

**NAUGATUCK VALLEY HEALTH DISTRICT**

**98 BANK STREET, SEYMOUR, CT**

**HYBRID -VIRTUAL BOARD OF DIRECTORS MEETING**

**Tuesday, February 14, 2023**

**BOARD MEMBERS PRESENT:** Adam Bronko, Chairman, Barbara Dlugos, Cady Lenart, Jan Mizeski, Meghan Smith, Rosalie Averill, Jennifer Behuniak, John Zikaras, Jean Jones, Barbara Lombardi, and Justin Rompre.

**ABSENT:** Tom Clifford, Thomas Carney, and Rita Pelaggi.

**STAFF PRESENT:** Jessica Kristy, Director of Health, Carissa Caserta, Assistant Director of Community Health Services, Melanie Dokla, Assistant Director of Environmental Health Services, and Lisa McEachern, Business Manager.

**BOARD RECORDING SECRETARY:** Betty King.

**I. Call to Order and Pledge of Allegiance**

Adam Bronko, Chairman, called the meeting to order at 7:04 p.m. The Pledge of Allegiance was recited.

**II. Acceptance of Minutes of Hybrid Board Meeting on January 10, 2023**

**2023-23**      **ACTION TAKEN:** Motion made by Rosalie Averill, to accept the Minutes of the Hybrid-Virtual Board Meeting of January 10, 2023, seconded by John Zikaras. All Ayes.

**III. Correspondence**

Jess read a letter dated January 18, 2023 addressed to Amanda Michaud from Lillian Mc Kenzie, Development and Communications Manager, of TEAM, Inc. The letter thanked NVHD for collecting and contributing toys to Team Toys 4 Kids 2022. Generous supporters like us helped TEAM Make Magic Happen for 1,746 children this holiday season.

**IV. Financial Report - Lisa McEachern**

The Financial Report January 2023 was reviewed and discussed.

**V. Chairman’s Report – Adam Bronko**

None at this time.

**VI. Director’s Report – Jessica Kristy**

The Director’s Report was reviewed and discussed.

**VII. Committee Reports**

**a. Facilities Committee**

Facilities Committee Chair, Rosalie, provided the following update: Although we toured a facility in Naugatuck that would meet the districts physical needs, we continue to keep looking.

**b. Budget Committee**

**II. Executive Session & Action RE: Environmental Health Division Salary Analysis**

**2023-24**

**ACTION TAKEN:** I, John Zikaras, hereby move to enter Executive Session with the Board of Directors and invite Director Jessica Kristy and Assistant Director Melanie Dokla to join the Executive Session, seconded by Jennifer Behuniak at 7:41 PM. All Ayes.

**Adjourn Executive Session at 7:57 PM**

**2023-25**

**ACTION TAKEN:** I, John Zikaras, hereby move that the following five Environmental Health Division positions receive an 8% salary adjustment effective March 1, 2023: Head Sanitarian (x1), Sanitarian II (x3), and Housing Code Enforcement Officer/Sanitarian (x1), seconded by Jan Mizeski. All Ayes.

**b. Budget Committee**

**ii. Presentation and Action RE: Preliminary Budget for Fiscal Year 2023-2024**

Budget Committee Chair, John, deferred to Jess for a presentation of the Budget Committee's Proposed Fiscal Year 2023-2024 Budget and Fee Schedule.

**2023-26**

**ACTION TAKEN:** I, John Zikaras, hereby move to accept the Budget Committee's Proposed Fiscal Year 2023-2024 Budget and Fee Schedule with Revenues and Expenditures in the amount of \$1,725,925.51 Further move to forward said Budget and Fee Schedule to the member towns for their consideration and to a Hybrid Virtual and In Person Public Hearing on March 14, 2023, at 6:45 PM, seconded by Jan Mizeski. All Ayes.

**iii. Other Business**

**2023-27**

**ACTION TAKEN:** I, John Zikaras, hereby move to authorize a transfer in the amount of \$251,809.82 from the NVHD Liberty Bank Account to the NVHD CT State Treasurer Short-Term Investment Fund (STIF) account on Wednesday, February 15, 2023. Further move that the Liberty Bank Account be permanently closed, seconded by Rosalie Averill. Discussion on the motion took place.

Motion revised:

I, John Zikaras, hereby move to authorize transferring the total balance of the NVHD Liberty Bank Account to the NVHD CT State Treasurer Short-Term Investment Fund (STIF) account on Thursday, February 16, 2023. Further move that the Liberty Bank Account be permanently closed, seconded by Rosalie Averill. All Ayes.

Staff will report the total transfer amount at the March Meeting.

**2023-28**

**ACTION TAKEN:** I John Zikaras, hereby move to authorize a transfer in the amount of \$625,850.00 from the NVHD ION Bank checking account to the NVHD CT State Treasurer Short Term Investment Fund (STIF) account on Thursday, February 16, 2023, seconded by Rosalie Averill. All Ayes. Vote no - Jan Mizeski.

**2023-29**

**ACTION TAKEN:** I, Adam Bronko, hereby move that any funds in the NVHD ION BANK Checking account above \$500,000.00 be transferred into the NVHD CT State Treasurer Short-Term Investment Fund (STIF) account, monthly or as the funds allow, seconded by Jan Mizeski. All Ayes. Vote no - Rosalie Averill.

**VIII. Old Business**

**IX. New Business**

None at this time.

**X. Adjournment**

**2023-30**

**ACTION TAKEN:** Motion made by Adam Bronko, to adjourn at 8:50 PM, seconded by Rosalie Averill. All Ayes.