

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Wednesday, June 16, 2010 7:30 P.M.

CALL TO ORDER:

Vice-President Charnick called the meeting to order at 7:30 p.m. He then led the Regional Board of Health in the salute to the flag. Vice-President Charnick next read the "Open Public Meeting Act Statement".

ROLL CALL:

Birdsall & Laughlin – Barbara Birdsall, Esq.
Brielle – Jim Langenberger, Eatontown – Brian Charnick, Keansburg – Jim Cocuzza, Keyport – Jon Barone,(arrived 7:49 pm), Little Silver – Les Mathis, Monmouth Beach – Joseph Nardone, Sea Bright – Dan Drogen, Sea Girt - Andrew Miele, Shrewsbury Borough – Paul Roman, Shrewsbury Township – Maryellen Bailly (arrived 7:37 pm), Spring Lake – Liz Finnerty, Spring Lake Heights – Pam Heine, Tinton Falls – Gerald Turning, Sr., Wall Township – Kate Kohri

Upon completion of the roll call, the Secretary reported that a quorum was present.

ABSENT:

Boro of Fair Haven, Boro of Highlands, Township of Ocean, Borough of Red Bank, Boro of Rumson, Boro of West Long Branch

OTHERS PRESENT:

Sandra Van Sant – Secretary/Health Officer, Stephen Gallagher, CFO, Heather Frketich – Senior Administrative Assistant

MINUTES OF LAST MEETING:

OPEN SESSION:

Brian Charnick moved to approve the minutes of the May 21, 2010 meeting seconded by Liz Finnerty.

Vote: Unanimous

COMMUNICATIONS:

The Red Cross sent a thank you for the MCRHC's ¼ page ad in their 2010 Annual Charity Gala Journal.

WELCOME TO our new Tinton Falls Rep, Mr. Gerald Turning, Sr. , who serves as the Tinton Falls Borough Administrator. Glad to have you with us.

HEALTH OFFICER'S REPORT:

The June 2010 Health Officer's Report and the May 2010 Conferences & Meetings were previously mailed/e-mailed. The May 2010 CDRSS report from the Epidemiologist is also in tonight's package.

TREASURER'S REPORT:

Liz Finnerty presented the Treasurer's report. She briefly reviewed the Statement of Accounts for period ending May 31, 2010.

The Treasurer's Report was accepted as presented.

PERSONNEL COMMITTEE:

At 7:35 pm, Brian Charnick motioned to enter Closed Session for discussion of personnel and litigation. The motion was seconded by Les Mathis.

VOTE: Unanimous

At 7:50 pm, Brian Charnick motioned to exit Closed Session, seconded by Jon Barone.

VOTE: Unanimous

In Open Session, the Commission took action regarding the non-payment of The Bank of America Safe Deposit box annual fee. The box will be closed out. However, later in the meeting the Treasurer stated that this annual payment had been automatically deducted. The Commission would like the Bookkeeper to request the bank reverse this charge.

It was determined that revision of the 2010 Budget is not needed. The line item /category of Professional Services incorporates Employee Assistance.

FINANCE COMMITTEE:

PAYMENT OF BILLS:

Joe Nardone motioned to pay the June 2010 bills in the total amount of \$45,313.51. The motion was seconded by Dan Drogin.

VOTE:

Brielle	Yes	Sea Girt	Yes
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	Abstain	Shrewsbury Twp	Yes
Little Silver	Yes	Spring Lake	Yes
Monmouth Beach	Yes	Spring Lake Hgts	Yes
Sea Bright	Yes	Tinton Falls	Yes
		Wall Twp	Yes

12 Ayes, 0 Nays, 1 Abstain

OLD BUSINESS:

CASH MANAGEMENT PLAN: Discussion of a proposed cash management plan was chaired by CFO Steve Gallagher. He indicated a desired change to Item #3 acknowledging the authority of the Commission with regard to investments. Various Commissioner' comments expressed the opinion that a better comfort level would exist among them if our Chief Financial Officer makes investment recommendations, communicating with our Finance Committee before any investment action is taken. The Finance Committee will, in turn, report all actions to the full Commission at the following monthly meeting. Mr. Gallagher's revised plan wording will be brought before the Commission at the July meeting.

KEYPORT: Jon Barone advised that Keyport Borough officials along with the Keyport Board of Health will be forwarding a resolution to MCRHC requesting cancellation of their contract effective January 1, 2011 for financial reasons. A six month notice is required. Commissioner Barone has enjoyed his work as part of the Regional and hopes to continue to speak out on behalf of his town's interests when they become part of the MCHD.

MARLBORO: The Township of Marlboro continues the bid process for a new provider of public health services and is not expected to make a decision until late June or early July. MCRHC provided the proposal approved by the Commission at the May meeting.

ARRA VACCINE: The Health Officer reminded the Commission that clinics are held at MCRHC every Wednesday afternoon from 2-4 pm by appointment.

NEW BUSINESS:

MIDDLETOWN: President Roman, the Health Officer and CFO have prepared a letter to the Commissioners detailing a planned quote to provide specified public health services to the Township of Middletown. Middletown is part of the Monmouth Public Health Consortium. The residing Health Officer retired suddenly at the end of May. They are seeking contract service, not full membership, including Health Officer services and possibly a part-time inspector. They would remain in their own setting with the two current inspectors, clerical staff and Animal Control responsibilities. The proposed cost includes their Consortium contribution and our nursing services. Subsequent year fees to be based on workload.

The Commission realizes there may be a few legal questions at the time of preparation of a contract for a contract municipality. The Health Officer believes this arrangement would work very well.

Jim Langenberger motioned to authorize/forward the proposal on to the Township of Middletown. The motion was seconded by Jim Cocuzza.

VOTE:

Brielle	Yes	Sea Girt	Yes
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	Yes	Shrewsbury Twp	Yes
Keyport	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Hgts	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Sea Bright	Yes	Wall Twp	Yes

14 Ayes, 0 Nays, 0 Abstain Motion carries.

LONG BRANCH: (not on agenda) It is understood that the Mayor of Long Branch is also exploring cost savings options which could possibly generate a future discussion between his city and the MCRHC.

ORDINANCE # 6: Upon written clarification of the former and proposed fee changes to the septic section of our current Ordinance # 6, Les Mathis motioned to introduce the proposed amendments as proposed Ordinance No. 10-06. The motion was seconded by Jon Barone.

VOTE:

Brielle	Yes	Sea Girt	Yes
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	Yes	Shrewsbury Twp	Yes
Keyport	Yes	Spring Lake	Yes
Little Silver	Yes	Spring Lake Hgts	Yes
Monmouth Beach	Yes	Tinton Falls	Yes
Sea Bright	Yes	Wall Twp	Yes

14 Ayes, 0 Nays, 0 Abstain Motion carries.

NEW BUSINESS (continued):

MCRHC PHONE SYSTEM: Mrs. Ippolito, MCRHC Bookkeeper has researched changing our phone system over to Comcast from our current provider, Verizon. She estimates a monthly savings of \$253.21 or a little over \$3,000.00 annually. Attorney Birdsall mentioned an issue with cable - lack of directory assistance. Before any further action, the Commission requests Verizon be contacted to see if they will match the Comcast offer.

The Health Officer also noted that discussion of the MCRHC voicemail system (which also needs updating/replacement) will be forthcoming.

CFO ISSUES (continued):

1) EDMUNDS FINANCIAL SOFTWARE – Original quote was \$16,000. Mr. Gallagher has been working on a cost negotiation. He will present a revised quote at the July meeting.

2) AUDIT PRODUCT - Mr. Gallagher believes it would be in the best interest of MCRHC to post Requests for Proposals (RFPs) for an audit to provide a better picture of our organization's financial status with written opinions in areas of internal controls, recommendations for improvements, compliance, etc. It is a more substantial package to provide when being presented in a search for grant monies or forwarded to potential clients. Through his conversations with several municipal auditors he believes it is possible to obtain an audit (better product) for the same price range we are currently paying for a financial review (compilation of info into financial statements). A question was raised as to whether we might also consider obtaining a less expensive "review of books".

PRESIDENT'S REPORT:

Vice-President Charnick and the Commission wish President Roman well following his most recent surgery.

Vice-President Charnick stated how crucial it is to work with our new CFO during these challenging times of very important financial decisions facing each town.

The Vice-President asked for thoughts on issues the Commission should address during the second half of this year.

1) Treasurer Liz Finnerty suggested beginning the search for office space as the MCRHC lease ends at the beginning of 2012.

2) The Treasurer would also like the Budget & Finance Committee to have an initial meeting regarding the 2011 Health Services Budget by late August or early September.

PRESIDENT'S REPORT (continued):

3) Personnel Chair Les Mathis stated that once it is determined at what point the new position of Assistant Health Officer will be required, information on prospective candidates should be

gathered. Fees for this management position have been incorporated into the newest town proposals for health services.

OPEN PUBLIC DISCUSSION:

There being no further business, the meeting adjourned at 8:46 pm on a motion by Vice-President Roman seconded by Dan Drogin.

VOTE: Unanimous

Next Meeting of the MCRHC #1 Commission will be held on Wednesday, JULY 21, 2010 at 7:30 P.M. at the Regional's headquarters located at American Red Cross building 1540 West Park Avenue – Suite # 1, Tinton Falls, New Jersey.

Respectfully submitted,

Sandra Van Sant
SECRETARY