

**MINUTES OF A REGULAR MEETING OF THE BOROUGH OF MADISON
BOARD OF HEALTH**

January 19, 2016 – 7:30 p.m.

CALL TO ORDER

The Regular Meeting of the Board of Health of the Borough of Madison was held on the 19th day of January, 2016. Donald Bowen called the meeting to order at 7:30 p.m. in the main room of the Madison Health Department, 28 Walnut Street, Madison, New Jersey. The Pledge of Allegiance was recited by all.

STATEMENT IN COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT

The Secretary read the statement pursuant to the Open Public Meetings Act: “In compliance with the Open Meetings Act of the State of New Jersey, adequate notice of this meeting of the Board was provided in the following manner: On December 21, 2015, notice of this meeting was emailed to the Daily Record and the Madison Eagle and advance written notice of this meeting was posted on December, 2015 on the bulletin board at the Borough Hall and filed with the Municipal Clerk.”

ROLL CALL

The Board Secretary called the roll and the following acknowledged their presence:

Board Members:

Donald J. Bowen
Vivian Gil-Botero
Marianne McConnell
Constance Stober

Also Present:

Lisa Gulla, Health Officer
Joanne Grillo, Board Secretary
Peter King, Board Attorney

Absent:

Robert Catalanello, Council Liaison
Michael Giordano, Alt. #1
Sharon Harris
Eric Range, Alt. #2
Carmen Romano

*Ms. McConnell and Mrs. Gil-Botero took oaths of office prior to start of the meeting

NOMINATION & ELECTION OF OFFICERS

Ms. McConnell moved nomination of Dr. Bowen for 2016 Board President. Mrs. Stober seconded. There were no other nominations.

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Gil-Botero
Nays: None

Dr. Bowen moved nomination of Ms. McConnell for 2016 Board Vice-President. Mrs. Stober seconded. There were no other nominations.

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Gil-Botero
Nays: None

APPROVAL OF MINUTES

Mrs. Stober moved approval of the **Regular Minutes of December 15, 2015** (as amended below). Ms. McConnell seconded the motion which passed with the following roll call recorded:

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Gil-Botero
Nays: None

Amendments: Dr. Bowen requested a change on page 3 “addressed the concerns” should be replaced with “spoke to the concerns”.

Mrs. McConnell moved approval of the **Executive Minutes of December 15, 2015**. Mrs. Stober seconded the motion which passed with the following roll call recorded:

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Gil-Botero
Nays: None

OLD BUSINESS

None.

AGENDA DISCUSSIONS

BH 2016-1 OFFICIAL NEWSPAPERS/MEETING DATES

BH 2016-2 REAPPOINTMENT HEALTH OFFICER

BH 2016-3 REAPPOINTMENT NURSING SUPERVISOR

BH 2016-4 REAPPOINTMENT HEALTH EDUCATOR

BH 2016-5 REAPPOINTMENT BOARD SECRETARY/REGISTRAR

BH 2016-6 REAPPOINTMENT ASSIST BOARD SECRETARY/DEPUTY REGISTRAR

BH-2016-7 APPOINTMENT/MEDICAL DIRECTOR

BH-2016-8 APPOINTMENT BOARD OF HEALTH ATTORNEY

Per Board agreement Resolutions BH 2016-1 through BH 2016-8 would be enacted with a single motion. Mrs. Stober moved Resolutions BH 2016-1 through BH 2016-8. Ms. McConnell seconded the motion.

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Gil-Botero
Nays: None

BH-2016-9 RESOLUTION APPROVING CONTRACT BETWEEN MADISON HEALTH DEPARTMENT AND MONTCLAIR STATE UNIVERSITY.

Ms. McConnell moved BH-2016-9. Mrs. Stober seconded.

The resolution was amended by Board Attorney. In the 5th “Whereas” we’ll replace “approved” with “reviewed” and insert language “subject to Madison Council approval by resolution”.

Mrs. Gulla was asked to remind the Board about the subject of the resolution. She stated that the resolution is intended to enter into a contract with Montclair State University to do the needs assessment focus groups and produce a document for us as part of the GROTTA grant. Once the Board of Health and the Mayor and Council approve their respective resolutions, Mrs. Gulla can sign the contract and they can begin.

Dr. Bowen asked to clarify whether the Mayor and Council had approved their resolution. Mrs. Gulla stated the Council had tabled two Health Department resolutions, one being this one, and would address them at their next meeting. They requested additional information which was provided. Their big concern is the potential findings of the survey in terms of what the Borough may be asked to provide out of the Municipal Budget. Ms. McConnell asked about the GROTTA fund money and if it was going to be used for the contract. Mrs. Gulla affirmed this. Ms. McConnell asked whether it would require additional personnel. Mrs. Gulla said it would not. The focus of the work is to take an inventory of assets and needs. Ms. McConnell requested that she be given a copy of the contract to view. Mrs. Gulla said she would provide her with the contract. The document will be ready in June.

Dr. Bowen observed that the contract under discussion is revenue neutral. After additional inquiries by Ms. McConnell, Dr. Bowen suggested all contracts in the future be shared with the Board for review.

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Gil-Botero
Nays: None

Health Officer Report

Mrs. Gulla gave overview of all reports. She spoke about the MCPIK (Morris County Prevention Is Key) grant to help combat substance abuse that will allow for \$125,000 per year for five years. This will allow for a full-time coordinator. There was discussion about advertising for the position, and Dr. Bowen reminded the Health Officer to follow Best Practices and advertise the position if required. Participants appear to have broad discretion on how to spend the funds. There were questions about “Drug-Free Community Grant” activities and the MAASA (Madison Alliance Addressing Substance Abuse). One key difference is that MAASA is not limited to address those 21 years of age or younger. The difference between an “environmental” versus a “programmatically” approach to intervention was explained.

Nursing Report

Mrs. Gulla and Mrs. Dolan participated in two different public health emergency preparedness drills. The Child Health Clinic will be held in the evening to see if more people may be able to attend. School Immunization audits are moving forward.

Health Education Report

Ms. Robinson is now a “Train the trainer” for Take Control of Your Health program. She will be implementing programs in contract towns

REHS Report

Mrs. Gulla gave an overview. There was discussion of public interest in Chipotle. Mrs. Gulla said the dog/cat licensing program and business licensing programs were going smoothly. She hopes to have the remaining half day software training by end of February. Mrs. Gulla mentioned the Local Boards of Health manual and made copies available.

Administrative Report

None.

President’s Report

None.

Strategic Planning Committee Report

None.

Financial Reports

Budget Status

A Budget Status Report from 2014 was inadvertently provided by the finance department and included in the packet. The Board will be provided with the correct 2015 information.

Overtime Report

Overtime charges are incurred when our REHS staff accompany our Health Officer to Board of Health meetings in contract towns. It was noted to cut costs the Madison Board of Health no longer has REHS staff attend Board meetings. Dr. Bowen requested the Health Officer attempt to similarly wean our client communities from expecting more than one member of our Health Department staff at their meetings.

Dr. Bowen expressed the Board's ongoing concern that Mrs. Gulla is not performing regular REHS inspections as asked. He asked if she had performed any REHS inspections at all since obtaining her license. Mrs. Gulla replied she hasn't done any regular inspections. Mrs. Gulla asserted she does not have the time to do the inspections based on her responsibilities, duties, and functions as Health Officer. She said she is responsible and required to belong to organizations and groups for two counties. She expressed that she is always available for emergencies, nights, weekends, and has responded to them. She advised that if her not doing the inspections is a problem going forward with the Board, then it is something that has to be discussed. Dr. Bowen stated that besides reducing overtime costs, REHS work will keep her REHS skills sharp and enhance oversight. Mrs. Gulla advised that she has heard that if there are more contracts acquired that it would be desired that she do inspections on a regular basis to control costs. She states that this would be physically impossible. Dr. Bowen said that the sense of the Board is that at least a small number of inspections must be undertaken by Mrs. Gulla. Mrs. Gulla reiterated that she will not have time on her calendar to be out of the office (on inspections) any more than she is now. She stated the provision of her hiring was for her to obtain her REHS license and she did fulfill that requirement.

Dr. Bowen stated he is not satisfied with this response. He said he would work with the Health Officer to find time on her calendar to reallocate towards REHS work. Mrs. Gulla then stated with all due respect that it is not within the scope of her duties as a Health Officer to do health inspections. She noted there is a Health Officer Job description that outlines the Health Officer duties.

To be clear, Dr. Bowen asked directly about performing regular REHS inspections: "If we ask you to do it, will you do it?" Mrs. Gulla replied: "Most likely not. With all due respect I would decline."

At this point Dr. Bowen said he felt we have not resolved this issue and that we would take it up at the next meeting when more Board members would be present.

Community Outreach Committee

Mrs. Gil-Botero reported that she met with Ms. Robinson about reaching the non-English speaking community in Madison. She plans to meet with the priest at St. Vincent Martyr to accumulate information about the needs of this population. It will be woven into the needs assessment being done by the Health Educator.

NEW BUSINESS

Establishing Committees

Owing to the sparse meeting attendance Dr. Bowen suggested that committee assignments remain unchanged for now.

APPROVAL OF BILLS PAYABLE

Mrs. Stober moved payment of bills. Ms. McConnell seconded.

Yeas: Dr. Bowen, Ms. McConnell, Mrs. Stober, Mrs. Gil-Botero

Nays: None

INVITATION FOR DISCUSSION

Since no member of the public wished to be heard, the invitation for discussion was closed.

READING OF CLOSED SESSION RESOLUTION

Resolution BH 2016-10 Executive Session

RESOLVED, that the meeting be adjourned to an Executive Session to consider the following matters:

CONTRACT MATTERS (1)

Health Services – Mt. Olive

PERSONNEL MATTERS (1)

Employee update -Trotman status

A motion to enter Executive Session was made by Mrs. Stober. Ms. McConnell seconded the motion.

All present voted yes.

[ENTER EXECUTIVE SESSION]

RECONVENE

The meeting reconvened at 9:25 p.m.

ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 9:25 p.m. by unanimous vote.

Respectfully submitted,

Joanne Grillo, Secretary

**BOARD OF HEALTH
BOROUGH OF MADISON
MORRIS COUNTY, NJ**

RESOLUTION NO. BH 2016-1

**A RESOLUTION DESIGNATING MEETING DATES AND THE OFFICIAL
NEWSPAPER OF THE BOROUGH OF MADISON BOARD OF HEALTH**

WHEREAS, Chapter 231 of the Public Laws of the State of New Jersey for 1975, known as and designated as the “Open Public Meetings Act”, requires notification of meetings of public bodies, as therein defined, in the manner therein set forth.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Madison Board of Health as follows:

1. During the year 2016, the regular meetings of the Board of Health shall be held at 7:30 P.M., at the Board’s offices at 28 Walnut Street, Madison, New Jersey, on the third Tuesday of each month, and special meetings will be called as needed. The exact dates of the regular meetings are as follows:

January 19, 2016	Reorganization & Regular Meeting
February 16, 2016	
March 15, 2016	
April 19, 2016	
May 17, 2016	
June 21, 2016	
July 19, 2016	
August 16, 2016	
September 20, 2016	
October 18, 2016	
November 15, 2016	
December 20, 2016	

2. A certified copy of this Resolution shall be forwarded to *MADISON EAGLE NEWS PAPER* and posted on the Bulletin Board at Municipal Building
3. Any additions or changes to the above schedule or changes in the time, date or place of any scheduled meeting will be posted on the official bulletin board and delivered to the official newspaper of the Board of Health in advance, as required by law.

4. The designated official newspaper for the year 2016 is *MADISON EAGLE*
5. The Secretary of the Board shall:
 - a) post the schedule of meetings on the front entrance hall bulletin board in the Municipal Building.
 - b) fax or email a copy of this Resolution to *MADISON EAGLE*
 - c) keep a copy on file in the office of the Board of Health.
 - d) file a copy of this Resolution with the Clerk of the Borough of Madison.

**BOARD OF HEALTH
BOROUGH OF MADISON
MORRIS COUNTY, NJ**

RESOLUTION NO. BH 2016-2

**A RESOLUTION OF THE BOROUGH OF MADISON BOARD OF HEALTH
REAPPOINTING THE HEALTH OFFICER**

WHEREAS, Lisa Gulla has been serving as the Borough of Madison Board of Health's Health Officer; and

WHEREAS, the Board of Health pursuant to N.J.S.A. 26:3-19 is provided with the authority to appoint and employ such personnel as it deems necessary to carry into effect the powers vested in it by the laws of New Jersey.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Madison Board of Health that:

- 1) **Appointment**- The Borough of Madison Board of Health does hereby reappoint Lisa Gulla as Health Officer for a one (1) year term commencing January 1, 2016;
- 2) **Severability**- If any section, clause, or portion of this resolution is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain in full force and effect;
- 3) **Effective Date**- This Resolution shall become effective immediately upon passage; and
- 4) **Notice**- A notice of this action shall be printed once in the official newspaper of the Borough as required by law.

**BOARD OF HEALTH
BOROUGH OF MADISON
MORRIS COUNTY, NJ**

RESOLUTION NO. BH 2016-3

**A RESOLUTION OF THE BOROUGH OF
MADISON BOARD OF HEALTH REAPPOINTING A
PUBLIC HEALTH NURSE SUPERVISOR**

WHEREAS, Marlene Dolan has been serving as the Borough of Madison Board of Health's Public Health Nurse; and

WHEREAS, the Board of Health pursuant to N.J.S.A. 26:3-19 is provided with the authority to appoint and employ such personnel as it deems necessary to carry into effect the powers vested in it by the laws of New Jersey.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Madison Board of Health that:

- 1) **Appointment** - The Borough of Madison Board of Health does hereby reappoint Marlene Dolan as the Public Health Nurse Supervisor for a one (1) year term commencing January 1, 2016;
- 2) **Severability**- If any section, clause, or portion of this resolution is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain in full force and effect;
- 3) **Effective Date**-This Resolution shall become effective immediately upon passage; and
- 4) **Notice**- A notice of this action shall be printed once in the official newspaper of the Madison Board of Health as required by law.

**BOARD OF HEALTH
BOROUGH OF MADISON
MORRIS COUNTY, NJ**

RESOLUTION NO. BH 2016-4

**A RESOLUTION OF THE BOROUGH OF MADISON BOARD OF HEALTH
REAPPOINTING THE HEALTH EDUCATOR**

WHEREAS, Samantha Robinson has been serving as the Borough of Madison Board of Health's Health Educator; and

WHEREAS, the Board of Health pursuant to N.J.S.A. 26:3-19 is provided with the authority to appoint and employ such personnel as it deems necessary to carry into effect the powers vested in it by the laws of New Jersey.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Madison Board of Health that:

- 1) **Appointment**- The Borough of Madison Board of Health does hereby reappoint Samantha Robinson as Health Educator for a one (1) year term commencing January 1, 2016;
- 2) **Severability**- If any section, clause, or portion of this resolution is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain in full force and effect;
- 3) **Effective Date**- This Resolution shall become effective immediately upon passage; and
- 3) **Notice**- A notice of this action shall be printed once in the official newspaper of the Madison Board of Health as required by law

**BOARD OF HEALTH
BOROUGH OF MADISON
MORRIS COUNTY, NJ**

**RESOLUTION NO.BH 2016-5
A RESOLUTION OF THE BOROUGH OF MADISON
BOARD OF HEALTH REAPPOINTING THE
ADMINISTRATIVE OFFICER/ SECRETARY/
REGISTRAR**

WHEREAS, Joanne Grillo has been serving as the Borough of Madison Board of Health's Administrative Officer/Secretary/Registrar; and

WHEREAS, the Board of Health pursuant to N.J.S.A. 26:3-19 is provided with the authority to appoint and employ such personnel as it deems necessary to carry into effect the powers vested in it by the laws of New Jersey.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Madison Board of Health that:

- 1) **Appointment**- The Borough of Madison Board of Health does hereby reappoint Joanne Grillo as the Administrative Officer/Secretary/Registrar to the Madison Board of Health, for a one (1) year term commencing January 1, 2016.
- 2) **Oath of Office**- Within ten (10) days of the passage of this Resolution, the Deputy Registrar will take the Oath of Office and file same with the New Jersey Department of Health.
- 3) **Severability**- If any section, clause, or portion of this Resolution is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain in full force and effect;
- 4) **Effective Date**-This Resolution shall become effective immediately upon passage; and
- 5) **Notice**- A Notice of this action shall be printed once in official newspaper of the Madison Board of Health as required by law.

**BOARD OF HEALTH
BOROUGH OF MADISON
MORRIS COUNTY, NJ**

RESOLUTION NO. BH 2016-6

**A RESOLUTION OF THE BOROUGH OF
MADISON BOARD OF HEALTH REAPPOINTING
THE ASSISTANT ADMINISTRATIVE
OFFICER/ASSISTANT SECRETARY/DEPUTY
REGISTRAR**

WHEREAS, Melanie Politi has been serving as the Borough of Madison Board of Health's Assistant Administrative Officer/Assistant Secretary/Deputy Registrar; and

WHEREAS, the Board of Health pursuant to N.J.S.A. 26:3-19 is provided with the authority to appoint and employ such personnel as it deems necessary to carry into effect the powers vested in it by the laws of New Jersey.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Madison Board of Health that:

- 1) **Appointment**- The Borough of Madison Board of Health does hereby reappoint Melanie Politi as the Assistant Administrative Officer/Assistant Secretary/Deputy Registrar to the Madison Board of Health, for a one (1) year term commencing January 1, 2016.
- 2) **Oath of Office**- Within ten (10) days of the passage of this Resolution, the Deputy Registrar will take the Oath of Office and file same with the New Jersey Department of Health.
- 3) **Severability**- If any section, clause, or portion of this Resolution is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain in full force and effect;
- 4) **Effective Date**- This Resolution shall become effective immediately upon passage; and

Notice- A Notice of this action shall be printed once in official

**Board of Health
Borough of Madison
Morris County, NJ**

**RESOLUTION BH 2016-7
A RESOLUTION OF THE BOROUGH OF MADISON
BOARD OF HEALTH APPOINTING A MEDICAL DIRECTOR**

WHEREAS, the Board of Health pursuant to N.J.S.A. 26:3-19 is provided with the authority to appoint and employ such personnel as it deems necessary to carry into effect the powers vested in it by the laws of New Jersey.

NOW, THEREFORE, BE IT RESOLVED, by the Borough of Madison Board of Health that:

- 1) **Appointment**- The Borough of Madison Board of Health does hereby appoint
Dr. Rohini Jobanputra, M.D. as Medical Director, to carry out his/her job pursuant to and not limited to the job description attached hereto and made a part of this Resolution and the laws of the State of New Jersey, as of January 1, 2016 until December 31, 2016, at a yearly salary to be set by the Board of Health by way of a Salary Ordinance, not to exceed \$1, 250.00 per year.
- 2) **Oath of Office**- Within ten (10) days of the passage of this Resolution, the Medical Director will take the Oath of Office and file same with the Board of Health.
- 3) **Severability**- If any section, clause, or portion of this resolution is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain in full force and effect; and
- 4) **Effective Date**- This Resolution shall become effective immediately upon passage;
- 5) **Certification of Funds**-, the Chief Financial Officer of Madison Borough has certified that the funds are available for this appointment at last year's rate, subject to the adoption of the 2016 municipal budget.

**Board of Health
Borough of Madison
Morris County, NJ**

RESOLUTION NO. BH 2016-8

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT
FOR PROFESSIONAL SERVICES – BOARD ATTORNEY**

WHEREAS, the Board wishes to engage the services of an Attorney to perform legal services as required for the year 2016, which is a “professional service” as defined by *N.J.S.A. 40A:11-2(6)*, and which is permitted by *N.J.S.A. 40A:11-5(1(a))* to be contracted for without public bidding; and

- 6) **WHEREAS**, the Board has confidence in Peter J. King, Esq., of the firm of King and Petracca, Esqs., by reason of the quantity and quality of special knowledge and experience demonstrated by Peter J. King, Esq., and further by reason of the scope of services and schedule of compensation proposed by the firm; and
- 7) **WHEREAS**, the professional service contract as budgeted is over the threshold of \$12,000 and is, therefore, not exempt from the provisions of *N.J.S.A. 19:44A-20.4, et seq.*, commonly known as the “New Jersey Local Unit Pay-To-Play” Law.
- 8) **NOW, THEREFORE, BE IT RESOLVED**, that the Board engages Peter J. King, Esquire, as Board Attorney, for the year 2016, at a total cost not to exceed the amount duly appropriated for the purpose in the duly adopted municipal budget for the year; and

9) **IT IS FURTHER RESOLVED**, that the President and Secretary are authorized and directed to execute a contract for the services, and at the total cost set forth above; and

10) **IT IS FURTHER RESOLVED** that this Resolution shall become effective immediately upon passage; and

IT IS FURTHER RESOLVED that a notice of this Resolution shall be printed once in the official newspaper designated by the Borough of Madison Board of Health as required by *N.J.S.A. 40A:11-5(1)*(

**BOARD OF HEALTH
BOROUGH OF MADISON
MORRIS COUNTY, NJ**

RESOLUTION NO.BH 2016-9

**RESOLUTION APPROVING A CONTRACT BETWEEN THE MADISON
HEALTH DEPARTMENT AND MONTCLAIR STATE UNIVERSITY CENTER
FOR RESEARCH AND EVALUATION ON EDUCATION AND HUMAN
SERVICES (CREEHS) IN THE AMOUNT OF \$29,990 FROM JANUARY 20,
2016 THROUGH JUNE 30, 2016.**

WHEREAS, The Madison Health Department and Madison Senior Citizens Advisory Committee applied for and received a grant from the Grotta Fund for Senior Care to promote age friendly communities in the amount of \$35,000; and

WHEREAS, Madison seeks to make social and physical environment and service provisions more conducive to older adults health, well-being and ability to age in place; and

WHEREAS, Montclair State University CREEHS has submitted a proposal to conduct a needs assessment and asset mapping project for Madison and the Chathams in an effort to create a three (3) year action plan at a cost of \$29,990 from January 20, 2016 through June 30, 2016.

WHEREAS, the data from the three (3) year action plan will allow the Madison Health Department to search out and apply for additional grant funding for programs and community support; and

WHEREAS, the Madison Borough Council has also *reviewed* the execution of this contract on January 11, 2016.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Health of the Borough of Madison, Morris County, New Jersey that the Health Officer of the

Madison Health Department is authorized to execute a contract *subject to Madison Council approval* by resolution and establish a purchase order to provide payment to Montclair State University CREEHS.

IT IS FURTHER RESOLVED, that this Resolution shall become effective immediately upon passage.