

**HARDING TOWNSHIP  
BOARD OF HEALTH  
THURSDAY, JANUARY 10, 2019**

**Reorganization Meeting Minutes**

Secretary, Lisa Sharp called the reorganization meeting of the Harding Township Board of Health to order on January 20, 2019, at 7:30 p.m., and announced the meeting was called in accordance with the laws of the State of New Jersey.

Secretary Sharp reported that on January 7, 2019, the Township Committee of the Township of Harding held their reorganization meeting and at that time they appointed to the Board of Health; Dr. Nicole Lacz as a Regular Member; Mrs. Christina McKittrick as a Regular Member, Mrs. Nanette DiTosto as a Regular Member, and Dr. Stephen Kao as Alternate #1. NOTE: Alternate Members Voting requirements per the N.J.S.A. 26:3-9 for the Board of Health Alternate members; "Alternate members may participate in discussions of the proceedings but may not vote except in the absence or disqualification of a regular member. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate #1 shall vote. If Alternate #1 is absent, then Alternate #2 shall vote".

Secretary Sharp administered the Oaths of Office to Dr. Lacz, Mrs. McKittrick, and Mrs. DiTosto. *Let the record show that Dr. Kao arrived at 7:35pm.*

**ROLL CALL:**

Secretary Sharp called the following Board of Health members in attendance.

**BOH Attendance:** Mr. Boyan, Dr. Joseph Cervone, Mrs. Nanette DiTosto, Dr. Stephen Kao, Dr. Nicole Lacz, and Mrs. Christina McKittrick

**BOH Counsel:** Mr. Ed Purcell, Esq.

**Absent:** Mr. Nicolas Platt

**Health Department Attendance:** Mrs. Lisa Sharp and Mr. George Byrnes

**County of Morris Attendance:** Miss Jacqueline Bourdony, REHS and Miss Casey Brady, TREHS

**Public:** 1

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN:**

Secretary Sharp opened the floor to accept nominations for the office of Chairman of the Board of Health for 2019. Upon a motion made by Mrs. McKittrick, seconded by Mrs. DiTosto, nominations for the Chairman of the Board of Health are now open. Mrs. McKittrick nominated Dr. Cervone for the position of Chairman, Mrs. DiTosto seconded the nomination. Secretary Sharp asked if there were any further nominations for Chairman. Secretary Sharp asked for a motion to close the nominations for Chairman of the Board of Health. Mrs. McKittrick made a motion to close the nomination and Mrs. DiTosto seconded the nomination.

Secretary Sharp asked for a motion to accept Dr. Cervone as Chairman of the Board of Health, upon a motion made by Mrs. McKittrick, seconded by Mrs. DiTosto, and with all members in favor, none



opposed, Dr. Cervone was appointed Chairman of the Board of Health for 2019. Secretary Sharp congratulated Dr. Cervone and turned the meeting over to Chairman, Dr. Cervone.

Dr. Cervone opened the floor to accept nominations for the office of Vice Chairman of the Board of Health for 2019. Upon a motion made by Dr. Lacz, seconded by Mrs. DiTosto, nominations for the Vice Chair of the Board of Health are now open. Dr. Cervone nominated Mrs. McKittrick for the position of Vice Chair, Dr. Lacz seconded the nomination. Dr. Cervone asked if there were any further nominations for Vice Chair. With no further nominations, Dr. Cervone closed the nominations for Vice Chair.

Dr. Cervone asked for a motion to accept Mrs. McKittrick as Vice Chairwoman of the Board of Health. Upon a motion made by Dr. Lacz, seconded by Mrs. DiTosto, and with all members in favor, none opposed, Mrs. McKittrick was appointed Vice Chairwoman of the Board of Health for 2019. Dr. Cervone congratulated Mrs. McKittrick.

### **Regular Meeting Minutes**

#### **RESOLUTION BOH #01-2019 SCHEDULING OF MEETING DATES FOR THE NEXT TWELVE MONTHS:**

Secretary Sharp mentioned that the Board of Health meetings are scheduled for the second Thursday of every month at 7:30 p.m. A brief discussion ensued. Upon a motion duly made by Mrs. McKittrick, seconded by Mrs. DiTosto, and with a vote of unanimous ayes, none opposed, Resolution BOH #01-2019 scheduling of the Board of Health meeting dates for the next twelve months was accepted and is attached hereto and made a part of these minutes. A copy of this resolution will be published in the legal newspaper of the Township of Harding.

#### **RESOLUTION BOH #02-2019 DESIGNATION OF NEWSPAPERS AND FIXING THE CHARGES FOR NOTICES OF PUBLIC MEETINGS:**

Dr. Cervone, informed the Board this is required by State law and the Open Public Meetings Act. Public notices will be published in the *Observer Tribune* or the *Daily Record*. The Open Public Meetings Act allows the Board of Health to charge anyone who would like to receive by mail a copy of our meeting agenda, minutes, and other material upon payment of a fee. Mr. Allyn, resident asked if this could be placed on the website. Dr. Cervone responded yes. Upon a motion duly made by Mrs. McKittrick and seconded by Mrs. DiTosto, and with none opposed, Resolution BOH #02-2019, which sets the fee at \$50.00, was accepted and passed by votes of unanimous ayes. The Resolution is attached hereto and made a part of these minutes.

#### **RESOLUTION BOH #03-2019 APPOINTMENTS OF PERSONNEL: SECRETARY, ADMINISTRATIVE AUTHORITY, REGISTERED ENVIRONMENTAL HEALTH SPECIALIST, AND ACTING ADMINISTRATIVE AUTHORITY TO THE BOH:**

Dr. Cervone, asked if there were any comments with regard to BOH Resolution #03-2019. Upon a motion duly made by Mrs. McKittrick and seconded by Mrs. DiTosto, and with none opposed, Resolution BOH #03-2019, which sets the fee at \$50.00, was accepted and passed by votes of unanimous ayes. The Resolution is attached hereto and made a part of these minutes.

#### **MINUTES OF DECEMBER 13, 2018:**

Dr. Cervone asked if there were any questions with regard to the December 13, 2018 minutes. Upon a motion made by Mrs. McKittrick, seconded by Dr. Cervone, Dr. Lacz and Mrs. DiTosto, Dr. Kao



abstained, and with votes of all ayes, none opposed, the minutes for the December 13, 2018 meeting were accepted.

**MONTHLY REPORT FOR DECEMBER 2018:**

Dr. Cervone asked if there were any questions regarding the monthly Health Department report for December 2018. Mr. Byrnes informed the Board regarding the following items:

- 36 Pleasantville Road – Mr. Byrnes reported that the engineer decided to switch the advanced wastewater treatment unit to the EcoFlo Coco Filter with a Champion pump. Additionally, a 1,000 gallon septic tank and a 1 ½" diameter force main were specified as part of the updated design. Mr. Byrnes explained that the resident has received their GP #24 permit to building in the wetlands.
- 36 Ravenswood Lane – Mr. Byrnes reported that the resident has paid for their final septic permit and the only items left are the pump and floats.
- Revised Temporary Food License Application – Miss Bourdony explained the new changes to the Health Department's Temporary Food License Application. Miss Bourdony reported that the previous application did not afford enough room for the applicant to explain what they are selling. The review process should be smoother. The applicant should notify the Health Department ten (10) days prior to an event, with the review process taking about two to three days. The Board of Health unanimously agreed to the changes being made to the Temporary Food License Application. Mrs. Sharp will upload the new application onto the website.

Dr. Cervone asked if there were any further comments or questions to the December monthly report and the monthly financial. Upon a motion made by Mrs. DiTosto, seconded by Dr. Lacz, and with votes of all ayes, none opposed the monthly report and financial report for December 2018 was accepted.

**COUNTY OF MORRIS MONTHLY REPORT OF ACTIVITIES FOR THE TOWNSHIP  
OF HARDING – DECEMBER 2018:**

Dr. Cervone asked if there were any comments or questions with regard to the Morris County Monthly Report. Upon a motion made by Mrs. McKittrick, seconded by Dr. Lacz, and with votes of all ayes, none opposed the monthly Morris County report for December 2018 was accepted.

**OTHER MATTERS AND HEARING PERSONS PRESENT:**

Dr. Cervone asked how the recreational bathing situation at Mt. Kemble Lake is going. Mr. Chris Allyn, resident mentioned that the Lake Association has received a verbal okay to keep the dock without a lifeguard.

Mrs. McKittrick mentioned that at the Kemmerer Library December meeting it was mentioned that the Public Health Nurse will be taking blood pressures at the Library. Mrs. Sharp explained that with the new shared service contract, beginning in January 2019, the Public Health Nurse will continue to attend the two senior meetings on the second and fourth Thursday of every month but the Public Health Nurse will be stationed at the library after the senior meeting on the second Thursday of each month from 11:30 am to 1 p.m.

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Mrs. McKittrick reported that the Kemmerer Library has partnered with Atlantic Health and they have prepared four (4) types of tote bags for different causes; i.e., heart attack, stroke, and falls and injury prevention. There are books, pamphlets and DVD's. Mrs. McKittrick mentioned that maybe the Board of Health members could provide health education related topics for the Library.

Seeing no further business, a motion to adjourn was duly made by Mrs. McKittrick, seconded by Dr. Lacz, and with a vote of all ayes, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,



Lisa A. Sharp  
Secretary, Board of Health

**RESOLUTION BOH #01-2019  
OF THE HARDING TOWNSHIP BOARD OF HEALTH  
MORRIS COUNTY, NEW JERSEY  
JANUARY 10, 2019  
REGULAR MEETING SCHEDULE**

**WHEREAS**, the Open Public Meetings Act, N.J.S.A. 10:4-19 requires that every public body shall post and maintain posted throughout the year for the purpose of public inspection, a schedule of the regular meetings of the public body to be held during the succeeding year;

**BE IT RESOLVED**, by the Board of Health of the Township of Harding in the County of Morris and the State of New Jersey that:

Public meetings of the Harding Township Board of Health shall be held during 2019 in the main meeting room of the township municipal building, Kirby Hall, at 21 Blue Mill Road in New Vernon in Harding Township, starting at **7:30 p.m.** as follows:

February 14	August 8
March 14	September 12
April 11	October 10
May 9	November 14
June 13	December 12
July 11	January 9, 2020 – Re-organization Meeting to be held for the purposes of electing officers for the year 2020.

**BE IT FURTHER RESOLVED**, that the above schedule and any revision thereof shall be posted on the bulletin board in Kirby Hall and a certified copy shall be filed with the Clerk of the Township of Harding and mailed to *The Observer Tribune* and the *Daily Record*, and, upon prepayment of mailing costs, to all persons requesting copies of such schedule or any revision thereof.

I, Lisa Sharp, Secretary of the Harding Township Board of Health, County of Morris, State of New Jersey, do hereby certify this is a true copy of a Resolution approved by the Board of Health at a meeting held on January 10, 2019.

**Dated:** January 10, 2019



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Lisa A. Sharp  
Secretary, Board of Health

**Vote on Resolution:**

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN
Mr. Boyan, Alt #2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DiTosto	2 <sup>nd</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Kao, Alt #1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Lacz		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. McKittrick	1 <sup>st</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt	absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Cervone		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**RESOLUTION BOH #02-2019  
OF THE HARDING TOWNSHIP BOARD OF HEALTH  
MORRIS COUNTY, NEW JERSEY  
JANUARY 10, 2019  
DESIGNATION OF OFFICIAL NEWSPAPER**

**WHEREAS**, the "Open Public Meeting Act" R.S. 10:4-6 and following, requires that the designation of newspapers and fixing charges for notices of public meetings shall be as defined and set forth herein;

**BE IT RESOLVED**, by the Board of Health of the Township of Harding, in the County of Morris, State of New Jersey as follows:

1. The ***OBSERVER-TRIBUNE*** and the ***DAILY RECORD*** are hereby designated for the calendar year 2019 as two newspapers to receive notice of meetings of the Open Public Meeting Act, as it appears that these newspapers are most likely to inform the local public of such meetings.
2. The ***OBSERVER-TRIBUNE*** has been designated as the official newspaper for public notices for the Township of Harding as set forth in Resolution adopted by the Township Committee of the Township of Harding.
3. The public place for the posting of notices of meetings of the Board of Health for the calendar year 2019 shall be on the bulletin board in the main hallway of the Township Hall and a copy given to the Municipal Clerk of the Township of Harding.
4. The sum of \$50.00 is hereby fixed as the fee to be paid by any person requesting that notices of meetings of the Board of Health during the entire calendar year **2019** be mailed to such person, all as specified in R.S. 10:4-19, provided, however, that no charge shall be made to any newspaper requesting the mailing to its business office and;
5. Certified copies of this Resolution shall be mailed by the Secretary of the Board of Health to the ***OBSERVER-TRIBUNE*** and the ***DAILY RECORD***, and a certified copy shall be filed with the Municipal Clerk of the Township of Harding.

**Dated:** January 10, 2019

I Lisa A. Sharp, Secretary of the Board of Health, hereby certify this is a true copy of a Resolution approved by the Board of Health of the Township of Harding, in the County of Morris and State of New Jersey at a meeting held on January 10, 2019



\_\_\_\_\_  
Lisa A. Sharp  
Secretary, Board of Health

**Vote on Resolution:**

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN
Mr. Boyan, Alt #2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DiTosto	2 <sup>nd</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Kao, Alt #1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Lacz		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. McKittrick	1 <sup>st</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt	absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Cervone		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RESOLUTION BOH #03-2019  
OF THE HARDING TOWNSHIP BOARD OF HEALTH  
MORRIS COUNTY, NEW JERSEY  
JANUARY 10, 2019  
RESOLUTION TO APPOINT BOARD OF HEALTH PERSONNEL**

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**WHEREAS**, Title 26 of the New Jersey Statutes Annotated, requires and authorizes local Boards of Health to appoint its officers, agents and employees to accomplish the goals, objectives, duties, and responsibilities of said Board.

**BE IT RESOLVED**, by the Board of Health of the Township of Harding in the County of Morris and the State of New Jersey, that Lisa A. Sharp be reappointed Secretary to the Board of Health for the term ending December 31, 2019; and

**BE IT RESOLVED**, by the Board of Health of the Township of Harding in the County of Morris and the State of New Jersey, that George Byrnes be reappointed as Registered Environmental Health Specialist to the Board of Health for the term ending December 31, 2019; and

**BE IT FURTHER RESOLVED**, that for the purposes of N.J.A.C. 7:9A, Carlos Perez, Jr, Stephanie Gorman, Jacqueline Bourdony, and George Byrnes be appointed as the Administrative Authority acting on behalf of the Harding Township Board of Health for the term ending December 31, 2019; and

**BE IT FURTHER RESOLVED**, that certified copies of this Resolution shall be mailed by the Secretary of the Board of Health, to the State Department of Health and Senior Services, and a certified copy shall be filed with the Municipal Clerk of the Township of Harding

**Dated:** January 10, 2019

I, Lisa A. Sharp, Secretary of the Board of Health in the Township of Harding in the County of Morris and the State of New Jersey do hereby certify this is a true copy of a Resolution approved by the Board of Health of the Township of Harding at a meeting held on January 10, 2019.



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Lisa A. Sharp  
Secretary, Board of Health

**Vote on Resolution:**

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN
Mr. Boyan, Alt #2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mrs. DiTosto	2 <sup>nd</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Kao, Alt #1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Mrs. McKittrick	1 <sup>st</sup>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Platt	absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dr. Cervone		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>