

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION NO. 1

REGULAR MEETING

Wednesday, July 21, 2010 7:30 P.M.

CALL TO ORDER:

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

ROLL CALL:

Brielle – Jim Langenberger, Eatontown – Brian Charnick, Keansburg – Jim Cocuzza,, Little Silver – Les Mathis, Monmouth Beach – Joseph Nardone, Township of Ocean – Vinnie Buttiglieri, Red Bank – Gale Soler, Sea Bright – Dan Drogin, Shrewsbury Borough – Paul Roman, Spring Lake – Liz Finnerty, Tinton Falls – Gerald Turning, Sr., Wall Township – Lorraine Kubacz, West Long Branch – Conrad Regent

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

ABSENT:

Boro of Fair Haven, Boro of Highlands, Boro of Keyport, Boro of Rumson, Boro of Sea Girt, Twp of Shrewsbury, Boro of Spring Lake Heights

OTHERS PRESENT:

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

SPCA Guest Speakers, Francesca Alexander – Community Cat Coordinator, Kathleen Schatzmann – Human Education Coordinator

Educational Topic: Feral Cat Issues – Trap/Neuter/Release Program Goal & Details

MINUTES OF LAST MEETING:

OPEN SESSION:

Jim Langenberger moved to approve the minutes of the June 16, 2010 meeting after one amendment regarding an action taken during Open Session relating to a Bank of America safe Deposit Box annual fee. The motion was seconded by Les Mathis.

Vote: Unanimous

CLOSED SESSION

Les Mathis moved to approve the minutes of the June 16, 2010 meeting after one amendment to #3: The MCRHC is pursuing a levy against the individual debtor, not the individual debtor is pursuing a levy against the owners of Ashes. The motion was seconded by Brian Charnick.

VOTE:

Brielle	Yes	Sea Girt	Not Present
Eatontown	Yes	Shrewsbury Boro	Abstain
Keansburg	Yes	Shrewsbury Twp	Not Present
Keyport	Not Present	Spring Lake	Yes
Little Silver	Yes	Spring Lake Heights	Not Present
Monmouth Beach	Yes	Tinton Falls	Yes
Sea Bright	Yes	Wall Twp	Abstain

8 Ayes 0 Nays 2 Abstain Motion carries.

COMMUNICATIONS:

None

HEALTH OFFICER'S REPORT:

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

The Health Officer has issued press releases addressing the continuing heat issues

The 2010 Seasonal Flu Clinic Schedule is announced for anyone age 12 and older. Appointment clinics will be offered following our list of scheduled community clinics if vaccine is still available – (Reminder this year's seasonal flu vaccine will include H1N1 protection)

Free Chronic Disease Self Management Programs (six weeks) are now scheduled in Red Bank & Tinton Falls.

Liz Finnerty motioned to approve the Health Officer's report, seconded by Jim Cocuzza.

VOTE: Unanimous

TREASURER'S REPORT:

Liz Finnerty presented the Treasurer's report. She briefly reviewed the Statement of Accounts for period ending June 30, 2010.

The Treasurer's Report was accepted as presented.

PERSONNEL COMMITTEE:

Les Mathis presented a "Resolution for Continued Employment of Epidemiologist". Upon reappointment, Mrs. Shen's term will be for the 12 month calendar year (January through December) 2011. It was noted that she is to receive a 4% salary increase effective for this time period keeping in line with the current Union Contract. The Personnel Committee and the Health Officer agree that Mrs. Shen has performed well with regard to the challenges faced in particular with this past year's H1N1 Pandemic.

Jim Cocuzza moved to adopt the resolution to continue employment of Epidemiologist Huimin Shen upon the recommendation of the Personnel Committee, seconded by Dan Drogin.

VOTE:

Brielle	Yes	Sea Bright	Yes
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	Yes	Spring Lake	Yes
Little Silver	Yes	Tinton Falls	Yes
Monmouth Beach	Yes	Wall Twp	Yes
Ocean Twp	Yes	West Long Branch	Yes
Red Bank	Yes		

13 Ayes 0 Nays 0 Abstain Motion carries.

FINANCE COMMITTEE:

PAYMENT OF BILLS:

Gale Soler motioned to pay the July 2010 bills in the total amount of \$41,203.68. The motion was seconded by Vinnie Buttiglieri.

VOTE:

Brielle	Yes	Sea Bright	Yes
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	Yes	Spring Lake	Yes
Little Silver	Yes	Tinton Falls	Yes
Monmouth Beach	Yes	Wall Twp	Yes
Ocean Twp	Yes	West Long Branch	Yes
Red Bank	Yes		

13 Ayes 0 Nays 0 Abstain Motion carries.

There were no discrepancies on the bill list, however a question was posed regarding the occasional towing costs of an MCRHC vehicle. The Commission requests the bookkeeper to research any potential savings via possible JIF coverage or company membership in a roadside assistance program such as AAA.

OLD BUSINESS:

ARRA VACCINE UPDATE: Wednesday afternoon clinics continue as well as a July 29th community clinic at Bayshore Senior Center in Keansburg.

CFO: Steve Gallagher discussed the transition of MCRHC Banking services from Bank of America to Valley National Bank, the revised Cash Management Plan, Requests for Proposals for Audit/Financial Review Products, Edmunds software and an initial Budget & Finance Committee meeting to be held this Friday July 23, 2010.

CASH MANAGEMENT PLAN: A continuing discussion of a proposed cash management plan was chaired by CFO Steve Gallagher. A change to Item #3 now acknowledges the authority of the MCRHC's Budget & Finance Committee with regard to prior approval of investments.

Jim Langenberger motioned to adopt the Resolution for a Cash Management Plan, seconded by Les Mathis.

VOTE:

Brielle	Yes	Sea Bright	Yes
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	Yes	Spring Lake	Yes
Little Silver	Yes	Tinton Falls	Yes
Monmouth Beach	Yes	Wall Twp	Yes
Ocean Twp	Yes	West Long Branch	Yes
Red Bank	Yes		

13 Ayes 0 Nays 0 Abstain Motion carries.

EDMUNDS SOFTWARE: A cost sheet was presented by the CFO. A discussion followed regarding cost vs. benefits. It was stated that this financial package is a tool to assist with our organization's fiduciary responsibility. It would help address many of the Brasch report internal control issues/deficiencies and has excellent reporting abilities. It will not track town workload and there was a strong concern from the Commission members regarding annual support fees currently estimated at \$3,308.00. While they would like to see this fee capped, Mr. Gallagher informed the Commission that in his experience annual increases have been minimal. The annual maintenance fee has been waived until 2012.

Vinnie Buttiglieri motioned to approve purchase of Edmunds software at a cost of \$9,685.00. The motion was seconded by Conrad Regent.

OLD BUSINESS (continued):

VOTE:

Brielle	Yes	Sea Bright	No
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	No	Spring Lake	No
Little Silver	Yes	Tinton Falls	Yes
Monmouth Beach	No	Wall Twp	Yes
Ocean Twp	Yes	West Long Branch	Yes
Red Bank	No		

8 Ayes 5 Nays 0 Abstain Motion carries.

RFPs: Lorraine Kubacz motioned to post Requests for Proposals for both Financial Reviews and Audits. Liz Finnerty seconded the motion.

VOTE:

Brielle	Yes	Sea Bright	Yes
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	Yes	Spring Lake	Yes
Little Silver	Yes	Tinton Falls	Yes
Monmouth Beach	Yes	Wall Twp	Yes
Ocean Twp	Yes	West Long Branch	Yes
Red Bank	Yes		

13 Ayes 0 Nays 0 Abstain Motion carries.

KEYPORT: Official notification has been received that the Borough of Keyport will withdraw from the MCRHC effective 1-1-11 citing cost savings measures. Ms. Biagianti, President of the Keyport Board of Health, stated in the withdrawal letter that her municipality has been extremely pleased with the MCRHC's service.

MARLBORO: MCRHC has submitted a proposal letter to The Township of Marlboro to provide public health services. The Township has not yet made a decision.

MIDDLETOWN: MCRHC has submitted a proposal letter to the Township of Middletown to provide public health services. The Township is still reviewing the proposal and has not yet made a decision.

ORDINANCE # 10-06: At 8:53 pm Jim Cocuzza motioned to open the Public Hearing for proposed Ordinance No. 10-06. The motion was seconded by Les Mathis.

VOTE: Unanimous

OLD BUSINESS (continued):

There being no input or comments from the Public, Jim Cocuzza motioned to close the Public Hearing for proposed Ordinance No. 10-06 at 8:54 pm, seconded by Vinnie Buttiglieri.

VOTE: Unanimous

Les Mathis motioned for MCRHC to adopt Ordinance No. 10-6 an Ordinance Amending and Ordinance Entitled" An Ordinance Establishing and Fixing Fees for Non-Food Inspection Services, seconded by Gale Soler.

VOTE:

Brielle	Yes	Sea Bright	Absent for Vote
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	Yes	Spring Lake	Yes
Little Silver	Yes	Tinton Falls	Yes
Monmouth Beach	Yes	Wall Twp	Yes
Ocean Twp	Yes	West Long Branch	Yes
Red Bank	Yes		

12 Ayes 0 Nays 0 Abstain Motion carries.

NEW BUSINESS:

MCRHC PHONE SYSTEM: Mrs. Ippolito, the MCRHC Bookkeeper has researched changing our phone system over to Comcast from our current provider, Verizon. She estimates a monthly savings of \$253.21 monthly or a little over \$3,000.00 annually. At the June meeting, the Commission requested that Verizon be contacted to see if they will match the Comcast offer. Verizon would not match or better the Comcast quote. Our current numbers will be transferred and there is no Verizon penalty for cancellation. Commissioner Nardone asked if a battery backup is available for the modem. This will be researched.

Jim Cocuzza motioned to approve the switch of phone service to Comcast with a one year contract at the rate of \$322.60/month, seconded by Dan Drogin.

VOTE:

Brielle	Yes	Sea Bright	Yes
Eatontown	Yes	Shrewsbury Boro	Yes
Keansburg	Yes	Spring Lake	Yes
Little Silver	Yes	Tinton Falls	Yes
Monmouth Beach	Yes	Wall Twp	Yes
Ocean Twp	Yes	West Long Branch	Yes
Red Bank	Yes		

13 Ayes 0 Nays 0 Abstain Motion carries.

NEW BUSINESS (continued):

LONG BRANCH: A draft proposal to provide Public Health Services to the City of Long Branch was distributed to the Commissioners present. It was prepared by the Health Officer, CFO and President Roman and reviewed by the Finance Committee. Discussion followed regarding the specific characteristics of the city, population, environmental concerns, required staff, office space, etc. Several of the Commissioners urged careful consideration of the municipality uniqueness if MCRHC is to go further in the bid process. The city looks to join a new provider of public health services effective January 1, 2011.

Gale Soler motioned to approve the forwarding of this cost proposal to the City of Long Branch, seconded by Dan Drogin.

VOTE:

Brielle	Yes	Sea Bright	Yes
Eatontown	Abstain	Shrewsbury Boro	Yes
Keansburg	Yes	Spring Lake	Yes
Little Silver	Yes	Tinton Falls	Yes
Monmouth Beach	Yes	Wall Twp	Yes
Ocean Twp	Yes	West Long Branch	Abstain
Red Bank	Yes		

11 Ayes 0 Nays 2 Abstain Motion carries

PRESIDENT'S REPORT:

President Roman announced the NALBOH Annual Conference in Omaha, NE to be held August 5 – 7, 2010.

President Roman provided printed copies of an article published this month in the Red Bank Green announcing the closure of Ashes Cigar Bar in Red Bank. However, MCRHC has retained Kathleen Wall, Esq. to pursue legal fee recovery.

Tinton Falls Renewal of Landfill Agreement – no movement per Commissioner Turning. A meeting is coming up shortly.

Per Attorney Birdsall, the letter document in question was removed from the Bank of America Safe Deposit box and has been placed in the employee's personnel file.

BOH Orientation Manual detailing Commissioner Responsibilities was provided to each member present this evening.

OPEN PUBLIC DISCUSSION:

There being no further business, the meeting adjourned at 9:47 pm on a motion by President Roman seconded by Dan Drogin.

VOTE: Unanimous

Next Meeting of the MCRHC #1 Commission will be held on Wednesday, AUGUST 18, 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