

BOARD OF HEALTH REORGANIZATION MEETING MINUTES
JANUARY 14, 2016

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

“This meeting is being held in compliance with the Open Public Meeting Law in that all the requirements of the Law have been met by the Sunshine Law Meeting Notice forwarded to the Courier News, Home News, and Star Ledger and posted in the Municipal Building on December 11, 2015.

Roll Call

Amy Bigge
Amy Burke
Charles Corcoran
Melissa Fedosh
Thomas Harrity
Ceil Slauson
Peyton Yanchurak

Others in Attendance: Sean Kaplan, Liaison
 Terry Brundage, SREHS

Board Secretary opened the nomination for President of the Middlesex Board of Health for 2016. Board Member Corcoran made a motion to nominate Tom Harrity for President, seconded by Board Member Slauson and carried by the following roll call vote. Ayes: Bigge, Burke, Corcoran, Fedosh, Slauson, and Yanchurak. No: None. Abstain: None.

Board President Harrity opened the nomination for Vice President of the Middlesex Board of Health for 2016. Board Member Slauson made a motion to nominate Amy Burke, seconded by Board Member Corcoran and carried by the following roll call vote. Ayes: Bigge, Burke, Corcoran, Fedosh, Slauson, and Yanchurak. No: None. Abstain: None

Minutes

Board President Harrity made a motion to amend the minutes to reflect under Correspondence the word “upset” be changed to “disappointed.” Board Member Corcoran made a motion to accept the amended December 10, 2015 meeting

minutes, seconded by Board Member Slauson and carried by a unanimous vote of Board of Health members.

Executive Session: None

Reports

- A. Monthly REHS Activities Report – REHS, Terry Brundage presented the Activities Report for December 2015. Board Member Corcoran made a motion to accept the Activities Report seconded by Board Member Yanchurak and carried by the following roll call vote. Ayes: Bigge, Burke, Corcoran, Fedosh, Slauson, Yanchurak. No: None. Abstain: None.
- B. Monthly Activities Environmental Report – SREHS, Terry Brundage presented the November, 2015 Monthly Activities Environmental Report. Board Member Corcoran made a motion to accept the Environmental Report seconded by Board Member Burke and carried by the following roll call vote. Ayes: Bigge, Burke, Corcoran, Fedosh, Slauson, Yanchurak. No: None. Abstain: None.
- C. Environmental Report from Les Jones – None.

Board President Harrity reiterated that last year we changed the meeting date to the second Thursday of the month so that the County had enough time to put the monthly reports together in time for our meeting. It was suggested by Board Member Corcoran that we take our complaint to the Freeholders. Inspector Brundage asked that we have Mayor DiMura contact Les Jones and if no satisfaction then go to the Freeholders. Board of Health members were in agreement.

- D. Registrar's Report - Board Secretary presented the Registrar's Report for December, 2015. Board Member Slauson made a motion to accept the Registrar's Report seconded by Board Member Burke and carried by the following roll call vote. Ayes: Bigge, Burke, Corcoran, Fedosh, Slauson, Yanchurak. No: None. Abstain: None.
 - E. Board of Health Licensing Report – Board Secretary presented the Board of Health Licensing Report for December, 2015. Board Member Slauson made a motion to accept the Board of Health Licensing Report seconded by Board Member Burke and carried by the following roll call vote. Ayes: Bigge, Burke, Corcoran, Fedosh, Slauson, Yanchurak. No: None. Abstain: None
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Correspondence – President Harrity noted that he received a call from the Borough Attorney, Aravind Aithal stating that he will be coming to our meetings in the future. President Harrity shared with the Borough Attorney the questions proposed by the Board members after the meeting in November with Les Jones and Mickey Gross.

Considering the nature of the operation of Spray Tek and its willingness to inform the citizens of Middlesex Borough:

1. Have profiles of potential emissions produced been established? The different batch productions presumably result in different by-products or combined new mixtures that might result in distinct products. Are these profiles available for review?
2. Are the various projects or batch productions, preliminarily evaluated for safety and potential noxiousness? Are these presumed distinct productions evaluated for efficiency of absorbance on scrubber systems?
3. How have permissible levels of odor emission been established?

Understanding that Spray Tek has not admitted to any specific noxious odor release, the following are questions related to the possible unforeseen release of odors:

1. If a complaint is received, is there a standard response plan by Spray Tek. Are there internal immediate checks initiated?
2. Does Spray Tek have any instrumentation or way of measuring emission levels released externally? Are odor emissions tracked internally at Spray Tek?
3. Has Spray Tek tracked days of complaints with production schedules?
4. Are scrubber exchange schedules properly followed for batch specific productions? One assumes different productions produce varying amounts of absorbable emissions which may impact efficiency of scrubber functioning.
5. Has Spray Tek engaged any outside consultants who are experts in industrial odor control? Are the steps that they are taking really "best in class"?

- A. Banning Tobacco to individuals under 21 - Board members reviewed the ordinance prohibiting sales to minors under the age of 21. The changes were made to Chapter 383-2 and 383-3 reflecting the age of 21 and stating "It shall be unlawful to sell tobacco, excluding FDA approved products for smoking cessation to a person under 21 years of age." Board Member Bigge made a motion to have the Board's liaison Sean Kaplan bring the proposed amendment to the Mayor and Council, seconded by Board Member Burke and carried by the following roll call vote: . Ayes: Bigge, Burke, Corcoran, Fedosh, Slauson, Yanchurak. No: None. Abstain: None

 - B. Adopt No Smoking in Middlesex Borough Parks and Recreation Areas – Board members reviewed the ordinance and under Chapter 343-8 the members agreed to replace language stating "No person shall smoke while on the outdoor grounds of any and all of the Borough public parks, whether owned, leased, or utilized by the Borough including Recreational Areas." The Board also agreed to include "Smoking/Vaping" to replace "Smoking" in areas where required and place the definitions in the beginning of the Chapter 343. The Board Secretary will make these changes and it will be represented on the meeting of February 9, 2016.
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New Business

- A. 2016 Budget – Board members reviewed the budget for 2016. Attached is the Budget that will be presented to the Mayor and Council. Board President Harray and the rest of the members of the Board agreed to put \$20,000 in the budget for a board attorney. Board Member Corcoran made a motion to accept the 2016 Budget Proposal, seconded by Board Member Burke and carried by the following roll call vote: Ayes: Bigge, Burke, Corcoran, Fedosh, Slauson, Yanchurak. No: None. Abstain: None

- B. Community Outreach Committee - President Harray stated that in October of 2015 we had John Dowd, Division Head for Health Education for Middlesex County at our meeting. Mr. Dowd reviewed the different programs the County offers relating to health education. Many of these programs are offered through the senior centers. Mr. Dowd stated that he would be willing to come and educate and interact with any group in town on health education issues and programs that are available. A listing of the programs can be found on the county website. President Harray stated that he would be looking for board members at the next meeting to form a committee to review the different programs so that we take advantage of the educational programs offered to us.

Website

A. The Calendar of Events was not posted for the month of February. Board noted that she has not received the Calendar for February.

Public Portion

President Harrity opened the meeting to the public for anybody wishing to speak. Seeing that there were no other public comments, President Harrity closed the public portion of the meeting.

Board member Fedosh moved for adjournment seconded by Board member Burke and carried by a unanimous vote of Board of Health members.

Kathleen Anello
Board Secretary

Attachment: 2016 Board of Health Budget

| Borough of Middlesex | | | | | | | | |
|-------------------------------------|-----------------------|----------------------|----------------------|------------------------|----------------------|----------------------|-----------------------|------------------------------------------------------------------------------|
| Department: Board of Health | | | | | | | | |
| Line Item Account Number: SUMMARY | 2014 Requested Budget | 2014 Prior Yr Budget | 2014 Expended Budget | 2015 Current Yr Budget | 2015 Approved Budget | 2015 Expended Budget | 2016 Requested Budget | Justification |
| 028 Rabies Clinic | 700.00 | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | costs taken from Dog & Cat License Trust Fund |
| 033 Code Books | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 200.00 | 0.00 | 0.00 | |
| 036 Supplies | 250.00 | 0.00 | 52.00 | 250.00 | 70.00 | 90.00 | 150.00 | printing costs, specialized paper for State regulations etc. |
| 041 Meetings & Conventions | 150.00 | 35.00 | 35.00 | 150.00 | 35.00 | 50.00 | 150.00 | coverage of meetings of BOH issues |
| 045 Mileage | 100.00 | 50.00 | 25.00 | 100.00 | 50.00 | 0.00 | 100.00 | travel reimbursement |
| 109 Due & Licenses | 250.00 | 200.00 | 200.00 | 250.00 | 200.00 | 165.00 | 200.00 | Memberships for BOH in State org; County & State registr for Clerk & Asst |
| 110 Education Training | 200.00 | 0.00 | 50.00 | 150.00 | 50.00 | 0.00 | 500.00 | Potential course for Odor Field Enforc. and requirements for registrar, etc. |
| 119 Equipment | 200.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 | potential new software requirements |
| 127 Laboratory Supplies | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 135 County Board of Health Services | 62,424.00 | 62,425.00 | 62,424.00 | 63,672.00 | 63,680.00 | 63,672.48 | 64,945.93 | 2% increase for County Contract |
| 138 Miscellaneous | 1,000.00 | 250.00 | 0.00 | 150.00 | 250.00 | 441.98 | 200.00 | possible costs associated with e-signage process |
| 147 Printing and Advertising | 150.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.00 | BOH communications with community |
| 156 Sanitarian | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | inactive category |
| 159 Stationery | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | folded into other categories |
| 163 Temporary | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Board of Health Attorney | | | | | | | 20,000.00 | coverage for legal guidance |
| Stipends 2% Increase | 157.98 | - | - | 157.98 | - | 157.98 | | |
| Total | 66,781.98 | 62,960.00 | 62,786.00 | 66,579.98 | 64,535.00 | 64,577.44 | | |