

**Hudson Regional Health Commission
Commission Meeting
December 6, 2011**

MINUTES

The meeting was opened at 10:15 am by President R. Censullo who declared it has been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

Present:

R. Censullo
J. Sarnas
J. Castro
E. Grosvenor
F. Sasso
A. Velazquez
H. J. Boor
C. Nawrocki, Director
J. Napolitano, Counsel

Absent:

G. Drasheff
V. Rivelli
J. Waks
D. Drumeler
J. Ehret
H. Melendez

Minutes of the meeting of October 5, 2011: were unanimously approved as written and submitted on motion by H. J. Boor, second F. Sasso (Attachment I).

Announcements:

R. Censullo announced that he would be representing the Town of Harrison on the Board of Commissioners, as he has been appointed the Health Officer for the town, as of December 1, 2011. The Commission has been given a copy of this resolution from the Town of Harrison Board of Health (Attachment II). J. Castro represents the Town of North Bergen at this meeting.

R. Censullo also announced that A. Velazquez was appointed to the Board of Commissioners to represent the City of Union City. His appointment was made on October 18, 2011 by the Mayor and Board of Commissioners of the City of Union City. The Commission has been given a copy of this resolution (Attachment III).

C. Nawrocki announced that the Director's Report for October 2011-December 2011 was located in the meeting packet (Attachment IV). This report, presenting the current status of Commission programs, is prepared for the members of the Board and is also sent to the Hudson County Administration.

Expenditure Report for the month of September 2011- November 15, 2011: was unanimously approved as presented on motion by E. Grosvenor, second F. Sasso (Attachment V).

Old Business:

Nominating Committee:

The slate of officers was reported by the Committee Chair, V. Rivelli, and was distributed to the Board in advance of the meeting. The new officers take office at our first meeting in 2012 and continue for a two year term.

President
Richard Censullo
Vice President
John Sarnas
Treasurer
Frank Sasso

There being no other nominations, the slate was unanimously approved on motion by E. Grosvenor, second J. Castro.

Update on meeting with HCIA:

C. Nawrocki reported on the meeting with HCIA, as a follow up to the Auditor's recommendation at the last Commission meeting. This meeting was to discuss default judgments and the attempts to collect penalty money for those who did not show up at court. HCIA representatives explained this is costly and difficult to collect, and shared a new strategy for collection. If they are unable to collect the money, however, a letter will be prepared for the Commission to keep in our records and for the audit report.

Flexible Spending Account:

This benefit was offered to Hudson Regional Health Commission staff and at this time none of the employees have chosen to use this type of account. We have set up the account in case any employees choose to enroll in the future.

New Business:

Commission Meeting Schedule for 2012:

The meeting schedule was discussed and the following dates were proposed: January 11, March 14, June 13, September 12, and December 12. A memo will be sent to the full Board for approval of these dates.

Union City Commissioner:

See "Announcements"

2011 Budget Amendments:

C. Nawrocki advised the Board that the Finance/Personnel Committee had reviewed and approved the proposed amendments to the 2011 budget (Attachment VI). The amendments as submitted in the attachment and presented were unanimously approved by E. Grosvenor, second H. J. Boor.

Report and Recommendation of the Finance/Personnel Committee

F. Sasso, Chair, requested that C. Nawrocki give the report on his behalf. The committee met on October 19, 2011 and November 30, 2011 (Attachment VII). Discussion included the following items.

Bayonne Agreement:

In November, a meeting was held with the City Of Bayonne regarding the current contract for a dedicated Environmental Health Specialist for the city. It was not clear if the city will be renewing this contract when it expires in June 2012. Expectations of the current agreement were reviewed, and it was agreed that the distribution of hours for this dedicated employee will change in order for the employee to be present at the Commission for more hours per week.

General Legal Counsel:

The committee reviewed the two proposals for General Legal Counsel (Attachment VIII). The contract is for February 1, 2012 through January 31, 2013. The committee recommendation to the board was to accept the proposal from Johnson & Conway, LLP.

On motion by E. Grosvenor, second F. Sasso, the proposal submitted by Johnson & Conway was unanimously approved.

Administrative Assistant Level 6:

The committee discussed possible advancement of one of the Commission's Administrative Assistants to Level 6 in that title. In June, budgetary authority was given to the Director for this classification based on the expectation that an increase in workload may occur when another administrative staff member goes part time in January. The committee agreed that due to budgetary constraints, the decision should be deferred pending a review of increased duties. The board approved the committee's recommendation to defer this promotion until further evaluation, upon motion by J. Sarnas, second F. Sasso.

Actuary Review:

As a follow up to the Auditor's recommendation that the Commission consider an actuary review to evaluate costs of post retirement benefits, the committee discussed this issue with J. Napolitano. He will look into this further; the issue was tabled for further review.

Overtime Cap:

C. Nawrocki brought to the committee the issue of capping overtime pay to \$2,000 per employee annually in an effort to reduce costs. According to Commission policy regarding overtime, the Executive Director shall authorize the mode of payment based upon budgetary and other factors related to the best interest of the Commission. The committee recommended that overtime costs be strictly evaluated, evenly distributed when possible, and form of reimbursement be considered to keep costs to \$2,000 per employee.

On motion by E. Grosvenor, second J. Castro, the Board unanimously approved the recommendations of the Committee (as attached).

There being no other business, the meeting was adjourned at 11:20 on motion by J. Castro, second A. Velazquez.

**Hudson Regional Health Commission
Commission Meeting
October 5, 2011
MINUTES**

The meeting was opened at 10:10 am by President R. Censullo who declared it has been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

Attendance:

Present:

R. Censullo
J. Sarnas
K. Comer
G. Drasheff
F. Sasso
D. DeClemente
H. J. Boor
V. Rivelli
J. Waks
D. Drumeler

C. Nawrocki, Director
J. Napolitano, Counsel
M. DeSena, Auditor
M. Leguizamon, CFO

Absent:

J. Ehret
E. Grosvenor
H. Melendez

Minutes of the meeting of June 15, 2011 were unanimously approved as written and submitted on motion by J. Sarnas, second D. DeClemente.

Audit Report 2010:

The F.Y. 2010 Audit Report was presented by M. DeSena. She gave the Commission a clean unqualified opinion. She commented on the growing costs of post retirement benefits. After discussions about the audit report, it was agreed that the Personnel Finance Committee would consider the recommendation for an actuarial review.

The report for F.Y. 2010 was unanimously approved and accepted on motion by F. Sasso, second H. J. Boor.

The Expenditure Report for the period of April 1, 2011- August 31, 2011 (Attachment I) was unanimously approved as presented on motion by D. Drumeler, second J. Sarnas.

Attachment I

Old Business:

JIF Resolution – Designation of Commissioner:

Resolution 11-10-03 (Attachment II) designating the Executive Director, C. Nawrocki as the Commissioner and Marisol Leguizamon as the alternate for the year 2011 for the Suburban Essex Joint Insurance Fund was unanimously approved on motion by D. Drumeler, second D. DeClemente.

April 2011 Commission meeting minutes revision:

C. Nawrocki announced a revision to the meeting minutes from the April 2011 Commission meeting needed to be made. In the minutes, there was a request for 3 amendments for the year 2010, this was a typographical error. The budget amendments were for the year 2011. This revision was unanimously approved on motion by H. Boor, second F. Sasso.

New Business:

Nominating Committee:

R. Censullo appointed V. Rivelli (chair), G. Drasheff and D. DeClemente as the Nominating Committee for the election of new officers at the next Board meeting.

Budget 2012:

C. Nawrocki introduced the 2012 Budget proposal and M. Leguizamon detailed the budget justification to the Board (Attachment III). Upon discussion, the budget was approved as submitted and presented.

Resolution 11-10-04 (in Attachment III) Resolution approving annual budget for the Hudson Regional Health Commission for the fiscal year beginning January 1, 2012 and ending December 31, 2012 was unanimously approved on motion by J. Sarnas, second, V. Rivelli.

JIF Resolution – Renewal of Membership:

Resolution 11-10-05 (Attachment IV) Resolution for Renewal of Membership in the Suburban Essex Municipal Joint Insurance Fund was unanimously approved on motion by J. Sarnas, second K. Comer.

2011-2012 MRC Grant (Attachment V) On motion by D. Drumeler, second V. Rivelli, unanimously carried, the Director was authorized to apply for, take receipt of and execute the grant in the indicated amount of \$5000 in accordance with applicable grantor requirements.

2011 Budget Amendments (Attachment VI) C. Nawrocki advised the Board that the Finance/Personnel Committee had reviewed and approved the proposed amendments to the 2011 budget. M. Leguizamon presented the list of these amendments. Upon discussion, the amendments as submitted in the attachment and presented were unanimously approved by F. Sasso, second J. Sarnas.

Attachment I

Report of Personnel Finance Committee (Attachment VII)

F. Sasso, Chair requested that C. Nawrocki give the report on his behalf. The committee met on August 2, 2011 and September 7, 2011.

EBL Agreements: The presentation included an update on the Elevated Blood Lead Agreements between Hudson Regional Health Commission and the individual municipalities. Changes would be made to the current agreement, which would be applied moving forward as the current contracts expire. One major change would affect the payment schedule for the towns. The original flat fee would not be included. Municipalities would only be charged fees per inspection. Other changes can be found in the attachment, including a table of responsibilities that delineates which agency is responsible for which specific requirements of the lead program. This table would be attached to the new agreement.

Bayonne Agreement: The committee also discussed the current agreement with the City of Bayonne which expires in June 2012. Further discussion was tabled with the full Board. J. Wax indicated he would like to meet with the committee in the coming weeks to discuss this agreement.

Eligibility for health insurance stipend: The committee agreed that the Executive Director and Deputy Director were eligible for the medical insurance stipend, in lieu of health benefits, from the Commission. This issue was raised by former Director Ferraiuolo after his retirement. The clarification was made and the full Board agreed that although these positions were not eligible for other stipends, this was a separate issue and therefore the Executive Director and Deputy Director were eligible for the medical insurance stipend.

Recommendations from the Committee were approved by the Board on motion by J. Sarnas, second H. Boor.

Mosquito Control: G. Williams gave the Board an update on the current mosquito control program and efforts in the County.

Revised By-Laws: A revision was made to the Commission By-Laws (Attachment VIII). Article III, Section 4 states that Commissioners and Alternates shall be notified of all Commission meetings by regular mail, or electronically directed to their respective last known addresses, and mailed at least three (3) days prior thereto. There was a typographical error that has been corrected. This correction to the By-Laws was unanimously approved as submitted in the attachment on motion by J. Sarnas, second H. Boor.

It was announced that this would be Commissioner Karen Comer's last Board meeting as she is retiring as of December. The Board congratulated her, thanked her for the many years of service, and wished her well. President R. Censullo presented a plaque.

There being no further business, the meeting was adjourned at 12:05 on motion by K. Comer, second V. Rivelli.

Attachment II

TOWN OF HARRISON
HUDSON COUNTY
BOARD OF HEALTH

WHEREAS, pursuant to New Jersey State law, *N.J.S.A. 26:3-1*, et seq., the Board of Health of the Town of Harrison ("Board of Health" or "Board") is empowered to appoint a Health Officer to be its general agent to, *inter alia*, plan, develop, coordinate, and direct the work program of the Town of Harrison Health Department and direct the enforcement of public health within the Town; and

WHEREAS, on December 1, 2011, the current Health Officer, Karen Comer, will be retiring; and

WHEREAS, in order to cover the duties of a Health Officer in the most economical way possible, the Board is pursuing an interlocal/shared services agreement with the Township of North Bergen whereby North Bergen's Health Officer, Richard J. Censullo, will provide Health Officer services to the Board; and

WHEREAS, pending finalization of the terms of the interlocal/shared services agreement, North Bergen/Mr. Censullo has agreed to have Mr. Censullo assume the duties of Health Officer for the Board, on a temporary basis and until further notice, starting on December 1, 2011 for a fee of \$1 per year; and

WHEREAS, the Board desires to engage Mr. Censullo as set forth above; and

WHEREAS, the above was discussed and adopted by the Board at its regular meeting of October 11, 2011, and this Resolution is a written memorialization of same.

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Town of Harrison, in the County of Hudson, State of New Jersey, that Richard J. Censullo shall assume the duties of Health Officer for the Board starting December 1, 2011, on a temporary basis and until further notice, for a fee of \$1 per year, pending final approval of the Board after meeting with Richard J. Censullo, and pending finalization of the terms of an interlocal/shared services agreement between the Board of the Township of North Bergen.



Arthur Pettigrew, Acting President

Dated: 12/2/11



Brian P. Stack
Mayor

City of Union City

Department of Public Safety

3715 Palisade Avenue

Union City, New Jersey 07087

(201) 348-5745/5755

Fax: (201) 348-5728

October 3, 2011

Mr. Richard Censullo
Chairman
North Hudson Regional Health Commission
595 County Road
Secaucus, NJ 07094

Mr. Censullo:

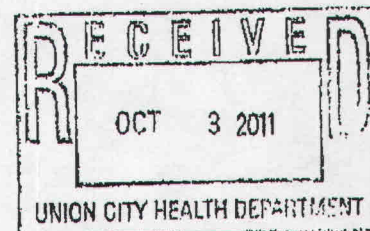
I write to nominate Mr. Alejandro Velazquez, who resides at 4410 New York Avenue, Apt. 2X in Union City, to the Hudson Regional Health Commission. Currently, Mr. Velazquez serves as Housing and Health Inspector with the City of Union City.

Furthermore, I have witnessed the exemplary work of Mr. Velazquez and I am impressed by his knowledge of local health issues. I am certain that Mr. Velazquez will be a strong addition to your honorable Commission.

If I may be of further testament to the prospective value of Mr. Velazquez, please do not hesitate to call me.

Sincerely,

Brian P. Stack
Mayor

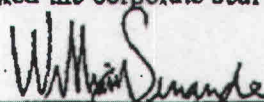


**CITY OF UNION CITY
HUDSON COUNTY, NEW JERSEY**

BE IT RESOLVED by the Mayor and Board of Commissioners of the City of Union City in the County of Hudson that Alejandro Velazquez is hereby appointed as the designated individual to serve on behalf of the City of Union City as Commissioner on the Hudson Regional Health Commission effective immediately and until such time that he may be replaced.

NOW THEREFORE, BE IT FURTHER RESOLVED by the Mayor and Board of Commissioners of the City of Union City in the County of Hudson that the City Clerk is authorized to send a certified copy of this resolution to the Hudson Regional Health Commission.

I, WILLIAM SENANDE, Municipal Clerk of the City of Union City in the County of Hudson, New Jersey, DO HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution adopted by the Board of Commissioners of the City of Union City, Hudson County, New Jersey, at a meeting held on October 18, 2011. IN WITNESS WHEREOF, I, the said Municipal Clerk, have hereunto set my hand and affixed the corporate seal of the said City, this October 18, 2011.


WILLIAM SENANDE

Attachment IV

HUDSON REGIONAL HEALTH COMMISSION
MEADOWVIEW COMPLEX

595 COUNTY AVENUE, BUILDING 1, SECAUCUS, NEW JERSEY 07094

TEL. (201) 223-1133 FAX (201) 223-0122

Richard J. Censullo, President

Carrie Nawrocki, Director

DIRECTOR'S REPORT

**Hudson Regional Health Commission
October 2011- December 2011**

Local Information Network and Communications System (LINCS) Program

During these past months, the LINCS staff assisted local health care partners in preparing the community for influenza by distributing over 13,000 pieces of literature (handbooks and pocket guides) to local health departments, hospitals, federally qualified health centers, libraries, colleges/universities and the Office of Disability Services. Additionally, over 25 braille guides on pandemic influenza were distributed to these partners, as appropriate.

The LINCS staff also conducted outreach, upon request, with preparedness presentations at a Senior Health Fair as well as at the HOPES CAP, Inc in Hoboken.

Disease surveillance statistics:

- 67 alerts of illness were reviewed and responded to through the EpiCenter syndromic surveillance system
- 8 alerts of increased emergency room admissions and or visits were investigated through the state Emergency Department surveillance system

The table below presents the LINCS messages sent to our public health partners by category through December 1, 2011.

	Alert	Advisory	Update	Information	Total
1st Quarter Totals	0	1	12	36	49
2nd Quarter Totals	2	2	16	42	61
3rd Quarter Totals	2	2	16	42	61
4th Quarter Totals	2	2	16	42	61
Total	6	7	60	162	232

“SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
JERSEY CITY, KEARNY, NORTH BERGEN, SECAUCUS,
UNION CITY, WEEHAWKEN, WEST NEW YORK.”

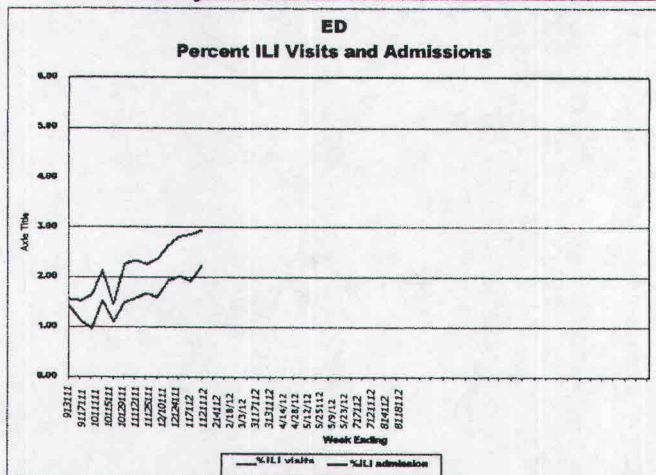
Attachment IV

Hudson Regional Health Commission collects and coordinates Hudson County data as part of the statewide Influenza-Like Illness Surveillance System. Data are collected from hospitals, schools and long term care facilities on a weekly basis. The graphs below present the statewide surveillance data.

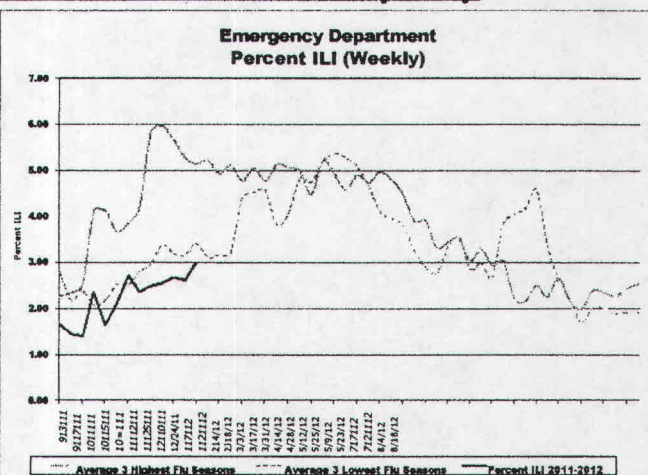
Influenza-like Illness Surveillance – New Jersey as of 11/30/11

Emergency Department

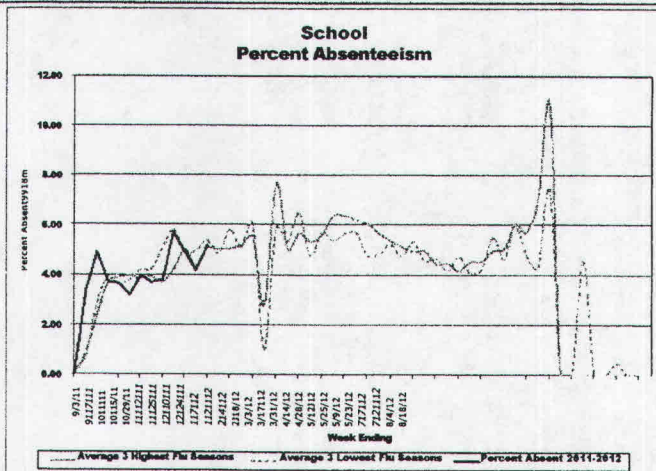
Daily Visits and Admission



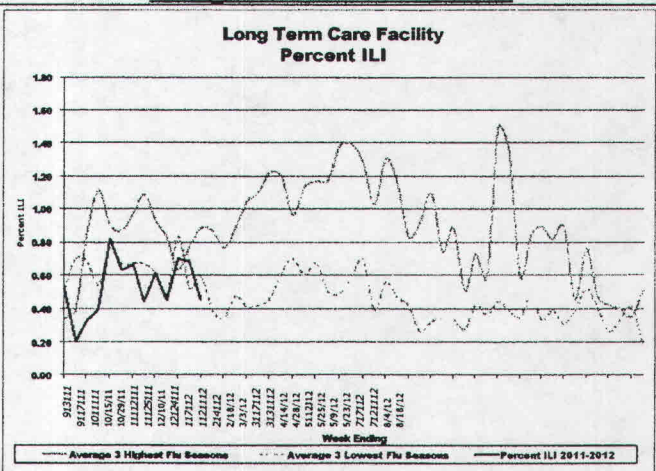
Visits – Tuesday Only



School Absenteeism



Long Term Care Facility



Attachment IV

Elevated Blood Lead (EBL) Level Investigation Program

One (1) HUD Lead Abatement Clearance Inspection was performed on behalf of the Hudson County Division of Housing and Community Development.

Eight (8) new EBL Environmental Intervention cases were conducted - five (5) in Jersey City, two (2) in Bayonne, and one (1) in West New York.

Five (5) EBL Abatement Clearance Inspections were conducted - three (3) in Jersey City and two (2) in Bayonne.

The Commission is continuing to perform EBL Environmental Intervention Inspections on behalf of the Jersey City Health Department at least until January 2012. Nilda Guivas, Jersey City Lead Coordinator, requested that the Commission continue conducting the environmental inspections until Jersey City inspectors can complete the five day Lead Inspector/Risk Assessor Course and pass the examination to become certified. The inspectors are registered to take the course at the end of December.

County Environmental Health Act (CEHA) Program

Inspections and Enforcement Activities (October – November, 2011):

Program	Inspections Conducted	NOVs Issued	Penalties Assessed	Penalties Collected
Air-Local	15	30	\$ 0	\$ 0
Air-State	92	15	\$ 3000	\$ 3000
Dry Cleaner	3	0	\$ 0	\$ 0
UST	12	7	\$ 29,800	\$ 16,875
Pesticide	14	0	\$ 0	\$ 0
Solid Waste	8	1	\$ 1000	\$ 3250
Noise	N/A	0	\$ 0	\$ 500
TOTAL	144	53	\$ 33,800	\$ 23,625

Complaint Investigations (October – November, 2011):

Municipality	HazMat	Air	Noise	Other	TOTAL
Bayonne	9	6		1	16
East Newark					0
Guttenberg		2			2
Harrison		2		1	3
Hoboken	1	15	4		20
Jersey City	7	10	16		33
Kearny	5				5
North Bergen	4	1	1		6
Secaucus	3	1			4
Union City	1	3			4
Weehawken	1				1
West New York			1		1
TOTAL	31	40	22	2	95

“SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
JERSEY CITY, KEARNY, NORTH BERGEN, SECAUCUS,
UNION CITY, WEEHAWKEN, WEST NEW YORK.”

High-Profile Case Summaries:

❖ Spectra Energy Natural Gas Pipeline / Bayonne, Jersey City, Hoboken:

Spectra Energy has applied to the Federal Energy Regulatory Commission (FERC) for authorization to construct a natural gas pipeline from its Linden generating plant to Manhattan. The proposed route will impact Bayonne, Jersey City, and Hoboken. The city councils of all three cities oppose the project, as do the mayors of Jersey City and Hoboken.

The FERC public comment period closed on 10/31/11. The Commission issued comments to DEP on the pipeline Environmental Impact Statement (EIS) on 10/19/11. These comments focused on appropriate noise standards to be applied during the construction, and the efficacy of noise mitigation measures.

In early November, the Commission was contacted by The LeFrak Organization, developer of the 600 acre Newport mixed-use development in Jersey City. LeFrak raised concerns about potential noise impacts from pipeline construction, and sought to have the Commission intervene to block its construction. On 11/10/11, staff met with LeFrak representatives. It was explained that the Commission lacked authority to block the project. Commission authority is limited to commenting on the EIS and conducting noise enforcement under various ordinances. LeFrak representatives appeared dissatisfied with these measures.

LeFrak raised its concerns with the Jersey City Mayor's Office, which prompted a meeting between Commission staff and Mayoral Deputy Chief of Staff Kevin Lyons, Acting Health Officer Vera Smith, and other city representatives on 12/1/11. Details of the Commission's and the City's enforcement authority were explained. It was further explained that the City need not have its own DEP-approved noise ordinance, because the Commission is available to undertake enforcement. City representatives concurred with the Commission's position that there is no pre-emptive noise control mechanism to stop such a project from going forward.

❖ Advance at Hoboken LLC Environmental Remediation Project / Hoboken:

Between 11/28/11 and 12/2/11, the Commission received 20 complaints relating to the environmental remediation project being conducted at Willow Avenue and 14th Street in Hoboken. Complainants indicate that odors from the remediation project are causing them adverse health effects such as headaches, light-headedness, and itchy eyes.

The property was the site of Hoboken Gas Works from 1871 to 1946, and later a gas station until 2005. It is heavily contaminated with coal tar. Remediation is being conducted under a DEP-approved Remedial Action Workplan and Perimeter Air Monitoring Plan. The Remedial Action Workplan calls for all contaminated soil and debris to be removed from the site.

The site is currently owned by Advance Realty and will be developed into a 7-story residential and retail building with four levels of underground parking. It is slated for opening in the spring of 2014.

Attachment IV

Commission staff met with representatives of the project's environmental consultant, WCD Group, to resolve the complaints' concerns. In response, Advance Realty agreed to immediately implement the following measures to control odors:

- Promptly remove excess impacted soil from the site.
- Add a second odor-suppression foaming machine to act as a backup in case the first machine goes down, and to act as a supplementary foam encapsulation operation.
- Grade the site and add a layer of cement to the exposed surface to seal off odors emanating from the surface soils.
- Research the availability of a perimeter misting system to further mitigate potential odors at the fence line. If practical, this system is to be installed and in working order by 12/9/11.

The project's License Site Remediation Professional (LSRP) reports that he has reviewed the Perimeter Air Monitoring Plan logs to verify that no particulates or air contaminants are leaving the site, and has hired a Certified Industrial Hygienist to conduct an independent review.

The LSRP has scheduled a site meeting with DEP representatives on 12/7/11 to discuss technical issues to ensure that odors are being controlled in accordance with best available control technology.

Advance Realty will be holding a public outreach meeting in the community on 12/6/11.

❖ Tonnelle Avenue Construction / Jersey City:

In the first week of November, the Commission received 13 complaints (including one from Councilwoman Nidia Lopez) regarding excessive night-time noise from the Tonnelle Avenue construction/demolition project. Commission staff met with representatives of NJ DOT and its contractor, George Harms' Construction, in order to address the noise complaints. NJ DOT agreed to cease jackhammering and other impact demolition in the late night and early morning hours. Thus far these measures appear effective, as no additional complaints have been received.

❖ Eagle Recycling / North Bergen:

The Commission remains joined with North Bergen in the consent order requiring Eagle to adhere to its permit conditions. The facility is allowed to commit one 'free' violation, but the second would trigger a court order to shut down the recycling operation. Eagle has not had an observed permit violation since 6/22/11.

The Facility is still operating without active solid waste and air permits. Permit extensions have been granted until the Administrative Compliance Order (ACO) is settled and a competence evaluation is conducted by DEP. An October meeting with DEP did not resolve the ACO, although Eagle did indicate they are installing a "state of the art" air filter system. They are in the process of getting a beneficial use determination (BUD) from DEP for the Malanka Landfill closure project in Secaucus.

The Host Benefit Fee arrears issue was settled with North Bergen in late November for \$222,781.

Attachment IV

There was another fire on 10/7/11 due to the facility wood shredder malfunctioning. The fire was quickly contained by the North Hudson Regional Fire Department and was properly reported to the DEP.

The Commission and HCIA have been on call 24/7 since June 2011. There have been three (3) calls since the last Director's report. Two of these calls for 'operation after approved hours' were during the approved 24/7 Hurricane Irene Emergency and the third was unsubstantiated.

❖ Tilcon / Kearny:

The stockpile has been considerably reduced, partly due to Commission oversight and Tilcon landing large contracts for material. Vertical and horizontal permit conditions are compliant

The HRHC-recommended screening installation along the facility's western borderline abutting the soccer/baseball field has not progressed.

❖ Reliable Wood Products, Inc. / Jersey City:

Jersey City and Reliable are currently negotiating settlement of the City's lawsuit regarding odors emanating from the Reliable facility. Reliable subpoenaed relevant Commission documents, and these documents were made available on 11/22/11.

The Commission is awaiting resolution of the City's case prior to settling its \$35,000 Notice of Violation and Penalty Assessment for violation of approved operating hours. However, the camera surveillance system upgrade requested by the Commission has been completed. This will be taken into consideration in determining whether to reduce the penalty. In the meantime, HCIA inspectors continue to conduct weeknight surveillance under HRHC supervision. There have been no violations since the last Director's report.

Councilwoman Viola Richardson filed an odor complaint with DEP on 11/26/11. This complaint was made on a Saturday evening and was not received by the Commission until Monday morning. Investigation the morning of 11/28/11 indicated odor at the facility, but not in the residential areas surrounding the facility. Prior to this, the Commission had not received any complaints since 8/26/11.

❖ All American Recycling and Galaxy Recycling / Jersey City:

A noise investigation had been conducted at approximately 5 am on 9/27/11. No violation was observed, however Galaxy was on the borderline of a noise violation. Three additional complaints were filed in mid-October, and a second noise investigation was conducted at approximately 5:30 am on 11/2/11. Again no violation was observed. Complainants subsequently alleged that someone is 'tipping off' the facilities to Commission noise readings. These allegations are completely unsupported.

Both All American and Galaxy have made night-time supervisors' phone numbers available and have expressed their willingness to promptly remedy complaints if and when they occur. Complainants are being provided with these numbers and asked to contact the facility directly for immediate resolution of problems. Identifying sources of noise in real time will likely prove more effective in resolving noise issues than randomly taking noise readings.

Attachment IV

In an effort to control night-time noise, Galaxy has ceased unloading materials at night. Full trucks brought in during the night-time hours are parked and unloaded the following day.

Galaxy reports that by the end of the year they will cease parking the garbage packer trucks at the facility and on the parking lot just below Ogden Avenue. This will eliminate a known source of garbage odor.

Mosquito Program

Disease Surveillance

We ended West Nile surveillance in mid-October due to the relocation of the NJDHSS virus testing facility. In total we tested 11,220 mosquitoes in 214 pools. Thirty seven pools tested positive for WNV. The average infection rate for the year was 3.7 infected out of every 1,000 mosquitoes tested. That is our lowest average infection rate since we started testing. Greg Williams, Superintendent of the Mosquito Control Program, attributes that to the extra seasonal help we had which we used to preemptively treat storm basins. We ended up with one probable human case of West Nile from Bayonne. Date of onset was October 3, but we did not find out about the case until November 4, after we had ended our testing and control for the season. The reason for the delayed reporting was a NJDHSS backlog of human samples resulting from the relocation of their facilities. No St. Louis encephalitis was found.

Larval/Adult Surveillance

We ended adult surveillance in mid-October due to dropping temperatures and low mosquito populations. Larval surveillance was ceased at the end of October. Inspectors are now logging locations of abandoned tires to clean up if we are provided the funds for disposal by the Improvement Authority.

Budget

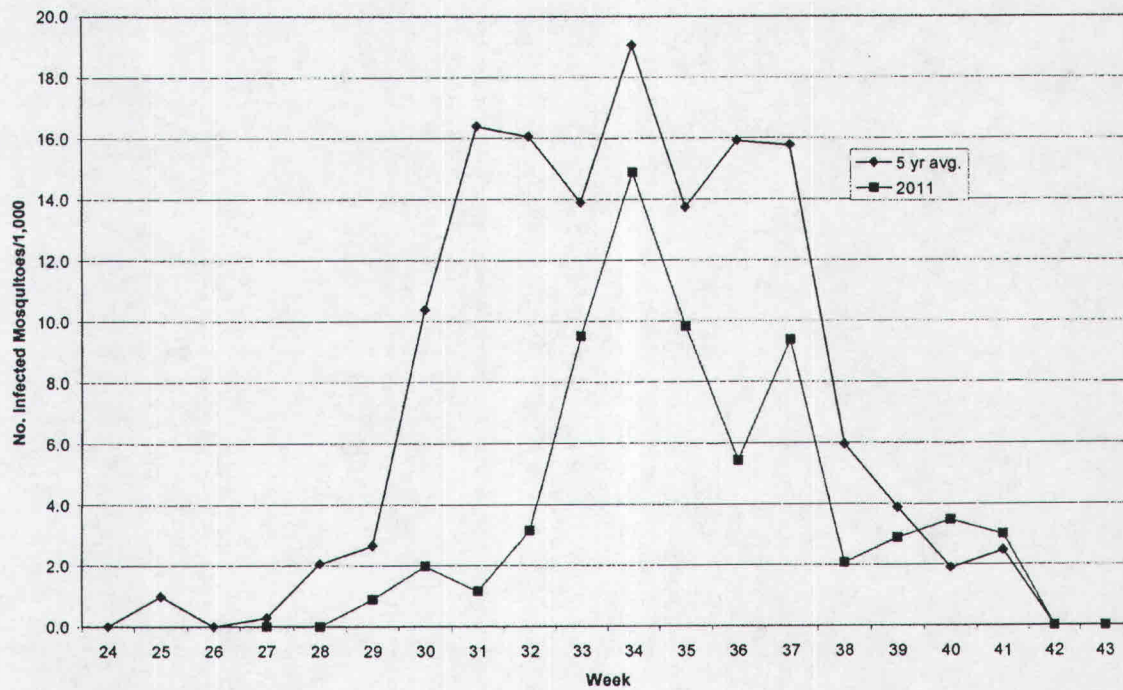
The County purchase request for our 2012 pesticide supply (~\$72,000) was denied because all non-essential purchases have been frozen. Dr. Williams has argued the necessity of this purchase and was told that the purchase will be allowed.

Research

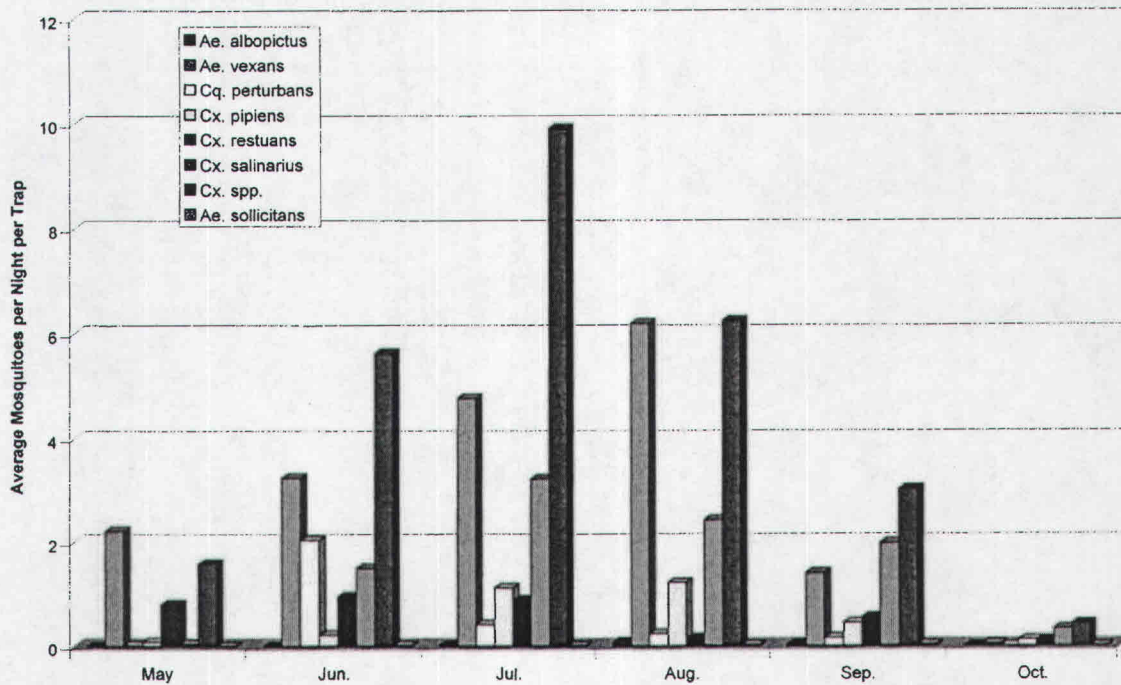
We are expecting a decision on a \$380,000 Department of Defense grant in the next few days. The grant is a collaborative study involving HRHC, Rutgers, and the US Navy. If funded, HRHC will receive \$15,000 to do some field studies. Dr. Williams will be attending a meeting of the American Society of Tropical Medicine and Hygiene on December 5 in Philadelphia to present the results of our research on the autodissemination of insect growth regulators by mosquitoes.

Attachment IV

Hudson County Weekly WNV Infection Rates 2011



2011 Monthly Light Trap Summary for Hudson County



Attachment V

HUDSON REGIONAL HEALTH COMMISSION
MEADOWVIEW COMPLEX
595 COUNTY AVENUE, BUILDING 1, SECAUCUS, NEW JERSEY 07094
TEL. (201) 223-1133 FAX (201) 223-0122

Richard J. Censullo, President

Carrie Nawrocki, MPH, HO
Executive Director
Epidemiologist

EXPENDITURES FOR SEPTEMBER 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 9/15 Salaries=80121.22 OT=1771.24 On Call=920 Fica/Med.=6269.24 Sui/Disa=82.98 Med.125(782.12) HB(58.53)	88,324.03
On Line	State Hlth.Ben.Prog.	H.B.for act.emp.(Con)=11922.93 (Con/Mos)=5365.00 (CDCX)=2990.71 Dental (Con)=904.91 (Con/Mos)=424.82 (CDCX)=383.27	20,278.64 1,713.00
On Line	State Hlth.Ben.Prog.	H.B. for retirees (RF)=1882.63 (GG)=2141.70 (JL)=1793.24	5,817.57
10364	Verizon	(CDCX)=167.92 (Con)=391.80	559.72
10365	Verizon	(CDCX)=9.20 (Con)=21.47 #00013826670 58Y	30.67
10366	James Monkowski	(Con)Tolls Middlesex	34.00
10367	Comcast Commun.	(CDCX) Comcast Bundled Serv.	80.36
10368	Pine Env.Serv.	(UASI) AIR 10005 FID-Photovac MicroFID/etc.	9,994.00
10369	Simply Delicious	(Con) For 9/7/2011	129.65
10370	Good As Gold	(CDCX) Prepayment of a Good as Gold Plan	100.00
10371	Rashida Mincey	(CDCX) Foodborne Training Mileage/Tolls	59.93
10372	Xerox Corp.	(Con) Monthly Base Charge	268.80
10373	Artic Ice Mfg.	(Con/Mosq) Dry Ice Block	125.00
10374	Verizon Wireless	(CDCX)=320.00 (Con/Mosq)=118.86 (Con)=293.41	732.27
10375	ADP	(Con)=72.78 (Con/Mosq)=22.64 (CDCX)=41.29 For Pay.9/15	136.71
10376	Schneider Lab.	(Con) 48 Hour Metals EPA 7420=Pb (8)	80.00
10377	Johnson & Conway	(Con) Legal fees/Aug.	2,942.32
10378	Fedex	(Con) Transportation charges	39.52

"SERVING BAYONNE, EAST NEWARK, GUTTENBERG, HARRISON, HOBOKEN,
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Attachment V

HUDSON REGIONAL HEALTH COMMISSION
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EXPENDITURES FOR SEPTEMBER 30, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 9/30 Salaries=81270.11 OT=1562.24 Med.Reimb=2187.59 Fica/Med.=6438.06 Sui/Disa=71.56 (Med.125)=782.63 (H.B.)=58.53	90,688.40
10379	Horizon BC/BS	(Con) H.B. for retiree D.R.D.	1,701.50
10380	AAM Motor Sales	(CDCX) Jeep Liberty/Plugs, oil belts, brake cleaner	919.82
10381	Flash Lube	(Con) Jeep Eagle/engine oil, check parts	20.95
10382	Carrie Nawrocki	(Con) Misc. expense/flowers for E.Grosvenor's wife	69.45
10383	USA Mobility Wireless	(Con) Invoice#U8408051-4	27.39
10384	Poland Spring	(Con)=28.97 (Con)=159.60 Water/cups	188.57
10385	Schneider Lab.	(Con)=72 Inv.#825406 (Con)=72 Inv.#825407 (Con)=72 Inv.#825408	216.00
10386	Sprint	(Con) Inv.#687442111-121	149.91
10387	Electronic Off.Systems	(CDCX) I Comprehensive Agreement Quarterly Pmt.Plan	137.76
10388	N.J.Dept.of Treas.	(Con/Mos) Pesticide Licensing Renewal 11/1/2011 to 10/31/1 G.W./G.C./R.C./M.I./M.L./R.S.	480.00
10389	PGI	(CDCX) For ACH and EDI	25.47
10390	ADP	(Con)=72.78 (Con/Mosq)=22.64 (CDCX)=41.29 For Payroll of 9/30	136.71
10391	American Express	(CDCX) GODADDY.COM	54.96
10392	Fleet Services	(Con/Mos)=233.91 (CDCX)=87.49 (Con)=1605.51	1,926.91
10393	Stan A. Huber	(Con) Leak Testing of Radioactive Sealed Source	20.00
10394	Juan Nunez	(Con) Tolls to Middlesex	67.00
10395	Monique Davis	(MRC) MRC Meeting/supplies	54.90
10396	DeSena & Company	(Con) Audit year ended December 31, 2010	11,000.00
10397	Dell Marketing	(CDCIX) 4GB Dell Certified Replacement Memory Module	419.95
10398	Michael Walker	(HCIA) Parking at HCIA 8/26-9/23	24.00
10399	Div.of State Police	(Con) Calibration Laboratory Inv.#09061101	270.00
10400	NJHOA	(Con) 2010 Membership (C.N.,MPH/HO)	200.00
10401	N.J.Env.Health Assoc.	(Con) 2012 Membership Allocation (C.N.) License #A-589	50.00
10402	Void		
10403	Larry & Joe's Pizza	(MRC2011) Refreshments for Quarterly MRC Meeting	83.85

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Epidemiologist

EXPENDITURES FOR OCTOBER 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	For Payroll of 10/15 Salaries=78542.42 OT=604.10 On Call=1130 Fica/Med.=6065.49 Sui/Disa=23.81 (Med.125=909.77) (H.B.=58.53)	85,397.52
On Line	State Hlth.Benefit	H.B.act.emp. (Con)=11922.93 (CDCX)=6176.92 (Con/Mos)=5365 Dental (Con)=1027.19 (CDCX)260.99 (Con/Mos) 424.82	23,464.85 1,713.00
On Line	State Hlth.Benefit	(Con) H.B. retiree emp. R.F.=1881.63 G.G.=2141.70 J.L.=1793.24	5,817.57
10404	Dell Marketing L.P.	(Con) VLA Endpoint Protection SBE User 1yr.Basic Mnt	412.15
10405	Safeguard Bus.Sys.	(Con) 250 Laser L1 Check IPT.Mauve	92.45
10406	Simply Delicious	(Con) Refreshments/Meeting Inv.#E16849	269.80
10407	Artic Ice Mfg.	(Con/Mos) Dry Ice Block	100.00
10408	The Jersey Journal	(Con) Advert. JJ Mtg. Cncl.	123.25
10409	ADP	(Con)=72.66 (Con/Mos)=29.05 (CDCX)=43.58 For Payroll of 10/15/11	145.29
10410	The Hudson Reporter	(MRC2011) Display Advertising HR JCR NBR SR UCR	545.40
10411	Schneider Lab.	(Con)=90 48 Hr.Metals EPA 7420-Pb (Con)=80 48Hr. Metals EPA 7420-Pb	170.00
10412	Comcast Commun.	(CDCX) Cable TV Services/Internet	80.35
10413	Verizon	(Con)=9.69 (CDCX)=4.14 Acct.#000131826670 58Y	13.83
10414	Verizon	(Con)=416.60 (CDCX)=178.54 Acct. 201-223-1133	595.14
10415	Monique Davis	(CDCX) HERC Meeting 10/5	55.00
10416	Johnson & Conway	(Con) Legal fees/Acct.#214-001M	1,047.12
10417	20/20 BioResponse	(Con) BioCheck Powder Screening Test Kit	667.60

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 Epidemiologist

EXPENDITURES FOR OCTOBER 31, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
On Line	HRHC Payroll Acct.	Payroll for 10/31 Salaries=77805.95 OT=1395.11 Fica/Med=5989.63 Sui/Disa=17.56 (Med.125=(825.66) (H.B.=(58.53)	84,324.06
10418	Horizon BC/BS	(Con) H.B. for retiree D.R.D.	1,701.50
10419	Sprint	(Con) Inv.#687442111	152.17
10420	Fleet Services	(Con/Mosq)=359.01 (CDCX)=65.19 (Con)=1138.46 Acct.#369-900-044-8	1,562.66
10421	Verizon Wireless	(CDCX)=241.37 (Con/Mos)=117.76 (Con)=287.41 Inv.#2639096875	646.54
10422	Christina Butieb	(Con)=98.78 (Con)=11.15 Notary, Parking & Mileage	110.43
10423	Michele Casale	(Con) Refreshment for Finance Comm. Meeting	11.79
10424	Poland Spring	(Con)=26.97 (Con)=96.46 Water/cups	123.43
10425	USA Mobility Wireless	(Con) Inv.U8408051J	27.41
10426	Fedex	(Con) Inv.#7-654-85394	138.95
10427	Xerox Corp.	(Con) Monthly Base Charge/Rental Plan	268.80
10428	Smiths Detection	(UASI) LCD 3.3 Black-Partnership 1 yr. PC10791-2 Sieve Pack Assembly Packaged	10,995.50
10429	Mirion Technologies	(Con) Inv.#01417644	483.00
10430	Schneider Lab.	(Con)=100 (Con)=63 (Con)=9 (Con)=72 (Con)=72 Metals EPA 7420 Pb	316.00
10431	DeSena & Company	(Con) Audit period 6/30/11	5,500.00
10432	Gen-el Safety & Indus.	(UASI) Inv.#11696 Ammonia Sensor, Sensor, LEL	3,532.80
10433	ADP	(Con)=70.86 (Con/Mosq)=22.64 (CDCX)=41.29 For Payroll of 10/31/2011	134.79
10434	Christina Butieb	(CDCX)=73.98 (CDCX)=44.65 Cable/Modem; supplies	118.63
10435	Simply Delicious	(Con) BB order #114	76.87
10436	Schneider Lab.	(Con) 48 Hour Metals EPA 7420	80.00

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EXPENDITURES FOR NOVEMBER 15, 2011

<u>CHECK #</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ON LINE	HRHC Payroll Acct.	For Payroll of 11/15 Salaries=76636.28 OT=875.36 On Call=1260 Fica/Med.=5956.78 Sui/Disa=7.61 (Med.125=825.66) (H.B.=58.53)	83,851.84
ON LINE	State Hlth.Ben.Program	H.B./Dental for act.emp.(Con)=11390.85 (Con/Mos)5365 (CDCX)=4487.29 Dental (Con)=1027.19 (Con/Mos)424.82 (CDCX)=260.99	21,243.14
ON LINE	State Hlth.Ben. Program	H.B. Retirees (Con) RF=1882.63 (Con) GG=2141.70 (Con) JL=1793.24	5,817.57
10437	Verizon	(Con)=9.75 (CDCX)=4.18 #000131826670 58Y	13.93
10438	Carrie Nawrocki	(Con)=50 (Con)=69.09 Refreshments/meeting	119.09
10439	Michael Walker	(HCIA) Parking Lot fee of HCIA	12.00
10440	Flash Lube	(Con) 2006 Dodge Dakota/Oil service	20.95
10441	Dept. of Env.Sciences	(Con) Inv.#A123228/RM/RS/JR/NR/JD/JN	240.00
10442	Rutgers Sciences-Noise	(Con) Inv.#N108853/JD/MR	180.00
10443	Schneider Lab.	(Con) 48hr. Metals EPA=80 (Con)=72 (Con)=72	224.00
10444	Gen-el Safety & Indus.	(Con) Inv.#11670 Supplies	7,145.90
10445	N.J.State Police Calib.	(Con) Inv.#10111101 Lud Md/Radeye PRD	200.00
10446	ADP	(Con)=65.47 (Con/Mos)=26.19 (CDCX)=39.29 For Payroll of 11/15	130.95
10447	N.J.State Police Calib.	(Con) Lud Md19	40.00
10448	Artic Ice Mfg.	(Con) Dry Ice Block	25.00
10449	Verizon	(Con)=395.44 (Con)=169.48	564.92
10450	Comcast Commun.	(CDCX) Comcast Bundled Serv./High Speed	80.35
10451	Schneider Lab.	(Con) 48Hour Metals EPA	80.00
10452	Xerox Corp.	(Con) Monthly Base Charge	268.80
10453	Verizon Wireless	(Con)=269.51 (Con/Mos)=116.57 (CDCX)=271.87 Inv.#2653340026	657.95
10454	Monique Davis	(CDCX) Tolls HERC Meeting 10/15	13.90
10455	Schneider Lab.	(Con) Inv.#833378	100.00
10456	US Postal Service	(Con) Refill for Postage Meter	300.00

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2011 BUDGET AMENDMENTS & TRANSFERS REQUEST

Budget Category	<u>Amount</u>	<u>Charged to</u>
Appropriation		
Overtime	4,700.00.	Cons
Temporary	1,550.00	Cons
Payroll Taxes	460.00	Cons
Gasoline	6,000.00.	Cons
Contractual-Gary Garetano	(6,100.00).	Cons
Commission Meetings	400.00	Cons
Record Destruction	(4,300.00).	Cons
TOTAL	<u><u>2,710.00</u></u>	

Budget Category	
Revenue	
FEMA	1,257.00
Cons Reserve	<u>1,453.00</u>
TOTAL	<u><u>2,710.00</u></u>

Overtime to account for FEMA overtime and New R&C Registration cycle additional effort
Temporary increase to reflect underestimated extension for mosquito control temporary employees due to NJ State of Emergency
Payroll taxes increase to charge budget for FICA and SUI on overtime and temporary increase requested
Gasoline increase due to rate increase
Commission Meetings increase due to the Commission new administration and restructure
Contractual-Gary garetano decrease, funds need to cover for increase on above line items
Record destruction decrease, funds need to cover for increase on above line items

**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
October 19, 2011**

MINUTES

1) Bayonne Contract

The Committee discussed the Agreement with the City of Bayonne regarding a dedicated Environmental Health Specialist for the city. This agreement expires in July 2012. C. Nawrocki will contact the city to set up a meeting to discuss the renewal of this contract as well as what the current expectations are of the Commission in this regard. Additionally, a new mechanism will be implemented for responding to complaints in Bayonne as well as the submittal of weekly records from the Environmental Health Specialist for activities in Bayonne.

The collection of this information will assist the Commission in areas of training, proper allocation of work and scheduling.

2) Flexible Spending Account

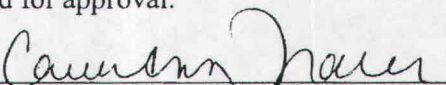
The Committee discussed the new law requiring employers to provide this benefit (FSA) which allows employees to voluntarily set aside a portion of their earnings to pay for qualified medical expenses. The law also allows employers to offer Dependant Care Flexible Spending Accounts for certain expenses used for care for dependants who live with the employee while the employee is at work.

The Committee recommended we move forward with both of these spending accounts immediately. Unless there is objection to this from the Board, we will begin planning to have our employees enrolled by the new year.

3) Contract with R Ferraiuolo Consultant

J. Napolitano drafted a Volunteer Services Agreement between the Commission and Robert Ferraiuolo. This agreement, if approved by the full board would allow R. Ferraiuolo to volunteer to assist the Commission on an as needed basis for specific tasks. The areas he may be of assistance on include: accounting for the post retirement medical benefits, assist in the negotiations with the upcoming agreement with the county, and assisting with the strategic planning for program expansion.

J. Napolitano will edit the agreement as per the Committees recommendations, once complete it will be sent to the full Board for approval.


Prepared by Carrie Nawrocki, Executive Director

**Hudson Regional Health Commission
Personnel / Finance Committee Meeting
November 30, 2011**

MINUTES

1) Proposals for general counsel

The committee discussed the two proposals for the position of General Counsel for the Commission. Of the two firms, one is Johnson & Conway, LLP, with whom the Commission has been working for six years. The committee discussed the two proposals and will recommend to the Board that we consider Johnson & Conway for legal services for this upcoming contract, February 1, 2012 through January 21, 2013. This firm has unique experience with the Commission. Additionally, considering the recent change in Executive Director and Deputy Director, keeping this firm will contribute to continuity of operations.

2) Budget amendments and expenditure report

The committee reviewed and approved the budget amendments for 2011 and reviewed the expenditure report for September through November 15, 2011.

3) Administrative Assistant – Level 6 advancement

The committee discussed the advancement of an Administrative Assistant to Level 6 in that title. Budgetary authority was granted for this promotion at the June 2011 meeting upon one of the administrative staff going part time in January 2012. The promotion was intended to cover the increase in workload for the Administrative Assistant. At this time, the increase in workload is uncertain and the committee recommends waiting a six month period during which this workload will be established. At this time there is lack of funds in the budget for this adjustment.

4) Contract with R Ferraiuolo –

At this time R Ferraiuolo has withdrawn from the contract.

5) Capping OT costs \$2000 per year

C. Nawrocki brought to the committee the cost of overtime for all employees for 2010 and year to date for 2011. The committee agreed that the Director should closely evaluate overtime requests, and may consider capping costs at \$2,000 per employee. The Director may waive this limit under certain circumstances if needed.

6) Announcement: Schedule for IT Specialist

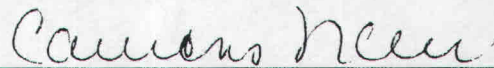
C. Nawrocki announced that the Commission IT Specialist will be working a flexible schedule in order to work on technical issues after hours as needed without accumulating overtime. He will be available on his commission cell phone during all working hours. This flexible schedule will be on a temporary basis and evaluated as needed.

7) Actuary review

Based on recommendation of the Auditor, the committee discussed the need for an actuarial review as related to post retirement benefits. J. Napolitano will review this issue further and will provide the auditor the footnote she requested for the audit report. This issue was tabled for further review.

8) Bayonne contract for Environmental Health Specialist

On November 3, C. Nawrocki, A. DeQuina and J. Napolitano met with the City of Bayonne to discuss the current contract with the Commission for a dedicated Environmental Health Specialist. At this time, the schedule for this employee will be changed to at least 3 full days at the HRHC and additional duties have been given.



Prepared by Carrie Nawrocki, Executive Director

Attachment VIII

OPENING OF BIDS
FOR
GENERAL LEGAL COUNSEL
NOVEMBER 11, 2011
11:00A.M.

Present: Carrie Nawrocki, Executive Director
Marisol Leguizamon, Chief Financial Officer
Michele Casale, Administrative Assistant

Hudson Regional Health Commission received two (2) sealed Bid Packages in accordance with N.J.S.A. 19:44A-20.1, et seq. from the following Law Firms:

Eric M. Bernstein & Associates, LLC
Attorneys at Law
34 Mountain Boulevard, Building A
P.O. Box 4922
Warren, New Jersey 07059

Johnson & Conway, LLP
Attorneys at Law
18 Sycamore Avenue
Suite 2
Ho-Ho-Kus, New Jersey 07423

Each bid package included: Business Registration Certificate
Affirmative Action Evidence

I Carrie Nawrocki, Director of the Hudson Regional Health Commission do hereby
Certify that the foregoing are true Minutes of a meeting held on December 6, 2011
in witness whereof I have set my hand this 30th, day of
December, 2011.

Carrie Nawrocki
Carrie Nawrocki
Executive Director