

Middle-Brook Regional Health Commission  
October 4, 2010 Minutes

**1. Call to Order**

The regular meeting of the Middle-Brook Regional Health Commission was held on the above date at the Warren Town Hall and called to order by President William Nehls by reading the Sunshine Law Statement at 7pm.

**2. Roll Call**

Bound Brook: Mrs. Lisa Slater  
Green Brook: Dr. Jon Fourre  
Middlesex: Mrs. Amelia Sherr, Mr. John Madden,  
Mrs. Barbara Ferris (7:10pm)  
South Bound Brook: Mrs. Arleen Lih  
Warren: Mr. Greg Riley  
Watchung: Mr. William Nehls  
Others in attendance: Mr. Kevin Sumner, Health Officer  
Karen Wick, Secretary  
Mr. Robert Sherr, Mayor of Middlesex Borough

**3. Public Portion**

Meeting opened to the public-no response-meeting closed to the public.

**4. Minutes**

Mrs. Amelia Sherr made a motion to accept the minutes of the September 13, 2010 meeting as presented, seconded by Dr. Jon Fourre. All in favor except for Mrs. Arleen Lih and Mr. Greg Riley who abstained.

**5. Treasurer's Report**

Mr. Greg Riley made a motion to accept the Treasurer's report for September, seconded by Dr. Jon Fourre. All in favor.

**6. Unfinished Business**

**A. Time Study**

Kevin Sumner distributed the results of the individual time studies and compared the results. K. Sumner stated that the Phase 2 time study was the most average of the time studies. K.Sumner informed Commission members that the time spent on each town was based on population. K.Sumner informed Commission members that the percentages of time spent in each town have changed; Middlesex's time has increased while Warren's

time has decreased. K. Sumner stated that the Registrar duties for Middlesex have increased and the value of these services is about \$52,000. Warren's time have decreased due to less septic reviews. Commission members asked which figures K. Sumner would recommend to the finance committee. K. Sumner stated the Phase 2 time study and population data was most reflective of reality but was still very questionable. The next step is for the budget/finance committee to meet to work on the budget.

## **B. Annual Board Member Meeting**

K. Sumner informed Commission members that this meeting will be on hold due to current issues within the towns in the Commission. K. Sumner distributed the New Jersey Local Boards of Health Orientation manual for members to review at their own leisure.

## **C. Bound Brook Issues**

### **i) Update**

K. Sumner informed Commission members that the Borough of Bound Brook had sent a letter to the Commission from Randy Bahr, Administrator and Angela Robinson, Bound Brook Board of Health President. K. Sumner read the letter from Bound Brook. The letter stated that Bound Brook is looking for ways to cut costs and also looking for information on services provided by the Commission. Commission members commented that the letter could be interpreted that Bound Brook is looking for a contractual proposal. Lisa Slater, Bound Brook representative informed Commission members that there was a special meeting between the mayor, the council and Board of Health of Bound Brook. The Bound Brook Board of Health continued to support the Commission and the excellent services that Borough has received throughout the years. Commission members discussed how to respond to the letter. K. Sumner stated that the data has been done for the annual report and there is no doubt that Bound Brook needs a REHS. K. Sumner also informed Commission members that if Bound Brook was to be contractual with the Commission then Bound Brook would have no voice and believes that this would not be in the best interest of the borough. Mr. Nehls informed Commission members that Mark Krane, the Warren Township administrator would like to have a meeting with the other administrators of the Commission towns, Kevin Sumner and himself to discuss the future of Middle-Brook Regional Health Commission and its existence. K. Sumner informed Commission members that he needs to get clarity on the letter from Bound Brook and send data. Mr. Nehls informed the Commission members that if Bound Brook wants a proposal that the parameters should be specified.

## **D. Middlesex Borough Issues**

K. Sumner informed Commission members that the Middlesex Board of Health sent a letter to the Commission stating that Middlesex would be withdrawing from the Commission as of Dec 31, 2010. Commission members commented that this is not the six months notice as Commission by-laws require. K. Sumner informed Commission

members that the budget process would only include four towns. K. Sumner informed Commission members of the question that Nancy Lanner, the Middlesex REHS has for the Commission. Nancy would like to know if she will be given notice about her position because of the way that H. Ross was laid off, what type of severance would she receive if she is laid off, should she use all of her vacation, if Middlesex decides to use Middlesex County for health services would the county be absorbing her position? John Madden informed Commission members that David Papi, Health Officer for Middlesex County Health Department stated that there is no requirement to take the REHS position and that Middlesex County already has enough staff to handle this position. K. Sumner cited statute that states an employee would have to be absorbed. John Madden informed the Commission members that N. Lanner would not be going to the County and that D. Papi views N. Lanner as a Commission employee not a township employee. Commission members commented that there is no employee policy on severance pay and this policy should be reviewed as soon as possible.

#### **E. Bound Brook Issues- H. Ross Reimbursement**

Commission members Dr. Jon Fourre, Mrs. Amelia Sherr and Mr. Mal Plager formed a committee to discuss the personnel policy. K. Sumner informed Commission members that employees automatically get vacation on Jan 1<sup>st</sup> of the year except in the first year of hire. K. Sumner also informed Commission members that employees receive personal days; one day for each of two months accrued. Commission members were unclear as how to handle this issue and wanted to consult with an attorney. Commission members discussed having the separation pay with a signed release. Commission members questioned whether H. Ross took any vacation this year. K. Sumner informed Commission members that she did use some vacation days. H. Ross had 17 vacation days, 3.5 personnel days, 2 comp days when laid off. Commission members discussed that she was laid off due to no fault of her own and it was because Bound Brook did not pay the Commission the full amount owed. Commission members still wanted to consult with an attorney. W. Nehls informed the Commission members that there was no money budgeted for an attorney this year because all the towns had asked the Commission to cut the budget. Mr. Greg Riley made a motion to pay H. Ross 11 days and two weeks of severance pay and to sign an appropriate release, seconded by Dr. Jon Fourre. Vote- Mrs. Lisa Slater-yes, Dr. Jon Fourre-yes, Mrs. Amelia Sherr- no, Mr. Jon Madden- abstained, Mrs. Arleen Lih-yes, Mr. Greg Riley-yes, Mr. William Nehls- yes. Motion carried. K. Sumner will look into preparing release.

#### **F. Flu Clinics**

K. Sumner informed Commission members that the two seasonal flu clinics were held on Sept 29 & 30, 2010. K. Sumner stated that there was a 10% reduction in clinic attendees. K. Sumner informed Commission members that there were about 100 attendees at the Middlesex clinic and about 120 attendees at the Warren clinic. K. Sumner informed members that people could easily obtain the flu vaccine at a local drug store and that if it is not in the media these could be possible reasons for low attendance.

## **G. 2011 Budget/Finance Committee**

Mr. Nehls informed the Commission that the budget/finance committee met last week and agreed to keep salaries flat for the upcoming year. The budget/finance committee budgeted without Bound Brook in the Commission. Mr. Nehls would like the budget/finance committee to now work with Bound Brook due to the letter just received by the Commission. Mr. Nehls would like a representative from Bound Brook to attend this meeting. K. Sumner will poll the committee members for a date to set up a new meeting.

### **7. New Business**

#### **A. Memorandum of Understanding**

K. Sumner informed Commission members that the Memorandum has been sent to all health departments in the state to provide case management services for lead poisoning. K. Sumner informed Commission members that this new program will provide services to a broader population. Mr. Greg Riley made a motion to move on the Memorandum of Understanding, seconded by Mr. John Madden. Vote: Mrs. Lisa Slater- abstain, Dr. Jon Fourre- yes, Mrs. Amelia Sherr- yes, Mr. John Madden-yes, Mrs. Arleen Lih- yes, Mr. Greg Riley-yes, Mr. William Nehls- yes. Motion carries.

### **8. Addendum.**

#### **A. H1N1 Reimbursement**

K. Sumner informed Commission members that the Commission will be reimbursed for \$57,000 from the H1N1 grant.

#### **B. “FRACKING”**

Mrs. Lisa Slater informed Commission members on “fracking”, when a drill well pushes gallons of water with pressure into sediment then this pushes the natural gas to the surface. L. Slater also informed the Commission this lets the chemicals go down and leads to lots of pollution. L. Slater also informed the Commission members that NY State temporarily stopped this process. L. Slater informed the Commission members that this is not finable. L. Slater informed Commission members that this process is widely used out west, currently in PA and coming this way. L. Slater encouraged members to watch the documentary.

## **9. Adjournment**

There being no further business, Mr. Greg Riley moved to adjourn meeting at 9pm, seconded by Mrs. Arleen Lih.

Respectfully submitted,

---

Karen Wick, Secretary