

**Township of Bloomfield Board of Health
March 9, 2005 Meeting Minutes**

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 2005, was called to order on March 9, 2005 at 6:48 p.m. in the Mayor's Conference Room in the Law Enforcement Building.

Roll call by James Mc Laughlin showed the following members to be present:

James Mc Laughlin, President
Laura Papciak, Vice President
Patricia Barker, Board Member
Lisa Jasinski, Board Member

Board Member Lissette Figueroa was absent.

Also present were Trevor J. Weigle, Director and Dr. Ellen Powley, President of FoBAS.

The Board discussed how the minutes should reflect some decision or what is decided and/or if no decision made.

The January 12, 2005 and February 9, 2005 meetings minutes were passed on a motion by P. Barker and second by L. Jasinski.

President McLaughlin asked if there was anyone from the public wishing to comment. No one came forward.

Pending licenses were approved on a motion by P. Barker and second by L. Jasinski.

Communications were discussed

A discussion ensued in regarding volunteers working for the Department being covered on Township's liability insurance. As long as the volunteer is engaged in an official Township activity as deemed by the Township they are covered.

A discussion ensued of the Animal Shelter lease payment. The Township Administrator's response was to move forward with the inspection and license regardless of FoBAS paying the lease fee of \$3. Steve Martino stated that as of April 14, 2005 the Township will be paying the fines imposed.

The Director reported that on January 18, 2005 contract proposal was submitted to Montclair Township for Animal Control Services. The Township of Montclair wanted the contract to include total cost of overtime as opposed to paying overtime when it occurred. The Director has not heard back. The total contract is \$55,000, which includes \$10,000 for overtime. P. Barker requested a copy of the contract to review.

Donna Williams as Acting Nurse Supervisor which was corrected and effective August 2005 she will become Nurse Supervisor.

The Director clarified questions about individuals who receive Car Hire and explained there are contractual agreements for employees for use of their vehicle. The Director cut the Car Hire for all the unrepresented employees to help meet a 10% budget cut requested by the Administrator.

A question was asked of the Director if the Department was hiring. The Director explained that the Department was not hiring but a list of eligible employee's resulted in the hiring of J. Sneddon. The Director explained the hiring process with the State and Eligible's and that J. Sneddon is provisional.

Director reported on Static Job Information Change Forms from Part-time to Full-time in Nursing Division. One is a Clerk/Typist in the Health Dept-Room 111 and the New Hire's were both Nurses.

The Director reported a 10% budget cut, which included computer training and malpractice insurance. The Director reported the insurance company explained the Nurses and Social Worker's pay their own insurance and are reimbursed from the town budget because we are self-insured up to a certain amount and then the insurance kicks in.

A discussion ensued about other contractual items and concerns of meeting contractual obligations if cut. The Director one factor was recalibration of Lead-N-Paint Analyzer. A few years The Building Department paid with HUD money. The Director would look into the matter and report back to the Board.

Communications were approved on a motion by P. Barker and second by L. Jasinski.

A motion to accept the Health Director's Report for January and February by L. Papciak and second by P. Barker.

The Director was questioned concerning a budget item for animal control consulting and professional in the amount of \$6,500. The Director reported that emergency animal care if an ACO's go out on a call and finds an injured animal in the street; is our responsibility and not FoBAS'. The Department no longer has a contract with Cameron Animal Hospital. The Director stated that the \$6,500 includes other services, such as dog licenses and purchasing of all cat/dog tag licenses, crematory maintenance and equipment.

A motion to accept the January and February financial report was made by P. Barker and seconded by L. Papciak.

The Director reported that he received a memo on March 7, 2005 from the Law Department with proposed amendments to the Body Art Ordinance.

Director reported on Bloomfield High School Construction. The Law Department sent B.O.E. a letter stating that the Department would be inspecting the High School and ascertain which PMK

recommendations were implemented. The Director explained that some fumes were from propane heaters. On the day of the inspection the Department received two complaints of fumes/odors. Upon investigation there was a window open in each room resulting in fumes from the equipment generators going into the classrooms. The report from PMK indicated improper management and not having someone going to the site-overseeing workers. Equipment was running to close to the building. OSHA observed a potential violation for the school not warning employees or workers of exposure.

Director reported on the Employee Assistance Program which the Board of Health requested an entire proposal be given to the Town Council. Proposal is pending finalization of the Townships Drug and Alcohol Policy. Director requested permission to move forward with program. The goal is to keep employees actively working and having problems not interfere with their work performance. The program can include one to three counseling sessions and referral of employees. The Township will be reimbursed by employee's medical insurance. The Director requested to have a trial for one year as a Pilot program to see how the program works. A motion was approved to move forward with the employee assistance program. Motion made by P. Barker and second by L. Jasinski.

In reference to an amendment to Chapter 279 the Director reported an increase in Death Certificate fees to \$10 per copy and Plan Review fee to \$150 per plan. Establishments are required are by State Law to give the Health Department a plan before opening. Reviewing plans takes an average of three hours. A motion to introduce First Reading an amendment to Chapter 279 was made by P. Barker and seconded by L. Jaskinski and approved.

A resolution for a leave of absence for employee, Marci Mann was approved by the Board.

The Director asked the Board of Health to execute a contract for Child Health Clinics for Dr. Alessio. Dr. Alessio's fee is \$125 per hour and not to exceed a certain amount a year. P. Barker requested a copy of Dr. Alessio's contract to review.

A discussion ensued regarding the responsibilities of the Board of Health. The Director suggested getting legal interpretation. The Board differed this to next month for further discussion. P. Barker requested to see a copy of the Caldwell Board of Health Aby-Laws.

Motion to adjourn open session at 8:20 p.m. by P. Barker and second by L. Jasinski.

Respectfully submitted,

Trevor J. Weigle, Director
Secretary of the Board