

**BOROUGH OF FANWOOD  
BOARD OF HEALTH  
REGULAR MEETING  
OCTOBER 2, 2014**

The regular meeting of the Board of Health was called to order at 7:00PM by President Phyllis Fischer.

Ms. Fischer: Presided and stated: "I hereby announce and request that same be included in the minutes of this meeting, that notice of the time, place and date of the meeting has been prominently posted on the bulletin board at Borough Hall, mailed to The Times, The Press and Courier News, filed with the Borough Clerk and mailed to any person requesting same in accordance with the Open Public Meetings Act."

**ROLL CALL**

Present: Ms. Regina Brown, Ms. Phyllis Fischer, Ms. Margaret Lewis, Mr. Michael Lewis, Ms. Thelma Southers, Ms. Kathleen Thomas. Mr. Robert Stovall arrived later.

Absent: Councilman Thomas Kranz

Also Present: Ms. Colleen Huehn, Ms. Megan Avallone, Ms. Tanya Moon, Ms. Laura Scanlon

**APPROVAL OF MINUTES**

On a motion by Ms. Brown, seconded by Ms. Thomas, the minutes of the August 7<sup>th</sup>, 2014 meeting, having been distributed to all members, were approved as written.

**FINANCIAL REPORT**

The secretary submitted the following financial reports:

Month of August

Receipts.....	\$
284.00	
Receipts as of August	
31 <sup>st</sup> .....	\$7,587.00

Disbursements

Salary .....	
\$ 902.68	

Month of September

Receipts.....	\$
1,336.00	

Receipts as of September 30<sup>th</sup> .....\$  
8,923.00

Disbursements

Salary.....  
\$ 902.68

**VITAL STATISTICS**

Ms. Brown read the following reports:

Month of August

Births in town.....None  
Marriages in town.....None  
Deaths in town Fanwood residents.....One  
Domestic Partnership Agreements.....None  
Civil Unions in Town.....None  
Births out of town.....Three  
Marriages out of town.....Two  
Deaths out of town Fanwood residents.....Two  
Civil Unions out of town.....None  
Total births to Fanwood residents as of 8/31/14: Fifty One

Month of September

Births in town.....None  
Marriages in town.....One  
Deaths in town Fanwood residents.....One  
Domestic Partnership Agreements.....None  
Civil Unions in Town.....None  
Births out of town.....Four  
Marriages out of town.....None  
Deaths out of town Fanwood residents.....Four  
Civil Unions out of town.....None  
Total births to Fanwood residents as of 9/30/14: Fifty Five

**CHILD HEALTH/NURSING**

August 2014

**CHILD HEALTH CONFERENCE** – There were three scheduled child health conferences in August; on 8/13/14, 8/20/14 and 8/27/14. No children from Fanwood were seen.

**HEALTH MAINTENANCE-**

\*Blood Pressure Screening- Fanwood Seniors- Summer Schedule – no screening

**OFFICE VISITS** - There were 4 office visits for blood pressure for the month of August.

**NJ CANCER EDUCATION & EARLY DETECTION (CEED Program) UPDATE**

The NJCEED program will be merging with the New Jersey Department of Health, Office of Chronic Disease Prevention & Control with the goal of providing better programs. This program is made possible by grants from the New Jersey Department of Health, Office of Chronic Disease Prevention & Control / New Jersey Cancer Education & Early Detection Program. A free community health fair event will be held on Saturday, September 13<sup>th</sup> from 10:00am - 2:00pm at the Clark Shop Rite located on Central Avenue.

Additional announcements will be forthcoming as more events become available.

**VACCINES FOR ADULTS (VFA) PROGRAM-** The Vaccines for Adults Program continues to be offered to residents. Available vaccines are: HPV, Tdap, Meningitis, Pneumonia & Shingles. To be eligible, individuals must meet any one of the following criteria: be uninsured, have Medicaid, or have Medicare (but not Part D). Interested persons should contact the Westfield Regional Health Department to determine if they meet these guidelines and whether the vaccine would be appropriate for them to receive.

For August 2014: 2 VFA vaccines were given.

**VFA PROGRAM UPDATE:** Contact continues to be made with local medical practices & organizations to educate physicians and staff regarding this program. Medical & parish staff were informed of program criteria eligibility and immunizations available.

Practices/organizations contacted for the month of August include:

- \* Temple Shalom, Cranford
- \* St. Paul's Episcopal Church, Westfield
- \* Presbyterian Church, Westfield
- \* First Congregational Church, Westfield
- \* Union County Torah Center, Westfield
- \* First Baptist Church, Westfield

**AUDITS-** No audits were conducted for the month of August.

**CHRONIC DISEASES** - There was 1 chronic disease case of Hepatitis B reported to the health department for Fanwood.

**COMMUNICABLE DISEASES** – There were no communicable disease cases reported to the health department for Fanwood.

**ANNOUNCEMENTS-** Overlook Medical Center is sponsoring the following screening events for September 2014:

- \*Diabetes, Bone Density & Blood Pressure Screenings on September 8th from 10am- 3pm
- \* Clinical Breast Exams & Mammograms will be provided by the Healthy Avenues Van at Overlook Medical Center on September 10th from 1pm-3pm.
- \*New Vitality Kick Off Program at Overlook Medical Center Bouras Auditorium (Seniors Program ) on September 15<sup>th</sup> at 3pm

\*Diabetes, Cholesterol & Blood Pressure Screenings on September 15th from 10am-3pm  
\*Diabetes, Bone Density & Blood Pressure Screenings on September 22nd from 10am- 3pm  
\*Be Healthy Program at Overlook Medical Center (for school aged children ) from 9am-12 noon  
\*Diabetes, Cholesterol & Blood Pressure Screenings on September 29th from 10am-3pm  
Each screening requires pre-registration. For cholesterol & bone density screenings a \$10 fee is charged. There is no fee for the blood pressure & diabetes screenings. All screenings will be held at the Overlook Downtown Center located at 357 Springfield Avenue Summit, New Jersey unless otherwise indicated. Call 1-800-247-9580 to register.

**ANNOUNCEMENTS-** Overlook Medical Center is sponsoring the following event:  
**FREE STROKE RISK ASSESSMENT SCREENING** - The following free Stroke Risk Assessment Screening will be provided on Tuesday, October 21, 2014 from 10:00am-1:00pm.

This screening includes:

- \* Blood Pressure
- \* Pulse Check
- \* Total Cholesterol, HDL, and Risk Ratio
- \* Blood Sugar
- \* BMI (Body Mass Index)
- \* Risk Assessment Counseling Provided by Healthcare Professionals
- \* Lifestyle modifications for stroke prevention
- \* Carotid artery assessment by medical resident

This screening requires pre-registration & will be held at the Westfield Municipal Building, 425 East Broad Street, Westfield, NJ 07090. Please call 1-800-247-9580 to register.

### **September 2014**

**CHILD HEALTH CONFERENCE** – There were two scheduled child health conferences in September; on 9/10/14 and 9/24/14. No children from Fanwood were seen.

### **HEALTH MAINTENANCE-**

\*Blood Pressure Screening- Fanwood Seniors- 18 residents were screened and educated on 9/8/14.

**OFFICE VISITS** - There were 3 office visits for blood pressure for the month of September.

### **NJ CANCER EDUCATION & EARLY DETECTION (CEED Program) UPDATE**

The NJCEED program has merged with the New Jersey Department of Health, Office of Chronic Disease Prevention & Control with the goal of providing better programs. This program is made possible by grants from the New Jersey Department of Health, Office of Chronic Disease Prevention & Control / New Jersey Cancer Education & Early Detection Program. Trinitas Hospital is currently a participating provider for the CEED Program. Anyone looking to be

screened for breast, cervical, prostate and/or colorectal cancer should contact Trinitas Hospital at 908-994-8244 or Hoboken Family Planning at 201-963-0300.

**WALGREENS PHARMACY INFLUENZA VACCINE VOUCHER INITIATIVE** - For the fourth consecutive year, the New Jersey Vaccines for Children (NJVFC) program is collaborating with Walgreens Pharmacy to help increase influenza immunization rates throughout the state. In an effort to eliminate disparities among the underserved and/or at risk populations, Walgreens is offering no charge influenza vaccinations to those would not otherwise be able to afford the vaccine (either under or uninsured).

Individuals who are eligible for this program must present a voucher at a participating Walgreens in order to receive their flu vaccine. The NJVFC program will once again send these vouchers to local health departments for distribution to their at-risk population. Local health departments who are interested in distributing these vouchers to members in their community should contact the NJVFC program. Through these

partnerships we can increase access to immunizations, raise awareness about the potential severity of influenza illness and remind individuals about the benefits of immunization. This year the New Jersey requirement for pharmacies administering flu shots to minors has changed as follows:

- Ages 12-17 ---Can get a flu shot at a pharmacy with parental consent
- Ages 7 – 11--- Can get a flu shot at a pharm,acy with a Rx

The Westfield Regional Health Department has received 100 of these vouchers for distribution.

**VACCINES FOR ADULTS (VFA) PROGRAM-** The Vaccines for Adults Program continues to be offered to residents. Available vaccines are: HPV, Tdap, Meningitis, Pneumonia & Shingles. Influenza vaccinations have also been added to the current vaccines being offered. To be eligible, individuals must meet any one of the following criteria: be uninsured, have Medicaid, or have Medicare (but not Part D). Interested persons should contact the Westfield Regional Health Department to determine if they meet these guidelines and whether the vaccine would be appropriate for them to receive.

For September 2014: 2 VFA vaccines were given.

**VFA PROGRAM UPDATE:** Contact continues to be made with local medical practices & organizations to educate physicians and staff regarding this program. Medical & parish staff were informed of program criteria eligibility and immunizations available.

Practices/organizations contacted for the month of September include:

- \* Drs. Amrick & Gray, Westfield
- \* Dr. Arvind Shah, Westfield
- \* Dr. Soffer, Westfield
- \* Dr. Huhn-Werner, Westfield
- \* Holy Trinity Church, Westfield

**AUDITS-** No audits were conducted for the month of September.

**CHRONIC DISEASES** - There was 1 chronic disease case of Hepatitis B reported to the health department for Fanwood.

**COMMUNICABLE DISEASES** – There were no communicable disease cases reported to the health department for Fanwood.

**ANNOUNCEMENTS**- Overlook Medical Center is sponsoring the following screening events for October - December 2014:

**October**

October 6 – 10 to 1 pm Bone density screening - Overlook Downtown ( 357 Springfield Ave, Summit)

October 13 – 1:30 – 2:30 pm - Exercise program Overlook Downtown ( 357 Springfield Ave, Summit)

October 20 – 10 to 1 pm Cholesterol Screening - Overlook Downtown ( 357 Springfield Ave, Summit)

October 21 – 10 to 1 pm – Stroke screening – Westfield

October 27 – 10 to 1 pm Bone density screening - Overlook Downtown ( 357 Springfield Ave, Summit)

**November**

November 3 – 10 to 1 pm Cholesterol Screening - Overlook Downtown ( 357 Springfield Ave, Summit)

November 10 - 10 to 1 pm Bone density screening - Overlook Downtown ( 357 Springfield Ave, Summit)

November 17 - 10 to 1 pm Cholesterol Screening - Overlook Downtown ( 357 Springfield Ave, Summit)

November 24 - 10 to 1 pm Bone density screening - Overlook Downtown ( 357 Springfield Ave, Summit)

**December**

December 1 - 10 to 1 pm Bone density screening - Overlook Downtown ( 357 Springfield Ave, Summit)

December 8 - 10 to 1 pm Cholesterol Screening - Overlook Downtown ( 357 Springfield Ave, Summit)

December 15 -10 to 1 pm Bone density screening - Overlook Downtown ( 357 Springfield Ave, Summit)

December 22 - 10 to 1 pm Cholesterol Screening - Overlook Downtown ( 357 Springfield Ave, Summit)

Note: At the Downtown site on Mondays, blood pressure and glucose screenings are also available.

Each screening requires pre-registration. For cholesterol & bone density screenings a \$10 fee is

charged. There is no fee for the blood pressure & diabetes screenings. All screenings will be held at the Overlook Downtown Center located at 357 Springfield Avenue Summit, New Jersey unless otherwise indicated. Call 1-800-247-9580 to register.

**ANNOUNCEMENTS-** Overlook Medical Center is sponsoring the following event:  
**FREE STROKE RISK ASSESSMENT SCREENING** - The following free Stroke Risk Assessment Screening will be provided on Tuesday, October 21, 2014 from 10:00am-1:00pm.

This screening includes:

- \* Blood Pressure
- \* Pulse Check
- \* Total Cholesterol, HDL, and Risk Ratio
- \* Blood Sugar
- \* BMI (Body Mass Index)
- \* Risk Assessment Counseling Provided by Healthcare Professionals
- \* Lifestyle modifications for stroke prevention
- \* Carotid artery assessment by medical resident

This screening requires pre-registration & will be held at the Westfield Municipal Building, 425 East Broad Street, Westfield, NJ 07090. Please call 1-800-247-9580 to register.

## **HEALTH OFFICERS REPORT**

Ms. Avallone spoke about D68 – Enterovirus  
Schools and Daycares in Fanwood have been updated on proper disinfecting procedures that should/need to be in place in these facilities.

A preliminary 2014 Flu Clinic schedule has been released; more clinics will be added as doses of serum are received.

## **INSPECTIONS/COMPLAINTS**

### **AUGUST 2014**

#### **RETAIL FOOD INSPECTIONS:**

- 1) Fabio's Pizza - Initial Inspection – 8/11/14 – Satisfactory
- 2) Dunkin Donuts – Initial Inspection – 8/18/14 – Satisfactory
- 3) A&P – Initial Inspection – 8/20/14 – Conditionally Satisfactory
- 4) The Wonder Years Academy – Re-inspection - 8/25/14 - Satisfactory

## **ENVIRONMENTAL COMPLAINTS: (Pending)**

- 1) Case #11/89 - Exxon, 2 South Avenue (3/9/89) # 3-6516/Underground Storage Tank replacement, preferred ID (008981). DEP correspondence stated that the Remedial Action Work-plan was conditionally approved. This location is managed by Ground Water and Environment Services (GES). Eric Webber directly manages the site. Testing for the presence of gas producing compounds has been continuous. Case pending. Next Soil delineation is scheduled for spring of 2014. Case pending.
- 2) Case #20/90 - Former Exxon Station (currently Omega Gas/Fanwood Tire) # 3-4185 corner of Martine & La Grande Avenues/Tank removal, preferred ID (007919). The updated Remedial Action Work Plan (RAW) was approved. Groundwater and Environmental Services (GES) of Neptune, New Jersey has assigned the direct management of this site to Jessica Aumack She states a Vapor Intrusion investigation was conducted on May 29, 2013. The test evaluates levels of soil gas. Concentrations of contaminants were below the NJEDP Non-Residential soil gas screening level. Based on the results, no further vapor intrusion is warranted however a review of recent vapor recovery testing is recommended to ensure there has been no vapor leak present. Case pending.
- 3) Case#19/14 – 73 Farley Avenue/ Rodent investigation. This property was inspected among others adjacent to 15 Oak Court. Miscellaneous debris was found on the property. The owner was told to remove items to facilitate an investigation. Suspect harborage areas were observed. No change was observed during a re-inspection conducted on or about 6/23/14. A notice requiring extermination was sent to the property. A summons was issued on 7/18/14 due to no response. Proof of non-specific exterminating services was supplied to this office shortly thereafter. A court date of 8/7/14 was scheduled. The court date was later re-scheduled for 9/18/14. In mid -August, the original complainant called again to report seeing rats coming from this property. The responsible party contacted and asked to provide receipts showing specific baiting for rats. Case pending.
- 4) Case#20/14 – A&P/ General Sanitation. A customer called to report several general issues regarding the appearance of the store. A visit was made to the store to determine if the issues are cosmetic or if they are based on the lack of sanitation. The supermarket was inspected on 8/20/14 and a Conditional rating was issued due to the nature of violations found. A re-inspection will be conducted within thirty days. Case closed.

## **ENVIRONMENTAL COMPLAINTS: (Current)**

- 1) Case# 26/14- 40 Laurel Avenue/ Rodent Investigation. Several properties were on Laurel Avenue and Beech Avenue were inspected due to an observation of rats reported to our department. No burrow holes or other signs of harborage were found during the inspections. Case pending.
- 2) Case#27/14- 14 Mary Lane/ Smoke Emissions. A property owner contacted out office to express his frustration with his neighbor's frequent use of the fire pit. He inquired as to existing rules and regulations that may put a stop to the use for good. He was told that our office could respond to inquire whether safe materials are being burned. Case pending.
- 3) Case#28/14- 21 Deborah Way/ Dog Barking. A resident called the health department after being disturbed by the sound of continuous dog barking. A warning notice was mailed to the owners of the dog. Case pending.

## **SEPTEMBER 2014**

### **RETAIL FOOD INSPECTIONS:**

- 1) Quick Check – Initial Inspection – 9/10/14 – Satisfactory
- 2) Ginger Sushi – Initial Inspection – 9/12/14 – Conditionally Satisfactory
- 3) Oh Brian's Pour House – Initial Inspection – 9/15/14 – Conditionally Satisfactory
- 4) Double Dipper – Initial Inspection- 9/19/14 – Satisfactory
- 5) Mr. Softee – Initial Inspection – 9/25/14 – Satisfactory (Street fair only)
- 6) Oh Brians' Pour House - Re-Inspection – 9/26/14 – Satisfactory
- 7) A& P – Re- Inspection - 9/29/14 – Satisfactory

### **WALK IN INSPECTION:**

- 1) Oh Brian's Pour House – Walk-In-Inspection- 9/16/14 – No rating change
- 2) Oh Brian's Pour House – Walk-In-Inspection- 9/29/14 – No rating change

### **PRE-OPERATIONAL INSPECTIONS FOR TEMPORARY FOOD STANDS:**

#### Pre Approvals for Fannywood Day:

- 1) Carnival Concessions – 9/8/14 – Approved
- 2) Manuel Calixto – 9/8/14 – Approved
- 3) The Nut House – 9/8/14- Approved
- 4) Athens Delight – 9/8/14- Approved
- 5) On the Go Concessions – 9/12/14- Approved
- 6) Pickle Me – 9/15/14 - Approved

## **TEMPORARY RETAIL FOOD INSPECTIONS:**

Fannywood Day Event 9/28/14

- 1) Mr. Softee- Satisfactory
- 2) Manuel Calixto- Satisfactory
- 3) Twin Concessions- Satisfactory
- 4) Pickle Me- Satisfactory
- 5) Carnival Concessions- Satisfactory
- 6) The Nut House- Satisfactory
- 7) Mama's on the Go-Satisfactory
- 8) Athens Delight- Satisfactory
- 9) Empanada guy- Hand washing violation
- 10) RTC BBQ- Satisfactory

## **ENVIRONMENTAL COMPLAINTS: (Pending)**

- 1) Case #11/89 - Exxon, 2 South Avenue (3/9/89) # 3-6516/Underground Storage Tank replacement, preferred ID (008981). DEP correspondence stated that the Remedial Action Work-plan was conditionally approved. This location is managed by Ground Water and Environment Services (GES). Eric Webber directly manages the site. Testing for the presence of gas producing compounds has been continuous. Case pending. Next Soil delineation is scheduled for spring of 2014. Case pending.
- 2) Case #20/90 - Former Exxon Station (currently Omega Gas/Fanwood Tire) # 3-4185 corner of Martine & La Grande Avenues/Tank removal, preferred ID (007919). The updated Remedial Action Work Plan (RAW) was approved. Groundwater and Environmental Services (GES) of Neptune, New Jersey has assigned the direct management of this site to Jessica Aumack She states a Vapor Intrusion investigation was conducted on May 29, 2013. The test evaluates levels of soil gas. Concentrations of contaminants were below the NJEDP Non-Residential soil gas screening level. Based on the results, no further vapor intrusion is warranted however a review of recent vapor recovery testing is recommended to ensure there has been no vapor leak present. Case pending.
- 3) Case#19/14 – 73 Farley Avenue/Rodent investigation. This property was inspected among others adjacent to 15 Oak Court. Miscellaneous debris was found on the property. The owner was told to remove items to facilitate an investigation. Suspect harborage areas were observed. No change was observed during a re-inspection conducted on or about 6/23/14. A notice requiring extermination was sent to the property. A summons was issued on 7/18/14 due to no response. Proof was supplied to this office shortly thereafter. A first appearance of 8/7/14 was scheduled. A not guilty plea was entered and a court date was re-scheduled for 9/18/14. During the appearance no agreement could be reached so a trial will be scheduled to take place in October.

- 4) Case# 26/14- 40 Laurel Avenue/Rodent Investigation. Several properties were on inspected due to concerns of rodents. No burrow holes or other signs of harborage was found during the inspections. No new complaints were reported. Case closed.
- 5) Case#27/14- 14 Mary Lane/ Smoke emissions. A property owner contacted out office to express his frustration with his neighbor's frequent use of the fire pit. He inquired as to rules and regulations that may put a stop to the use for good. He was told that our office could determine if safe materials are being burned, however proof would have to be supplied that confirmed ill health effects from the burning activity. The complainant did not contact the health department during the month of September. Case closed.
- 6) Case#28/14- 21 Deborah Way/Dog Barking. A resident called the health department after being disturbed by the sound of continuous dog barking. A warning notice was mailed to the owners of the property. No new complaints were reported. Case closed.

#### **ENVIRONMENTAL COMPLAINTS: (Current)**

- 1) Case #29/ 14 – 333 Westfield Road/ Rodents. On or about 9/15/14, an attorney representing a Fanwood resident alerted our health department to the environmental concerns of his client. The conditions of overgrown vegetation on the lot was forwarded to both the health department as well as property maintenance. His client believed the current condition of the property was attracting vermin and contributing to rodent activity. The property was inspected for rodent harborage and none was found. In addition, our department informed the accused property owner of the complaint so he could be made aware of signs of harborage. Case closed.
- 2) Case#30/14 – 90 Portland Avenue/Acorns. A second letter from the attorney previously mentioned (case #29) informed us of a second concern on an adjacent property of his client. It was believed that acorns falling from a tree in closed proximity to her could be contributing to vermin in the area. The heavy accumulation of acorns deposited to her property onto her property had forced her to clean all of the deposited walnuts on a daily basis. This property was checked for rodent harborage and none was found. The attorney was advised of the outcome. Case closed.
- 3) Case # 29/14 – First Children (Formerly Children's Specialized Hospital)/ Yard Waste. A resident called our department a second time after it appeared landscapers continued dumping on the lot of the facility. On 9/18/14, a staff member was told to remove the large mound created by the dumping activity. Upon re-inspection, only a slight improvement was seen. The staff was informed that although the pile had reduced in size, a large brush pile was still present. Case pending.
- 4) Case # 30/14- 459 La Grande Avenue/ Stagnant water. A resident called our office about

a neighbor's unfiltered and uncovered pool. Upon investigation on 9/29/14, the owner admitted to being in the process of shutting down the pool for the season. He was given verbal notice to abate conditions within the next ten days. Case closed.

#### **COURT CASES:**

- 1) State vs. Phillip. Failure to provide proof of rodent extermination. On 9/18/14 a plea agreement could not be reached. A trial will be scheduled to take place in October.

#### **MISCELLANEOUS:**

A food handler's certification class was held on September 8, 2014. The class was comprised of food service employees whose primary responsibility is food handling. A total of 24 people registered and 22 people attended. The municipalities were represented as follows:

Fanwood – 2      Mountainside - 2      Roselle Park – 2      Summit – 4  
Garwood – 2      Westfield – 10

#### **CORRESPONDENCE**

Invitation to attend "Fracking" seminar in Princeton on October 22<sup>nd</sup>.

Letter from City of Linden regarding closure of their animal control facility effective December 31, 2014.

#### **OLD BUSINESS**

Ordinance 14-10-01 "An Ordinance Amending Chapter 311 of the Sanitary Code" was introduced.

After discussion, the ordinance was tabled. The Board members agreed to add a minimal dollar amount "new" line item to the budget to be used for tobacco age of sale stings.

#### **NEW BUSINESS**

##### Planning Board Applications

The Board expressed no objections to the following:

383 South Avenue – Additional floor seating and food preparation area as long as they comply with health regulations.

193 Terrill Road – Mixed Use – residential/ office space building

The 2014 Rabies Clinic will be held on November 5<sup>th</sup> from 6-7PM at La Grande Park.

A proposal for new animal control services was shared with the Board for comment. The ultimate decision will be for Mayor and Council.

Item of discussion:

Recently there have been many requests made by prospective buyers of property in Fanwood that the Board of Health certify that a septic/cesspool has been properly abandoned. Apparently when these properties are being swept for old oil tanks, some old septic and cesspools are being found. The Board of Health cannot certify that a tank has been properly abandoned unless it is witnessed in person. After discussion, the Board Members determined that it would be appropriate to amend the fee ordinance to allow for an inspection fee for witnessing such abandonment. The ordinance will be introduced in 2015; fee to be established at \$125.00.

**MEETING OPEN TO THE PUBLIC**

No one present.

**ADJOURNMENT**

There being no further business to come before the Board, Ms. Fischer requested a motion to adjourn.

On a motion by Ms. Thomas, seconded by Mr. Stovall, the meeting adjourned at 8:40PM.

Respectfully submitted,

*Colleen M. Huehn*

Colleen M. Huehn  
Secretary

