from, attend all meetings of the Board of Health.
- (2) Prepare an annual budget for Board review and approval.
- (3) Function as custodian of official records of the Department and Board.
- (4) Complete and submit all reports or forms required of a Local Board of Health to any appropriate Federal, State or Local agency.
- (5) Inform the Board on all matters, instructions and notices necessary for the Board to carry out its legal responsibilities.
- (6) Act as the Board's agent as customary for Chief Executive Officers and Health Officers in all matters pertaining to the management of a Local Health Department and its personnel.
- (7) Oversee the Supervisors of each Division within the Department and employees who by the nature of their position do not have a Division Supervisor.
- (8) Report to the Board, on a monthly basis, major activities of the Department.

B. Administration Division. The Administration Division shall be responsible for the typical clerical and Vital Statistic responsibilities of a Local Health Department. The Administrative Division shall consist of the following titles:

- (1) One (1) full-time Registrar of Vital Statistics
- (2) One (1) full-time Administrative Secretary
- (3) One (1) full-time Senior Clerk Typist or Clerk Typist or Account Clerk/Typing
- (4) One (1) full-time Health Educator

C. Environmental Division. The Environmental Division shall be responsible for the typical sanitary protection responsibilities of a Local Health Department as referenced in the State Sanitary Code, The Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, The Code of The Township of Bloomfield and other appropriate State regulations and mandates. The Environmental Division shall consist of the following titles:

- (1) One (1) full-time Chief Sanitary Inspector who shall serve as the Environmental Division Supervisor.
- (2) Three (3) full-time Sanitary Inspectors
- (3) One (1) part-time Sanitary Inspector
- (4) Two (2) full-time Animal Control Officer
- (5) One (1) part-time Animal Control Officer
- (6) One (1) full-time Agency Aide

D. Human Services Division. The Human Services Division shall be responsible for clinical outpatient mental health services and community-based social work services. The Human Services Division shall consist of the following titles:

- (1) One (1) Clinical Social Work Supervisor or an equivalent New Jersey Civil Service title who shall serve as the Human Services Supervisor.
- (2) Two (2) full-time Social Work Specialists or equivalent New Jersey Civil Service title
- (3) One (1) part-time Social Work Specialist or equivalent New Jersey Civil Service title
- (4) One (1) full-time Social Services Assistant Typing

E. Public Health Nursing Division. The Public Health Nursing Division shall be responsible for community health nursing services typical of a Local Health Department as referenced in The Public Health Practice Standards of Performance for Local Boards of Health in New Jersey, The Code of The Township of Bloomfield and other appropriate State regulations and mandates. The Public Health Nursing Division shall consist of the following titles:

- (1) One (1) full-time Public Health Nurse Supervisor who shall serve as the Public Health Nursing Division Supervisor.
- (2) Two (2) full-time Public Health Nurses or Graduate Nurses
- (3) One (1) full-time Head Clinic Nurse or Public Health Nurse or Graduate Nurse
- (4) One (1) part-time Public Health Nurse or Graduate Nurse
- (5) One (1) full-time Clerk Typist

F. Legal Counsel. The Board may hire an attorney to act as legal advisor of the Board, attend its meetings, represent the Board or Department in litigation to which it may be a party and perform all such other legal services as may, from time to time, be required by the Board.

G. No individual may serve in a title requiring a State license or certification without having such a valid license or certification.

H. The Board may, at its discretion, appoint one or more part-time employees, not to exceed one full-time equivalent, to fill any of the full-time titles referenced in B, C, D, or E above.

- I. The Board may employ such other personnel as it may deem necessary, including technicians, inspectors, nurses, social workers and others on a permanent, temporary or contractual basis as necessary to carry out the powers vested in the Board by law. All personnel shall, where required, be appropriately licensed or certified.
- J. The Board shall fix the duties and compensation of every appointee of the Board.

**ARTICLE IV, General Provisions.**

**§ 324-6. Power to make rules and regulations and adopt and amend ordinances.**

The Board of Health may enact and amend health ordinances, and make and alter necessary rules and regulations in the execution of any power delegated to it or in the performance of any duty imposed upon it by law.

**§ 324-7. Hearings.**

Any person feeling aggrieved at the official action of the Board or any of its members or employees shall be entitled to a hearing during any regular meeting of the Board. In the event that the Board determines that additional time or further consideration is necessary, the Board in its sole discretion may adjourn and reschedule the meeting and/or hearing and conduct additional investigation and/or research or the like before making its final decision.

**§ 324-8. Inspection and Right of entry.**

A. Inspection of premises. The Board of Health, its agents and employees shall have the right to inspect any premises in the Township of Bloomfield if they have reason to believe that any provision of this chapter or any health related ordinance is being violated, or as part of a regular program of inspection.

B. Search warrant. If the owner or occupant of any premises refuses to permit entry for the purpose of inspection, the Board of Health may apply to the Municipal Judge for a search warrant. The application shall be based upon an affidavit setting forth that the inspection is part of a regular program of inspection or that conditions and circumstances provide a reasonable basis for believing that a nuisance or unsanitary or unhealthy condition exists on the premises. If the Judge is satisfied as to the matters set forth in the affidavit, he shall authorize the issuance of a search warrant permitting access to and inspection of the premises.

**§ 324-10. Severability.**

The provisions of this ordinance are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, sentences, clauses or part of this ordinance.

Second reading and public comment will be held in the Mayor’s Conference Room of the Law Enforcement Building at the next regularly scheduled Board of Health meeting as published in the Bloomfield Life. This Ordinance will become effective thirty (30) days from publication of this first reading and upon second and final reading.

A motion to approve “Chapter 324 – Officers & Employees” on First Reading was made by G. Shorter and seconded by L. Jasinski.

The Director provided the Board with the following information regarding Mr. Sneddon’s personnel issues. The Director stated Mr. Sneddon vaccinated a dog treated by Dr. Cameron. The Director explained Mr. Sneddon was given permission to take the dog to the doctor’s office but not to treat the animal. The Director informed the Board this is in violation of their agreement with FoBAS. The Director explained that no daily log sheet was filled out for these activities.

The Director reported Mr. Sneddon was given permission to attend a conference and no mention given dismissing his on-call duty. Mr. Sneddon was registered only for Thursday and Friday and not registered for NIMS on Saturday nor did he register on-site. The Director reported Mr. Sneddon did not provide information that he attended the conference on Saturday. The Director informed the Board he received no paperwork regarding the kitten. The Director also explained the ACOs receive formal training and should be aware of the statutes and policy. He informed the Board that Mr. Sneddon had a prior one-day suspension regarding a chicken complaint in which Mr. Sneddon should have responded but asked Mr. Broad to attend to. The Director recommended a minimum of a five (5) day suspension without pay. The suspension was approved on a motion by G. Shorter and second by L. Jasinski. All members present voted “yes”.

A motion to adjourn was made by G. Shorter and seconded by L. Jasinski. The meeting was adjourned at 7:17 p.m.

Respectfully Submitted,

Trevor J. Weigle, Director  
Secretary to the Board