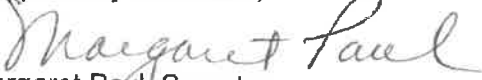




BERWYN PUBLIC HEALTH DISTRICT
SPECIAL MEETING of MAY 21, 2018

1. President Pechous called the Special Meeting to order at 2:00 P.m. Pechous, Avila, and Paul answered present on the Call of the Roll. Board attorney Zdarsky was present.
2. Open Forum was announced. Ms. Heather Nelson spoke thanking the Board for calling the meeting. No one else had comments and the Open Forum portion of the meeting was closed.
3. Pechous announced the Farmers' Market item on the agenda. The Market Manager, Nona Chapman, was unavailable. Pechous asked that the item be temporarily set aside until Ms. Chapman could be present.
4. Avila asked that the Health Related Infrastructure Improvement Grant Discussion be brought forward. Thereafter, the board members discussed the proposed grant guidelines and grant application draft prepared by Mr. Avila along with changes suggested by Paul. The members reviewed the matters line by line. Discussion ensued. Paul volunteered to incorporate the agreed upon changes to the document into a new draft and provide to the members by Thursday, May 24, 2018 so that members could determine final changes by the June 11, 2018 meeting.
5. Pechous asked that the Farmers' Market item be brought back for discussion. Ms. Chapman was now available to take questions and provide information. Ms. Chapman provided an update on her work for the upcoming market season. Discussion ensued with regard to the Chili Cook-Off event proposed by Avila. Mr. Avila reminded the board that a majority of the Township Board members had agreed to the idea. Paul and Pechous voiced concerns about participants being able to keep the chili at a food safety temperature. The board agreed that participants would have to be those businesses and organizations (i.e. Berwyn Fire Department) have commercial kitchens and would take responsibility for the safety of the food they served to the public. Therefore, the board agreed to participate with the Township offering this event during the market season.
6. Pechous called on attorney Zdarsky to present the Request for Proposals and Legal Notice he prepared for the intended repair to the Health District roof and HVAC system. The RFP draft was reviewed and suggestions made. Discussion ensued regarding timelines for posting of the legal notice, receipt of bids, the proper recipient for bid proposals, and the bid opening date and time. The matters were resolved. Mr. Zdarsky will incorporate the changes into a final document to be provided to the board for notice posting and distribution of the bid documents specifications during the week of May 29, 2018.
7. Pechous made a motion, seconded by Avila, to adjourn the meeting at 4:30 p.m. The motion passed by unanimous voice vote.

Respectfully submitted,


Margaret Paul, Secretary
Berwyn Township Health District