

**MINUTES**  
**RE-ORGANIZATION MEETING**  
of the  
**SUMMIT BOARD OF HEALTH**  
**Monday Evening – January 25, 2016**  
**7:30 P.M.**  
**Summit City Hall (Large Conference Room)**  
**2<sup>nd</sup> Floor**

Distributed: 3/21/16

Approved: 3/28/16

The Meeting was called to order at 7:38 p.m. by Ms. Gayle Mauro, Board Secretary.

Ms. Mauro read the following Meeting Notice: “Adequate notice of this Meeting has been provided by the Secretary of the Board of Health by the preparation of the Annual Notice of Meeting Dates which set forth the date, time and place of this Meeting and by properly posting such notice and forwarding the notice to those designated newspapers and the persons requesting Meeting notices.”

**PRESENT ON ROLL CALL:** Dr. Audrey Romero; Mr. John Staunton; Dr. Robert Slama; and Dr. Thomas Giusto. Also present: Megan Avallone, Health Officer; Carolyn Giaccio, Public Health Nurse; and N. Gayle Mauro, Registrar/Board Secretary.

**ABSENT ON ROLL CALL:** Mr. Chris Siclare; Mr. Greg Mayes; and Mrs. Mary Beth Cahill.

Ms. Mauro asked for nominations for President. Mr. Staunton made a motion to nominate Dr. Audrey Romero, seconded by Dr. Slama. All members present were in favor of the nomination and Dr. Audrey Romeo was unanimously elected President of the Board of Health for 2016.

Dr. Audrey Romero, President, called for nominations for Vice-President. Dr. Romero made a motion to nominate Mr. John Staunton, seconded by Dr. Slama. All members present were in favor of the nomination and Mr. Staunton was unanimously elected Vice-President of the Board of Health for 2016.

**APPROVAL OF MINUTES REGULAR MEETING – November 23, 2015** – Mr. Staunton made a motion to approve the Minutes, seconded by Dr. Slama and unanimously approved by all members present.

**REVIEW OF BILLS – January 2016** – Mr. Staunton made a motion to approve the bill list totaling \$2,190.16, seconded by Dr. Romero and unanimously approved by all members present. Roll call vote was taken: Dr. Romero—Aye, Mr. Staunton—Aye, Dr. Slama—Aye, Dr. Giusto—Aye.

**ENVIRONMENTAL HEALTH SPECIALIST REPORTS** – Report reviewed by Megan Avallone.

**PUBLIC HEALTH NURSE’S REPORT** – Report reviewed by Carolyn Giaccio. Mrs. Giaccio reported there was one confirmed case of Pertussis and a light flu immunization season.

**HEALTH OFFICER'S REPORT** – Ms. Avallone discussed the Zika Virus and the Listeria outbreak.

**OLD BUSINESS** –

**Full Time Deputy Registrar-Samantha Galvez, CMR**—Ms. Avallone announced the hiring of full time Deputy Registrar, Samantha Galvez. Ms. Galvez replaced the two part time vital statistics positions.

**2016 Budget**—The Board reviewed the 2016 Budget and Health Services Contract with Westfield. There is a proposed increase of 0.93%, reflecting a decrease due to savings from the TB/STD outside vendors. Also, at the request of the City Administrator, \$8,000.00 is being moved from the local salary budget to the Westfield Contract. Therefore, this increases the 2016 contract to \$73, 446.00. The total budget (local & contract) is reduced from \$306,700.00 in 2015 to \$298,495.00 in 2016. The reduction amounts to \$8,205.00 or 2.6%.

Dr. Slama made a motion to approve the 2016 Budget and Health Services Contract with Westfield, seconded by Dr. Romero and unanimously approved by all members present. Roll call vote taken: Dr. Romero—Aye, Mr. Staunton—Aye, Dr. Slama—Aye, Mr. Giusto—Aye.

**Animal Control Contract** – Due to an increase of rabid animals in the area Ms. Avallone recommended to the City Administrator that we contract for supplementary animal control services, if needed, in an emergency situation with a backup vendor. Millburn is the current vendor, with only one animal control officer.

**Increasing Smoking Age to 21**—Ms. Avallone presented Board of Health Ordinance 01-2016, Prohibition of Sale of Tobacco and Nicotine Delivery Products To Persons Under 21, to the Board for review.

Discussion took place. Ms. Avallone will forward the proposed ordinance to the city attorney for review.

**NEW BUSINESS** –

**Request for Safety Glass at Vital Statistics Counter**—A request was sent to the City Administrator for a safety glass to be installed at the Health/Vital Statistics counter after an irate customer threatened to return with a gun. Ms. Avallone will follow up with the City Administrator.

**Public Health Nurse Contract**—Atlantic Health sent the 2016 Public Health Nurse contract for Carolyn Giaccio, for signature by the Board President. Dr. Romero signed the contract.

**ADJOURNMENT** - There being no further business a motion by Mr. Staunton was made at 8:27 P.M., seconded by Dr. Slama and unanimously approved by all members present.

Respectfully submitted,

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N. Gayle Mauro, Board Secretary