

**BOROUGH OF FANWOOD  
BOARD OF HEALTH  
MARCH 2, 2017**

The Regular Meeting of the Board of Health was called to order at 7:05PM 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, Mr. Michael Lewis, Ms. Jan Siegal, Mr. Robert Stovall, Ms. Kathleen Thomas

Absent: Ms. Michelle Eaton, Ms. Margaret Lewis, Councilman Thomas Kranz

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

**APPROVAL OF MINUTES**

On a motion by Mr. Lewis, seconded by Ms. Brown, the minute of the January 5, 2017 meeting, having been distributed to all members, were approved as written.

**ON A MOTION BY MS. FISHER, SECONDED BY MR. LEWIS THE ORDER OF BUSINESS WAS CHANGED TO NEW BUSINESS TO CONDUCT BOARD HEARING – RICE INN**

Ms. Avallone opened the hearing stating the reason the owner of the Rice Inn, Mr. Haung, was asked to come to the board is due to multiple serious health violations at the Rice Inn and failure to post "Conditional Satisfactory" in public view.

Ms. Moon distributed copies of violation reports to the members present which consisted of but not limited to:

- Food contact surfaces not properly cleaned and sanitized
- Lack of food safety knowledge
- Inaccessible hand washing facility
- Improper refrigeration temperatures
- No hot water

Presence of rodents/feces  
 Utensils not properly stored  
 Inadequate ventilation  
 Premises not free of litter

The members present added comments relative to the aesthetics of the establishment ie: dirty/old carpet in front entrance way of store, chipping paint, old dirty tiles in hallway from rear entrance of store.

Mr. Huang, the owner/operator of the Rice Inn was present to address the issues and was given opportunity to explain how he would rectify the situation.

Ms. Avallone put the following action on the table for Board Members to vote on:

An immediate summons will be issued for lack of posting the conditional rating.  
 Within the next year, if the establishment is issued one rating less than Satisfactory, the owners food license will be revoked and a two day mandatory shut down will be imposed.

Ms. Avallone expressed great concern over the violations and conveyed the seriousness of the situation to Mr. Huang.

On a motion by Mr. Lewis, seconded by Ms. Thomas the recommendation of the Health Officer was approved unanimously by a voice vote of the members present.

On a motion by Mr. Lewis, seconded by Ms. Siegal the Board returned to the normal order of business.

**FINANCIAL REPORTS**

The Secretary/Treasurer submitted the following financial reports:

January

Receipts.....			
....\$	388.00		
Receipts		as	of
1/31/17.....		\$	388.00
Disbursements			
Salary.....			
.....\$	957.84		
NJ			Registrars
Association.....		\$	25.00
The	Times	(	Legal
Ad).....		\$	33.44

February

Receipts.....\$  
358.00  
Receipts as of 2/28/17.....\$  
746.00

Disbursements  
Salary.....  
\$ 957.84  
Town of Westfield – Contract  
Payment.....\$10,877.75

**VITAL STATISTICS**

**MONTH OF JANUARY 2017**

BIRTHS IN TOWN	None
MARRIAGES IN TOWN	None
DEATHS IN TOWN FANWOOD RESIDENTS	Four
DOMESTIC PARTNERSHIP AGREEMENTS	None
CIVIL UNIONS IN TOWN	None
BIRTHS OUT OF TOWN	Not Available
MARRIAGES OUT OF TOWN	Two
DEATHS OUT OF TOWN FANWOOD RESIDENTS	Five
CIVIL UNIONS OUT OF TOWN	None

**MONTH OF FEBRUARY 2017**

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 (1/1/17 - 2/25/17)	Eighteen
MARRIAGES OUT OF TOWN	None
DEATHS OUT OF TOWN FANWOOD RESIDENTS	One
CIVIL UNIONS OUT OF TOWN	None

**Total births to Fanwood residents as of 2/25/17** Eighteen

**CHILD HEALTH/NURSING**

**JANUARY 2017**

**CHILD HEALTH CONFERENCE** – There were three scheduled child health conferences in January; on 1/11/17, 1/18/17 and 1/23/17. No children from Fanwood were seen.

**HEALTH MAINTENANCE-**

\*Blood Pressure Screening- Fanwood Seniors – 22 residents were screened & educated on 1/9/17.

**OFFICE VISITS-** There were 6 office visits for blood pressure for the month of January.

**HOME VISITS-** No home visits were conducted for the month of January.

**CHILDREN’S BICYCLE & SPORTS HELMETS-** The Westfield Regional Health Department received a total of 228 new children’s & toddler’s bicycle helmets in 2016 & 2017. These helmets were provided to Westfield Regional Health Department from participation as a committee member of the ‘Be Hard Headed’ Helmet Safety Campaign of Safe Kids of Union County sponsored by Children’s Specialized Hospital. Helmets are measured/fitted & distributed to children at our child health clinics. Educational information is provided to parents & children regarding the importance of wearing helmets.

Total # of helmets received for 2016: 192

Total # of helmets received in 2017: 36

Total # of helmets distributed for January: 16

Total # of helmets distributed to date: 62

Total # of helmets distributed to Fanwood residents in 2017: 2

Remaining # of helmets: 166

**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 2 – 13 years of age & can be used as the sole source of nutrition or as a supplement.

The benefit of this donation program 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 January: 84

Total # of 'Grow & Gain' kits distributed in January: 12

Total # of 'Grow & Gain' kits distributed to Fanwood residents: 2

Remaining # of 'Grow & Gain' kits: 72

**SAFE KIDS OF UNION COUNTY COMMITTEE –**

**UPDATES:**

- No meetings were held for the month of January

**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 January 2017: One VFA vaccine was given; no residents were from 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 January include:

- \* Dr. Thomas Lewis, Fanwood
- \* Garwood Presbyterian Church, Garwood
- \* Our Lady of Lourdes Church, Mountainside
- \* Dr. Stephen Parker, Roselle Park
- \* Associates in OB-GYN, Westfield

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

**JANUARY UPDATES:** No meetings were held for the month of January.

**NEXT MEETING:** Date to be determined.

**AUDITS** – An audit was conducted on the Goddard School in Westfield on 1/26/17. 154 records were reviewed regarding immunization compliance. This audit revealed all children were properly vaccinated reflecting a compliance rate of 100%. Discussion with preschool management was done regarding benefits of all children needing to be vaccinated as well as exclusion practices. Results of this audit will be forwarded to NJ State Vaccine Preventable Disease Program for follow-up investigation.

**ZIKA UPDATES** – New Jersey local health departments are now evaluating and approving requests for Zika testing through the NJ Public Health and Environmental Laboratory. Effective July 22<sup>nd</sup>, clinicians send requests for patient Zika testing directly to Westfield Regional Health Department for testing consideration.

- For the month of January, one request from a Fanwood resident was denied.

**CHRONIC DISEASES** - There were no chronic disease cases reported to the health department for Fanwood.

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

- Pertussis - 17 year old male; presented with whooping cough & treated with antibiotics.

**ANNOUNCEMENTS-** Overlook Medical Center is sponsoring the following events from February 2017:

The following programs are being offered by Overlook Hospital's New Vitality Program. New Vitality is a health & wellness program 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 908-522-2296.

TIME: 6:00 TO 7:30PM

DATE: Thursdays

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

**TAKE YOUR HEALTH TO HEART: ARE YOU DREAMING OF A GOOD NIGHT'S SLEEP?**

A continuing New Vitality Health and Wellness series.

DATE: Monday, February 27<sup>th</sup>

TIME: 11:00am

PLACE: Overlook Downtown, 357 Springfield Avenue, Summit  
Program is free, preregistration is not required.

### **February**

Monday, February 6 - 10am-1pm Bone Density, Glucose & Blood Pressure Screenings -Overlook Downtown (357 Springfield Ave, Summit)

Monday, February 27 – 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. For cholesterol & bone density screenings a \$10 fee is charged. 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.

## **FEBRUARY 2017**

**CHILD HEALTH CONFERENCE** – There were two scheduled child health conferences in February; on 2/1/17 and 2/22/17. No children from Fanwood were seen.

### **HEALTH MAINTENANCE-**

\*Blood Pressure Screening- Fanwood Seniors – 21 residents were screened & educated on 2/13/17.

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

**HOME VISITS-** No home visits were conducted for the month of February.

**CHILDREN’S BICYCLE & SPORTS HELMETS-** The Westfield Regional Health Department received a total of 228 new children’s & toddler’s bicycle helmets in 2016 & 2017. These helmets were provided to Westfield Regional Health Department from participation as a committee member of the ‘Be Hard Headed’ Helmet Safety Campaign of Safe Kids of Union County sponsored by Children’s Specialized Hospital. Helmets are measured/fitted & distributed to children at our child health clinics. Educational information is provided to parents & children regarding the importance of wearing helmets.

Total # of helmets received for 2016: 192  
Total # of helmets received in 2017: 36  
Total # of helmets: 228  
Total # of helmets distributed for February: 8  
Total # of helmets distributed to date: 70  
Total # of helmets distributed to Fanwood residents in 2017: 3  
Total # of helmets distributed to Fanwood residents in February: 1  
Remaining # of helmets: 158

**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: 84 (Jan) + 72 (Feb) : 156  
Total # of 'Grow & Gain' kits distributed in February: 84  
Total # of 'Grow & Gain' kits distributed to Fanwood residents: 12  
Remaining # of 'Grow & Gain' kits: 72

**SAFE KIDS OF UNION COUNTY COMMITTEE –**

**UPDATES:**

- No meetings were held for the month of February
- Next meeting scheduled for March 1, 2017

**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 February 2017: One VFA vaccine was given; resident was not from 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 February include:

- \* Dr. Alan Kalischer, Fanwood
- \* Dr. Kamran Tasharofi, Garwood
- \* Dr. Ava Gozo, Mountainside
- \* Dr. Richard Scharf, Roselle Park
- \* Dr. Anita Curran, Westfield

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

**FEBRUARY UPDATES:** No meetings were held for the month of February.

**NEXT MEETING:** Date to be determined.

**PRESENTATIONS** - A presentation titled, 'Hand, Foot, and Mouth Disease, Norovirus, and More' was provided to the Union County School Nurse Association on Thursday, February 23<sup>rd</sup> from 4:00-8:00pm. A question and answer session was held following the presentation. A total of 92 school nurses were in attendance. Donations of diapers, toothbrushes & toothpaste were accepted for the WRHD child health clinic patients.

**AUDITS** – An audit was conducted on the First Children's Preschool in Fanwood on 2/3/17. 24 records were reviewed regarding immunization compliance. This audit revealed all children were properly vaccinated reflecting a compliance rate of 100%. Discussion with preschool management was done regarding benefits of all children needing to be vaccinated as well as exclusion practices. Results of this audit will be forwarded to NJ State Vaccine Preventable Disease Program for follow-up investigation.

An audit was conducted on the Westminster Preschool in Fanwood on 2/27/17. 118 records were reviewed regarding immunization compliance. This audit revealed 5 children were improperly vaccinated reflecting a compliance rate of 96%. Discussion with preschool management was done regarding benefits of all children needing to be vaccinated as well as exclusion practices. A re-audit will be conducted in March.

Results of this re-audit will be forwarded to NJ State Vaccine Preventable Disease Program for follow-up investigation.

**ZIKA UPDATES** – New Jersey local health departments are now evaluating and approving requests for Zika testing through the NJ Public Health and Environmental Laboratory. Effective July 22<sup>nd</sup>, clinicians send requests for patient Zika testing directly to Westfield Regional Health Department for testing consideration.

- For the month of February, no requests were received from Fanwood residents.

**CHRONIC DISEASES** - There was one chronic disease case reported to the health department for Fanwood.

- Hepatitis B – 1 case

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

**ANNOUNCEMENTS-** Overlook Medical Center is sponsoring the following events from March 2017:

The following programs are being offered by Overlook Hospital’s New Vitality Program. New Vitality is a health & wellness program 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 908-522-2296.

TIME: 6:00 TO 7:30PM

DATE: Thursdays

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

**March**

Monday, March 6 - 10am-1pm Bone Density, Glucose & Blood Pressure Screenings -Overlook Downtown (357 Springfield Ave, Summit)

Monday, March 13 – 10am-1pm Glucose & Blood Pressure Screenings -Overlook Downtown (357 Springfield Ave, Summit)

Monday, March 20 - 10am-1pm Bone Density, Glucose & Blood Pressure Screenings -Overlook Downtown (357 Springfield Ave, Summit)

Monday, March 27 – 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. For cholesterol & bone density screenings a \$10 fee is charged. 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 REPORT**

Ms. Avallone distributed and reviewed the 2016 Fanwood Annual Report outlining the services rendered to Fanwood as a result of our Shared Service Contract.

**INSPECTIONS/COMPLAINTS**

Fanwood Complaints January 2017

Case#	Location of Complaint	Status	Results of Inspection
1F-17	Joli Visage	Closed	A requested inspection could not be conducted by our department due to the fact that Fanwood Borough has not implemented a massage establishment ordinance. No guidance document is available for the inspection. The owner was told to contact the local office of consumer affairs. Case Closed.
11F-16	36 Staggard Place	Open	The bank dispatched a team of inspectors to look at the property. An unused pool accumulating water was taken down however the structure was not removed or repaired. Recent information on covered reveals that the property has been purchased. A follow-up inspection will take place soon. No new complaints have been received. Case closed.
2F-17	169 Paterson Road	Closed	The area of concern was excavated and effluent was found. The contractor was ordered to have a truck vacuum the excess water and sewage before backfilling with Quarry Type stone graded. Case Closed.
3F-15	83 Kempshall Terrace	Closed	After several written and verbal warnings this is Martin was issued a summons for permitting wild animals to feed on her property based on evidence observed on her lawn and patio. I summons was issued in November requiring A mandatory court appearance. A not-guilty plea was entered interred. A second appearance was scheduled for January fifth. The was changed to guilty and A fine of \$25 was paid. Case closed.

(19)



Fanwood Complaints February 2017

Case #	Location Of Complaint	Fanwood	Results of Inspection
6F-17	Fanwood Liquors 61 South Avenue	Closed	A new owner purchased this business in mid-December. The establishment is now operating under new management however no interior renovations were made.
5F-17	Fanwood Grille 34 S. Martine Ave.	Closed	New owners submitted a copy of the floor plan as required. Items not included on the floor plans were discussed in person. Floor and wall surfaces were determined during the visit.
3F-17	155 Tillotson Road	Closed	This office received a complaint regarding accumulated garbage on residential property. Shortly thereafter our office was informed the garbage was removed and we would contact if she saw evidence of rodent harborage as a result.
4F-17	Fanwood Grille 34 S. Martine Ave.	Closed	A visit to the location revealed construction work taking place. The owners were made aware of requirements to provide a plan that would later be reviewed by our department before a pre-operational inspection is scheduled.

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**CORRESPONDENCE**

Letter received from Union County Educational Services Commission requesting that the Board of Health waive their food licensing fee for the café they run at 330 South Avenue (Childrens First Facility)

The Board members present agreed that the fee should be waived. A letter will be sent to UCESC advising of decision.

**OLD BUSINESS**

Second Reading

Ordinance 17-01-01 **“AN ORDINANCE AMENDING CHAPTER 354, SANITARY REGULATIONS, ARTICLE V, FOOD & DRINK, SECTION 354-13B, LICENSING FEES”**

On a motion by Ms. Fischer, seconded by Ms. Brown, Ordinance 17-01-01 was adopted on the following roll call vote:

**BOROUGH OF FANWOOD  
BOARD OF HEALTH  
ORDINANCE 17-01-01**

**AN ORDINANCE AMENDING CHAPTER 354, SANITARY REGULATIONS, ARTICLE V, FOOD AND DRINK, SECTION 354-13B, LICENSING; FEES**

**BE IT ORDAINED BY THE BOARD OF HEALTH OF THE BOROUGH OF FANWOOD, COUNTY OF UNION AND STATE OF NEW JERSEY AS FOLLOWS:**

Section 1. Chapter 354, Sanitary Regulations, Article V, Food and Drink, Section 354-13B, Licensing; Fees, of the Code of the Borough of Fanwood, County of Union, State of New Jersey (the “Borough Code”) is hereby deleted and replaced in its entirety with the following:

**TYPE**

Retail establishments which sell food (under 10,000 square feet)	\$100
Retail establishments which sell food (over 10,000 square feet)	\$300
Restaurants – fewer than 50 Seats	\$ 85
Restaurants - over 50 seats	\$300
Ice cream and itinerant food handling establishments	\$100
Commercial accommodations providing food (under 5,000 square feet)	\$ 25
Commercial accommodations providing food (over 5,000 square feet)	\$200

Vending (Per Machine)	\$ 25
Milk	\$ 5
Temporary license (good for 24 hours only)	\$ 50
Annual license for special events (up to 3 in same calendar year)	\$125
Permanent Cosmetic Establishments	\$200

Section 2. All other provisions of Chapter 354 shall remain in full force and effect.

Section 3. This Ordinance shall take effect as provided by law.

AYES

NAYS

ABSTENTIONS

Ms. Regina Brown  
 Ms. Phyllis Fischer  
 Mr. Michael Lewis  
 Ms. Jan Siegal  
 Mr. Robert Stovall  
 Ms. Kathleen Thomas

None

None

**BY LAW AMENDMENTS**

At the January 5<sup>th</sup> meeting the Members were given copies of the By Laws for the Board of Health. After reviewing the By Laws, it was determined that there were no amendments required at this time.

**NEW BUSINESS**

The Board of Health expressed no objections to the following Planning Board Applications:

- 8 Rainier Road – Paver Patio & Rain Garden
- 225 La Grande Square – Apartments
- 1 South Avenue – Extension to T-Mobile/Sprint Cell Tower

**MEETING OPEN TO THE PUBLIC**

No one present.

**ADJOURNMENT**

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

On a motion by Ms. Siegal, seconded by Ms. Thomas, the meeting adjourned at 8:15PM

Respectfully submitted,

*Colleen M. Huehn*

Colleen M. Huehn  
Secretary

