

MIDDLESEX BOARD OF HEALTH  
Meeting Minutes  
THURSDAY, JUNE 10, 2021

The meeting of the Middlesex Board of Health was held on the above date at the Recreation Building and called to order at 7:00 p.m. by President Sherr with the following statement:

“This meeting is being held in compliance with the Open Public Meeting Law in that the requirements of the Law have been met by the Annual Meeting Notice forwarded to the Courier News, posted in the Municipal Building on December 9, 2020, with a subsequent meeting noticed on May 21, 2021 as amended and provided to the courier news and the star ledger, posted on the website and the bulletin board in the municipal building and filed in accordance with the law.”

Roll Call:

Michael Conahan – Vice President	<input checked="" type="checkbox"/>	
Steve Ember	<input checked="" type="checkbox"/>	
Melissa Fedosh	<input checked="" type="checkbox"/>	
Lucy Laranjeiro	<input checked="" type="checkbox"/>	
Nancy Purcell-Holmes	<input checked="" type="checkbox"/>	
Karen Rutkowski – Alternate 2	<input checked="" type="checkbox"/>	- Voting status enabled
Amelia Sherr - President	<input checked="" type="checkbox"/>	
Laura Steinau, Alternate 1	<input type="checkbox"/>	- Absent
Peyton Yanchurak	<input type="checkbox"/>	- Absent

Others in attendance:

Terence Brundage – REHS	<input checked="" type="checkbox"/>	
Councilman Rex - Council Liaison	<input type="checkbox"/>	- Absent

Lester Jones, County Health Director/Health Officer - Represented by John Dowd

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1. **Adoption of Minutes** – Board Member Purcell-Holmes made a motion to accept the May 13, 2021 Meeting Minutes seconded by Vice President Conahan. All in favor, motion carried.
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President Sherr welcomed Mr. John Dowd who is the Division Head of the Middlesex County Public Health Education and Preparedness Division.

Mr. Dowd stated that he is a resident of our Borough and has 25 years of public health experience. He informed us that the Community Health Improvement Planning (CHIP) program began in 2009 as required by the Affordable Care Act. Each cycle of CHIP spans 3 years. We are currently within the 2020 to 2022 cycle. The county’s six hospitals are integrally involved with the Robert Wood Johnson Hospital leading this collaborative effort.

A major part of the CHIP program is the distribution and evaluation of the Community Health Needs Assessment survey which is designed to take about 10 minutes to complete by our residents. This survey is available on the County Health Department website and from their personnel.

Mr. Dowd spoke extensively about the various programs and services which his division has been providing. He mentioned several programs and services which have been occurred in our Borough with the Public Library, Recreation Center, schools, seniors, etc. There were numerous questions and suggestions which resulted in Mr. Dowd committing to work closely with us to provide additional services and programs to our Borough. For example, Mr. Dowd will provide the County's Health Services Guide and look into providing a Food Safety course later this year.

## **2. Reports**

- A. Board of Health Activities Report – SREHS, Terry Brundage presented the Activities Report for May 2021. Mr. Brundage said that the Johnson & Johnson vaccine will be available on Father's Day, June 20, at the Dunellen Train Station. For homebound people, home visits are available. There will also be a drive-through site in Piscataway on June 16. The details are available via the COVID-19 Call Center and have been sent to our Borough Administrator. President Sherr inquired about the Conditionally Satisfactory rating for the Community Pool. She also asked about other public pools in the borough. Mr. Brundage explained that the preliminary results for testing the water are returned immediately in case there is a major issue. The full results are returned later. If the full results are good, then the rating is changed to Satisfactory. Warnings occur when there is a negative sample. Closure occurs when there are two negative samples. Mr. Brundage is monitoring the status of the only other public pool in the borough. It is at the apartments by the Acme and has been inactive. The owner(s) plan to fill in the pool. Vice President Conahan made a motion to accept the Activities Report seconded by Board Member Laranjeiro and carried by the following roll call: Ayes: Conahan, Ember, Fedosh, Laranjeiro, Purcell-Holmes, Rutkowski, Sherr. No: None. Abstain: None
- B. Monthly Activities Environmental Report – TABLED – Reports have not been prepared as discussed with Mr. Jones. Board Member Purcell-Holmes made a motion to Table the Environmental Reports, seconded by Vice President Conahan. All were in favor.
- C. Registrar's Report – Board Member Ember presented the Registrar's Report for May 2021. Board Member Fedosh made a motion to accept the Registrar's Report seconded by Vice President Conahan and carried by the following roll call: Ayes: Conahan, Ember, Fedosh, Laranjeiro, Purcell-Holmes, Rutkowski, Sherr. No: None. Abstain: None
- D. Board of Health Report - Board Member Ember presented the Board of Health Report for May 2021. Vice President Conahan made a motion to accept the Board

of Health Report seconded by Board Member Laranjeiro and carried by the following roll call: Ayes: Conahan, Ember, Fedosh, Laranjeiro, Purcell-Holmes, Rutkowski, Sherr. No: None. Abstain: None

### 3. Correspondence

- A. Board Member Ember presented his notes from the May 15 meeting of the NJLBHA. Mr. Dowd suggested that we should have a point of contact for the Sustainable New Jersey program as partnerships with the municipalities are encourage. We could earn points and obtain grants. President Sherr expressed her interest in grants which could help our Borough. Board Member Ember will review the Sustainable New Jersey website and report back to the Board at the next meeting.

### 4. Unfinished Business

- A. Coronavirus Reports – President Sherr has been forwarding the emails with these reports to all Board members.
- B. Rabies Clinic – President Sherr requested for a County Health Department member to be present at our event on November 6.
- C. Mission Statement – Board Members Purcell-Holmes, Fedosh, and Rutkowski are on the Mission Statement Subcommittee. Board Member Purcell-Holmes read their proposed Mission Statement. They will provide it to the Board through email so that it can be reviewed and discussed at the next Board meeting.
- D. Follow up with Middlesex County Administrator to include but not limited to formal Community Health Assessment, Potential Public Health Grants – This was discussed during the presentation by Mr. Dowd above.
- E. May 14<sup>th</sup> email request for Executive session between Mayor & Council was called off, in lieu a meeting was held on May 24, 2021 with limited members of each party represented – President Sherr stated that the meeting’s objectives were to improve the communication between our Board and the Borough’s administration. The budget process and contract process will remain with the Mayor and the Council although they will be very receptive to our suggestions.
- F. Final Board of Health Budget – The final budget for 2021 has been sent to the Board Members by President Sherr. Board Members Ember and Fedosh are on the Finance Subcommittee. They will prepare a list of questions to be reviewed at the next Board meeting. Afterwards, the final list of questions will be sent to the Borough Administrator.
- G. Board of Health Contract – The contract for 2021 and 2022 is still in progress per President Sherr. Ms. Karrow informed President Sherr that the signed contract from the Borough was sent to the County on May 26.
- H. Board of Health License Fees – To be discussed at the next Board meeting.

- I. Recording of the September, October, November, and December 2021 Board meetings – Mr. Robert Sherr will record the minutes for July and Board Member Ember will do it for August. Volunteers are needed for the other months.
- J. Response to Board Member questions following the Board of Health meeting of April 8<sup>th</sup> from Mr. Les Jones – President Sherr will continue to work on this.
- K. Meeting with Middlesex County for May 14, 2021 was canceled and tentative date to be rescheduled – Per President Sherr, the new date is June 14.

## 5. New Business

- A. New Meeting Dates – Board Member Ember suggested that we reschedule the Board's meeting dates for September, October, and December to avoid conflicts with other Borough committee meetings. This will provide access to the Borough's phone number in case we need it for future meetings. Vice President Conahan will contact the Recreation Center to identify the availability of Thursday nights for the three months listed above. Everyone was in favor of changing the meeting dates to avoid future conflicts. Also, the online calendar on the website will have to be updated if we change any meeting date.
6. Website – President Sherr stated that Ms. Carmen Modica handles the changes to the Board's page on the Borough website.
  7. Meeting Opened to The Public – President Sherr opened the meeting to the public. Seeing that there were no public people at the meeting, President Sherr closed the public portion of the meeting.
  8. Adjournment – Board Member Fedosh made a motion to adjourn the meeting, second by Vice President Conahan and carried by a unanimous vote by Board Members present. Next meeting will be held July 8, 2021.

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Steve Ember

Board Member acting as the Recording Secretary for this June 10 meeting