

**BOROUGH OF FANWOOD  
BOARD OF HEALTH  
RE-ORGANIZATION MEETING  
JANUARY 11, 2018**

The Re-Organization Meeting of the Board of Health was called to order at 7:00PM by Secretary, Colleen Huehn.

Ms. Huehn 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 Star Ledger, Alternative Press , the Patch 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. Jan Siegal, Ms. Kathleen Thomas

Also Present: Ms. Colleen Huehn, Ms. Laura Scanlon, Mr. Jesse Powell, Councilman Tom Kranz

Absent: Mr. Robert Stovall

**NOMINATION AND ELECTION OF OFFICERS**

On a motion by Ms. Thomas, seconded by Ms. Brown, Ms. Phyllis Fisher was nominated as President to the Board. The nomination was approved by voice vote of the members present.

The Secretary cast one ballot electing Ms. Fischer as President for 2018.

On a motion by Ms. Thomas, seconded by Mr. Lewis, Ms. Margaret Lewis was nominated as Vice President of the Board for 2018. The nomination was approved by voice vote of the members present.

**MEETING TURNED OVER TO NEWLY ELECTED PRESIDENT**

The President nominated the following agents to act on behalf of the Fanwood Board of Health for 2018:

Health Officer – Ms. Megan Avallone  
Registered Environmental Health Specialist – Mr. Jesse Powell  
Public Health Nurse – Ms. Laura Scanlon  
Secretary - Ms. Colleen Huehn

The above nominations were approved by voice vote of the members present.

**COMMITTEE ASSIGNMENTS**

Ms. Fischer made the following committee assignments:

Vital Statistic Report – Ms. Regina Brown  
Publicity – Mr. Michael Lewis

**MEETING OPEN TO PUBLIC**

No one present

**ADJOURNMENT**

There being no further organizational items, the President requested a motion to adjourn the re-organization meeting.

On a motion by Mr. Lewis, seconded by Ms. Siegal, the meeting adjourned at 7:08PM

Respectfully submitted,

*Colleen M. Huehn*

Colleen M. Huehn  
Secretary

**BOROUGH OF FANWOOD  
BOARD OF HEALTH  
REGULAR MEETING  
JANUARY 11, 2018**

The Regular Meeting of the Board of Health was called to order at 7:09PM 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 Star Ledger, Alternative Press , the Patch 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. Jan Siegal, Ms. Kathleen Thomas

Also Present: Ms. Colleen Huehn, Ms. Laura Scanlon, Mr. Jesse Powell, Councilman Tom Kranz

Absent: Mr. Robert Stovall

**APPROVAL OF MINUTES**

On a motion by Mr. Lewis, seconded by Ms. Lewis the minutes of the December 7<sup>th</sup>, 2017 meeting, having been distributed to all members, were approved as written.

**FINANCIAL REPORT**

The Secretary submitted the following financial report

DECEMBER

Receipts.....	\$
184.00	
Receipts as of 12/31/17.....	\$9,836.00
Disbursements	
Salary (Registrar).....	\$
977.00	
Stipend (Deputy Registrar).....	\$1,104.00

**VITAL STATISTICS**

Ms. Brown read the following report into the record:

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.....Seven  
Marriages out of Town.....One  
Deaths out of town Fanwood residents.....Four  
Civil Unions out of Town.....None

Total births to Fanwood residents as of 12/31/17 – Eighty Two

**CHILD HEALTH/NURSING**

**December 2017**

**CHILD HEALTH CONFERENCE** – There were two scheduled child health conferences in December; on 12/6/17 & 12/13/17. No children from Fanwood were seen.

**HEALTH MAINTENANCE-**

\*Blood Pressure Screening- Fanwood Seniors – 12/11/17 - Blood pressure screening cancelled by Fanwood Seniors.

**OFFICE VISITS-** There were 5 office visits for blood pressure for the month of December.

**HOME VISITS** – No home visits were conducted for the month of December.

**NUTRITION SUPPLEMENT DONATIONS** - Contact was made with representatives from Similac formula companies. Donations of ‘PediaSure Grow & Gain Starter Kits’ were received & are being distributed to families at our child health clinics. ‘Grow & Gain’ starter kits are especially designed for children of 2 – 13 years of age & can be used as the sole source of nutrition or as a supplement.

The benefit of this is to provide nutritional supplements to children who may be at risk for poor nutrition (due to economical difficulties or possessing selective eating habits).

Total # of ‘Grow & Gain’ starter kits received in 2017: 612

Total # of ‘Grow & Gain’ kits received in December: 60

Total # of ‘Grow & Gain’ kits distributed in December:30

Total # of ‘Grow & Gain’ kits distributed to Fanwood residents: 6

Remaining # of ‘Grow & Gain’ kits: 164

## **SAFE KIDS COMMITTEE –**

### **UPDATES:**

- No meetings were held for the month of December
- Next meeting: date to be determined

## **REGIONAL CHRONIC DISEASE COALITION OF MIDDLESEX & UNION COUNTIES –**

### **UPDATES:**

- Meeting held December 12th
- Review of 3rd quarter events & discussion regarding promotion of cancer screening & education programs

**VACCINES FOR ADULTS (VFA) PROGRAM-** The Vaccines for Adults Program continues to be offered. Vaccines currently available are: HPV, Tdap, Meningitis, Pneumonia, Shingles, Hepatitis A, Hepatitis B, MMR, Varicella & Influenza (in season). 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 December 2017: Two VFA vaccines were given; none were residents of Fanwood.

**VFA PROGRAM UPDATE** - Contact continues to be made with local medical practices & organizations to educate physicians and staff regarding this program. Informational sheets with WRHD contact info are mailed out to different providers monthly. Practices & organizations are asked to please post &/or distribute this information which includes program criteria eligibility and immunizations available.

Practices/organizations contacted for the month of December include:

- \* St. Paul's Episcopal Church, Chatham Borough
- \* Dr. Donna Koward, Fanwood
- \* Dr. Estrella Iro, Garwood
- \* Our Lady of Lourdes Church, Mountainside
- \* Dr. Emanuel Corbo, Roselle Park
- \* Dr. Nicole Garcia, Westfield

## **HERE TO HELP (H2H) COMMITTEE**

### **UPDATES:**

- No meetings were held for the month of December
- Next meeting: date to be determined

**NEW JERSEY PUBLIC HEALTH NURSE ASSOCIATION (NJPHNA) MEETING-** Meeting held on 12/5/17

Presentations included:

- School Immunization Audit Review – 2018 Updates
- Services Empowering Rights of Victims of Human Trafficking

**CHILDHOOD LEAD POISONING PREVENTION PROGRAM** - An informational folder was created to provide to families when conducting lead home visits. This packet includes both nursing & environmental information to supplement the education provided during lead case investigations & assessments.

**LEAD INVESTIGATION** – This department received notification that a child residing on Shady Lane had an elevated lead blood level of 7. NJDOH mandated nursing investigations have been completed on 11/13/17 including: nursing assessment, child lead poisoning home visit, hazard assessment, lead risk, nursing care plan & lead education, all of which were all provided to family. Child’s pediatrician notified; plan of action discussed. Child’s venous lead level will be retested in 1-3 months time. At that point, if 2<sup>nd</sup> venous lead level remains above a 5, case will then require an environmental investigation to be completed by health inspectors to determine potential causes of lead exposure to child.

**UPDATE:** Child’s lead level to be retested in February.

**CHRONIC DISEASES** - There were two chronic disease cases reported to the health department for Fanwood.

- Hepatitis B – 2 cases

**COMMUNICABLE DISEASES** – There was one communicable disease case reported to the health department for Fanwood.

- Campylobacteriosis – 61 year old female; presented with quick onset, abdominal cramps, diarrhea, treated with antibiotics, foreign travel possible risk factor.

#### **ANNOUNCEMENTS-**

The following programs are being offered by Overlook Hospital’s New Vitality Program. The New Vitality is a source for health & wellness programs designed specifically for adults 65+.

#### **QUIT SMOKING PROGRAM –IT’S NOT QUITTING, IT’S LIVING!**

During this free six-week program, participants will receive an individual assessment, nicotine replacement and six weekly group meetings to learn techniques that can assist in staying smoke-free. Preregistration is required. For more information, call Monica Giles at 908-522-2296.

TIME: 6:00 TO 7:30PM

DATE: Thursdays

PLACE: 1 Springfield Avenue, Third Floor Conference Room, Summit

#### **AGELESS GRACE EXERCISE PROGRAM**

For more information, call Jean White at 908-233-2700 ext. 246.

TIME: 12:30-1:15pm

DATE: Every Monday

PLACE: Westfield YMCA, 220 Clark Street, Westfield

FEE: Free for YMCA members; \$40 for an 8 week session for non-members

### **PROJECT HEALTHY BONES EXERCISE PROGRAM**

For more information, call Jean White at 908-233-2700 ext. 246.

TIME: 10:15-11:15am

DATE: Mondays OR Thursdays, January 4<sup>th</sup> to February 26<sup>th</sup>

PLACE: Westfield YMCA, 220 Clark Street, Westfield

FEE: Free for YMCA members; \$36 for an 8 week session for non-members

### **EXPLORE GRACEFUL AGING**

Participants will closely read a text and write a prompt, which will engage their thoughts about what is important as we gracefully age.

PRESENTER: Nancy Gross, MA, MMH

TIME: 12:30-2:00pm

DATE: Wednesday, January 24<sup>th</sup>

PLACE: Westfield YMCA, 220 Clark Street, Westfield

Program is free.

### **ALZHEIMER'S FAMILY SUPPORT GROUP**

The Alzheimer's New Jersey Support Group provides families with emotional support and education to better understand Alzheimer's disease and dementia. For information about this group, contact Laura Holly-Dierbach at 973-845-6777.

TIME: 7:00-8:30pm

DATES: Thursdays, January 25<sup>th</sup>, February 22<sup>nd</sup>, March 22<sup>nd</sup>

PLACE: Overlook Medical Center, 5<sup>th</sup> floor, Conference Room 3

### **ELDER ABUSE PRESENTATION**

This free presentation covers the warning signs, what to do if you suspect elder abuse, and how to prevent it.

PRESENTER: Lillian Ribeiro, Community Educator & Drama Therapist

TIME: 1:00-2:00pm

DATE: Wednesday, March 7<sup>th</sup>

PLACE: SAGE Eldercare, 290 Broad Street, Summit

**OVERLOOK MEDICAL CENTER is sponsoring the following events for January – March 2018:**

#### **January**

Monday, January 8 - 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown (357 Springfield Ave, Summit)

Monday, January 22 – 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown (357 Springfield Ave, Summit)

Monday, January 29 – 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown  
(357 Springfield Ave, Summit)

## **February**

Monday, February 5 - 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown  
(357 Springfield Ave, Summit)

Monday, February 12 – 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown  
(357 Springfield Ave, Summit)

Monday, February 26 – 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown  
(357 Springfield Ave, Summit)

## **March**

Monday, March 5 - 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown (357  
Springfield Ave, Summit)

Monday, March 12 – 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown  
(357 Springfield Ave, Summit)

Monday, March 19 – 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown  
(357 Springfield Ave, Summit)

Monday, March 26 – 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown  
(357 Springfield Ave, Summit)

Each screening requires pre-registration unless otherwise noted. Glucose screenings are always available at these times as well. There is no fee for the blood pressure & glucose 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.

Health Officer, Megan Avallone, will be on maternity leave thru March. Helen Mendez and Laura Scanlon will be filling in for any routine issues that may arise.

## **INSPECTIONS/COMPLAINTS**

### **Fanwood Food Establishment Inspections December 2017**

<b><u>Trade Name</u></b>	<b><u>Activity Type</u></b>	<b><u>Inspection Date</u></b>	
Sheelen's Fish Co.	Advisory	December 11, 2017	
New China Moon	Initial Inspection	December 12, 2017	S
Rocko's Ice Cream	Initial Inspection	December 19, 2017	S
Sheelen's Fish Co.	Pre-operational inspection	December 19, 2017	
Sheelen's Fish Co.	Pre-operational Inspection	December 28, 2017	
Ginger Sushi	Initial Inspection	December 28, 2017	S

The Chelsea at Fanwood	Initial Inspection	December 29, 2017	S
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### Fanwood Body Art Establishments December 2017

<u>Trade Name</u>	<u>Activity Type</u>	<u>Inspection Date</u>	<u>E</u>
Joli Visage	Initial Inspection	December 20, 2017	S

### Fanwood Complaints December 2017

Case #	Location	Status	Complaint Results
32F-17	162 Farley Avenue	Open	<p>Raccoons observed on property...No observation of raccoons was observed but this vacant house has lots of garbage and debris on the property. The bank that is maintaining the property was contacted to trap for the presence of wild animals, including raccoons. After no response, a summons has been issued for failure to trap for wild animals in a condition that attracts or engenders vermin. Court case upcoming. Court alerted this department that the property was sold prior to summons being issued, so summons will be dismissed. The new property owner has been contacted to have them correct violation.</p>
38F-17	59 First Street	Closed	<p>Rats on this property...Went to investigate complaint. No signs of rats were observed but could not get a complete visual because much of the property had high vegetation. Harborage and things that may attract rodents were observed on the property. A letter was mailed to property owner telling them to clean up property to remove items that may attract rodents. After not responding to the notice, a summons has been issued to the property owner for failure to clean her yard. Court case led to property owner correcting the violations. Property owner plead guilty to the violation. A fine of \$100 was assessed along with \$33 court costs. Case closed.</p>

40F-17	162 Farley Avenue	Open	<p>Raccoons observed on property. No observation of raccoons was observed but this vacant house has lots of garbage and debris on the property.</p> <p>The bank that is maintaining the property was contacted to trap for the presence of wild animals, including raccoons. After no response, a summons has been issued for failure to trap for wild animals. Court case upcoming. Court alerted this department that the property was sold prior to summons being issued, so summons will be dismissed. The new property owner has been contacted to have them correct violation.</p>
46F-17	Nick's Pizza	Open	<p>Cockroaches in establishment...This establishment went to investigate the complaint. The owner of establishment admitted to having an issue with cockroaches in the establishment. The owner of establishment claims that the issue had been ongoing for approximately a month at this point, and he has increased extermination here since finding out of the issue. The owner of the establishment has said and extermination receipts state that the issue improved a lot. The owner says he will continue to have exterminator come to establishment twice a week until issue is fully resolved.</p>
49F-17	Nick's Pizza	Open	<p>Cockroaches and rats in establishment. This establishment went to investigate the complaint. The owner of establishment admitted to having an issue with cockroaches in the establishment. The owner claims that they do not have any issue with rats in the establishment. No signs of rats were found by this department.</p> <p>The owner of establishment claims that the issue with cockroaches has been ongoing for approximately a month at this point, and has increased extermination here since finding out of the issue. The owner of the establishment has said and extermination receipts state that the</p>

			<p>issue is improving. The owner says he will continue to have exterminator come to establishment twice a week until issue is fully resolved. Will continue to monitor to ensure that there is no more insect activity.</p>
55F-17	Nick's Pizza	Open	<p>Rats and cockroaches in restaurant according to complainant...This department went to investigate the complaint. Establishment has their exterminator come here for an ongoing cockroach issue weekly. Did observe mouse droppings. Although baits from exterminator was observed, over the counter pest treatments were found, which is not allowed. Dirt and old food particles were found underneath kitchen equipment. Also, pizza boxes which haven't been used yet were observed on the floor. Establishment was told to clean the entire restaurant and continue to have exterminator treat for cockroaches and mice. A follow-up walk-in-inspection was conducted later and the establishment had not been cleaned up, as required. This establishment evaluation rating was downgraded to Conditionally Satisfactory. A re-inspection was conducted and the establishment still had violations that kept their establishment rating at Conditionally Satisfactory.</p>
56F-17	167 Tillotson Road	Open	<p>Rats on property...This department went to investigate the complaint. The complainant showed me the rat droppings on her property. The complainant has secured a licensed pest control company to get rid of the rats. The complainant is concerned that a neighbor's property may be attracting rats. The neighbor's property was checked by this department. The neighbor's property did not have any rodent burrows observed but there was litter throughout the exterior of the property. A woman who answered the door during the visit was told that she</p>

			<p>must clean the exterior of her property so she does not attract vermin. A follow-up inspection was conducted. Most of the litter and debris, but not all, was cleaned up.</p> <p>Suspected rodent burrows were observed on the property during the follow-up inspection. A notice was mailed to the property owner to hire an exterminator.</p>
59F-17	240 North Martine Avenue	Closed	<p>Mosquitoes...This department went to investigate the complaint. Observed that the above ground pool had a cover on it, but there was stagnant water on top of the sunken in pool cover. A letter was mailed out to the property owner that the pool must be maintained so that there is no stagnant water. The pool has now been deflated and there is no more standing water occurring there.</p>
63F-17	147 Willoughby Road	Pending	<p>Neighbor is feeding birds, causing birds to defecate on complainant's property...This department went to investigate the complaint.</p> <p>Complainant showed me the bird feeder that is on his neighbor's property. Complainant showed me the bird feces that has accumulated on his property. This department verbally-in person, told the defendant that must cease feeding birds because it is becoming a nuisance to other neighbors. The defendant feels that she is not in violation of the local ordinance. A summons has been issued to the defendant for feeding the birds. During first appearance in court, the prosecutor disposed of the summons. The complainant is still complaining about the issue. A contact has been made to the municipal prosecutor to find out why the summons was not heard before the judge. Case pending.</p>

67F-17	57 Locust Avenue	Closed	Possible feral cats and possible rodents...This department went to investigate the complaint. During the investigation, I spoke with the daughter of the owner. The owner's daughter said that she had not seen any stray or feral cats. The owner's daughter also said that she had not seen any signs of rodents. I walked around the property and did not notice any signs of stray or feral cats or any signs of rodents. Potential rodent harborage issues were found. Information on eliminating potential rodent harborage was given to the daughter of the owner.
68F-17	Nick's Pizza	Closed	The complainant stated that Nick's Pizza did not have health inspection placard displayed in an easily viewable place...Upon walking into establishment the placard was visible. Owner was informed about proper placard viewing requirements.
69F-17	57 Locust Avenue	Pending	Unlicensed cats...While out investigating a complaint, it was discovered that the owner of 57 Locust Avenue has at least 1 cat. A letter was mailed to the owner to license her cat(s) with the Borough of Fanwood. Also, the daughter of the owner was told in person that her mother must license her cat(s). Case pending.
70F-17	dumpster area for 246-250 South Avenue municipal parking lot	Closed	Garbage not being placed inside of garbage dumpster...A complaint was made that personnel from Mara's Cafe is not storing their generated trash inside of the outdoor garbage dumpsters, as required. This department went to Mara's Cafe and spoke with one of the managers about the complaint. The manager was told that surveillance video has observed personnel storing trash on the ground around the garbage and recyclables dumpster. A verbal warning was given to the manager alerting her that if this is found to be done again in the future, summonses may be issued for

			failure to properly dispose of their garbage.
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**Fanwood Animal Bites December 2017**

<u>Complaint Location</u>	<u>Case number</u>	<u>Results Status</u>	<u>Results of inspection</u>
-	-	-	-

A food handler’s certification class was held on December 4, 2017. The class was comprised of food service employees whose primary responsibility is food handling. A total of 22 people registered and 22 people attended. The municipalities were represented as follows:

Roselle Park – 4    Westfield – 12    Mountainside - 2    Summit – 2    Garwood – 2

**CORRESPONDENCE**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

The Board expressed no objection to the following Planning Board Application:

185 Westfield Road – Fence

The 2018 Contract for health services from the Town of Westfield was considered by the members present. The contract totaling \$44,163.00 represents a 1.5% increase for 2018. The contract was approved on the following roll call vote:

AYES

NAYS

ABSTENTIONS

- Ms. Regina Brown
- Ms. Phyllis Fischer
- Ms. Margaret Lewis
- Mr. Michael Lewis
- Ms. Jan Siegal

Ms. Kathleen Thomas

None

None

The Secretary submitted the attached annual report for 2017.

The 2018 Budget Request for “other” expenses was considered by the members present. The Mayor and Council requested a 10% decrease from prior year.

The budget request for other expenses totaling \$1,984.50 was approved on the following roll call vote:

AYES

NAYS

ABSTENTIONS

Ms. Regina Brown

Ms. Phyllis Fischer

Ms. Margaret Lewis

Mr. Michael Lewis

Ms. Jan Siegal

Ms. Kathleen Thomas

None

None

A memo was distributed regarding the change in animal control for 2018. The Borough will now be using Plainfield Area Humane Society.

### **MEETING OPEN TO 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 Mr. Lewis, seconded by Ms. Brown, the meeting adjourned at 7:40PM.

Respectfully submitted,

*Colleen M. Huehn*

Colleen M. Huehn  
Secretary