

The regular meeting of the Board of Health was held in the Board of Health Building on Wednesday, September 22, 2010 at 7:30 p.m. Thom Forbes called the meeting to order led the salute to the flag.

**THIS MEETING WAS HELD IN ACCORDANCE WITH THE OPEN PUBLIC MEETING ACT, NJSA 10:4-1 ET. SEQ. ANNUAL NOTICE HAVING BEEN FORWARDED TO THE NEW JERSEY HERALD AND POSTED ON THE BULLETIN BOARD MAINTAINED IN THE MUNICIPAL BUILDING FOR PUBLIC NOTICES.**

### **ROLL CALL**

**PRESENT:** Thom Forbes, Mariano Gianni, Selma Reichert, Rob Bond and Joel Servoss. Craig Bradley after roll call.

Councilman Howard Baker and James Breiten, REHS from Sussex County Environmental Health were also present.

**ABSENT:** Jim Vanderhoof, excused, fire call.

**MINUTES OF THE PREVIOUS MEETING:** Rob made a motion to accept the minutes from last month's meeting, seconded by Mariano. All in favor.

**MEETING OPEN TO PUBLIC:** Mayor Petillo, Police Chief John Swanson and Yvonne Soto were present.

### **CLOSED TO THE PUBLIC:**

#### **PRESIDENT REPORT:**

1. Thom said speaking about last month's conversation regarding the possibility of generating an Inter-local Agreement, he spoke with Frank Grisi, Health Officer for Roxbury and expressed our interest in discussions on this matter. Roxbury is merging their services with Randolph. Frank said he would speak to Chris Rath, Roxbury Township's Manager. He will discuss this with Chris. One way or the other they will return Thom's call and let him know what their position is. This would be on a paid per call basis both for Roxbury and Hopatcong.
2. Thom said at the last meeting we discussed the advertising of a part time ACO. We will probably still need to do that. We will hold that issue until we have a better idea of what Roxbury/Randolph might be prepared to do.

#### **ENVIRONMENTAL REPORT:**

1. Rob asked about the surveys on this report. James said that is recycling surveys that we are now doing, businesses are supposed to be recycling. We go and walk the site to see what they are doing. We check to see if they have containers for glass, cardboard, and garbage. Rob asked if James will issue summonses and James said they will issue penalties if they don't comply. There was a long discussion on garbage and recycling.
2. James briefed the Board on an ongoing problem home in Hopatcong. It is an elderly gentleman and James is scheduled to go to court with him in November.

#### **REGISTRAR REPORT:**

##### **ANIMAL CONTROL:** Hopatcong/Stanhope

1. Rob commented that something is missing on the Hopatcong report. Thom said he will address this with Dale.

#### **SWAT:**

1. Selma said there were two Seniors Are Wise Mondays and they were basically no show. There is one for next Monday and hopefully some people will be there.

**ALL REPORTS:** Mariano made a motion to accept all reports, seconded by Joel. All in favor.

#### **CORRESPONDENCE:**

1. Thom passed around a letter addressed to Dale, this person adopted an animal from our Pound and wanted Dale to know how well things are going.
2. The Local Boards of Health sent a newsletter for the Board's review.
3. Rob commented, Hopatcong Patch web site has information on our Pound.

#### **OLD BUSINESS:**

1. Rob requested that the Inter Local Agreement with Roxbury issue be put under Old Business for the next meeting.

## NEW BUSINESS:

1. Policies and Procedures for the ACO and also the acquisition of supplies for the shelter: Thom asked the Chief to take the floor and if there are questions we will address them to the Chief at the appropriate time.
  - Chief Swanson said he has assigned Lt. Brennen to the first line as supervisor for Dale and in his absence Dale can go to the Chief.
  - Dale has been given a radio and signs on for duty and signs off for a meal break and signs back in. All calls come through the communication center. This has worked out fairly well.
  - There are some other procedural things that need to be worked on that surrounds what exactly does our ACO respond to during off duty hours. We need to get a clear understanding of what we should respond to and what we could defer to the next day. What is an emergency and what is not an emergency. It all boils down to expense and cost. The Board's feedback would be very helpful in this.
  - Dale's uniform, the intent was to make him very identifiable, he is an enforcement officer of the Borough. This uniform is not what was expected. We have since made an adjustment. We are going to put him in a uniform that is fitting for his title.
  - Thom asked the Chief to address the acquisition of supplies and the other is solicitation of or the acceptance of monetary donations for the Pound.

Chief Swanson said in the acceptance of donations, the problem occurred when people who are not affiliated with the Borough were soliciting donations on behalf of our Pound and then surrendering them over to Dale. The problem was not the intent but that the people were representing themselves as agents of the Borough and that was inappropriate. Dale was asked to communicate to those people that they cannot solicit donations in that form. There was a misunderstanding on his part.
  - Acquisition of material supplies and food: Chief Swanson said in the past, Dale, out of the goodness of his heart would go out to the store, lay the money out and then be reimbursed. Under the purchasing guidelines, that is no longer accepted. We need to have a purchasing mechanism set in place. He said he met with Marie in purchasing and she did a great job of reaching out to some of the pet supply stores in the area.

We are now deciding which system is going to work. What is required is a requisition and a purchase order. It does require a little bit of planning. This way there is no money out laid and nobody is at risk. The purchasing and budgeting departments are happy with that process. If he needs to order twice the amount he thinks at first just to see how it goes to get a handle, after a few months, maybe he will cut back on the order.

Rob said his daughter was always bringing food for the Pound from Pet Goods that would have otherwise been tossed out for whatever reason. She stopped doing it because the Pound could not take anymore stuff. There should be a better arrangement. Someone from the Borough could be talking to the store, have a relationship with the store manager. Before we go out to buy something we should make sure that there is not stuff sitting there and we could use it.

Thom asked if there was adequate storage for this food, Chief Swanson replied, no. There was some interest for a shed to be constructed. He said he reached out to one of the Boy Scout leaders and there was some interest to pitch in and help. Chief said he has offered to supply the materials for the shed and let the boys construct it.

Mayor Petillo wanted to add, we are getting more and more strict over there when it comes to finances. Before I would say yes to anything you would have to ask Catherine.

Mariano said the shed should be a priority, because what he has there is no room. Chief said he would have that conversation with the Administrator to see if that can occur. Thom also added that the other priority if you haven't already done it, have regular inventory so you know personally what's in place. That is an important check and balance so you know what you have.
  - Rob asked the Chief where he stands with the Emergency Call Out Criteria. Chief said there is a list of a few items. He went over some of the obvious ones. Chief said he is preparing Policy and Procedures for the ACO, he is working to make it fit for our community. He will submit it to the

Administrator, Council and this Board for review and comment. Rob said at our next meeting we will have the existing Call Out Criteria for review.

Chief Swanson said this has been a big change for Dale and he has been very gracious and cooperative. We will get all these things ironed out and he will be a lot more comfortable and feel good working with us, we are here to help him.

Thom thanked the Chief. He then asked for a motion to adjourn.

Mariano made a motion to adjourn, seconded by Rob, all in favor. Meeting adjourned at 9:05 pm.

Rosie Mitchell