

**MINUTES
REGULAR MEETING
of the
SUMMIT BOARD OF HEALTH**

**Monday Evening – September 23, 2019
7:00 P.M.
Summit City Hall (Large Conference Room)
2nd Floor**

The Meeting was called to order at 7:02 p.m. by Mr. John Staunton, President.

Mr. Staunton read the following Meeting Notice: “Adequate notice of this Meeting has been provided by the Secretary of the Board of Health by the preparation of the Annual Notice of Meeting Dates which set forth the date, time and place of this Meeting and by properly posting such notice and forwarding the notice to those designated newspapers and the persons requesting Meeting notices.”

PRESENT ON ROLL CALL: Mr. John Staunton; Mrs. Mary Beth Cahill; Dr. Robert Slama; Dr. Richard Berardi and Dr. Hemant Kairam. Also present: Megan Avallone, Health Officer, N. Gayle Mauro, Registrar/Board Secretary; George Kornias, REHS; Bridget Colendenski, Public Health Nurse and Michael McTernan, Liaison.

ABSENT ON ROLL CALL: Dr. Audrey Romero (7:06 PM) and Mrs. Barbara Plyer.

Mr. Staunton, President, took a moment to express the sadness the Board felt over the unexpected loss of Dr. Thomas Giusto, Vice-President, and his dedication to the Board of Health.

Mr. Staunton welcomed Dr. Richard Berardi, who was appointed to the Board of Health to fulfill the unexpired term of Dr. Giusto.

APPROVAL OF MINUTES –

January 28, 2019 (Regular Meeting)

March 25, 2019 (Special Meeting)

May 20, 2019 (Regular Meeting) – Dr. Kairam made a motion to approve all three meeting Minutes, seconded by Dr. Slama and unanimously approved by all members present.

REVIEW OF BILLS – May 2019 – Dr. Slama made a motion to approve the bill list totaling \$19,977.38, seconded by Dr. Kairam and unanimously approved by all members present. Roll call vote was taken: Mr. Staunton—Aye, Dr. Romero—Aye, Mrs. Cahill—Aye, Dr. Slama—Aye, Dr. Berardi—Aye and Dr. Kairam—Aye.

REVIEW OF BILLS – September 2019 – Dr. Kairam made a motion to approve the bill list totaling \$14,957.39, seconded by Mrs. Cahill and unanimously approved by all members present. Roll call vote was taken: Mr. Staunton—Aye, Dr. Romero—Aye, Mrs. Cahill—Aye, Dr. Slama—Aye, Dr. Berardi—Aye and Dr. Kairam—Aye.

ENVIRONMENTAL HEALTH SPECIALIST REPORTS – Report reviewed by George Kornias, REHS.

BOARD HEARING – Marco Polo – Mr. Kornias informed the Board Marco Polo received four (4) Conditionally Satisfactory ratings since April. Mr. Kornias reviewed the violations found and presented pictures to support his findings. Mr. Kornias also informed the Board that a hand delivered letter was provided to Marco Polo informing the owner of tonight’s Board Hearing and that no response was received. The record shall reflect that the owner of Marco Polo did not attend the hearing.

Ms. Avallone recommended the Board consider holding a two day suspension of the establishment's retail food license, to be held in abeyance for one (1) year with the dates of closure to be determined by the Health Department. In addition, require one (1) of the kitchen staff to become a certified food manager within thirty (30) days and remaining kitchen help to receive food handler certification within ninety (90) days. Discussion took place.

Dr. Kairam made a motion to accept Ms. Avallone's recommendation, seconded by Dr. Romero and unanimously approved by all members present.

PUBLIC HEALTH NURSE'S REPORT – Report reviewed by Bridget Colendenski, Public Health Nurse.

HEALTH OFFICER'S REPORT

Board of Health Orientation Manual – Ms. Avallone had the Board of Health Member Orientation Manual, A Guide to Roles and Responsibilities, sent to all members.

Fall Health Education Initiatives – Ms. Avallone advised the Board Westfield hired a full time Health Educator who will be focused on getting information out to the public. An updated newsletter will be posted monthly on the Westfield website. Summit website has a link to the Westfield website.

OLD BUSINESS

Inspiration Roll Update – Ms. Avallone will have Mr. Kornias re-inspect by early October to see if they are functioning properly.

NEW BUSINESS

Proclamation for Dr. Thomas Giusto – Ms. Avallone will have a proclamation for Dr. Thomas Giusto, Vice President, which will be read at the November meeting.

Vaping Ordinance discussion – Ms. Avallone asked the Board if they would like the city attorney review the Morristown Vaping Ordinance and see if it is something that should be considered in Summit. The Board agreed to forward to the city attorney for review.

Board of Health webpage listing – Mr. Staunton would like the Board of Health have a page on the City website with information about the Board and what the Board does. Ms. Avallone will look into getting that set up.

Nomination for Vice-President – Mr. Staunton asked for nominations for a new Vice-President to replace the late Dr. Giusto. Dr. Romero made a motion to nominate Dr. Kairam, seconded by Dr. Slama. All members present were in favor of the nomination and Dr. Kairam was unanimously elected Vice-President of the Board of Health for the remainder of 2019.

Shared Services Agreement with Westfield – The Board received a copy of the new contract for review. The contract is a three (3) year agreement to begin on January 1, 2020. Ms. Avallone told the Board the contents of the contract remained the same as the current contract. The only changes will be the cost once all the outside services are figured in. Ms. Avallone will have the updated contract at the November meeting.

ADJOURNMENT - There being no further business a motion by Mr. Kairam was made at 8:27 P.M., seconded by Mr. Staunton and unanimously approved by all members present.

Respectfully submitted,


N. Gayle Mauro, Board Secretary