CALL TO ORDER:

President Roman called the meeting to order at 6:07 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:


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

ABSENT:

Boro of Highlands, Boro of Red Bank, Boro of Rumson, Boro of Sea Bright, Boro of Spring Lake, Boro of West Long Branch

OTHERS PRESENT:

David A. Henry – Secretary/Health Officer, Steve Gallagher, CFO, James J. Kinneally III, Esq., Heather Frketich, Office Coordinator

Les Mathis – Little Silver Alternate

ELECTIONS:

Meeting adjourned Sine Die with the Health Officer/Secretary of the Commission opening the 2016 elections:

OFFICE OF PRESIDENT:

Jim Langenberger motioned to nominate Paul Roman for President, seconded by Dr. Len Giles.
ELECTIONS (continued):

No other nominations were made. Commissioner Casagrande respectfully expressed her feeling regarding changing leadership as a way to focus on the best health of the organization. Through a past conversation she held with President Roman, she believed this would happen at this juncture. However, President Roman disagreed that he had inferred anything other than a slight consideration of stepping down.

ROLL CALL VOTE:

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VOTE: 9 Ayes, 1 Nays, 0 Abstain
Paul Roman is re-elected President.

OFFICE OF VICE-PRESIDENT:

Vinnie Buttiglieri motioned to nominate Dr. Len Giles for Vice-President, seconded by Theresa Casagrande.

No other nominations were made.

ROLL CALL VOTE:

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VOTE: 10 Ayes, 0 Nays, 0 Abstain
Dr. Len Giles is re-elected Vice-President.

OFFICE OF TREASURER:

Theresa Casagrande motioned to nominate Liz Finnerty for Treasurer, seconded by Dr. Len Giles.

No other nominations were made.
ELECTIONS (continued):

ROLL CALL VOTE:

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VOTE: 10 Ayes, 0 Nays, 0 Abstain
Liz Finnerty is re-elected Treasurer.

At this point in the meeting, there was a question/need for a motion separating the votes for Items 6-8 (Secretary, Secretary Pro-Tem and Professional Staff).

Theresa Casagrande motioned to hold separate votes for these 3 appointments, seconded by Keri Pagnoni.

VOTE: Unanimous

APPOINTMENT OF SECRETARY

David A. Henry, Health Officer will serve as Commission SECRETARY per State policy.

Jim Langenberger motioned to approve the above, seconded by Jay Amberg.

ROLL CALL VOTE:

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VOTE: 10 Ayes, 0 Nays, 0 Abstain
Dave Henry is Commission Secretary.

APPOINTMENT OF SECRETARY PRO TEM

Theresa Casagrande motions to appoint Vinnie Buttiglieri to the position of Secretary Pro-Tem, primarily for the recording of Closed Session Minutes. The motion was seconded by Dr. Sullivan. Mr. Buttiglieri did mention that he will begin to travel part way through the year which may leave him unavailable for certain sessions.
ELECTIONS/APPOINTMENTS (continued):

ROLL CALL VOTE:
Brielle  Yes   Sea Girt  Yes
Fair Haven  Yes   Shrewsbury Boro  Yes
Little Silver  Yes   Spring Lake Heights  Yes
Monmouth Beach  Yes   Tinton Falls  Yes
Ocean Twp  Yes   Wall Twp  Yes

VOTE: 10 Ayes, 0 Nays, 0 Abstain
Vinnie Buttiglieri is re-appointed Treasurer.

PROFESSIONAL STAFF 2016
David A. Henry  HEALTH OFFICER
Stephen Gallagher  CFO
Shereen Naqvi  PUBLIC HEALTH NURSE

Full Time Health Inspectors:
Lisa Muscillo, PRINCIPAL REHS  Russell Groves, SR. REHS
John McDonald, SR. REHS  Dominick Astino, SR. REHS
Gary Nemshick, SR. REHS  Michael Kowal, SR. REHS
Diane Beears, SR. REHS

Vinnie Buttiglieri motioned to re-appoint the MCRHC Professional staff, seconded by Dr. Sullivan.

ROLL CALL VOTE:
Brielle  Yes   Sea Girt  Yes
Fair Haven  Yes   Shrewsbury Boro  Yes
Little Silver  Yes   Spring Lake Heights  Yes
Monmouth Beach  No   Tinton Falls  Yes
Ocean Twp  Yes   Wall Twp  Yes

VOTE: 9 Ayes, 1 Nay, 0 Abstain
The Professional Staff is re-appointed.

NOTE: Resolutions were prepared for the following positions of Legal Counsel, Labor Counsel, Certified Public Accountant and Health Educator. Discussion regarding individual resolution wording led to stated corrections that need to be made.

Resolutions refer to appointment by the Non-Fair and Open Process in accordance with NJ Pay to Play
The Commission is entitled to approve both the appointment and the actual contract.
APPOINTMENTS (continued):

Jim Langenberger motioned to approve re-appointment of Marriott Callahan Blair & Greer – James J. Kinneally, III, Esq. as Legal Counsel, seconded by Dr. Sullivan.

Commissioner Casagrande suggested the Commission holdover all current professional firms but pursue RFOs from interested parties for Legal Counsel, Labor Counsel and CPA possible future negotiations. President Roman stated the Commission needed to proceed with the motion currently on the table unless there was an interest in rescinding.

The motion on the table continued -

Resolution 2016-01
APPOINTMENT OF LEGAL COUNSEL (without retainer) James J. Kinneally III, Esq. of Marriott Callahan & Blair, PC.

Pursuant to all paperwork being in order and money available in the budget, Jim Langenberger motioned to reappoint the firm of Marriott Callahan & Blair, PC represented by James J. Kinneally III, Esq. at the rate of $140.00 per hour for Partners and Counsel, $120.00 per hour for Associates and $70.00 for Paralegal services, not to exceed $17,500. The motion was seconded by Dr. Sullivan.

ROLL CALL VOTE:
Brielle Yes Sea Girt Yes
Fair Haven No Shrewsbury Boro Yes
Little Silver Yes Spring Lake Heights No
Monmouth Beach No Tinton Falls Abstain
Ocean Twp No Wall Twp Abstain

VOTE: 4 Ayes, 4 Nay, 2 Abstain
Motion Dies.

Resolution 2016-2
PADULA – holdover
APPOINTMENT OF LABOR COUNSEL (without retainer) Bruce Padula, Esq. of Cleary Giacobbe Alfieri Jacobs, LLC

The firm of Cleary Giacobbe Alfieri Jacobs, LLC is heldover, not reappointed as MRHC LABOR COUNSEL

Resolution 2016-3
CPA - holdover
APPOINTMENT OF CERTIFIED PUBLIC ACCOUNTANT (without retainer) – Robert A. Hulsart & Company

The firm of Robert A. Hulsart & Company is heldover, not reappointed as MCRHC CPA.
APPOINTMENTS (continued):

It was determined that Agenda Items 9, 10 and 11 would be tabled until RFQs/RFPs are posted and any submissions reviewed. The positions and RFQ/RFP detail will be posted on the MCRHC website and forwarded to all Commissioners for their further distribution. At this point, final vote will be in March.

The Commission agreed that actions relating to the Professional Appointments should ideally begin in the last quarter of the previous year.

Resolution 2016-4
APPOINTMENT OF HEALTH EDUCATOR
Pursuant to all paperwork being in order and money being available in the budget, Theresa Casagrande motioned to re-appoint Concetta Polonsky, MPH, CHES Regional Health Educator at a cost not to exceed $11,000.00. The motion was seconded by Keri Pagnoni.

The Health Officer explained the $1,000.00 increase from last year is due to additional accreditation work.

ROLL CALL VOTE:
Brielle   Yes   Sea Girt   Yes
Fair Haven  Yes   Shrewsbury Boro Yes
Little Silver Yes   Spring Lake Heights Yes
Monmouth Beach Yes   Tinton Falls Yes
Ocean Twp   Yes   Wall Twp   Yes

VOTE: 10 Ayes, 0 Nays, 0 Abstain
Concetta Polonsky is re-appointed as Regional Health Educator.

APPOINTMENT OF PRIMARY DEPOSITORY OF FUNDS:

Vinnie Buttiglieri motioned to appoint Valley National Bank as the provider of MCRHC Banking Services, seconded by Dr. Len Giles.
*Note - A resolution passed by the Commission at the August 20, 2013 meeting awards Banking Services to Valley National Bank for a three year period beginning October 1, 2013.

VOTE: Unanimous
Valley National Bank is voted the MCRHC Primary Depository of Funds.

APPOINTMENT OF LEGAL NEWSPAPER:

Dr. Sullivan motioned to appoint the ASBURY PARK PRESS as the newspaper for MCRHC Notices, seconded by Theresa Casagrande.
APPOINTMENTS (continued):

VOTE: Unanimous
Asbury Park Press is voted the MCRHC Newspaper.

Resolution 2016-5
2016 MCRHC MEETING DATES, TIMES and LOCATIONS:

Following two change requests: to move the August meeting from Tuesday, August 23, 2016 to Tuesday, August 16, 2016 and to move the December meeting from Tuesday, December 27, 2015 to Tuesday, December 13, 2015. The January 2017 Reorganization meeting to be included in this list will be scheduled for January 24, 2017. Theresa Casagrande motioned to approve the 2016 Commission meeting dates, times and location as the fourth Tuesday of each month at 6:00 pm (unless otherwise noted) at 1540 West Park Ave, Tinton Falls. The motion was seconded by Keri Pagnoni.

Note: Any of the preschedule meeting dates may be changed in the future upon vote of the Commission.

VOTE: Unanimous
The 2016 Meeting Dates, Times and Locations have been determined and set forth by resolution.

2016 COMMITTEE APPOINTMENTS

The 2016 BUDGET & FINANCE COMMITTEE consists of Dr. Giles, V.Pres., Chair, Jay Amberg*, Vinnie Buttiglieri, Joe Nardone and Theresa Casagrande with Liz Finnerty, Treas., David Henry and President Roman, ex-officio.

*Note: Prior to these minutes being transcribed, Jay Amberg requested a committee change from Budget & Finance to Operations.

The 2016 HUMAN RESOURCES COMMITTEE consists of Dr. Tim Sullivan, Chair, Jim Langenberger, Theresa Casagrande, with President Roman and David Henry, ex-officio.

The 2016 OPERATIONS COMMITTEE consists of John Mack, Chair, Jay Amberg and Keri Pagnoni, with President Roman and David Henry, ex-officio.

The 2016 AUDIT COMMITTEE consists of Paul Roman, Pres., Chair, Michael Natelli, with Steve Gallagher, CFO, ex-officio.

The 2016 GOVERNANCE COMMITTEE consists of President Roman, Chair, V.P. Dr. Len Giles, Liz Finnerty, Treas, Vinnie Buttiglieri, member at large and David Henry, ex-officio.
APPOINTMENTS (continued):

VOTE: Unanimous
The 5 MCRHC Committees are appointed as stated above.

MINUTES OF LAST MEETING:

OPEN SESSION:
December 15, 2015
Vinnie Buttiglieri motioned to approve the Open Session Minutes of December 15, 2015, seconded by Theresa Casagrande.

COMMUNICATIONS:

The Health Officer reported on:

December 16, 2015 letter from President Roman to PHAB applying for accreditation
December 17, 2015 letter from Highlands to the Health Officer requesting termination of agreement July 1, 2016.

HANDOUTS:  Healthy Momentum (Accreditation) in NJ PUBLIC HEALTH
Our Population Health Village in NJ HEALTH MATTERS
NALBOH Involved with National Accreditation from Beginning – a NALBOH NEWSBRIEF

HEALTH OFFICER’S REPORT:

The January 2016 Health Officer’s Report, the December 2015 Conferences & Meetings, December 2015 CDRSS Report and the December 2015 Public Health Nursing report were previously mailed/e-mailed.

Mr. Henry reported on:

An anthrax drill was held on December 10, 2015 in Middletown to practice/test the speed of antibiotic distribution in such an emergency. Results were 220 persons per hour. A complete “After Action” report to follow.

MCRHC has four Spring 2016 Interns who will be assisting in the development of a Workforce Development Plan.

Current Public Health Legislation updates
To raise the smoking age to 21 – pocket veto from Gov. Christie
e-cig liquid requirements
hospital contributions to municipalities

MCRHC participated in an influenza drill @ Health South in Tinton Falls. All went well.
HEALTH OFFICER’S REPORT (continued):

Sr. REHS Mike Kowal will attend Accreditation Coordinator Training in Alexandria, Virginia on February 9th and 10th. We are in continued preparations for a PHAB site visit within one year’s time.

Per previous Board approval, responses to our following grant applications are pending:
$10,000 Accreditation
CDC Associate to work on STDs

The Health Officer is on the steering committee of the 2016 new Community Health Improvement Plan.

A Communicable Disease Improvements grant deadline is in February.

Natalie Pawlenko, Director of Local Public Health at the NJDOH is retiring – her replacement to be named.

Jay Amberg motioned to accept the Health Officer’s report, seconded by Jim Langenberger.

VOTE: Unanimous

AUDIT COMMITTEE: Minutes for documentation are necessary and forthcoming. No formal meeting held as the audit resulted in no negative comments and no required adjustments. A motion and vote to approve/accept the document as presented needs to be made by the Commission.

CFO REPORT:
Resolution 2016-6 relating to the MCRHC Cash Management Plan (investment governance) to be adopted for 2016 was presented by Mr. Gallagher.

Theresa Casagrande motioned to approve the 2016 Cash Management Plan, seconded by Vinnie Buttiglieri.

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VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.

TREASURER’S REPORT:
Presented by Stephen Gallagher, CFO. He briefly reviewed the Statement of Accounts for period ending December 31, 2015.

The Treasurer’s Report was accepted as presented.
BUDGET & FINANCE COMMITTEE:

Vice-President Giles reported on the following and stated the need for a Budget and Finance Committee meeting.

1) the B & F committee is working to change the wording in our town contracts by use of an ORDINANCE stating the agreed upon methodology vs. incorporating it into the town contracts.

2) Middletown Township revised contract – Before any vote is proposed, the B & F committee needs to look over numbers just presented – any decision needs to be or lead to equitable adjustments for all towns. It is tabled until this occurs. President Roman did apologize to the Budget and Finance Committee Chair and members for the delay in passing the considerations proposed for Middletown by them.

PAYMENT OF BILLS:

Vice-President Giles asked to verify the JIF half payment. The Health Officer responded that this is correct.

Vice-President Giles motioned to pay the January 2016 bills in the amount of $173,273.75. The motion was seconded by Theresa Casagrande.

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VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.

HUMAN RESOURCES COMMITTEE:

Carryover of Employee Time is not accepted as reported.

Questions raised as to carryover vacation days for 2 employees that exceed one year’s allotment. Also question on cap for comp time and when it as well as vacation time must be used. Comp is a managerial decision. Check union contract and report back at February 23, 2016 meeting.

The Health Officer’s recently negotiated contract has been signed, however it was determined that ALL Commission members should receive a copy of the agreement to review. This item will be placed on the February 23, 2016 meeting agenda for vote in Public session.
OPERATIONS COMMITTEE: No Report

GOVERNANCE COMMITTEE: No Report

OLD BUSINESS:

MCRHC/Long Branch Interim Service Agreement for HO Services (memorialization of December 2015 vote).

Ordinance 2016-7 was drawn up and executed since the Commission’s December Regular meeting held on December 15, 2015.
Discussion ensued that while the Commission did approve MCRHC management to negotiate interim HO services, a signed contract should never happen without a Commission vote in open session or by an emergency meeting. The resolution and contract have to match. President Roman was directed to resign and re-execute the contract presented.

President Roman expressed that he acted in good faith and did what was necessary at the time to cover Long Branch and to respond to the opportunity for the MCRHC. The figure of $7,900.00 was arrived at by the CFO, President and Health Officer. The actions taken work toward development of a standardized fees basis for providing service in the future.

If additional 3 months interim time for HO Services is requested by the City of Long Branch this will go to the Budget & Finance Committee prior to the March 31, 2016 deadline.

Dr. Sullivan motioned to approve/adopt Ordinance 2016-7 retro to January 1, 2016, seconded by Theresa Casagrande.

ROLL CALL VOTE:

Brielle Yes Sea Girt Yes
Fair Haven Yes Shrewsbury Boro Yes
Little Silver Yes Spring Lake Heights Yes
Monmouth Beach Yes Tinton Falls Yes
Ocean Twp Yes Wall Twp Yes

VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.

Long Branch - good negotiations so far. The Council was unanimous on the interim agreement. Various packages are being considered. The Long Branch Mayor and Administration have begun talks about a long term plan.

Commissioner Amberg has concerns from his town regarding the Long Branch agreement which he will translate to the Health Officer. An update of the Long Branch negotiations will be placed on the February Agenda as a Closed Session item.

Page 11 of 14

Approved Minutes February 23, 2016
OLD BUSINESS (continued):

MCRHC LOCKED DOOR POLICY – A brief discussion was initiated by Vice-President Giles in regard to the staff’s recent security efforts. He would like to remain in line with the policies practiced at other public agencies and asked the Health Officer “who will not be allowed through the front door?” It was explained by the Health Officer and Heather Frketich, Office Coordinator that no one who has legitimate business is ever refused entrance. Another Commissioner comment reflected on the reality that individual towns or agencies may have specific areas of concern and focus security efforts toward those concerns with reference to a local health department as a possible soft target. The Health Officer reiterated that he is simply interested in a reasonable approach that will balance the interests of the staff and the interests of the public.

NEW BUSINESS:

Resolution 2016-8
WEBSITE CONTRACT RENEWAL: President Roman presented the City Connections annual contract for renewal beginning January 1, 2016 and ending December 31, 2016 in the amount of $2,548.00.

Theresa Casagrande motioned to renew the City Connections Web Page Development & Maintenance Agreement for 2016. The motion was seconded by Dr. Sullivan.

ROLL CALL VOTE:
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Fair Haven Yes Shrewsbury Boro Yes
Little Silver Yes Spring Lake Heights Yes
Monmouth Beach Yes Tinton Falls Yes
Ocean Twp Yes Wall Twp Yes

VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.

Resolution 2016-9
IT CONTRACT RENEWAL:

Vinnie Buttiglieri motioned to renew the Internetworx Contract at $99.00 per hour, seconded by Vice-President Giles.

ROLL CALL VOTE:
Brielle Yes Sea Girt Yes
Fair Haven Yes Shrewsbury Boro Yes
Little Silver Yes Spring Lake Heights Yes
Monmouth Beach Yes Tinton Falls Yes
Ocean Twp Yes Wall Twp Yes

VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.

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Approved Minutes February 23, 2016
NEW BUSINESS (continued):

DISCUSSION OF PART TIME PUBLIC HEALTH INVESTIGATOR (Non-Union) – DEFERRED TO FEBRUARY MEETING

(As mentioned earlier) MIDDLETOWN TOWNSHIP – Proposed Revised Contract – DEFERRED TO FEBRUARY MEETING

Resolution 2016-10
TOYOTA RAV-4 PURCHASE
Resolution 2016-10 authorizing the award of a contract for financing of two MCRHC fleet vehicles was presented by the Health Officer along with specs, purchasing detail and background information on the three quotes gathered by management. Vehicles will be obtained from Galaxy Toyota in Eatontown, NJ and the Financing Contract will be with Toyota Financial Services.

Theresa Casagrande motioned to approve Resolution 2016-10, seconded by Vice-President Giles.

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VOTE: 10 Ayes, 0 Nays, 0 Abstain
Motion carries.

80TH ANNIVERSARY OF MCRHC – The Health Officer is looking for Commissioner participation for the planned celebration event to be held Friday, October 14th.

2016 ORGANIZATION CHART: Any updates should be submitted to Heather Frketich before the February meeting.

PUBLIC COMMENT PERIOD:
No Public present.
PRESIDENT’S REPORT: No Report

There being no further business, the meeting adjourned at 7:59 pm on a motion by Vice-President Giles, seconded by Dr. Sullivan.

VOTE: Unanimous

Next Regular Meeting of the MCRHC #1 Commission will be held on Tuesday, FEBRUARY 23, 2015 at 6:00 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,

David A. Henry

________________________________________
David A. Henry
SECRETARY