

The meeting was called to order at 7:00PM

President Cheriyan stated that notice of this meeting held via Zoom was posted on the Bergenfield Website, sent by e-mail to the Record and Cablevision. It was placed on two bulletin boards in the Municipal Building and placed on file in the Borough Clerk's office.

**ROLL CALL**

- Dr. Cheriyan
- Mrs. Pfannen
- Mr. Cabuhat –Arrived at 7:15PM
- Dr. Quiroz
- Mrs. Marte

Also present Mr. Yanovich, Ms. August, Mrs. Williams and Kayla Williams

**OPEN HEARING**

There being no one present who wished to be heard, on a motion by Mrs. Pfannen seconded by Dr. Quiroz and carried the time for Open Hearings was closed.

**MINUTES**

A motion was made by Mrs. Pfannen seconded by Mrs. Marte and carried that the Minutes of the regular meeting of March 2021 be accepted as written.

**BILLS TO BE PAID**

Mrs. Williams stated that on behalf of President Cheriyan, Purchase Orders have been signed by Mrs. Williams and submitted. A motion was made by Mrs. Pfannen, seconded by Mrs. Marte and carried that the following bills were reviewed and approved.

Tyco Animal Control	2,916.66
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Munidex	658.00
Erin Bortz	450.00
Patricia August	174.00
NJ Local Boards of Health	95.00
W.B. Mason	93.00

**REPORTS**

**Legal and Finance**

“Progress”

**Medical**

Dr. Quiroz reported that COVID19 is still the main issue we're dealing with at this time. Dr. Quiroz stated that possibly by summer, there may be a vaccine available to children 12 years and under. It is still being studied to see possible side effects before it can be approved.

**Personnel**

Mrs. Marte stated that being the Vice-President of the Board of Health is a position that requires a lot of time and dedication. Mrs. Marte stated that due to personal reasons she was not able to give 100% after accepting the position and therefore unfortunately, needs to step down as the Vice-President of the Board of Health.

Mrs. Williams opened the floor for nominations for the office of Vice-President. Mrs. Marte stated that Mrs. Pfannen did a wonderful job as the past Vice-President and would like to nominate her for the position.

Mrs. Williams stated that if Mrs. Pfannen accepts the nomination, she first needs to resign from the position of Secretary of the Board.

Mrs. Pfannen resigned from the position of Secretary of the Board and accepted the nomination for Vice-President. There being no further nomination, on a motion by Mrs. Marte, seconded by Dr. Quiroz and carried, the nomination for the office of Vice-President was closed.

Mrs. Williams opened the floor for nomination for the office of Secretary. Nomination was made by Mrs. Pfannen that Mrs. Marte be elected Secretary. There being no further nomination, on a motion by Mrs. Pfannen, seconded by Mr. Cabuhat and carried, the nomination for the office of Secretary was closed.

**Publicity**

The Board of Health meeting was advertised on the Bergenfield Website, The Record and Cablevision.

Ms. August reported that Kelley Grippo; Public Health Intern completed and submitted video education for the Bergenfield residents in an online format. This will be posted on the Bergenfield Library Website and Borough Website as education on the COVID-19 vaccine. Video includes answers to pertinent questions which include but not limited to how the vaccine works, facts vs. fiction, how to register for the vaccine and possible side effects.

President Cheriyan stated that it's important that these videos are posted on the Borough Website.

**Liaison To Mayor & Council**

Mrs. Pfannen stated that she has been communicating with Mayor Amatorio who has been very involved in setting up the COVID-19 clinic being conducted by Newbridge Medical Center at Conlon Hall in Bergenfield. Mrs. Pfannen stated the first clinic was held on Monday, April 5<sup>th</sup> and understands the next one is scheduled for April 19<sup>th</sup>.

A discussion took place regarding the new regulations on vaccinating people 16 and older effective April 19.

**Legislature & Regulatory**

"Progress"

**Written Reports of the Department**

President Cheriyan asked Kayla Williams if establishments are following guidelines regarding hand sanitizers and sanitary wipes. Kayla responded that there has been no complaints from residents but during spot checks, she makes sure the establishments are in compliance.

President Cheriyan wondered if there was any regulations for parks since people are now getting out with the warmer weather approaching. Kayla replied there's nothing that she's aware of. A short discussion took place to possibly create educational signs reminding people to social distance and to wear a mask. Information about vaccines can also be posted at the Parks.

Ms. August reported that she received 200 doses of the Johnson and Johnson vaccine and stated that it's possible she could receive a supply on a weekly basis. Ms. August suggested alternating weeks with NewBridge Medical Center at Conlon Hall.

President Cheriyan stated that the 200 Johnson and Johnson vaccines that the Health Department received must be administered as soon as possible as required by the State and that Ms. August should request the next batch as early as the next day. Ms. August stated she has been working on staff and has been preparing for this and hopes to have a clinic by Friday. Ms. August has been communicating with Ryan Shell and is waiting on the list of people that signed up so she can contact them to schedule an appointment as soon as possible.

Dr. Cheriyan asked Ms. August to communicate with Mayor Amatorio regarding the use of Conlon Hall so there's no conflict with NewBridge Medical Center.

A conversation took place regarding vaccinating residents that are homebound.

A motion was made by Mrs. Pfannen seconded by Mrs. Marte and carried that the written March 2021 reports of the Department be accepted as written.

**CORRESPONDENCE**

Letter to Ms. August from the New Jersey Association of Public Health Nurse Administrators. Ms. August is being thanked for her hard work and dedication and that NJAPHNA will be foregoing 2021 membership dues.

**UNFINISHED BUSINESS****1. Budget 2020**

Mrs. Williams stated that a 2021 salary proposal that was submitted to the Mayor and Council for the Health Department Employees has been approved and the resolutions are being presented under new business.

**NEW BUSINESS****1. Signature Resolution**

Signature Resolution #3-2021 was offered by Mrs. Pfannen, seconded by Mrs. Marte as follows:

BE IT RESOLVED by the Board of Health, that Felicia Williams, Registrar and Corey Gallo, Borough Administrator be authorized to sign all documents necessary for the daily operations of the Bergenfield Health Department. The President or Vice-President of the Board of Health would be consulted for approval should there be a questionable expense.

**2. Medical Services Agreement Resolution**

The Medical Services Agreement Resolution was presented to the Board with the adjusted 2021 increase. Resolution #5-2021 was offered by Mrs. Pfannen, seconded by Mrs. Marte. On roll call, all members present voted yes, Resolution was adopted.  
(Resolution on file in the Health Department)

**3. Salary Resolution**

Salary Resolution was presented to the Board. Resolution #4-2021 was offered by Mrs. Pfannen, seconded by Mrs. Marte as follows;  
BE IT RESOLVED, by the Board of Health of the Borough of Bergenfield that the compensation during 01/01/2021-12/31/2021 of the officers and employees in Classified Service (Civil Service) be and the same is hereby amended, fixed and determined (35 hours week). On roll call, all members present voted yes, Resolution was adopted.  
(Resolution on file in the Health Department).

**VERBAL COMMUNICATION**

Mrs. Williams stated that she attended the Department Head meeting and reported on what was discussed at the meeting: Budget 2021, projects which include but not limited to Software companies are being researched to accommodate all departments, lights at parks, new playgrounds at children's parks, road work and new water lines.

There being nothing further to come before the Board, on a motion by Mrs. Pfannen seconded by Mrs. Marte and carried, the meeting was adjourned at 8:00

Respectfully Submitted



Felicia Williams  
Registrar of Vital Statistics