

**WARREN BOARD OF HEALTH
MINUTES – Reorganization Meeting
JANUARY 13, 2016– 7:00 P.M.
2ND FLOOR CONFERENCE ROOM – MUNICIPAL BUILDING
46 MOUNTAIN BOULEVARD, WARREN**

Call to Order: The regular public meeting of the Warren Township Board of Health was called to order at 7:09 p.m. by Barbara Streker, Clerk/Registrar

Flag Salute

The Opening Statement: Adequate notice of this meeting was given on February 12, 2015 by posting a copy on the Township Bulletin Board sending a copy to the Township Clerk, Echoes Sentinel and Courier News as required by the Open Public Meetings Act. We plan to adjourn no later than 10:00 P.M.

Roll Call:

Dr. DeMarco	-Present	<u>Alternate #1</u>	
Mrs. Cooper	-Present	Mr. Rosenman	-Present
Mr. Morlino	-Present by phone	<u>Alternate #2</u>	
Dr. Sarraf	-Absent		
Mr. Lazo	-Present		
Mr. Riley	-Present	Mr. Plager	-Present

Clerk informs the Board of new appointments:

The Township Committee concurs and recommends the following appointments to the Board of Health:

Malcolm Plager Appointment Expiration Date – December 31, 2018
Angelo DeMarco – Appointment Expiration Date – December 31, 2018

Mayor's Appointment:

George Lazo – Appointment Expiration Date – December 31, 2016

Board Counsel administered oaths to Mr. Plager, Dr. DeMarco and Mr. Lazo

Order of Business for Organizational Meeting:

1. Election of Officers
2. Resolution concerning Authorizing Use of Consent Agenda at Warren Township Board of Health Meetings
3. Consent Agenda
4. Schedule of Meetings
5. Resolution concerning Appointments for Middle-Brook Regional Health Commission Representatives and Alternates.
6. Resolution concerning Rules of Order
7. Resolutions for Approved Applications from Prior Cases
8. New Business
9. Old Business
10. Privilege of the Floor

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11. Minutes
12. Correspondence
13. Middle-Brook Regional Health Commissions Report
14. Reports of Employees
15. Financial Reports
16. Adjournment

Motion was made by Mr. Plager, seconded by Mrs. Cooper to adopt the Order of Business for the Reorganization Meeting as read:

Voice Vote:

In Favor: Dr. DeMarco, Mrs. Cooper, Mr. Morlino, Mr. Lazo, Mr. Riley, Mr. Rosenman,
Mr. Plager

Opposed: None

Abstentions: None

Election of Officers

Election of President

Nomination was made by Dr. DeMarco, seconded by Mrs. Cooper to elect Mr. Plager as President of the Warren Township Board of Health.

There being no further nominations from the floor, motion was made by Mrs. Cooper second by Mr. Rosenman to close nominations:

Voice Vote:

In Favor: Dr. DeMarco, Mrs. Cooper, Mr. Morlino, Mr. Lazo, Mr. Riley, Mr. Rosenman,
Mr. Plager

Opposed: None

Abstentions: None

Election of Vice-President:

Nomination was made by Mr. Plager, seconded by Mr. Rosenman to elect Mrs. Cooper as Vice-President of the Warren Township Board of Health.

There being no further nominations from the floor, motion was made by Mr. Rosenman second by Mr. Plager to close nominations:

Voice Vote:

In Favor: Dr. DeMarco, Mrs. Cooper, Mr. Morlino, Mr. Lazo, Mr. Riley, Mr. Rosenman,
Mr. Plager

Opposed: None

Abstentions: None

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Election of Secretary/Treasurer:

Nomination was made by Mr. Plager, seconded by Mr. Rosenman to elect Dr. Sarraf as Secretary/Treasurer of the Warren Township Board of Health.

There being no further nominations from the floor, motion was made by Mrs. Cooper second by Mr. Plager to close nominations:

Voice Vote:

In Favor: Dr. DeMarco, Mrs. Cooper, Mr. Morlino, Mr. Lazo, Mr. Riley, Mr. Rosenman,
Mr. Plager

Opposed: None

Abstentions: None

Resolution 2016-1 Authorizing Use of Consent Agenda at Warren Township Board of Health Meetings

Motion was made by Mr. Morlino, seconded by Mrs. Cooper to adopt Resolution 2016-1 as read:

Roll Call:

Dr. DeMarco-	Yes
Mrs. Cooper-	Yes
Mr. Morlino-	Yes
Mr. Lazo-	Yes
Mr. Riley-	Yes
Mr. Rosenman-	Yes
Mr. Plager-	Yes

Consent Agenda

Resolutions No. 2016-2 through 2016-7 were submitted to the Board of Health for review and may be adopted by one motion. These resolutions are listed on the agenda for review and a complete copy made available in the Warren Township Board of Health.

Resolution 2016-2 – Health Officer

Resolution 2016-3 - Appointment of Employees

Resolution 2016-4- Board of Health Attorney

Resolution 2016-5 – Business and Correspondence

Resolution 2016-6 – Authorizing Agreement with Middle-Brook Regional Health Commission for Public Health Services.

Resolution 2016-7 – Schedule of Meetings

Motion was made by Mrs. Cooper, seconded by Mr. Rosenman to adopt Resolution 2016-2 through 2016-7 with the exclusion of Resolution 2016-4.

Mr. Riley requested that Resolution 2016-4 be pulled from the consent agenda and be voted on separately. He expressed his concern over voting for a resolution for a contract that the Board does not review.

Roll Call:

Dr. DeMarco-	Yes
Mrs. Cooper-	Yes
Mr. Morlino-	Yes
Mr. Lazo-	Yes
Mr. Riley-	Yes
Mr. Rosenman-	Yes
Mr. Plager-	Yes

Motion was made by Mr. Plager, second by Mr. Rosenman to adopt Resolution 2016-4 as presented.

Roll Call:

Dr. DeMarco-	Yes
Mrs. Cooper-	Yes
Mr. Morlino-	Yes
Mr. Lazo-	Yes
Mr. Riley-	Abstain
Mr. Rosenman-	Yes
Mr. Plager-	Yes

Board Counsel administered the oath to Kevin Sumner, Health Officer

Resolution 2016-8 – Appointments of Representatives and Alternates to Middle-Brook Regional Health Commission.

Nomination was made by Mr. Riley, seconded by Mrs. Cooper to appoint Mr. Riley as a representative #1, Mr. Plager as representative #2, and Mrs., Cooper as an alternate to the Middle Brook Regional Health Commission for 2016.

Roll Call:

Dr. DeMarco-	Yes
Mrs. Cooper-	Yes
Mr. Morlino-	Yes
Mr. Lazo-	Yes
Mr. Riley-	Yes
Mr. Rosenman-	Yes
Mr. Plager-	Yes

Resolution 2016-9 Rules of Order

Motion was made by Mr. Rosenman second by Mr. Riley to approve Resolution 2016-9.

The Board discussed the capability of having a Board member be conferenced in by phone or computer to attend a Board meeting. The Board felt it would be ok to use for administrative work, but was concerned whether that member would be fully able to participate if cases were being presented.

Roll Call:

Dr. DeMarco-	Yes
Mrs. Cooper-	Yes
Mr. Morlino-	Yes
Mr. Lazo-	Yes
Mr. Riley-	Yes
Mr. Rosenman-	Yes
Mr. Plager-	Yes

Motion was made by Mr. Riley second by Mr. Rosenman to have counsel look into the issue of electronic attendance at meetings and provide the Board with recommendations and information regarding quorums.

The Board would like to use this for administrative activities only to start.

Voice Vote:

In Favor: Dr. DeMarco, Mrs. Cooper, Mr. Morlino, Mr. Lazo, Mr. Riley, Mr. Rosenman, Mr. Plager

Opposed: None

Abstentions: None

Mr. Lazo left the meeting at 7:41pm

New Business: None

Old Business:

Mrs. Cooper asked about the status of the subcommittee's work on the Individual Subsurface Sewage Disposal Ordinance. Mr. Riley stated that they have not meet yet, but that he has spent numerous hours compiling suggestions. Mr. Rosenman stated that he would like to join the subcommittee as well.

The Board would like an update by the next meeting.

Privilege of the Floor:

Paul Monti, 10 Sneider Road, Warren commented at the meeting that he was here with his son to observe how a Board of Heath meeting is conducted for his son's school project.

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Mr. Monti asked about the Board using personal computers for Board related activities. Mr. Sumner stated the use of personal computers or phones makes them susceptible to the Open Public Records Act and it is not a recommended practice.

Approval of Minutes: December 2, 2015

Motion was made by Mrs. Cooper second by Mr. Plager to adopt the December 2, 2015 minutes as amended.

Roll Call:

Dr. DeMarco-	Abstain
Mrs. Cooper-	Yes
Mr. Morlino-	Yes
Mr. Riley-	Yes
Mr. Rosenman-	Abstain
Mr. Plager-	Yes

Correspondence: Please See Correspondence File

Middle-Brook Regional Health Commission Report

Mr. Riley had nothing to report. The Commission has not had their reorganization meeting yet.

Mr. Riley stated that the tobacco bill raising the age of access to 21 has been passed by the legislature and is sitting on the Governor's desk waiting to be signed.

Reports of Employees/Health Officer Report

Mr. Sumner stated that the Sewerage Authority did not have a problem with removing the exemption to connect when pumping from the Board of Health Ordinance, but Mr. Sumner stated that he would try to get something in writing.

Mr. Sumner stated that the Commission Reorganization meeting will take place in the beginning of February.

Mr. Sumner stated that he is currently working on three grant applications. He has applied for \$10,000 grant from the State for accreditation related to performance management to monitor activities in the Health Department.

The second grant is with Healthier Somerset and Robert Wood Johnson Somerset for shaping New Jersey. This grant is to promote complete streets; focusing on how to change the environment in a community to make it more accessible for walking, and exercise, while accommodating cars so that shared activities can occur in a safe manner. This grant will focus primarily on Green Brook.

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Reports of Employees/Health Officer Report (Continued)

The third grant is a four year grant from the Robert Wood Johnson Foundation he is applying for on behalf of Bound Brook and South Bound Brook called the "Culture of Health Grant" which focuses on a population in need. This grant is \$50,000 per year for the first two years and then \$100,000 for the third and fourth years. Mr. Sumner stated that hospital emergency room data along with data from the Visiting Nurses and Zuffall Health Center clearly indicate that Bound Brook and South Bound Brook are areas of need.

Bound Brook effective January 1, 2016 is back to full time with the Commission.

Financial Reports:

Treasurer's Report: Receipts –October 2015

Receipts for Registrar:	\$474.00
Health	\$703.60
Application Fees	\$1,150.00
Septic and Well	<u>\$640.00</u>
Total Health	\$2,967.60
Dogs	\$48.00
Cats	<u>\$24.00</u>
Total Animal	\$72.00
Grand Total:	<u>\$3,039.60</u>

Disbursements: October 2015

Health:

3rd Quarter Marriage License State Fees (28@ \$25.00) \$700.00

Total Health Disbursement October 2015 **\$700.00**

Animal Control:

State Dog License Fee- October \$3.60

Total Animal Control Disbursements **\$3.60**

Total Disbursements – October 2015 **\$703.60**

Motion was made by Mrs. Cooper second by Mr. Plager to approve the October 2015 Financial report as read.

Voice Vote:

In Favor: Dr. DeMarco, Mrs. Cooper, Mr. Morlino, Mr. Riley, Mr. Rosenman, Mr. Plager

Opposed: None

Abstentions: None

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Treasurer's Report: Receipts –November 2015

Receipts for Registrar:	\$284.00
Health	\$427.65
Application Fees	\$675.00
Septic and Well	<u>\$445.00</u>
Total Health	\$1,831.65
Dogs	\$32.00
Cats	<u>\$0.00</u>
Total Animal	\$32.00
Grand Total:	<u>\$1,863.65</u>

Disbursements: November 2015

Health:

Reimburse for Renewal of License REHS - Donna Ostman	\$50.00
500 Bus Cards D. Ostman	<u>\$66.00</u>

Total Health Disbursement November 2015 **\$116.00**

Animal Control:

State Dog License Fee- November	<u>\$1.20</u>
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Total Animal Control Disbursements **\$1.20**

Total Disbursements – November 2015 **\$117.20**

Motion was made by Mrs. Cooper second by Mr. Plager to approve the November 2015 Financial report as read.

Voice Vote:

In Favor: Dr. DeMarco, Mrs. Cooper, Mr. Morlino, Mr. Riley, Mr. Rosenman, Mr. Plager

Opposed: None

Abstentions: None

Treasurer's Report: Receipts –December 2015

Receipts for Registrar:	\$454.00
Health	\$7,100.20
Application Fees	\$100.00
Septic and Well	<u>\$115.00</u>
Total Health	\$7,769.20
Dogs	\$2,460.00
Cats	<u>\$56.00</u>
Total Animal	\$2,516.00
Grand Total:	<u>\$10,285.00</u>

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Disbursements: December 2015

Health:

2015 Clothing Allowance- Donna Ostman	<u>\$201.00</u>
Total Health Disbursement December 2015	<u>\$201.00</u>

Animal Control:

2015 State Dog License Fee- December	\$0.00
2016 State Dog License Fee- December	<u>\$198.60</u>
Total Animal Control Disbursements	<u>\$198.60</u>

Total Disbursements – December 2015	<u>\$399.60</u>
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Motion was made by Mr. Rosenman second by Mrs. Cooper to approve the December 2015 Financial report as read.

Voice Vote:

In Favor: Dr. DeMarco, Mrs. Cooper, Mr. Morlino, Mr. Riley, Mr. Rosenman, Mr. Plager

Opposed: None

Abstentions: None

Adjournment:

**Motion was made by Mr. Riley second by Mrs. Cooper to adjourn the meeting at 8:25pm.
Motion carried by unanimous voice vote.**

**Respectfully submitted,
Barbara Streker, Clerk, Warren
Township Board of Health**