



Public Health
Prevent. Promote. Protect.

Montgomery Township Board of Health

**TOWNSHIP OF MONTGOMERY
BOARD OF HEALTH
REORGANIZATION MEETING MINUTES**

**January 8, 2020
7:00 PM Start Time**

I. OPENING STATEMENT - Adequate notice of this meeting as required by sections 3(d) and 4(a) of the Open Public Meetings Act has been provided to the public and filed with the Township Clerk.

II. ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (), Dr. Grayson (), Mrs. McGeary (), Dr. Faisal (), Mrs. Scully (),
Dr. Sharma (),

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

APPOINTMENT OF TEMPORARY CHAIRMAN: Mrs. Carey

III. ELECTION OF OFFICERS FOR 2020:

A. Call for nominations for the office of President:

_____ Nominated by _____; Seconded by _____

Motion to close nominations by _____; Seconded by _____

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson (), Mrs. McGeary (), Dr. Faisal (), Mrs.
Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

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****ASSUMPTION OF CHAIR BY PRESIDENT****

B. Call for nominations for the office of Vice President:

_____ Nominated by _____; Seconded by _____

Motion to close nominations by _____; Seconded by _____

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (x), Dr. Sharma (), Dr. Grayson (), Mrs. McGeary (), Dr. Faisal (A), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

C. Call for nominations for the office of Secretary:

_____ Nominated by _____; Seconded by _____

Motion to close nominations by _____ Seconded by _____

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson (), Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

IV. APPOINTMENT OF MEDICAL ADVISOR: *Table at this time – Sample document supplied by Health Officer*

Motion: _____ Second: _____

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson () Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

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V. APPOINTMENT OF REPRESENTATIVES TO THE BOARDS OF HEALTH MULTIFUNCTIONAL ACCREDITATION SUPPORT SUBCOMMITTEE

Motion: _____ **Seconded:** _____

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson () Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

VI. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2020-01: BOARD OF HEALTH MEETING SCHEDULE -

BE IT RESOLVED that the following is established as a schedule of regular meetings of the Board of Health to be held during the year 2020; said meetings to be open to the public and publicized in accordance with the "Open Public Meetings Act". Regular meetings will begin at approximately 7:30 p.m., and the location shall be the Township Municipal Building, 2261 Van Horne Road, Belle Mead, New Jersey.

| | |
|-------------------|--|
| February 12, 2020 | August 12, 2020 |
| March 11, 2020 | September 09, 2020 |
| April 08, 2020 | October 14, 2020 |
| May 13, 2020 | November 11, 2020 |
| June 10, 2020 | December 09, 2020- <u>7:00 pm Joint Mtg.</u> |
| | <u>Hopewell Borough Hall</u> |
| July 08, 2020 | January 13, 2021 – <u>Org. Mtg. 7:00 pm</u> |

BE IT FURTHER RESOLVED that in accordance with the dictate of the Open Public Meetings Act, a copy of this resolution shall immediately be:

- A. Posted on the Municipal Building bulletin board, and shall remain so posted for the year 2020.
- B. Transmitted to the officially designated newspapers.
- C. Filed in the office of the Township Clerk.
- D. Mailed to those persons who have requested and paid the charges for copies of the schedule and revisions thereto and shall be promptly mailed to those persons who hereinafter make such a request and prepay such a charge.
- E. Posted on Montgomery Township Website.

Motion: _____ **Seconded:** _____

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson (), Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

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VII. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2020-02: ADEQUATE NOTICE OF MEETINGS –

BE IT RESOLVED by the Board of Health of the Township of Montgomery that:

- A.** Jennifer M. Foster, Administrative Assistant/Registrar, is hereby authorized and directed to cause adequate notice to be given of every meeting of this body to be held during 2020, **EXCEPTING** only those meetings that are:
1. shown on the duly adopted and disseminated 2020 schedule of regular meetings or revisions thereof;
 2. limited to matters of urgency, and as to which this body authorizes a meeting without adequate notice as provided by section 4b of the Open Public Meetings Act; or
 3. limited only to consideration of items from which the public may be excluded pursuant to section 7b of the Open Public Meetings Act.
- B.** The adequate notice required under paragraph 1 of this resolution shall be substantially in the following form:

NOTICE OF MEETING - MONTGOMERY TOWNSHIP BOARD OF HEALTH, BELLE MEAD, NEW JERSEY - DATE

Notice is hereby given that the Board of Health will hold a meeting on:

Day: ____; Time: __pm.; Place: _____

The agenda for said meeting, to the extent known, and a statement whether or not formal action may be taken as to items on the agenda, are as follows:

Item:
Action Expected:
Jennifer M. Foster, Administrative Assistant/Registrar
Montgomery Township Board of Health

- C.** Said notice, at least 48 hours in advance of the meeting shall be:
1. Prominently posted on the Municipal Building bulletin board.
 2. Transmitted or emailed to the officially designated newspaper.
 3. Mailed to those persons who as of that time have requested and paid the charge for the same.
 4. Filed in the office of the Township Clerk.
 5. Posted on the Township Website

Motion:_____ Second:_____.

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson () Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

VIII. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2020-03: FIXED CHARGE FOR MEETING NOTICES

BE IT RESOLVED by the Montgomery Township Board of Health:

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- A. A charge of \$12.00 is hereby fixed to cover the cost of providing the 2020 schedule of regular meetings, revisions of said schedule, and advance notice of 2020 meetings to each person who requests the same as provided by section 14 of the Open Public Meetings Act.
- B. Said charge shall abate at the rate of \$1.00 for each full calendar month that shall have elapsed between the beginning of the calendar year and the date such request is submitted.
- C. Payment of said charge shall accompany said request and shall be payable to this body or such other public agency as this body shall from time to time designate.
- D. All such requests for notice shall terminate as of midnight on December 31, 2020.
- E. Notwithstanding the foregoing, requests for news media (other than the newspapers to which notice is required to be given without charge pursuant to section 13, 13d, and 4a of the Open Public Meetings Act) shall be honored free of charge.
- F. Requests for email notification shall be honored free of charge.

Motion: _____ Second: _____

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson (), Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

**IX. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2020-04:
PROFESSIONAL SERVICES RESOLUTION - APPOINTING BOARD OF HEALTH ATTORNEY**

WHEREAS, there exists a need for legal services for the Montgomery Township Board of Health for 2020; and

WHEREAS, the Board of Health has determined that the firm of Mason, Griffin & Pierson and Elissa Grodd Schragger, Esquire, should continue to serve in the position of Montgomery Township Board of Health Attorney; and

WHEREAS, payment for the services of the Board of Health Attorney are subject to adequate appropriation of funds by the Montgomery Township Committee; and

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WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for professional services and competitive bids and the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED by the Montgomery Township Board of Health as follows:

1. The President and Secretary of the Board are hereby authorized to execute an agreement with Mason, Griffin & Pierson and Elissa Grodd Schragger, Esquire.
2. This contract is awarded without competitive bidding as a professional service in accordance with N.J.S.A. 40A:11-5(1)(a) of the Local Public Contracts Law because the contract is for services to be performed by attorneys who are authorized and regulated by law to practice a recognized profession.
3. A copy of this Resolution and of the contract shall be placed on file in the Office of the Board of Health Secretary and shall be available for public inspection.
4. A notice of this action shall be printed once in the officially designated newspaper.

Motion: _____ Second: _____

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson (), Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

X. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2020-05: HEALTH SERVICES CONTRACTS

WHEREAS the Board of Health of the Township of Montgomery is required by law to provide certain necessary health services to the citizens of the Township; and

WHEREAS in order to provide those services, it is necessary to engage the services of certain specific organizations;

NOW, THEREFORE, BE IT RESOLVED this 9th day of January, 2020, that the Board hereby recommends to the Township Committee of the Township of Montgomery, that the following agreements be executed for 2019 at the rates so specified in the 2020 Board of Health approved operating budget for services as follows:

Zufall Health Center

STD Screening Services
Women's Cancer Screenings

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| | |
|--|--|
| Hillsborough Health Department | Child Health Conference |
| Community VNA | Surge Public Health Nursing |
| Homecare Veterinary Group | Rabies & Animal Control Veterinary Services |
| SAVE, A Friend to Homeless Animals Services | Animal Sheltering & Related Veterinary |

The Health Officer is hereby directed and authorized to execute proper agreements for these services with the specified organizations.

Motion: _____ Second: _____

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson
(), Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

**XI. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2020-06:
CONTINUATION OF SEPTIC DESIGN DELEGATION (INCLUDING PEAT MOSS SYSTEMS) TO
STAFF.**

WHEREAS, the Board of Health has determined that it is in the interest of efficiency to delegate septic design approval (including peat moss systems) to licensed staff, and;

WHEREAS, Licensed Environmental Health staff has demonstrated competency and experience in septic design approvals; and

WHEREAS, the staff already thoroughly reviews submissions for septic design approval for compliance with State and local codes and;

WHEREAS, the Board has routinely and successfully used septic design delegation in the past and;

BE IT RESOLVED that the Montgomery Township Board of Health shall continue to delegate septic design approvals (including peat moss systems) to the licensed Environmental Health staff of the Montgomery Township Health Department with the following conditions:

1. If the applicant is aggrieved due to any condition of approval, decision or ruling determined by the health department staff, said applicant may use the formal appeal procedures as set forth in BH: 1-3 in order to request an appeal.

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2. An appeal may be filed with the Board within 45 days of a staff condition of approval, decision or ruling.
3. This resolution is immediately effective for the next twelve months.

Motion: _____ Second: _____

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz (), Dr. Sharma (), Dr. Grayson (), Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

MONTGOMERY TWP. BOARD OF HEALTH RESOLUTION NO. 2020-07: SEPTIC SOIL AND SITE DELEGATION TO STAFF.

WHEREAS, the Board of Health has determined that it is in the interest of efficiency to delegate septic soil and site approvals to staff and;

WHEREAS, the environmental staff of Montgomery Township Health Department hold licensure under NJSA 26:1A-41 to perform septic soil and site evaluations as required by NJAC 7.9A;

WHEREAS, the staff already thoroughly reviews submissions for septic soil, site, and design approval for compliance with State and local codes and;

WHEREAS, the Board already routinely uses septic design delegation;

BE IT RESOLVED that the Montgomery Township Board of Health shall henceforth delegate septic soil and site approvals, hereafter deemed “Standard Approval” to the staff of the Montgomery Township Health Department with the following conditions:

1. A site sketch showing significant environmental features, critical areas (as defined in Montgomery Township Ordinance 16.6.4), and a narrative description of the site shall be forwarded to the Board for approval as part of its monthly Consent Agenda.
2. If a Board Member objects to an application for Standard Approval, the application will be removed from the consent agenda and scheduled for the next month’s meeting
3. The applicant may request a full Board review of the septic soil and site application, in lieu of the streamlined “Standard Approval” process.

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4. If the applicant is aggrieved due to any condition of approval, decision or ruling determined by the health department staff, said applicant may use the formal appeal procedures as set forth in BH: 1-3 in order to request an appeal.
5. An appeal may be filed with the Board within 45 days of a staff condition of approval, decision or ruling.
6. Disposal Systems which are experimental, require a Treatment Works Approval from NJDEP, or are located in a critical area are not subject to delegation to staff.
7. Applicants seeking Re-approval of septic soil and site plans should submit BEFORE the expiration date of the approved plan
8. Re-approvals requests submitted AFTER the expiration date should submit new soil logs for health department review.
9. This resolution is immediately effective and will remain in effect until revoked.

Motion: _____ Second: _____

ROLL CALL:

Mr. Bucci (), Mr. Kaganowicz () Dr. Sharma (), Dr. Grayson (), Mrs. McGeary (), Dr. Faisal (), Mrs. Scully ()

ALTERNATE 1: Vacant

ALTERNATE 2: Vacant

Motion to Adjourn: _____ **Seconded:** _____