

**BOROUGH OF POMPTON LAKES BOARD OF HEALTH
MEETING MINUTES – MARCH 6, 2023**

The following are the minutes of the Meeting of the Pompton Lakes Board of Health, dated March 6, 2023, that was held in the Municipal Building located at 25 Lenox Avenue, Pompton Lakes, N.J. and was called to order at 6:45 PM.

CALL TO ORDER: By President Kelley Halewicz

SUNSHINE LAW STATEMENT (read by President Halewicz): “In conformance with the Open Public Meetings Act, notice of this meeting of the Board of Health of the Borough of Pompton Lakes has been posted on the bulletin board in the Municipal building and mailed to the Suburban Trends.”

SALUTE TO FLAG: Ms. Halewicz led participants in saluting the flag.

ROLL CALL : The following members were present: Kelley Halewicz, Valerie Quigley, Kathleen Cole, Jessica Freer, Michael Morris, and Greg Smith. Also in attendance were Luis Giraldo, REHS, Everlyne Oloo, REHS, Maria Kent, Council Liaison, and Paula Cozzarelli, Borough Administrator. Janice Deevy was not present.

APPROVAL OF MINUTES: Ms. Halewicz brought the first order of business, which was the approval of minutes from the previous meeting. Upon review, Mr. Smith motioned to accept the January 9, 2023 minutes into the record. Ms. Cole seconded the motion and all voted in favor.

PUBLIC HEARING: Motion made to open the meeting to the public by Kelley Halewicz. There were no members of the public present and no public hearings. Ms. Halewicz motioned to close the meeting to the public, Mr. Smith seconded the motion, and all voted in favor.

COMMITTEE REPORTS: None Recorded

- **Ordinance Committee** Members Valerie Quigley and Kathleen Cole
- **Finance Committee** Members Greg Smith and Janice Deevy
- **Personnel Committee** Members Greg Smith and Jessica Freer

STAFF REPORTS: Luis Giraldo, REHS, remarked that there were not many reports and it had been rather quiet. He brought up the number of establishments that remained unlicensed, many of which are habitually/repeatedly late.

Discussion: Heftier fines were mentioned and Mr. Giraldo explained that the license amount was determined by the risk/safety category. It was clarified that there was a late fee of \$25.00 for any applications submitted after January 31, 2023. Mr. Morris asked how this was handled. Mr. Giraldo explained that the Health Office issues reports of those who have not renewed their licenses and inspectors visit the establishments as soon as possible. There was a new establishment on the list and Mr. Giraldo confirmed that Gabriella Durand,

REHS, had been in communication with them to ensure adequate proof of food handling permits. It was confirmed by Ms. Cozzarelli that reminders/late notices were sent out in addition to the initial notices.

OLD BUSINESS: There was a complaint made by Gregory Pritchard, who reported that he believed to have found a rat femur in his French fries on the evening of January 9, 2023. Inspector Durand inspected the Wendy's location where he purchased the fries and it was determined that the complaint was unfounded.

NEW BUSINESS: Payment will be made this month for the NJLBHA Annual Membership Renewal. The Board confirmed that they were all members, but there were ongoing problems accessing the website. Ms. Halewicz was the only member who was able to access the website and noted that they updated their manual. Ms. Halewicz stated that she would review the website.

CORRESPONDENCE:

- None

REOPEN TO THE PUBLIC:

- None

ADJOURNMENT: Motion made by Ms. Halewicz to adjourn the meeting, the motion was seconded by Ms. Cole, and all voted in favor. The meeting adjourned at 6:55 PM.