

**Board of Health
Minutes
March 11, 2014**

Call to Order: President, Betty Sullivan, called the regular meeting of the Caldwell Board of Health to order at 6:23 p.m.

Roll Call: Present: Betty Sullivan, Rhonda DeStefano, Meg Norton, Annmarie Snedeker, Maryann Rivera, Valerie Schleck, and Frank Rogers for John Kelley, Mike Fitzpatrick and Maria Burak.

Absent: Ann Christensen.

Betty Sullivan asked Frank Rogers to administer the Oath of Office to the newly appointed Board of Health Member, Meg Norton.

Frank Rodgers administered the Oath of Office to Valarie Schleck, newest member of the Caldwell Board of Health.

Announcement of the Presiding Officer: President, Betty Sullivan, stated that adequate notice of the meeting had been given by posting the notice on the bulletin board and in writing to all official newspapers and to all persons requesting notice.

Approval of Minutes: Betty asked that the Board review the minutes of the February 11, 2014. A motion was made by Annmarie Snedeker and seconded by Rhonda DeStefano to approve the minutes. All agreed.

Any Citizen wishing to be heard: There was no response to this call of action.

Old Business: In Old Business, Betty asked if Maria has reached out to Police Chief Bongiorno regarding using the Auxiliary Police for our Dog Census. Frank Rogers stated that after the last meeting he spoke to Chief Bongiorno regarding the census. Frank stated that the Chief said he would be able to assist in this program. Betty stated that we needed to come up with clear policy and procedures regarding the census. Mike stated that in West Milford Township they leave door hangers when individuals are not at home. Mike will bring a sample to Maria for her review. Betty asked about the web page and Mike stated that he spoke to Paul Carelli and willing to take over the Caldwell Web page. Betty stated that once the web page in updated we still need to advertise on Channel 35, the Progress and Patch that people can get information on this site. In other old business, Maria handed out an Annual Report for the Department of Health and Human Services and Mike handed out the Annual Report for the Health Department. The Board reviewed the documents.

New Business: Maria presented four food license applications for review and approval as listed on the agenda. A motion was made by Annmarie Snedeker and seconded by Rhonda DeStefano to approve all of the food applications listed except Kefi. All agreed. A motion was made by Annmarie Snedeker and seconded by Rhonda DeStefano to approve the 2014 Food License for Kefi pending the Bloomfield Board of Health's final inspection. All agreed. A motion was made by Maryann Rivera and seconded by Annmarie Snedeker to approve the 2014 Public Establishment License for Ricci Hair Salon. All agreed.

Health Report: Mike presented the health report for February 2014. He reviewed all health complaints as well as inspections that took place during this time. Mike asked if the Board would like for him to e-mail a copy of his report before the meeting to enable Board Members to read the report in advanced. Members of the Board thought that was a great idea.

Adjournment: The meeting adjourned by acclaim at 7:01 p.m. The next meeting will be on April 8, 2014 at 6:15 p.m.

Submitted by:

Maria Burak