



**Public Health**  
Prevent. Promote. Protect.

**Montgomery Township Board of Health**

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

**January 13, 2021  
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. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman ( )

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**APPOINTMENT OF TEMPORARY CHAIRMAN:**  Mrs. Carey

**III. ELECTION OF OFFICERS FOR 2021:**

**A.** Call for nominations for the office of President:

\_\_\_\_\_ Nominated by \_\_\_\_\_; Seconded by \_\_\_\_\_

Motion to close nominations by \_\_\_\_\_; Seconded by \_\_\_\_\_

**ROLL CALL:**

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman ( )

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**\*\*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:**

**Township of Montgomery Board of Health  
Organizational Meeting Agenda - January 08, 2020**

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman ( )

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**C.** Call for nominations for the office of Secretary:

\_\_\_\_\_ Nominated by \_\_\_\_\_; Seconded by \_\_\_\_\_

Motion to close nominations by \_\_\_\_\_ Seconded by \_\_\_\_\_

**ROLL CALL:**

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman ( )

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

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

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**ROLL CALL:**

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman ( )

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**V. Appointment of Representatives to the Boards of Health Multifunctional Accreditation Support Subcommittee**

**Motion:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman ( )

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**VI. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2021-01: 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 2021; 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. For the duration of the Public Health Emergency, meetings shall be virtual; thereafter, the location shall be the Township Municipal Building, 2261 Van Horne Road, Belle Mead, New Jersey.

February 10, 2021  
March 10, 2021

August 11, 2021

September 08, 2021

**Township of Montgomery Board of Health  
Organizational Meeting Agenda - January 08, 2020**

April 14, 2021	October 13, 2021
May 12, 2021	November 10, 2021
June 09, 2021	December 08, 2021- <u>7:00 pm Joint Mtg.</u> <u>Hopewell Borough Hall</u>
July 14, 2021	January 12, 2022 – <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 2021.
- 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.
- F. For the duration of the Public Health Emergency, the link to the virtual meeting shall also be posted on the Township Website.

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman ( )

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**VII. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2021-02: 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 2021 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: \_\_\_\_\_

**Township of Montgomery Board of Health  
Organizational Meeting Agenda - January 08, 2020**

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. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman ( )

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**VIII. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2021-03: FIXED CHARGE FOR MEETING NOTICES**

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

- A. A charge of \$12.00 is hereby fixed to cover the cost of providing the 2021 schedule of regular meetings, revisions of said schedule, and advance notice of 2021 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, 2021.
- 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:**

**Township of Montgomery Board of Health  
Organizational Meeting Agenda - January 08, 2020**

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**IX. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2021-04:  
PROFESSIONAL SERVICES RESOLUTION - APPOINTING BOARD OF HEALTH ATTORNEY**

**WHEREAS**, there exists a need for legal services for the Montgomery Township Board of Health for 2021; and

**WHEREAS**, the Board of Health has determined that the firm of DeCotiis, FitzPatrick, Cole & Giblin, LLP and Wendy Rubenstein, 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

**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 the firm of DeCotiis, FitzPatrick, Cole & Giblin, LLP and Wendy Rubenstein, 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: \_\_\_\_\_

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**X. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2021-05: 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;

**Township of Montgomery Board of Health  
Organizational Meeting Agenda - January 08, 2020**

**NOW, THEREFORE, BE IT RESOLVED** this 8th day of January, 2021, that the Board hereby recommends to the Township Committee of the Township of Montgomery, that the following agreements be executed for 2021 at the rates so specified in the 2021 Board of Health approved operating budget for services as follows:

Zufall Health Center	STD Screening Services Women’s Cancer Screenings
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.

**XI.** Motion: \_\_\_\_\_ Second: \_\_\_\_\_

\_\_\_\_\_  
Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**XII. MONTGOMERY TOWNSHIP BOARD OF HEALTH RESOLUTION NO. 2021-06:  
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.
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.

**Township of Montgomery Board of Health  
Organizational Meeting Agenda - January 08, 2020**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**ROLL CALL:**

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**MONTGOMERY TWP. BOARD OF HEALTH RESOLUTION NO. 2021-07: 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.
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:**

**Township of Montgomery Board of Health  
Organizational Meeting Agenda - January 08, 2020**

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**XIII. Montgomery Township Board of Health Resolution No. 2021-08:  
Appointing Board of Health Medical Advisor**

**WHEREAS**, there exists a need for Medical Advisor services for the Montgomery Township Board of Health for 2021; and

**WHEREAS**, the Board of Health has determined that Dr. Siddiq A. Faisal, MD meets the qualifications to serve as Board of Health Medical Advisor; and

**WHEREAS**, the role of Medical Advisor for the purposes of this resolution is non-paid, and being filled by a duly appointed member of the Board of Health; and

**WHEREAS**, the Board of Health has further determined that Dr. Alexander Wolfson, MD also meets the qualifications to serve as Board of Health Medical Advisor

**NOW, THEREFORE, BE IT RESOLVED** by the Montgomery Township Board of Health, this 13<sup>st</sup> day of January, 2021, as follows:

1. The Board of Health hereby appoints Dr. Siddiq Faisal, MD, to serve as Medical Advisor to Montgomery Township Board of Health and Montgomery Township Health Department
2. The Board of Health hereby appoints Dr. Alexander Wolfson, MD to serve as Alternate Medical Advisor to Montgomery Township Board of Health and Montgomery Township Health Department.
3. In the event that the Medical Advisor is unavailable, the Alternate Medical Advisor is duly authorized to act in the Medical Advisor role.
4. This appointment expires December 31, 2021, subject to annual renewal by mutual agreement.

**ROLL CALL:**

Mr. Kaganowicz ( ), Dr. Grayson ( ), Mrs. McGeary ( ), Dr. Faisal ( ), Dr. Sharma ( ), Dr. Wolfson, Dr. Newman

**ALTERNATE 1:** Mrs. Scully

**ALTERNATE 2:** Neha Saraiya

**Motion to Adjourn:** \_\_\_\_\_ **Seconded:** \_\_\_\_\_