

MIDDLESEX BOARD OF HEALTH
Meeting Minutes
THURSDAY, AUGUST 12, 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 N.J.S.A. et seq., 10:4-6 (the Open Public Meeting Act) 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, in accordance with N.J.S.A. 10:4-6 et seq. as amended to permit public bodies as therein defined to conduct public meetings by means of communication or other electronic equipment, and with written notice and electronic notice provided to the courier news and the star ledger, posting 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 type="checkbox"/> - Absent
Steve Ember	<input checked="" type="checkbox"/>
Melissa Fedosh	<input checked="" type="checkbox"/>
Lucy Laranjeiro	<input checked="" type="checkbox"/>
Nancy Purcell-Holmes	<input type="checkbox"/> - Absent
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 checked="" type="checkbox"/>

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 - Absent

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1. **Adoption of Minutes** – Board Member Fedosh made a motion to accept the June 10, 2021 Meeting Minutes seconded by Board Member Rutkowski. All in favor, motion carried.
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2. Reports

A. Board of Health Activities Report – SREHS, Terry Brundage presented the Activities Reports for June and July 2021. Mr. Brundage said that the Conditionally Satisfactory rating for Dollar Tree was due to a roof leak which affected the carpet and tiles inside the store. He also explained that CVS and Dollar Planet, which were inspected in May 2021, were not inspected in 2019 and 2020 due to their status as Risk 1. Low priority places which only sell packaged food items are not subject to annual inspections. Several home pools were noted in violation. Mrs. Sherr asked Mr. Brundage to follow up with Hamiltonian Apartments, as they have had a permit out for the past 6 years to have their pool removed and it is filled with debris.

Board Member Ember made a motion to accept the Activities Reports seconded by Board Member Fedosh and carried by the following roll call: Ayes: Ember, Fedosh, Laranjeiro, Rutkowski, Sherr, Yanchurak. No: None. Abstain: None

B. Monthly Activities Environmental Report – TABLED – Reports have not been prepared as discussed with Mr. Jones. President Sherr stated that we should receive the reports with a new format soon. Board Member Laranjeiro made a motion to Table the Environmental Reports, seconded by Board Member Rutkowski. All were in favor.

C. Registrar's Report – President Sherr presented the Registrar's Reports for May, June, and July 2021. The May report was amended due to a correction. Board Member Fedosh made a motion to accept the Registrar's Reports seconded by Board Member Laranjeiro and carried by the following roll call: Ayes: Ember, Fedosh, Laranjeiro, Rutkowski, Sherr, Yanchurak. No: None. Abstain: None

D. Board of Health Report - President Sherr presented the Board of Health Reports for June and July 2021. Board Member Ember made a motion to accept the Board of Health Reports seconded by Board Member Rutkowski and carried by the following roll call: Ayes: Ember, Fedosh, Laranjeiro, Rutkowski, Sherr, Yanchurak. No: None. Abstain: None

3. Correspondence

A. None.

4. Unfinished Business

A. Mission Statement – Board Member Rutkowski is on the Mission Statement Subcommittee. Board Member Rutkowski read their proposed Mission Statement as follows:

“The Middlesex Borough Board of Health mission is to protect and improve the wellbeing of our residents through the prevention and control of disease, health promotion and education, and environmental protection.”

All were in favor of a resolution for this Mission Statement to be voted on at our next meeting in September.

- B. Coronavirus Reports – President Sherr has been forwarding the emails with these reports to all Board members.
- C. Rabies Clinic – President Sherr requested for a County Health Department member to be present at our event on November 6. We are waiting for a response from Mr. Les Jones. Vice President Sherr and Board Members Ember and Purcell-Holmes are on the committee for this event.
- D. Meeting with County on June 14, 2021 – President Sherr stated that the meeting's objectives were to improve the communication between our Board and the County's administration.
- E. Board of Health Contract – The contract for 2021 and 2022 is still in progress per President Sherr. Ms. Karrow informed President Sherr that we are waiting for a response from the County for our signed contract.
- F. Board of Health License Fees – Board Member Laranjeiro has a large spreadsheet comparing the license fees for several municipalities. Some of our fees tend to be much lower than other towns. There was some discussion of our fees at a recent Mayor and Council meeting, our committee will be placed on hold until there is clarification about this. The current renewal date for the fees is May 31 although it used to be March 31. President Sherr asked Mr. Brundage to find out why this deadline changed.
- G. Recording of the September, October, November, and December 2021 Board meetings – Board Member Laranjero or Mr. Robert Sherr will record the minutes for September. Volunteers are needed for the other months.
- H. Email from John Dowd, June 13, 2021 – Various activities have been scheduled with a work plan and an events list. President Sherr will forward this email to the Board Members and to Ms. Karrow for the website.
- E. New Meeting Dates for September 16 and December 16 – The Shade Tree Commission has requested that we change our September and December meeting dates to September 16 and December 16 to avoid conflicts with the use of the Recreation Building's meeting room. As we already discussed doing this, we are glad to change these new meeting dates. The calendar on the website will be updated to reflect the new dates. Board Member Rutkowski made a motion to approve the new meeting dates seconded by Board Member Laranjeiro and carried by the following roll call: Ayes: Ember, Fedosh, Laranjeiro, Rutkowski, Sherr, Yanchurak. No: None. Abstain: None
- I. Environmental Report – No updated reports were received from Mr. Lester Jones.

5. New Business

- A. Update from Board Member Ember regarding New Jersey Local Board of Health Association report(s) (NJLBHA) – Board Member Ember read parts of the notes for the June and July meetings of the NJLBHA. They will be sent to the Board Members via email. There will not be a meeting in August.
 - B. RWJ Barnabas Health's 2021 Community Health Needs Assessment (CHNA) resident survey - Board Member Fedosh will work on publicizing this survey as the hospital plans to send it out to only 100 people in our borough. We all agree that it should have more participants to provide better information for our borough.
 - C. Final Board of Health Budget – President Sherr reminded Board Members Ember and Fedosh, who are on the Finance Subcommittee, that there should be a line item for Ms. Carmen Modica to participate in all of the Board's meetings. We will suggest this to Ms. Karrow.
6. Website – President Sherr stated that more information was added 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 Board Member Rutkowski and carried by a unanimous vote by Board Members present. The next meeting will be September 16th.

Steve Ember

Board Member acting as the Recording Secretary for this August 12th meeting