

**Hudson Regional Health Commission  
Commission Meeting  
December 15, 2022**

**MINUTES**

**Opening of the meeting:** This meeting was opened at 11:14 AM by President J. Sarnas who declared it had been advertised in accordance with the Open Public Meeting Act, Chapter 231 of the laws of 1975.

**Attendance:**

A. McNair  
C. Cirillo  
J. Castro  
M. O'Reilly  
J. Sarnas  
V. Rivelli  
A. Mansilla  
G. Jeffas  
P. Bellan-Boyer  
S. Tattoli (alternate)

J. Napolitano, Counsel  
C. Nawrocki, Director

**Absent:**

M. Alvarez  
N. Tarantino  
C. Madalena

**Minutes of the meeting of September 15, 2022:**

were unanimously approved as written and submitted on motion by V. Rivelli, second J. Castro. (Attachment I).

**Expenditures Report for September 15, 2022- November 30, 2022:**

was ratified upon motion by A. Mansilla, second G. Jeffas and unanimously carried (Attachment II).

**Announcements:**

The 2021 Audit Report will be presented in the next meeting on January 19, 2023 at 10:00 AM.

**Old Business:**

None.

**New Business:**

**2023 Commission Meetings Schedule**

C. Nawrocki presented the proposed commission meeting schedule for the year 2023. All meetings are scheduled to take place at 595 County Ave, Secaucus, NJ or via zoom if necessary. The final schedule was unanimously ratified on motion by J. Castro, second A. McNair (Attachment III) and shall be as follows:

January 19, 2023 10:00 a.m.

March 16, 2023 10:00 a.m.

June 15, 2023 10:00 a.m.

September 21, 2023 10:00 a.m.

December 14, 2023 11:00 a.m.

**JIF Risk Management Consultant Agreement**

C. Nawrocki presented the agreement with Suburban Metro Joint Insurance Fund (SMJIF) Risk Management Consultant Agreement with Brown and Brown Metro (Attachment IV). This was reviewed by the Personnel Finance Committee last week as required for our Joint Insurance Fund which requires all members to have a risk manager and an annual agreement. The resolution was approved unanimously upon motion by J. Castro, second A. McNair.

**General Legal Counsel**

C. Nawrocki presented a summary of the opening of proposals for general legal counsel held on December 6<sup>th</sup> (Attachment V). Proposals were solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.1, et. Seq. The commission received one proposal from Cleary Giacobbe Alfieri Jacobs LLC for the period Feb 1, 2023 through January 31, 2024. The proposed rate for legal services is \$200/per hour for attorneys and \$75.00 per hour for paralegal work. C. Nawrocki also informed the Board that the Personnel and Finance Committee reviewed this proposal at their last meeting. Upon motion by J. Castro, second from A. McNair, the Board unanimously accepted the proposal from Cleary Giacobbe Alfieri Jacobs LLC.

**2023 COLA**

The Board discussed a COLA for 2023, previously reviewed and recommended by the Personnel Finance Committee, and upon motion from J. Castro, second A. McNair, approved a 3.0% COLA for all permanent Commission employees, with V. Rivelli abstaining.

### **Personnel and Finance Committee Recommendations**

At 11:37 A.M., the board went into closed session to discuss recommendations from the committee upon motion by P. Bellan-Boyer, second V. Rivelli, unanimously carried.

At 11:50 A.M. the board went into open session upon motion by V. Rivelli, second A. Mansilla, unanimously carried.

Upon motion by J. Castro, second G. Jeffas, the Board unanimously approved the recommendations of the committee with step increases and title changes effective January 1, 2023 for the following commission employees:

- O. Martinez: Environmental Specialist Level 1 to Level 2
- L. Lafalaise: Environmental Specialist Level 1 to Level 2
- J. Madsen: Environmental Specialist Level 2 to Level 3
- P. Leguizamon: Inspector Mosquito Control Level 3 to Level 4
- E. Caballero: IT Assistant Level to IT Specialist Level 4
- A. DeQuina: Deputy Director Level 2 (new level)
- M. Leguizamon: overall increase of \$3,000 condense some levels within title remain CFO/QPA Level 7
- G. Williams: overall increase of \$3,000 condense some levels within title remain Superintendent Mosquito Control Level 6

### **Uncollectable Fines and Fees**

C. Nawrocki reported to the board that the personnel finance committee met and reviewed a list of outdated penalties considered uncollectable. The penalties date back to 2008 and all are uncollectable due to new ownership totaling \$180,500. Current owners are all in compliance or will be assessed new penalties. Additionally, there are \$12,103 in enforcement fines from 2003 that are also considered uncollectible. C. Nawrocki requested these be eliminated from our records and be considered final and uncollectable, this was unanimously approved upon motion by J. Castro, second A. Mansilla.

### **Kearny and West New York EBL Agreements**

The Elevated Blood Level (EBL) Environmental Investigation Agreement was unanimously renewed for Kearny (Attachment VI) and West New York upon motion by J. Castro, second A. McNair. C. Cirillo and M. O'Reilly abstained. (Attachment VII).

Being no further business, upon motion by M. O'Reilly, second C. Cirillo, the meeting was unanimously closed at 11:53 p.m.

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 15, 2022, in witness whereof I have set my hand this 18 day of January, 2023.

Carrie

**Carrie Nawrocki  
Executive Director**