

**BERGEN COUNTY DEPARTMENT  
OF  
HEALTH SERVICES**

**SHARED SERVICES AGREEMENT  
APPENDIX A**

**Borough of River Edge**

**BERGEN COUNTY DEPARTMENT OF HEALTH SERVICES  
SHARED-SERVICE AGREEMENT  
Borough of River Edge**

**CONTRACT TERM LENGTH: 5 years**  
**DURATION: January 1, 2016 through December 31, 2020**  
**2010 CENSUS 11,340**  
**EAP/SAP EMPLOYEE COUNT: n/a**

<b>SERVICE</b>	<b>2016</b>		<b>2017</b>		<b>2018</b>	
Health Officer (Census Base)	\$1.25		\$1.28		\$1.30	
REHS (Hourly Base)	\$63.98		\$65.52		\$67.06	
Septic/Well (Hourly Base)	\$70.00		\$71.75		\$73.37	
Animal Control (Census Base)	\$1.35	\$15,309.00	\$1.39	\$15,762.60	\$1.42	\$16,102.80
EAP/SAP (Employee Base)	\$20.00		\$20.50		\$21.00	
Low Population HO Rate	\$6,500		\$6,662.50		\$6,812.40	
<b>TOTAL COST PER ANNUM</b>		\$15,309.00		\$15,762.60		\$16,102.80

<b>SERVICE</b>	<b>2019</b>		<b>2020</b>	
Health Officer (Census Base)	\$1.34		\$1.36	
REHS (Hourly Base)	\$68.40		\$69.77	
Septic/Well (Hourly Base)	\$74.83		\$76.33	
Animal Control (Census Base)	\$1.45	\$16,443.00	\$1.48	\$16,783.20
EAP/SAP (Employee Base)	\$21.40		\$21.80	
Low Population HO Rate	\$6,948.65		\$7,087.62	
<b>TOTAL COST PER ANNUM</b>		\$16,443.00		\$16,783.20

**APPENDIX A  
PUBLIC HEALTH SHARED-SERVICES**

**1. Public Health Infrastructure Administration and Health Officer Coverage**

The health officer is responsible for coordination and/or administration of Planning, Workforce Development, Information Technology, Epidemiology, Nursing, Health Promotion/Education, Registered Environmental Health Specialist (REHS), Communicable Disease Control, Environmental Protection, and Animal Control. The Health Officer is also responsible for the oversight of these services at the local level.

Health Officer oversight includes any municipal employee services, e.g. nurse, REHS, which are provided under the Health Officer's license as defined in N.J.A.C. 8:52 et seq. This oversight includes promulgation of best practices, reports as requested, on-site field assessments, and participation in technical/clinical trainings;

In addition, Health Officer oversight includes any municipal contracted services which are operated under the Health Officer's license as defined in N.J.A.C. 8:52 et seq.;

All Agreements with the County of Bergen for Health Officer services include an REHS staff, a Health Promotion Program Administrator, and Public Health Nursing Supervision, as defined in N.J.A.C. 8:52 et seq.

REHS oversight services include consultations and trainings with the local REHS/ municipal employees. These trainings will provide educational opportunities, quality assurance, and accountability of services.

Included in Public Health Nursing supervision are the services of specially trained nurses. These professionals work in the field with the local nurse and/or agency nurse assigned, to advise the Board of Health and/or governing body on issues of quality assurance and accountability of services.

All agreements with the County of Bergen for Health Officer services also include Health Promotion, as defined in N.J.A.C. 8:52 et seq. This service includes any combination of health promotion and related activities which are designed to facilitate behavioral and environmental adaptations to protect or improve health using audio, visual, and print materials to support program initiatives.

The Municipality shall pay the County for services rendered as outlined above using the current rate per resident based upon the population from the 2010 US census. Municipalities whose 2010 US Census is below 5,000 will be accessed at a flat rate.

Public Health nursing activities may include, but are not limited to follow-up for animal bites and scratches, as well as elevated blood lead levels, adult health consultation programs, chronic disease prevention programs, school immunization audits and communicable disease prevention and control activities.

Communicable Disease Reportable Surveillance System: Public health nursing services consistent with N.J.A.C. 8:52 et seq.; include participating in Communicable Disease Reporting System, clinical surveillance, case identification and assurance of treatment. Conduct investigations, disseminate and exchange information relative to outbreaks of disease with physicians, hospitals, boards of education and other responsible health agencies as appropriate.

School Immunization Auditing: Assist all schools with an emphasis on preschool facilities, in implementing and enforcing the immunization requirements contained in Chapter 14 of the State Sanitary Code N.J.A.C. 8:57-4 et seq., by providing immunization services and conducting periodic surveys and representative record audits.

Health Consultation Service: Health consultation hours are established by mutual agreement with the municipality. Services include: health history evaluation; blood pressure measurement; height and weight measurement; individualized counseling and education; referral and follow-up; and, confidential consultation with a Public Health Nurse.

Animal Bites, Exposures and Follow up: Report and investigate animal bites and provide rabies post exposure prophylaxis (PEP) information. Confine animal and report immediately to New Jersey Department of Health (NJDOH) clinically suspicious cases of rabies in animals. Ensure confinement location where biting animals may be appropriately observed for rabies. Confirm that animals expiring within the 10 day confinement period are transported to NJDOH public health environmental and agricultural lab (PHEAL) for rabies examination.

Nursing Supervision Oversight: Whether the municipality chooses to provide their own municipal nurse for health consultation or other public health nursing functions, BCDHS will include nursing service as well as assistance with care plans, communicable disease reporting and investigation, on-site meetings and animal bite exposure reporting.

If a municipality or local Board of Health contracts with a nursing agency, contracted vendor or employs a municipal nurse, it is the responsibility of the local Board of Health to ensure that the vendor or employee provide all public health nursing services as articulated in N.J.A.C. 8:52 et seq. including all of the services noted in the above paragraph.

Vendor agencies will comply with all public health nursing reporting criteria including Communicable Disease Reporting Surveillance System (CDRSS), monthly activity reports, and any other reports determined by the health officer as necessary to assure compliance with standard public health practice and appropriate communication of health conditions.

Public Health nursing is practiced under the Bergen County Health Officer license; therefore, any vendor or employee shall submit reports as requested by the Health Officer, BCDHS Director of Nursing, or his/her designee and be subject to monitoring and review by the Health Officer and or his designee to ensure appropriate and comprehensive public health services. Any vendor contract or job description for public health nursing will be reviewed by the Health Officer to ensure an appropriate level and scope of service.

The Health Promotion/Health Education service shall provide a comprehensive health education and health promotion program which is overseen by a Health Education team. All services provided will be in accordance with N.J.A.C. 8:52-3.2 (a).

## **2. Registered Environmental Health Specialist (REHS) Services Coverage**

A team of licensed REHS' shall be provided to contracting Municipalities. These teams shall perform all State mandated public health inspections and investigations as set forth in the State Sanitary Code. This includes coverage for all reported public health related emergencies 24/7, 365 days per year. Enforcement actions taken by the County for violations of public health regulations that require a municipal court appearance shall be attended by a REHS. The Health Officer or his/her designee shall attend Board of Health meetings held by the contracting Municipality.

The County shall inspect on behalf of the contracting Municipality delegated facilities regulated by the State Sanitary Code and other relevant State public health laws and codes. REHS services shall be limited to conducting public health compliance and enforcement (C&E) inspections of regulated facilities. The frequency and number of all C&E inspections performed shall be at the sole discretion of the Health Officer or his/her designee.

Public health C&E inspections shall be limited to the following:

- a. Sanitary Operation of Kennels, Pet Shops, Shelters and Pounds (N.J.A.C. 8:23A-1.1 through 1.12)
- b. Sanitation in Retail Food Establishments and Food and Beverage Vending Machines (N.J.A.C. 8:24)
- c. New Jersey Youth Camp Safety Standards (N.J.A.C. 8:25)
- d. Public Recreational Bathing (N.J.A.C. 8:26)
- e. Body Art Procedures (N.J.A.C. 8:27)
- f. Tanning Facilities (N.J.A.C. 8:28)
- g. Child Care Centers (N.J.A.C. 10:122-5.2; 7.7; 7.8)

The County shall investigate all reports of public health nuisances and complaints, animal bites, investigate foodborne, airborne, waterborne and other suspected disease outbreaks as required by N.J.A.C.8:52.

Public health investigations shall be limited to the following:

- a. Animal bites (N.J.S.A. 26:4-82; 83; 84; 85)
- b. Public Health Nuisance Code ordinances
- c. Public health complaints
- d. Reportable foodborne illness and suspected disease outbreaks

The County shall provide the Municipality with paperwork related to any public health inspection or investigation conducted. The Municipality shall be solely responsible for maintaining files for

this paperwork in accordance with all applicable laws and regulations. Upon request, the Municipality shall immediately provide the County with a courtesy copy of any and all files pertaining to public health inspections and/or investigations.

State Sanitary Code inspection and investigation services are practiced under the Health Officer's license, therefore any contracted REHS vendor or municipal employee shall submit reports as requested by the Health Officer or his/her designee and are subject to monitoring and review by the Health Officer or his/her designee to ensure appropriate and comprehensive public health services are being provided to the contracting Municipality.

The cost to provide REHS services coverage shall be based on the pricing matrix (see Pricing Information Sheet).

### **3. Septic and Well Services**

The municipality shall pay the county an hourly rate for all septic and well service rendered. Direct billing to the municipality for septic and well service rendered shall occur on a bi-annual basis.

#### **County Services included with this Agreement:**

- a. Septic system plan reviews
- b. On-site soil evaluations (septic systems)
- c. Septic system inspections
- d. Septic system complaint investigations
- e. Realty transfer reviews (septic systems)
- f. File reviews – building department applications (septic systems)
- g. Well plan reviews
- h. Well inspections
- i. Well permit reviews
- j. Well records reviews
- k. Analytical laboratory and PWTA report reviews
- l. Legal actions
- m. Consultations – septic and well (public/contractors/private)

### **4. Animal Control Services**

This agreement meets the mandatory municipal compliance for Animal Control including applicable sections of N.J.S.A. 4:19, N.J.A.C. 8:23A, N.J.A.C. 8-52 and N.J.A.C. 8:57. Animal Program services will be provided at the Bergen County Animal Shelter and Adoption Center (BCASAC), 100 United Lane, Teterboro, NJ 07608.

#### **Mandated Services: Animal regulatory control compliance:**

- a. All stray animal patrol and response done by State Certified Animal Control Officers
- b. Stray animal housing and care
- c. Rabies control including free vaccination clinics
- d. Surveillance trapping, specimen preparation and transportation to NJ PHEAL (New Jersey Public Health Environmental and Agricultural Laboratory)
- e. Rabies specimen preparation for testing in human exposure cases

- f. Confinement services for stray and owned animals involved in bite cases
- g. Animal Control related humane euthanasia services
- h. Emergency Veterinarian services for sick or injured domestic stray animals. This practice exceeds the basic care (alleviate pain and suffering) required under N.J.A.C. 8:23A-1.9.

The Municipality shall pay the County an annual fee for the services rendered. This rate will be based on the municipality's 2010 census. The BCASAC provides a comprehensive Trap Neuter & Release (TNR) program for feral cats. Municipalities that did not contract with the BCASAC in 2015 will also be assessed a fee of \$75.00 per feral cat. This additional charge will continue for a period of 24 months, at which time the TNR program will be included within the regular annual fee. This additional charge ( ) does ( X ) does not apply to Borough of River Edge.

The BCASAC provides comprehensive full-time veterinary care to sick or injured domestic animals entering the shelter at no additional cost to the contracting municipality.

**County Services included with this Agreement:**

- a. Animal control officer available 24/7, 365 days per year.
- b. Impoundment of stray domestic animals not limited to public property
- c. Animal mobile adoption/community education services
- d. Rabies vaccination clinic/ State rabies vaccine distribution program
- e. Wildlife rescue including injured animals and orphaned juveniles
- f. Feral and dangerous animal trapping
- g. Electronic maintenance of lost & found animal records
- h. Disaster response in all emergencies
- i. Comprehensive follow up for rabies control and human exposure, including County REHS staff, County nursing staff, and County Health Officer
- j. Routine rabies surveying and specimen preparation
- k. Dead on Arrival (DOA) carcass removal from all municipal public areas
- l. Deer carcass removal from all public and private property
- m. Comprehensive feral cat trap, neuter & release (TNR) program

**Resident Services Available: (fee based, visit [www.co.bergen.nj.us](http://www.co.bergen.nj.us))**

- a. Respite animal housing and care in cases of eviction, hospitalization, limited to 30 days
- b. Surrender of domestic animals, reptiles and birds
- c. Reclaim: Pet retrieval by owner (with appropriate documentation)
- d. Involuntary impoundment and/or court ordered
- e. Investigation by certified Animal Cruelty Professionals
- f. Low-cost routine vaccinations (cats & dogs)
- g. Pet Microchipping (cats & dogs)
- h. Humane euthanasia services performed by certified professionals
- i. Respectful disposal of deceased animals
- j. Limited services for wildlife removal on private property: typically a single animal within a garage, yard or accessible living area of the home. Residents with infestation of rodents, bees, squirrels, raccoons, etc., will need to contract with a

private pest control company. The ACO reserves the right to evaluate the situation to determine if it is within the scope of services.

**Service Availability / Hours of Operation:**

The BCASAC is open to the public in excess of the state minimum of two (2) hours per day. Residents seeking adoption or reclaim information should be directed to the Bergen County Animal Shelter and Adoption Center, 100 United Lane, Teterboro, NJ, (201) 229-4600.

Animal Control staff is available 24 hours per day / seven (7) days a week. All requests for immediate Animal Control Officer Response should be routed through your municipal Police Department to the Bergen County Public Safety Dispatch Center (201-785-8505). Non-emergency requests and resident inquiries should be directed to the Animal Control division's office at (201) 229-4616.

**Deer Carcass Removal:** In contracting municipalities, deer carcasses shall be removed from the roadway pavement and adjoining turf medians and shoulder areas within the public right-of-way within 48 hours. The carcasses shall be removed by a NJ DEP licensed transporter and taken to a disposal facility licensed to receive carcasses.

**State Roads:** Deer carcass removal from state roads within the municipality must be arranged through the N.J. D.O.T. by fax at (609) 588-2511, by phone at 1-609-588-6211, or via the website at <http://www.state.nj.us/transportation/commuter/potholeform.shtm>

**County Roads:** Bergen County will provide deer carcass removal services on all County roads within the municipality through the County's third-party contractor. Requests for this service are initiated by the municipal police department sending a completed 'Deer Carcass Removal' form (enclosed) to Animal Control at fax number 201-440-2567 or 201-440-2568.

**Municipal Roads:** Those municipalities contracting for Animal Control Services with BCDHS may utilize the **County Roads** procedure noted above for their municipal roads. Those municipalities not contracting for Animal Control Services with the BCDHS will have to secure their own agreement for deer carcass removal on municipal roads.

**Handling of Strays:** Strays are accepted from contracting municipalities regardless of whether they are brought in to the Shelter facility by the Animal Control Officer or the public. They may be dropped off during normal Shelter hours.

**Wildlife:** Animal Control will provide educational guidance to residents for wildlife/pest control concerns on private property. Services beyond the scope of the capabilities of the animal control services shall be referred to private vendors at the choice of the owner.

**Adoption:** All animals are evaluated, medically and behaviorally, for adoption. Comprehensive efforts are made to provide for the adoption of all eligible animals. All adoption and reclaims are



handled at the Bergen County Animal Shelter and Adoption Center, 100 United Lane, Teterboro, NJ 07608. Special hours have been designated for adoption and are listed on the website: <http://www.co.bergen.nj.us/index.aspx?NID=1002>

**Field Operations:** The Bergen County Department of Health Services is approved and registered by the NJ Department of Environmental Protection (NJDEP) to collect and dispose of solid waste (animal carcasses) N.J.A.C. 7:26-3.2(a) and N.J.A.C. 7:26-3.2 (a)2.

Animal Control maintains fully equipped, temperature-controlled vehicles. All Bergen County Department of Health Services Animal Control vehicles display the required NJDEP decal, the NJDEP Solid Waste Registration and carry the required Registration Certificate in the vehicle cab N.J.A.C. 7:26-3.4 (h). Each animal control officer carries a cell phone and police radio for immediate consultation. During all hours, Municipal Police or Health Department officials, using the County Communication System at (201) 785-8505, may reach an Animal Control Officer to expedite response time.

### **5. Employee Assistance Program/Substance Abuse Professional**

The Employee Assistance Program (EAP) / Substance Abuse Professional (SAP) provides confidential assessments, referrals, and monitoring to employees for such personal matters as family and marital relations, legal and financial difficulties, substance abuse, and other personal problems that are interfering with their job performance.

A Licensed Clinical Social Worker (LCSW) and Licensed Clinical Alcohol and Drug Counselor (LCADC) will provide the employee with an assessment, referral, and coordination of services.

An employee can choose to access the EAP voluntarily or may be referred by a supervisor based on job performance problems. When an employee volunteers their participation, it will remain absolutely confidential. If an employee is referred by management, the EAP will have the employee sign a release of information allowing the supervisor to know if the employee is complying with EAP recommendations. The EAP does not impart to management details surrounding the employee's counseling plan.

The service also includes access to a qualified SAP (Substance Abuse Professional). The SAP conforms to the US Department of Transportation, Office of Drug and Alcohol Policy and Procedure based on 49CFR Part 40 Federal Rules and Regulations governing drugs and alcohol testing for safety-sensitive transportation employees. These employees usually hold a CDL (Commercial Driver's License) and must be referred to an SAP if they test positive for drugs or alcohol. SAP services include the federally mandated assessment, interview, referral and return to duty recommendation reports to management when a CDL employee yields a positive drug test or blood alcohol content (BAC) reading above 0.039.

During the term of the contract, EAP/SAP staff will be available for one orientation training with municipal managers/supervisors at a location selected by the municipality

and at a mutually agreeable date and time. A training manual will be provided to each manager/supervisor.

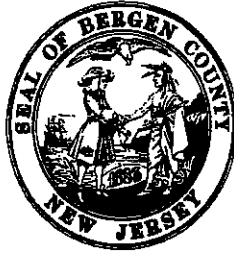
During the term of the contract, EAP/SAP will be available for one staff orientation for covered municipal employees at a location selected by the municipality and at a mutually agreeable date and time. Each covered employee will receive a program brochure detailing the EAP program.

**PAYMENTS SCHEDULE**  
Borough of River Edge

2016 Schedule of Services and Fees

The County shall perform the services set forth in the attached Appendix A as specified below:

1. Public Health Infrastructure/Health Officer	\$ _____
➤ Communicable Disease Reportable Surveillance System	
➤ School Immunization Auditing	
➤ Adult Health Consultation	
➤ Animal Bite, Exposures and Follow up	
➤ Nursing Oversight Supervision	
➤ Health Promotion/Health Education	
2. Registered Environmental Health Specialist	\$ _____
3. Septic and Well Service Program	\$ _____
4. Animal Control Program	\$ 15,309.00
5. EAP/SAP Program	\$ _____
<b>TOTAL AGREEMENT 2016 COST PER ANNUM:</b>	<b>\$ 15,309.00</b>



COUNTY OF BERGEN  
DEPARTMENT OF HEALTH SERVICES  
BERGEN COUNTY OFFICE OF ANIMAL CONTROL

**NEW - 2016**

**DEER CARCASS REMOVAL REQUEST**

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

**AFTER COMPLETING FORM, FAX TO:  
201-440-2567 OR 201-440-2568**

MUNICIPALITY:	
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MUNICIPALITY CONTACT PERSON:	
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MUNICIPALITY PHONE NUMBER:				--					--				
MUNICIPALITY FAX NUMBER:				--					--				

ADDRESS MUST BE ACCURATE TO ENSURE PICK UP

EXACT ADDRESS FOR DEER CARCASS PICKUP:	
CROSS STREET:	

DIRECTION OF TRAVEL:	N	S	E	W
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LANDMARKS/REMARKS:	

DEER CARCASS REMOVAL FROM STATE JURISDICTION ROADWAYS CAN BE ACCESSED THROUGH THE STATE D.O.T. BY SUBMITTING YOUR MUNICIPALITY FAX REQUEST TO: 609-588-2511, BY PHONE AT 1-609-588-6211, OR THROUGH THEIR WEBSITE AT:  
[HTTP://WWW.STATE.NJ.US/TRANSPORTATION/COMMUTER/POTHOLEFORM.SHTM](http://www.state.nj.us/transportation/commuter/potholeform.shtm)  
(Do not use this form)

THE COUNTY OF BERGEN IS RESPONSIBLE FOR DEER CARCASS PICK UP ON ALL COUNTY ROADS. THE COUNTY OF BERGEN IS ONLY RESPONSIBLE FOR DEER CARCASS PICK UP ON MUNICIPAL ROADS IF THE MUNICIPALITY HAS AN ANIMAL CONTROL CONTRACT WITH THE COUNTY OF BERGEN.

**NEW - IF YOU HAVE ANY PROBLEMS SUBMITTING THIS FAX, PLEASE CALL 201-229-4616 - NEW**

**From:** "Condal, Greg" <GCondal@co.bergen.nj.us>  
**To:** "Stephanie Evans (SEvans@bor.river-edge.nj.us)" <SEvans@bor.river-edge.nj.us>  
**Date:** 12/15/2015 08:05 AM  
**Subject:** Animal Control Contract

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Good Morning Stephanie,

As you requested, attached are the documents needed for a 5 year contract with the County for Animal Control Services. Please print 3 ORIGINALS of the documents and have them signed along with preparation of 3 ORIGINAL municipal resolutions to authorized this agreement. When completed, please return it. The County will maintain 2 ORIGINALS with the third being returned to you when it is fully executed.

Please contact me if you have any questions.

Sincerely,

Gregory S. Condal

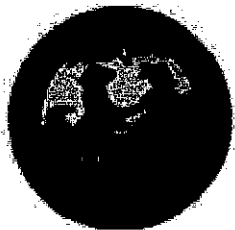
Fiscal Operations Officer

Bergen County Department of Health Services

201.634.2680 desk

201.336.6086 fax

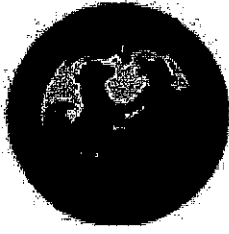
201.388.3722 cell



**Attachments:**

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File: [ATT00005.html](#)  
(Shown Inline) Size: 4k Content Type: text/html



File: [image001.jpg](#)  
(Shown Inline) Size: 4k Content Type: image/jpeg

File: [River Edge2016 contract .doc](#) Size: 568k Content Type: application/msword

File: [River Edge2016 APPENDICEX A .docx](#) Size: 551k Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

File: [RiverEdgePAYMENTS SCHEDULE.docx](#) Size: 16k Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document

File: [2016deer carcass removal COUNTY ROAD.docx](#) Size: 58k Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document



**COUNTY OF BERGEN**  
**DEPARTMENT OF HEALTH SERVICES**  
One Bergen County Plaza – 4<sup>th</sup> Floor – Hackensack, NJ 07601-7076  
(201) 634-2600 • FAX (201) 336-6086  
[www.bergenhealth.org](http://www.bergenhealth.org)  
[healthdept@co.bergen.nj.us](mailto:healthdept@co.bergen.nj.us)

**James J. Tedesco III**  
County Executive

**Nancy L. Mangieri**  
Director/Health Officer

April 12, 2016

Borough of River Edge  
Stephanie Evans, Borough Clerk  
705 Kinderkamack Road  
River Edge, NJ 07661

**RE: Agreements for Public Health Shared-Services**

Enclosed please find an executed copy of the aforementioned agreement for your files.

Should you need additional information, please free to contact me at extension 2617.

Regards,

A handwritten signature in cursive script that reads "Janice Anzevino".

Janice Anzevino  
Administrative Assistant