

**BERWYN TOWNSHIP HEALTH DEPARTMENT BOARD MEMBERS  
AMENDED MINUTES OF THE REGULAR MEETING HELD MARCH 11, 2024**

1. **Call to Order/Roll Call:** Avila called the Berwyn Township Health Department Regular meeting to Order at 4:02 p.m. Secretary Jacqueline Pereda, Treasurer Margaret Paul and Supervisor David Avila were present on the Call of the Roll. Township Manager, Jessica Rodriguez, was also in attendance. Township Attorney, Larry Zdarsky, and Accountant Brian Eagan were also in attendance.

2. **Pledge:** The attendees recited the Pledge of Allegiance.

3. **Open Forum:** President Avila opened the floor for public comment. There were no commenters.

4. **Minutes:**

**4-A:** Avila made the motion, seconded by Paul, to approve the Regular Meeting Minutes of the February 12, 2024, Regular Meeting as submitted. The motion passed by a unanimous voice vote.

**4-B:** Avila made the motion, seconded by Paul, to approve the Budget Committee Meeting Minutes of February 12, 2024, Budget Committee Meeting as submitted. The motion passed by a unanimous voice vote.

5. **Staff Reports:**

**5-A: Clinic Activity:** Avila made the motion seconded by Paul, to accept the Clinical Activity report for February 2024 as submitted. The motion carried by a unanimous voice vote.

**5-B: Sanitation Activity:** Avila made the motion seconded by Paul to accept the report for 2024, February as submitted.

**5-C: Vital Statistics Activity:** Avila made the motion seconded by Paul, to accept the Vital Statistics report as submitted and deposit monies in the amount of \$324.00 in the appropriate fund. The motion passed unanimous on the call of the roll.

6. **Bills Payable & Payroll:** Avila made the motion, seconded by Pereda to have the bills and payable and payroll for February 2024 as submitted in the amount of \$68,903.34. The motion passed unanimous on the call of the roll.

7. **Statement of Receipt & Disbursements-February 2024:** Avila made the motion, seconded by Paul that the statements will be accepted and filed for audit. Avila marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

8. **Correspondence:** There were no items submitted for the agenda.

9. **Old Business:**

**9-A: Monthly Status Report Request from Abelin Strategies, LLC:** Avila made the motion, seconded by Pereda that the monthly status report be accepted and marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

**9-B: EMR RFP Status Report Request:** Avila made the motion, seconded by Pereda that the EMR status report be accepted and marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

**9-C: Website Progress Report Request:** Avila made the motion, seconded by Pereda that the website progress report be accepted and marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

**9-D: Review & Approve Emergency Roofing Repair Agreement:** Paul made the motion, seconded by Avila that the contract with Walton Roofing be ratified that was agreed upon and paid for in December 2023, for \$25,235.00. The motion passed unanimous on the call of the roll.

#### **10: New Business**

**10-A: Review & Approve Proposed Budget Transfers:** Avila made the Motion, seconded by Paul to accept the communication and place it on file and authorize and approve the Budgetary transfers in the amount of \$65,500.00 in various accounts as submitted. The motion passed unanimous on the call of the roll.

**10-B: Review and Approve Attorney Fees for Tax Rate Objections:** Avila made the Motion, seconded by Pereda, to approve the attorney fees for the tax rate objections in the amount of \$1,350.00. The motion passed unanimous on the call of the roll.

**10-C: Review & Approve Annual Roof Maintenance:** Avila made the Motion, seconded by Paul to approve the annual roof maintenance contract in the amount of \$2,100.00. The motion passed unanimous on the call of the roll.

**10-D: Review & Approve Cintas Service Agreements:** Avila made the motion seconded by Pereda to approve the Cintas service agreement in the amount of \$17,666.00. Motion passed by Pereda and Avila voting AYE. Paul voting NAY.

**10-E: 2024 Calendar of Events:** Avila made the motion, seconded by Pereda that the calendar of events be accepted and marked the item as informational by Order of the chair. The motion carried by a unanimous voice vote.

**10-F: Review 2024 Health Fitness Equipment Program Funding:** Avila made the motion, seconded by Pereda to approve the 2024 Health Fitness Community Health Improvement Program to be opened from April 1, 2024, to May 31, 2024. That all the language in the body of the document that includes the word “grant” shall be removed and replaced with “Health Fitness Community Health Improvement Program”. The motion carried by a unanimous voice vote.

**10-F: Review & Approve Berwyn Tree Canopy Initiative Funding Request:** Avila made the motion, seconded by Pereda to defer the matter to the April 16, 2024, meeting. The motion carried by a unanimous voice vote.

11. **Adjournment:** Avila made the Motion, seconded by Paul to adjourn the meeting. The Motion passed by a unanimous voice vote. The meeting adjourned by 5:40 p.m.