

ESSEX REGIONAL HEALTH COMMISSION

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Carrie Nawrocki, Executive Director

Commission Meeting

December 9, 2025

11:00 A.M

Opening of the Meeting

M. Raimo opened the meeting at 11:12 a.m. by declaring that it had been duly advertised in accordance with Chapter 231 of the New Jersey Open Public Meetings Act of 1975.

Attendance

Present

M. Raimo, President

V. DeFilippo

B. Wallace

M. Fonzino

C. Davenport

K. Costello

M. O'Reilly

M. McGowan

L. Anello

W. Wallace

G. Diaz

J. Desena

C. Nawrocki, Director

M. Leguizamon, CFO

Absent

B. Asare

A. Monaco

Minutes of the Meeting of September 30, 2025

The minutes were approved unanimously on a motion by W. Wallace and a second by G. Diaz (Attachment 1).

Expenditure Report for September 15, 2025 – November 30, 2025

The expenditure report was unanimously ratified on a motion by M. Fonzino and a second by L. Anello (Attachment 2).

Announcements

C. Nawrocki announced the retirement of Horace Henry from the East Orange Health Department the board wished him well.

New Business

2024 Audit

John DeSena of DeSena & Company provided the Commissions audit report for 2024 via phone conference. A motion to accept the audit was made by G. Diaz and seconded by V. DeFilippo, the report was unanimously accepted.

2025 Audit Proposal

C. Nawrocki presented the 2025 audit proposal from DeSena & Company (Attachment 3). A motion to accept this proposal was made by K. Costello and seconded by M. Fonzino. The motion passed unanimously.

Budget Amendment 2025

M. Leguizamon presented budget amendments for 2025 (Attachment 4). The amendments were unanimously approved on a motion by M. Fonzino and a second by W. Wallace.

Annual Resolutions for 2026

The following resolutions were passed unanimously on a motion by M. O'Reilly, seconded by K. Costello.

Resolution #2025-12-04 Authorizing Schedule of Meetings (Attachment 5)

Tuesday, February 17, 2026 (10:00 am)

Tuesday, April 14, 2026 (10:00 am)

Tuesday, June 16, 2026 (10:00 am)

Tuesday, September 15, 2026 (10:00 am)

Tuesday, December 15, 2026 (11:00 am)

Resolution #2025-12-05 Appointing Risk Management Consultant

(Attachment 6)

A resolution to enter into a risk management agreement with Brown and Brown (Attachment 7) as per Joint Insurance Fund (JIF) requirements.

Resolution #2025-12-06 Designating Legal Services (Attachment 8)

This resolution authorizes the Commission to enter into an agreement with Piro, Zina, Cifelli, Paris, Genitempo (Attachment 9) for legal services for 2026.

Resolution #2025-12-07 Designating official Depositories (Attachment 10)

This resolution authorizes the commission to use the State of New Jersey Cash Management Fund and PNC Bank as the two official depositories.

Resolution #2025-12-08 Designating Official Newspaper (Attachment 11)

The Star Ledger is the designated official newspaper by resolution.

Resolution #2025-12-09 To Appoint Suburban JIF Commissioner and Alternate (Attachment 12)

This resolution appoints L. Vera as the primary and T. Pilas as the alternate representatives for the Suburban Joint Insurance Fund.

Professional Services Agreement for Registered Environmental Health Specialist, Maplewood

C. Nawrocki presented a request to continue the Registered Environmental Health Specialist (REHS) Services agreement (Attachment 13). This decision to continue the agreement with the new dates was unanimously approved on a motion by W. Wallace, second by V. Difilippo.

Agreement With Newark, Scope of Work

C. Nawrocki discussed an upcoming project with the Newark Department of Health and Community Wellness (Attachment 14). Upon motion by K. Costello, second C. Davenport, the ERHC Director was authorized enter into an agreement with the terms presented after attorney review and approval.

Office Lease Agreement

C. Nawrocki discussed the office renovations and changes of space for the commission staff. Given the reduction in space, a new agreement will be sought for rental fees to adjust accordingly.

Election of Commission Officers

The following slate of officers were nominated by the nominating committee to serve as the Commission officers for 2026 and 2027.

M. Raimo: President
W. Wallace: Vice President
M. Fonzino: Treasurer

Given there were no nominations from the floor, this slate of officers was voted unanimously on a motion by W. Wallace and a second from G. Diaz.

Essex County Health Officer's Association Update

W. Wallace and C. Davenport provided a brief update on the Essex County Health Officer's Association and plans for scheduling upcoming meetings.

There being no further business the meeting was adjourned by M. Raimo at 12:15 p.m.

I, Carrie Nawrocki, Director of the Essex Regional Health Commission, do hereby certify that the foregoing are the minutes of a meeting held on December 9, 2025. In witness whereof, I have hereunto set my hand on this 10th day of December in the year 2025.

Carrie Nawrocki, Executive Director

