

REGULAR MEETING OF THE BLOOMFIELD BOARD OF HEALTH FEBRUARY 18, 2010

A Regular Meeting of the Bloomfield Board of Health, as established by public record in *The Independent Press* and posted on the Public Bulletin Board in the Municipal Building, was called to order on February 18, 2010 at 6:35 p.m. in the Mayor's Conference Room in the Law Enforcement Building.

ROLL CALL

President, Joel Elkins showed the following members to be present and absent:

Joel Elkins, President	Present
James McLaughlin, Vice President	Present
Jo Ponticello, Member	Present
Stephanie Smith, Member	Absent
Patricia Barker, Council Liaison	Present

Also present: Karen Lore, Acting Director of Health & Human Services, Paula Peikes, Human Services Supervisor, Michael Fitzpatrick, Health Officer, and Ernest Gonzalez, Staff Member.

APPROVAL OF MINUTES

The January 14, 2010 Reorganizational and Regular Meeting minutes were approved on a motion by J. McLaughlin and seconded by Jo Ponticello. None were opposed.

PUBLIC COMMENT

None.

LICENSES PENDING APPROVAL

The January 2010 licenses were approved on a motion by James McLaughlin and seconded by Jo Ponticello. None were opposed.

JANUARY COMMUNICATIONS

The Director reviewed the January communications.

DIRECTOR OF HEALTH AND HUMAN SERVICES JANUARY REPORT

Director Lore informed the Board that a volunteer meeting will be held on February 24th in the Mayor's Conference Room.

Also, funding has been increased from the Bloomfield Glen Ridge Animal League (BGRAL) for the Bloomfield Humane Trap Neuter and Release program from 15 feral cat spay and neuters to 20.

She also informed the Board that on February 20th she will present the Health and Human Services Department budget to the Mayor and Council.

Director Lore also stated that State funding for Shared Services Grants has been cut and it is unlikely that the Shared Services Feasibility Study to regionalize animal control services will be moving forward.

PRESENTATIONS BY PAULA PEIKES, HUMAN SERVICES SUPERVISOR AND MICHAEL FITZPATRICK, HEALTH OFFICER

Paula Peikes appeared before the Board to inform on the various services that the Human Services Division staff & volunteers provide to residents. She also reviewed the grants received and the funding sources accessed to assist residents with financial hardships.

Michael Fitzpatrick also appeared before the Board and presented on the Health Division services of Nursing, Environmental and Animal Control.

JANUARY FINANCIAL REPORT

The Board reviewed the January 2010 Financial Reports. The Board, on a motion by James McLaughlin, seconded by Jo Ponticello, unanimously voted to approve the report.

COUNCIL LIAISON'S REPORT

Councilwoman Barker stated that there was an inquiry regarding the closure of a food establishment for unsanitary conditions. She commended the Health Department for doing a great job with limited resources. Councilwoman Barker excused herself for the remainder of the meeting following her report.

BOARD PRESIDENT'S REPORT

No report.

UNFINISHED BUSINESS –

President Elkins signed the H1N1 Grant Administrator contract, which was approved at last month's meeting.

NEW BUSINESS

"Presentation/P.A.W.S."

Carole Michales, President, and Ron, Board Member, were present before the Board to provide information on its organization and explore Shelter service

collaboration opportunities. The Board voiced many concerns requiring additional information such as shelter space available, mission, overcrowding, fees and service area. P.A.W.S addressed some of the Board's concerns, however further exploration and discussion is needed before a determination can be made on feasibility. The Director will update the Board at the next meeting as discussions proceed.

"2010 Budget Presentation"

Director Lore informed the Board that she will present the Department budget to Mayor/Council, at the February 20th Budget Hearing. The report will outline the budget reductions for 2009 and 2010. The 2010 saving are based on the shelter reorganization plan.

"Shelter Manager"

After a review and brief discussion, the Board, on a motion by James Mc Laughlin, second by Jo Ponticello, unanimously voted to approve the following resolution:

**R E S O L U T I O N – TRANSFER AND APPOINTMENT OF FULL-TIME
ANIMAL CONTROL FACILITY MANAGER**

WHEREAS, the Board of Health of The Township of Bloomfield has determined that it is currently in the best interest of the Board and the Township of Bloomfield to hire a full-time Animal Control Facility Manager in order to maintain efficiency and productivity for the John A. Bukowski, Jr. Shelter for Animals; and

WHEREAS, the Board of Health, by New Jersey State Statute, N.J.S.A. 26:3-19 may employ such personnel as it may deem necessary and fix the duties and compensation of its appointees; and

WHEREAS, Romel Fernandez of 195 Ridgeley Ave, Iselin, New Jersey, who currently holds the position of part-time Register Environmental Health Specialist, and has requested a transfer into the full-time position as an Animal Control Facility Manager; and

WHEREAS, the Acting Director of Health & Human Services has determined that Romel Fernandez of 195 Ridgeley Ave, Iselin, New Jersey, qualifies as an Animal Control Facility Manager; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Bloomfield, that Romel Fernandez be transferred from his current position as Registered Environmental Health Specialist and *Provisionally* appointed to the unrepresented full-time title of Animal Control Facility Manager in accordance with New Jersey Department of Personnel procedures at Step 3 of the Board's salary range for that title effective the 1st day of March, 2010.

“Part-Time Registered Environmental Health Specialist”

After a review and brief discussion, the Board, on a motion by James Mc Laughlin, second by Jo Ponticello, unanimously voted to approve the following resolution:

**RESOLUTION
PART-TIME REGISTERED ENVIRONMENTAL HEALTH SPECIALIST (REHS)**

WHEREAS, A vacancy will exist for a *part-time Registered Environmental Health Specialist* (REHS) within the Department of Health & Human Services of the Township of Bloomfield following an employee transfer effective on March 1, 2010 ; and

WHEREAS, the Board of Health of the Township of Bloomfield has determined that it is currently in the best interest of the Department and Township of Bloomfield to fill this position in order to maintain efficiency and productivity in the Department of Health and Human Services; and

WHEREAS, the Acting Director of Health & Human Services has directed the Health Officer to interview eligible candidates meeting qualifications for the REHS position provided by the *Civil Service Commission, Certification list* to fill said vacancy.

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Bloomfield, that Acting Director, Karen Lore be authorized to *provisionally* appoint the appropriate candidate meeting all job specifications for REHS on or after the vacancy date of March 1, 2010.

NOW, THEREFORE, BE IT FUTHER RESOLVED that should a candidate not be appointed from the *Certification list* that the Acting Director is authorized to *Provisionally* appoint another qualified candidate to be hired pending an open competitive exam in the title of Registered Environmental Health Specialist, Part-Time (not to exceed 25 hours per week) in accordance with *New Jersey Department of Personnel* procedures at Step 1 of the Board’s salary range for that title effective upon date of hire.

“Part-Time Kennel Attendant (26hrs)”

After a review and brief discussion, the Board, on a motion by James Mc Laughlin, second by Jo Ponticello, unanimously voted to approve the following resolution:

RESOLUTION – PART-TIME WEEKEND KENNEL ATTENDANT

WHEREAS, The Board of Health of the Township of Bloomfield has reviewed the recommendations made from the Humane Society shelter evaluation report ; and

WHEREAS, the Board has approved the reorganizational plan of the animal shelter staff submitted by the Acting Director; and

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WHEREAS, this plan identifies a need to employ a part-time kennel attendant to assist in the care of the animals currently housed in the Bloomfield Burkowski Shelter for Animals.

THEREFORE, BE IT RESOLVED, by the Board of Health of the Township of Bloomfield, that Acting Director, Karen Lore be authorized to *provisionally* appoint the appropriate candidate meeting all job specifications for Kennel Attendant on or after the scheduled reorganizational date of March 1, 2010.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the qualified candidate is to be hired pending an open competitive exam in the title of Kennel Attendant, Part-Time (not to exceed 26 hours per week) in accordance with *New Jersey Department of Personnel* procedures at Step 1 of the Board's salary range for that title effective upon date of hire.

“Shelter Renovation Projects Discussion”

After a brief discussion, the Board, on a motion by James Mc Laughlin, second by Jo Ponticello, unanimously voted to approve renovations to the animal shelter which would be funded out of the Capital Budget.

“Non-Fair and Open Contract for Contractor for Cat Expansion/Storage Area 2010”

After a brief review and discussion, the Board, on a motion by James Mc Laughlin, second by Jo Ponticello, unanimously voted to approve the following resolution:

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR CONTRACTOR FOR CAT EXPANSION/STORAGE AREA FOR 2010

WHEREAS, the Board of Health of the Township of Bloomfield has a need to acquire Carpenter Services at the John A. Bukowski Shelter for Animals; and

WHEREAS, the Board of Health of the Township of Bloomfield desires to make this award under the provisions of *N.J.S.A. 19:44A-20.4*, as a non-fair and open contract; and

WHEREAS, O'Rourke Construction, has agreed to perform this service at a cost not to exceed \$11,200.00 for the left rear cat expansion and storage area.

NOW, THEREFORE, BE RESOLVED that the President and Members of the Board of Health of the Township of Bloomfield authorizes the President of the Board of Health to enter into a contract with O'Rourke Construction as described herein; and

BE IT FURTHER RESOLVED, the above documents shall be available for public inspection at the Department of Health and Human Services during regular business hours; and

BE IT FURTHER RESOLVED, that a notice of this action shall be printed once in the official newspaper of the Board of Health of the Township of Bloomfield.

“Non-Fair & Open Contract for Intake Area 2010”

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After a review and brief discussion, the Board, on a motion by James Mc Laughlin, second by Jo Ponticello, unanimously voted to approve the following resolution:

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR CONTRACTOR FOR INTAKE AREA FOR 2010

WHEREAS, the Board of Health of the Township of Bloomfield has a need to acquire Mason Services at the John A. Bukowski Shelter for Animals; and

WHEREAS, the Board of Health of the Township of Bloomfield desires to make this award under the provisions of *N.J.S.A. 19:44A-20.4*, as a non-fair and open contract; and

WHEREAS, contractor JPS ANYTHING has agreed to perform this service at a cost not to exceed \$9,700.00 for the front-right intake/quarantine area.

NOW, THEREFORE, BE RESOLVED that the President and Members of the Board of Health of the Township of Bloomfield authorizes the President of the Board of Health to enter into a contract with JPS ANYTHING as described herein; and

BE IT FURTHER RESOLVED, the above documents shall be available for public inspection at the Department of Health and Human Services during regular business hours; and

BE IT FURTHER RESOLVED, that a notice of this action shall be printed once in the official newspaper of the Board of Health of the Township of Bloomfield.

"Non Fair and Open/ Shelter/Fence Replacement"

After a review and brief discussion, the Board, on a motion by James Mc Laughlin, second by Jo Ponticello, unanimously voted to approve the following resolution:

RESOLUTION AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR FENCE REPLACEMENT AT THE JOHN A. BUKOWSKI SHELTER FOR ANIMALS

WHEREAS, the Board of Health of the Township of Bloomfield has a need to replace the existing fence at the John A. Bukowski Shelter for Animals; and

WHEREAS, the Board of Health of the Township of Bloomfield desires to make this award under the provisions of *N.J.S.A. 19:44A-20.4*, as a non-fair and open contract; and

WHEREAS, C.P.S. FENCING INC. has agreed to perform this service at a cost not to exceed \$18,750.00.

NOW, THEREFORE, BE RESOLVED that the President and Members of the Board of Health of the Township of Bloomfield authorizes the President of the Board of Health to enter into a contract with C.P.S. FENCING INC as described herein; and

BE IT FURTHER RESOLVED, the above documents shall be available for public inspection at the Department of Health and Human Services during regular business hours; and

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BE IT FURTHER RESOLVED, that a notice of this action shall be printed once in the official newspaper of the Board of Health of the Township of Bloomfield.

“Appointment of Temporary, Part/time Seasonal Skilled Labor Hire”

After a review and brief discussion, the Board, on a motion by James Mc Laughlin, second by Jo Ponticello, unanimously voted to approve the following resolution:

R E S O L U T I O N – A P P O I N T M E N T O F T E M P O R A R Y , P A R T / T I M E S E A S O N A L S K I L L E D L A B O R

WHEREAS, the Board of Health of The Township of Bloomfield has determined that it is currently in the best interest of the Department of Health & Human Services and the Township of Bloomfield to contract for part-time, seasonal, temporary skilled labor in order to complete projects associated with improvements approved in the Capitol Budget at the John A. Bukowski, Jr. Shelter for Animals; and

WHEREAS, the Board of Health, may appoint Seasonal Skilled Laborers as it may deem necessary and to fix the compensation of its appointees; and

WHEREAS, the Director of Health & Human Services has followed acceptable New Jersey procedures as well as procedures implemented by the Township of Bloomfield to contract for such personnel and has determined that Andrew Lionetti, qualifies as a skilled laborer.

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Bloomfield, that Andrew Lionetti be appointed on a part-time seasonal/temporary basis not to exceed 179 days effective March 1, 2010 at the rate of \$36.00 per hour.

“Student Stipend”

After a review and brief discussion, the Board, on a motion by James Mc Laughlin, second by Jo Ponticello, unanimously voted to approve the following resolution:

R E S O L U T I O N – S T U D E N T S T I P E N D

WHEREAS, the Board of Health of the Township of Bloomfield has received grant funding from the National Association of County and City Health Officials (NACCHO) to participate in their accreditation project; and

WHEREAS, participation in this project requires compiling statistical information, producing reports and other related activities required of the Department; and

WHEREAS, the Health Officer has applied for and received grant funding specifically for this accreditation project and is seeking a student intern who is pursuing a Master’s Degree in Public Health to assist with the grant reporting requirements; and

WHEREAS, Dr. Astha Bhatia, is currently pursuing her degree in Public Health and meets the criteria outlined by the Health Officer.

NOW, THEREFORE, BE IT RESOLVED that the Board of Health of the Township of Bloomfield, New Jersey, does hereby authorize for a student stipend to be paid to Dr. Astha Bhatia in the amount of FOURTEEN HUNDRED DOLLARS (\$1,400)

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per month, which is not to exceed a SIXTEEN (16) WEEK INTERNSHIP PERIOD. The 16 week internship is to be completed by May 14, 2010. Funding for this stipend will be provided by the National Association of County and City Health Officials (NACCHO) Grant.

CONTRACTS FOR SIGNATURES

President Elkins signed the following contracts based on previous resolutions:

- Fence Replacement Contract
- Board of Health Attorney Contract

CLOSED SESSION

The following resolution to move to Closed Session at 8:44 pm. was passed on a motion by James McLaughlin and seconded by Jo Ponticello. All present voted in the affirmative.

CLOSED SESSION RESOLUTION

WHEREAS, N.J.S.A. 10:4-12 allows for a public body to go into closed session during a public meeting; and

WHEREAS, the Board of Health of the Township of Bloomfield has deemed it necessary to go into closed session to discuss certain matters which are exempted from the public; and

WHEREAS, this meeting of the Board of Health will reconvene immediately following the closed session,

NOW, THEREFORE BE IT RESOLVED, that the Board of Health of the Township of Bloomfield will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

	(1) Any matter which, by express provision of Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of subsection a. of this section.
	(2) Any matter in which the release of information would impair a right to receive funds from the Government of the United States.
	(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.
X	(4) Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.
	(5) Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.
	(6) Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.
	(7) Any pending or anticipated litigation or contract negotiation other than in subsection b. (4) herein in which the public body is, or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.
X	(8) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all

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	the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.
	(9) Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act or omission for which the responding party bears responsibility.

The public portion of the meeting reconvened at 9:27 p.m.

APPROVAL OF CLOSED SESSION MINUTES

The Closed Session minutes of the January 14, 2010 meeting were passed on a motion by James McLaughlin and seconded by Jo Ponticello. All present voted in the affirmative.

ADJOURNMENT

The February 18, 2010 Regular Meeting of the Board of Health of the Township of Bloomfield was adjourned at 9:28 p.m. on a motion by J. McLaughlin and seconded by Jo Ponticello. All present voted in the affirmative.

Respectfully submitted,

Karen Lore, Acting Director of health and Human Services
Secretary to the Board