

The meeting was called to order at 7:04PM

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 in compliance with the "The Open Public Meetings Act". It was placed on one Bulletin board in the Municipal Building and placed on file in the Borough Clerk's office.

### **ROLL CALL**

Dr. Cheriyan  
Mrs. Pfannen  
Mr. Cabuhat  
Ms. Aquino

Also, present AnneMarie DelaCruz, Kayla Williams and Pam Lesnak.

### **OPEN HEARINGS.**

There being no one else present who wished to be heard, on a motion made by Vice-President Pfannen seconded by Mr. Cabuhut and carried the time for Open Hearings was closed.

### **MINUTES**

President Cheriyan thanked Annemarie for the minutes. A motion was made by Vice-President Pfannen, seconded by Mr. Cabuhat, and carried that the minutes of the regular meeting of November 2024 be accepted as written.

### **BILLS TO BE PAID**

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

Positive Promotions	\$	419.56
Pyramid Imprints-	\$	195.00
Pyramid Imprints	\$	315.00
Safe Sitter	\$	387.00
Stericycle	\$	970.87

**REPORTS****Legal and Finance**

“No Report”

**Medical**

“No Report”

**Personnel**

“No Report”

**Publicity**

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

**Liaison To Mayor & Council**

President Cheriyan welcomed Councilman Deauna. Councilman Deauna stated that he was unable to attend the last two meetings because he did not know how to access Zoom through the new link. President Cheriyan stated that this is the best way access zoom for security reasons for everyone attending the meetings Councilman Deauna mentioned that he would like to have in person meetings, President Cheriyan explained that in person meetings will be difficult since always a quorum is not met. President Cheriyan stated that we can try hybrid meetings in the future for those who want to attend in person.

**Legislature & Regulatory**

“No Report”

**Written Reports of the Department**

Mrs. Delacruz informed the Board that Mr. Fedorko will be unable to attend the meeting. President Cheriyan stated that the October report has been shared via email which is regarding the transition from HARP to Hackensack Hospital, he stated that the Health Officer has made all the arrangements, and they will be taking over the Nursing Services in January. President Cheriyan asked all the Board Members to review the document. President Cheriyan mentioned that Nurse Liz has shared her report and stated that she is doing a good job with the communicable disease follow up. President Cheriyan stated that Nurse Liz must be available to discuss the MWC progress. Vice President Pfannen stated that Nurse Liz should send an email to all the Board Members regarding the community outreach and Mayors Wellness Challenge programs that are year-round since there have been several. Vice-President Pfannen suggested that all Board Members should evaluate the outreach programs, and the cost for a professional nurse to be present at the programs. Mr. Cabuhat feels that whenever there is a program a nurse should be available and Vice-President Pfannen stressed that it is not a problem, however all board members should be advised of the time and the cost needed for the presence of a professional Nurse.

A motion was made by Vice- President Pfannan seconded by Mr. Cabuhat and carried that the written reports for November 2024 of the Department, be accepted as written.

**CORRESPONDENCE**

“No Report”

**UNFINISHED BUSINESS**

President Cheriyan stated the amendment to the Food License Fees, however Mrs. Delacruz stated that since Mr. Fedorko was unavailable this topic was tabled to be discussed at the December meeting. President Cheriyan inquired if Mr. Cabuhat had any updates to the TNR program. Mr. Cabuhat stated that it should be discussed when the new Board Member is available at the next meeting.

President Cheriyan asked Mrs. Delacruz to read the Final Reading for Ordinance # 2024-003 an ordinance to amend the Salaries and Compensation for employees of the Bergenfield Health Department. A motion was made by Vice President Pfannen seconded by Mr. Cabuhat to amend the salaries and compensations for the employees of the Bergenfield Health Department. All members present voted “YES” and the ordinance was adopted.

Mrs. Delacruz read the final reading for Ordinance #2024-004 an ordinance to amend the fees for certified copies of Vital Records. The ordinance stated that fees for certified copy for Marriage, Birth and Death certificates will be increased from \$15.00 to \$20.00 for the 1<sup>st</sup> copy and \$ 5.00 for each additional copy.

A motion was made by Vice President Pfannen and seconded by Mr. Cabuhat to amend the fees for certified copies, on roll call all members present voted “YES” and the final reading for Ordinance # 2024-004 was adopted on November 12, 2024.

Roll Call	Yes	No	Abstain	Absent
CHERIYAN	X			
PFANNEN	X			
CABUHAT	X			
AQUINO	X			

**NEW BUSINESS**

Mrs. DeLaCruz discussed the Resolution to charge for the Safe Sitter Class. A brief discussion took place regarding the program that is offered once a month on a Saturday. Mrs. DeLaCruz stated that the funds have been used from the Health Department budget. Mrs. DeLaCruz stated that the Nurses have recently received an email from several Girl Scout troops regarding participation in the Baby-Sitting program. President Cheriyan asked why this should be done through the Health Department. President Cheriyan and Vice President Pfannen agreed that a fee should be compatible to what is being charged by other towns. Vice-President Pfannen and President Cheriyan agreed \$25.00 per student was a reasonable fee since the handbook and lunch is also included for each student. Mrs. Delacruz stated that she will redo the resolution and present it at the December Board meeting. President Cheriyan presented the resolution for the WIC dates.

Mrs. Delacruz read the resolution. A motion was made by Vice-President Pfannen and seconded by Mr. Cabuhat on Roll Call all members present voted yes and the resolution was passed.

Roll Call	Yes	No	Abstain	Absent
CHERIYAN	X			
PFANNEN	X			
CABUHAT	X			
AQUINO	X			

### **VERBAL COMMUNICATION**

Vice-President Pfannen discussed the adult babysitting class. Vice-President Pfannen stated she has discussed this class with Nurse Liz and doesn't feel that this class is beneficial. Vice-President Pfannen requested additional information regarding the class to evaluate the pros and cons. Ms. Aquino thanked the Board for appointing her to this position. President Cheriyan welcomed Ms. Aquino to the Board.

### **ADJOURNMENT**

President Cheriyan and the Board wished all a Happy Thanksgiving.

There being nothing further to come before the Board, on a motion by Vice-President Pfannen, seconded by Mr. Cabuhat and carried, the meeting was adjourned at 8:00pm.

*Respectfully Submitted,*

*Annemarie Delacruz  
Registrar of Vital Statistics*