HARDING TOWNSHIP BOARD OF HEALTH THURSDAY, FEBRUARY 8, 2024

Reorganization Meeting Minutes

Secretary Sharp called the reorganization meeting of the Harding Township Board of Health to order on February 8, 2024, 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 4, 2024, the Township Committee of the Township of Harding held their reorganization meeting and at that time they appointed to the Board of Health; Mrs. Christina McKittrick as a Regular Member, Mrs. Julia Somers as Alternate #1, and Mrs. Lydia Chambers as Alternate #2. Mr. Joseph Sordillo, BOH Attorney administered the Oath of Office for the above BOH members.

ROLL CALL:

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

BOH Attendance: Mrs. Chambers, D

Mrs. Chambers, Dr. Cervone, Mrs. Chipperson, Dr. Lacz, Mrs.

McKittrick, and Mrs. Somers

Absent:

Mr. DeNave

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

County of Morris Attendance: Miss Shelby Meyers, REHS

BOH Counsel:

Joseph Sordillo, Esq.

Public:

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ELECTION OF CHAIRMAN AND VICE CHAIRMAN:

Secretary Sharp opened the floor to accept nominations for the office of Chair of the Board of Health for 2024. A motion was made by Mrs. McKittrick, seconded by Dr. Lacz, to nominate Dr. Cervone as Chairman of the Board of Health. Secretary Sharp asked if there were any further nominations for Chair of the Board of Health. With no further nominations, Secretary Sharp asked for a motion to close nominations for Chair. Upon a motion made by Dr. Lacz, seconded by Mrs. McKittrick, and with a vote of all ayes none opposed, nominations for Chair were closed.

Secretary Sharp called for a motion to accept Dr. Cervone as Chair of the Harding Township Board of Health. Upon a motion made by Dr. Lacz, seconded by Mrs. Somers, Dr. Cervone abstained, and with a roll call vote of all ayes, none opposed, Dr. Cervone was appointed Chair of the Board of Health.

Secretary Sharp opened the floor to accept nominations for the office of Vice Chair of the Board of Health for 2023. Dr. Cervone nominated Dr. Lacz and Mrs. McKittrick seconded the motion. Secretary Sharp asked if there were any further nominations for Vice Chair of the Board of Health. With no further nominations, Secretary Sharp asked for a motion to close the nominations for Vice

Board of Health Reorganization Meeting Minutes February 8, 2024

Chair. Upon a motion made by Dr. Cervone, seconded by Mrs. Somers, and with a vote of all ayes, none opposed, the nominations for Vice Chair were closed.

Secretary Sharp called for a motion to accept Dr. Lacz as Vice Chair of the Board of Health. Upon a motion made by Dr. Cervone, seconded by Mrs. Somers, and with the roll call vote of all ayes, none opposed, Dr. Lacz was appointed Vice Chair of the Board of Health.

Secretary Sharp congratulated Dr. Cervone and Dr. Lacz and turned the meeting over to Dr. Cervone.

REGULAR MEETING MINUTES

RESOLUTION BOH #01-2024 SCHEDULING OF MEETING DATES FOR THE NEXT TWELVE MONTHS:

Dr. Cervone, Chair asked for a motion to accept Resolution BOH #01-2024. Secretary Sharp mentioned that the Board of Health meetings are conducted the second Thursday of every month at 7:30 pm. Upon a motion made by Mrs. Somers, seconded by Dr. Lacz, and with a roll call vote of all ayes, none opposed, Resolution BOH #01-2024 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 #02-2024 DESIGNATION OF NEWSPAPERS AND FIXING THE CHARGES FOR NOTICES OF PUBLIC MEETINGS:

This resolution 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.

Dr. Cervone asked for a motion to accept Resolution BOH #02-2024. Upon a motion duly made by Dr. Lacz, seconded by Mrs. Somers, and with a roll call vote of all ayes, none opposed, Resolution BOH #02-2024, which sets the fee at \$50.00, was accepted. The Resolution is attached hereto and made a part of these minutes.

RESOLUTION BOH #03-2024 RESOLUTION TO APPOINT BOARD OF HEALTH PERSONNEL:

Dr. Cervone, asked if there were any comments with regard to BOH Resolution #03-2024. This resolution re-appoints personnel for the Board of Health so they can act as the administrative authority for the Board and conduct the work of the Board of Health.

Dr. Cervone asked for a motion to accept Resolution BOH #03-2024. Upon a motion duly made by Mrs. McKittrick, seconded by Dr. Lacz, and with a roll call vote of all ayes, none opposed, Resolution BOH #03-2024, was accepted. A copy of this Resolution is attached hereto and made a part of these minutes.

RESOLUTION BOH #04-2024 – RESOLUTION TO APPOINT BOARD OF HEALTH SPECIAL COUNSEL:

Mrs. Sharp explained this resolution reappoints Mr. Joseph Sordillo, Esq., as Counsel to the Board of Health. Mr. Sordillo has provided all the necessary documents for the professional services agreement. Dr. Cervone asked if there were any further comments or questions. With no further comments, Dr. Cervone asked for a motion to accept Resolution BOH #04-2024. Upon a motion made by Dr. Lacz, seconded by Mrs. McKittrick, and with a roll call vote of all ayes, none opposed, Resolution BOH #04-2024 was accepted. A copy of this resolution is attached hereto and made a part of these minutes.

RESOLUTION BOH #05-2024 - RESOLUTION AUTHORIZING THE BOARD OF HEALTH CHAIRMAN TO EXECUTE CERTAIN DOCUMENTS ON BEHALF OF THE BOARD OF HEALTH OF THE TOWNSHIP OF HARDING:

This resolution enables the Chair to execute certain documents on behalf of the Board of Health, such as, Deed Restrictions, Professional Services Agreements, etc. Dr. Cervone, asked if there were any comments with regard to BOH Resolution #05-2024. Upon a motion duly made by Mrs. McKittrick, seconded by Mrs. Somers, and with a roll call vote of all ayes, none opposed, Resolution BOH #05-2024 was accepted. The Resolution is attached hereto and made a part of these minutes.

BOH WAIVER - FRIGERIO, 10 PRIMROSE TRAIL, BLOCK 36, LOT 3

Mr. Sordillo, Board of Health Attorney, conducted the swearing in of Mr. Jeffrey Careaga, of Careaga Engineering, Inc., representing the applicant of 10 Primrose Trail. Mr. Careaga explained to the Board that this is a three-bedroom dwelling which has an existing grinder pump in the basement. Mr. Careaga informed the Board that this is a real estate transaction with a failing system. The soil testing conducted was very good. The proposed system is an Advanced Treatment Eco Filter system and will replace the existing septic tank and septic trenches which will be abandoned. Mr. Careaga explained there are seven (7) waivers that are being requested of the Board as follows:

- 1) Disposal Field to Property Line with Block 36, Lot 1; 25 feet is requested by Harding Township Ordinance, approximately 10 feet is proposed.
- 2) Disposal Field to Property Line with Block 36, Lot 4; 25 feet is required by Harding Township Ordinance, approximately 12 feet is proposed.
- 3) Disposal Field to Property Line at rear of property; 25 feet is required by Harding Township Ordinance and 10 feet is required by NJAD 7:9A; approximately 7 feet is proposed.
- 4) Disposal Field to Occupied Building; 25 feet is required by Harding Township Ordinance and by NJAC 7:9A; approximately 14 feet is proposed.
- 5) Disposal Field to Deck Footings; 10 feet is required by Harding Township Ordinance and 2 feet is proposed.
- 6) Septic Tank to Occupied Building; 10 feet is required by Harding Township Ordinance and NJAC 7:9A and approximately 5 feet is proposed.

Board of Health Reorganization Meeting Minutes February 8, 2024

7) Disposal Field Sizing; proposed disposal field does not meet the 50 percent increase required by local ordinance when a sanitary ejector pump is installed.

Upon a discussion of the above requested waivers, the Board, as a condition of the waiver requested for #5, asked the applicant to install new footings to the same depth of the disposal field. Mr. Careaga agreed to the Board's condition for Waiver # 5. Mr. Careaga informed the Board that this application requires a TWA approval from the NJDEP. The Board of Health consented to the filing of the TWA application and Mr. Sordillo will provide a letter to Miss Meyers for this application. With no further comments, Dr. Cervone asked for a motion to approve the above waivers beings requested. Upon a motion made by Dr. Lacz, seconded by Mrs. McKittrick, and with a roll call vote of all ayes, none opposed, the 7 requested waivers along with the condition for waiver #5 were accepted.

MINUTES OF DECEMBER 14, 2023:

Dr. Cervone asked if there were any questions with regard to the December 14, 2023, minutes. Upon a motion made by Mrs. Somers, seconded by Dr. Lacz, Mrs. McKittrick, Mrs. Chipperson and Mrs. Chambers abstained and with votes of all ayes, none opposed, the minutes for the December 14, 2023, meeting were accepted.

MONTHLY REPORT FOR DECEMBER 2023:

Dr. Cervone asked if there were any questions regarding the monthly Health Department reports for December 2023 and January 2024.

Dr. Cervone asked for a motion to accept the December 2023 and January 2024 monthly Health Department reports and financials. Upon a motion made by Dr. Lacz, seconded by Mrs. McKittrick, and with a vote of all ayes, none opposed, the monthly Health Department reports for December 2023 and January 2024 were accepted.

COUNTY OF MORRIS MONTHLY REPORT OF ACTIVITIES FOR THE TOWNSHIP OF HARDING – DECEMBER 2023 AND JANUARY 2024

Dr. Cervone asked if there were any comments or questions with regard to the Morris County Monthly Reports.

Miss Myers reported that December 2023 was slow and the Health Educator sent weekly flyers pertaining to Bone Health, Cold Weather, Mental Illness, Your Health Matters Newsletter, etc. A discussion ensued regarding placing the some of the flyers in the Thumbnails. Miss Meyers reported that a follow-up inspection was conducted at Café Sapori on December 18, 2023 and they received a satisfactory for their water. They will now report their water requirements to the Health Department on a monthly basis. Miss Meyers reported that an inspection of Classic Café was conducted on January 26, 2024 and a satisfactory rating was issued.

Board of Health Reorganization Meeting Minutes February 8, 2024

Miss Meyers updated the Board on the NEHA-FDA Retail Flexible Funding Model grant and mentioned she attended the National Association of County and City Health Officials monthly Food Safety virtual workshop.

With no further comments, a motion was made to accept the December 2023 and January 2024 Monthly County of Morris reports by Dr. Lacz, seconded by Mrs. McKittrick, and with a vote of all ayes, none opposed the monthly Morris County reports for December 2023 and January 2024 were accepted.

OTHER MATTERS AND HEARING PERSONS PRESENT:

There were no other matters, and no hearing persons present.

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

Respectfully submitted,

Lisa A. Sharp

Secretary, Board of Health

RESOLUTION BOH #01-2024 TOWNSHIP OF HARDING BOARD OF HEALTH MORRIS COUNTY, NEW JERSEY FEBRUARY 8, 2024 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 for 2024 shall be held in person in the main meeting room of the Township Municipal Building, Kirby Hall, at 21 Blue Mill Road in New Vernon in Harding Township. All participants attending via GOTOMEETING are to register with the BOH Secretary before each meeting. All Board of Health meetings will start at 7:30 p.m. on the dates listed below:

February 8		August 8
March 14		September 12
April 11		October 10
May 9		November 14
June 13		December 12
July 11		January 9, 2025 – Re-organization meeting to be held
	,	for the purposes of electing officers for the year 2025

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.

Dated: February 8, 2024

I, Lisa A. 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 February 8, 2024.

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Lisa A. Sharp

Secretary, Board of Health

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN
Mrs. Chambers, Alt #2 Mrs. Chipperson		\boxtimes		R
Mr. DeNave	Absent			
Dr. Lacz	2 nd	$\overline{\boxtimes}$		
Mrs. McKittrick		\boxtimes		
Mrs. Somers, Alt #1	1 st	\boxtimes		
Dr. Cervone		\boxtimes		

RESOLUTION BOH #02-2024 TOWNSHIP OF HARDING BOARD OF HEALTH

MORRIS COUNTY, NEW JERSEY FEBRUARY 8, 2024

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 2024 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 2024 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 2024 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: February 8, 2024

I, Lisa A. 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 February 8, 2024.

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Lisa A. Sharp

Secretary, Board of Health

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN
Mrs. Chambers, Alt #2		\boxtimes		
Mrs. Chipperson		\boxtimes		
Mr. DeNave	Absent			
Dr. Lacz	1 st	\boxtimes		
Mrs. McKittrick		\boxtimes		
Mrs. Somers, Alt #1	2^{nd}	\boxtimes		
Dr. Cervone		$\overline{\boxtimes}$		

RESOLUTION BOH #03-2024 TOWNSHIP OF HARDING BOARD OF HEALTH

MORRIS COUNTY, NEW JERSEY

FEBRUARY 8, 2024

RESOLUTION TO APPOINT BOARD OF HEALTH PERSONNEL

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, 2024; 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, 2024; and

BE IT FURTHER RESOLVED, that for the purposes of N.J.A.C. 7:9A, Dr. Carlos Perez, Jr, Stephanie Gorman, Jessica Freer, Shelby Meyers, 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, 2024; 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: February 8, 2024

I, Lisa A. 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 February 8, 2024.

Lisa A. Sharp

Secretary, Board of Health

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	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN
Mrs. Chambers, Alt #2				
Mrs. Chipperson		$\overline{\boxtimes}$		
Mr. DeNave	Absent			
Dr. Lacz	$2^{\rm nd}$			
Mrs. McKittrick	1 st	\boxtimes		
Mrs. Somers, Alt #1		\boxtimes		
Dr. Cervone		\boxtimes		

RESOLUTION BOH #04-2024 BOARD OF HEALTH TOWNSHIP OF HARDING

MORRIS COUNTY, NEW JERSEY FEBRUARY 8, 2024

RESOLUTION TO APPOINT BOARD OF HEALTH SPECIAL COUNSEL

WHEREAS, the Board of Health of the Township of Harding has a need to acquire a professional service contract for the year 2024 as a non-fair and open contract pursuant to the provisions of N.J.S.A. 40A:11-5(1)(a); and

WHEREAS, funds are available for this purpose; and

WHEREAS, the following professional service contractor has submitted a proposal for 2024 and has completed and submitted their Business Entity Disclosure Certification pursuant to the New Jersey Pay-to-Play Act, certifying that reportable contributions to a political or candidate committee in the Township of Harding have not been made in the previous one year period and that the award of contract will prohibit the following professional service vendors from making any reportable contributions through the term of the contract.

BE IT RESOLVED, by the Board of Health of the Township of Harding in the County of Morris and State of New Jersey that the following professional service contract is hereby awarded for a one-year period; and

BE IT FURTHER RESOLVED, one quarter of these funds are currently certified with the remainder of funds being certified pending final 2024 budget approval.

Special Counsel

DiFrancesco, Bateman, Coley, Yospin,

1/1/24 to 12/31/24

Davis, Lehrer & Flaum, P.C.

\$175.00 per hour Not to exceed \$6,000.00

Joseph Sordillo, Esq.

01-2024-1330-0330-2-00035 (health)

DATED: February 8, 2024

I, Lisa A. 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 February 8, 2024.

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Lisa A. Sharp

Secretary, Board of Health

	MOTION	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN
Mrs. Chambers, Alt #2 Mrs. Chipperson				H
Mr. DeNave	Absent			
Dr. Lacz	1 st	\boxtimes		
Mrs. McKittrick	2^{nd}	\boxtimes		
Mrs. Somers, Alt #1		\boxtimes		
Dr. Cervone				

TOWNSHIP OF HARDING BOARD OF HEALTH RESOLUTION #05-2024 FEBRUARY 8, 2024

AUTHORIZING THE BOH CHAIR TO EXECUTE CERTAIN DOCUMENTS ON BEHALF OF THE BOARD OF HEALTH OF THE TOWNSHIP OF HARDING

WHEREAS, from time to time it is necessary for the Board of Health to execute deed restrictions, easements, or other similar documents ("Certain Documents") related to certain Board of Health Approvals or as required by the New Jersey law; and

WHEREAS, it is administratively expedient to have the Chair of the Board of Health authorized to execute these Certain Documents.

BE IT RESOLVED, that the Board of Health of the Township of Harding, County of Morris, State of New Jersey, does hereby authorize the Chair of the Board of Health to execute such Certain Documents; and

FURTHER BE IT RESOLVED, that this resolution shall be retroactively effective to January 1, 2024.

DATED: February 8, 2024

I, Lisa A. Sharp, Secretary of the Harding Township Board of Health, County of Morris, State of New Jersey, do hereby certify this to be true copy of a Resolution approved by the Board of Health at a meeting held on February 8, 2024.

held on February 8, 2024.		11	•	C
ATTEST:	(OF HEALTH OF THE NSHIP OF HARDING	
Lisa A. Sharp	e Hu	Joseph	S. Cervone	÷
Secretary, Board of Health	ĺ		Board of Health	
Vote on Resolution:				
Mrs. Chambers, Alt #2 Mrs. Chipperson Mr. DeNave Dr. Lacz Mrs. McKittrick Mrs. Somers, Alt #1 Dr. Cervone	MOTION Absent 1st 2 nd	FOR APPROVAL	AGAINST APPROVAL	ABSTAIN