

**MINUTES
BOARD OF HEALTH
TOWNSHIP OF CHATHAM
JANUARY 8, 2026**

Mr. LaConte called the Reorganization Meeting of the Board of Health to order at 7:34 P.M.

Adequate notice of this meeting of the Board of Health was given as required by the Open Public Meetings Act as follows: Notice was given to both the *Chatham Courier* and the *Morris County Daily Record* on January 10, 2025; notice was posted on the bulletin board in the main hallway of the Municipal Building on January 10, 2025; and notice was filed with the Township Clerk on January 10, 2025.

Oath of Office

Mr. Pitney and Mrs. Fowler were sworn in as members of the Board of Health. The Oath was administered by Mr. LaConte.

Roll Call

Answering present to the roll call were Mrs. McCormack, Mr. Srinivasan, Mr. Pitney and Mrs. Fowler.

Mrs. Rowland was absent.

Selection of Board President & Vice-President

Mr. Pitney made a motion that the President and Vice-President from 2025 remain in their positions for 2026. Mrs. McCormack seconded the motion.

Roll call: Mrs. Rowland, Absent; Mr. Srinivasan, Aye; Mrs. McCormack, Aye; Mr. Pitney, Aye; Mrs. Fowler, Aye.

Resolutions

**RESOLUTION BH-2026-1
RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF CHATHAM IN THE
COUNTY OF MORRIS, NEW JERSEY, ESTABLISHING REGULAR MEETING SCHEDULE
FOR THE BOARD OF HEALTH DURING 2026**

WHEREAS, the "Open Public Meetings Act", N.J.S.A. 10:4-6 et seq. requires that public bodies provide adequate notice of meetings;

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Chatham in the County of Morris, New Jersey, as follows:

- 1) During the calendar year 2026 meetings will be held by the Board of Health to discuss or act upon public business at 7:30 p.m., prevailing time, at the Municipal Building on the following dates:
 - a. March 5
 - b. May 7
 - c. July 1
 - d. September 2
 - e. November 5
 - f. January 7, 2027

- 2) Certified copies of this Resolution shall be:
 - (a) Mailed to The Chatham Courier,
 - (b) Mailed to the Morris County Daily Record,
 - (c) Filed with the Municipal Clerk of the Township of Chatham,
 - (d) Posted on the bulletin board in the main hallway of the Municipal Building, and
 - (e) Mailed to any person requesting notices of the meetings of the Board of Health, pursuant to N.J.S.A. 10:4-19 who has paid the required fee theretofore.
 - (f) The foregoing shall be accomplished within (7) days of the adoption of this Resolution.

RESOLUTION BH-2026-2
RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF CHATHAM IN THE COUNTY OF MORRIS, NEW JERSEY, DESIGNATING NEWSPAPERS AND FIXING CHARGES FOR NOTICES OF PUBLIC MEETINGS OF SAID BOARD OF HEALTH DURING 2026

WHEREAS, the "Open Public Meetings Act", N.J.S.A. 10:4-6 et seq., be given of meetings of public bodies as therein defined and in the manner therein set forth;

NOW, THEREFORE BE IT RESOLVED by the Board of Health of the Township of Chatham in the County of Morris, New Jersey, as follows:

1. The public place for posting of notices of meetings of the Board of Health for the calendar year of 2026 shall be on the bulletin board in the main hallway of the Municipal Building.
2. The sum of \$10.00 is hereby fixed as the fee to be paid by any person requesting that notices of the meetings of the Board of Health during the calendar year 2025 be mailed to such persons as specified in R.S.40:4-19, provided, however, that no charge shall be made to any newspaper requesting the mailing of notices to its business office.
3. Certified copies of this Resolution shall be mailed by the Secretary of the Board of Health to **THE CHATHAM COURIER** and the **MORRIS COUNTY DAILY RECORD**, and a certified copy shall be filed with the Clerk of the Township of Chatham.

RESOLUTION BH-2026-3
RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, APPOINTING GREGORY J. LACONTE BOARD SECRETARY

WHEREAS, the Board of Health of the Township of Chatham, County of Morris, State of New Jersey, desires to appoint Gregory J. LaConte as Board Secretary for the period commencing January 1, 2026 and ending December 31, 2026.

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

1. Gregory J. LaConte is hereby appointed as Board Secretary for a term commencing January 1, 2026 and terminating December 31, 2026.
2. The compensation to be paid to Gregory J. LaConte for services rendered to the Board shall be an annual salary in accordance with the Salary Resolution of the Township of Chatham.

RESOLUTION BH-2026-4
RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF CHATHAM, IN THE COUNTY OF MORRIS, NEW JERSEY, APPOINTING ATTORNEY FOR THE BOARD FOR THE YEAR 2026

WHEREAS, after consideration, the Board of Health of the Township of Chatham has determined to engage the services of Brian M. Hak, Esq. of Eric M. Bernstein & Associates, LLC as attorney for the Board for the calendar year 2016.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Health of the Township of Chatham, in the County of Morris, New Jersey, as follows:

1. Brian M. Hak, Esq. of Eric M. Bernstein & Associates, LLC is hereby appointed as the attorney for the Board of Health for the calendar year 2016. The compensation for the services performed shall be within the amount provided in the 2016 Budget for the Board of Health legal services.
2. This contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(a) (a) (i), and notice of the award shall be published as required by law.

RESOLUTION BH-2026-6
RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF CHATHAM, IN THE COUNTY OF MORRIS, NEW JERSEY, AUTHORIZING A CONTRACT WITH MOTT MacDONALD FOR PROFESSIONAL CONSULTING ENGINEERING SERVICES

WHEREAS, the Board of Health of the Township of Chatham requires professional consulting engineering services in connection with the review of applications submitted to the Board for permits and other approvals;

WHEREAS, a proposed contract for professional consulting engineering services for the calendar year 2021 has been submitted to the Board by Mott MacDonald in the form marked "Appendix A" and attached to the Resolution, and such proposed contract is acceptable to the Board;

WHEREAS, funds will be available for payment for the services rendered by Mott MacDonald to the Board, such funds being available through technical review fees charges to applicants and/or through funds appropriated for Board operations in the 2026 Township of Chatham budget; and

WHEREAS, the Local Public Contracts Law requires that public notice be given of the award of any contract for professional services without competitive bidding.

NOW, THEREFORE, BE IT RESOLVED by the Board of Health of the Township of Chatham, in the County of Morris, New Jersey, as follows:

1. A contract for professional consulting services during the calendar year 2026 is hereby awarded to Mott MacDonald such contract to be as set forth in "Appendix A" attached to this Resolution.
2. The Mayor is hereby authorized and directed to execute on behalf of the Board the contract awarded by Paragraph 1 of this Resolution, and the Township Clerk is hereby authorized and directed to attest such contract.
3. The award of contract pursuant to this Resolution is made without competitive bidding in accordance with the professional service provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1)(a)(i).
4. Notice of this contract award shall be published by the Secretary of the Board as required by law.
5. A certified copy of this Resolution shall be forwarded by the Secretary of the Board to Mott MacDonald.

Mrs. Fowler moved to adopt the resolutions. Mrs. McCormack seconded the motion.

Roll Call: Mrs. Rowland, Absent; Mr. Srinivasan, Aye; Mrs. McCormack, Aye; Mr. Pitney, Aye; Mrs. Fowler, Aye.

Approval of Minutes

Mrs. McCormack moved to approve the minutes of the November 6, 2025 meeting. The motion was seconded by Mr. Pitney and was unanimously approved.

Reports

Health Officer Report

Krissantonia Kerr from the Health Department gave a report on behalf of Mr. Gapas. She addressed the Health Education programs that are being looked at for 2026.

Mrs. Fowler asked if there are other groups that should weigh in on health education topics. Mr. Pitney suggested that the Senior Center and the School District be part of any discussions. Mrs. McCormack commented on the programs at the Senior Center. Mr. LaConte recommended that the Municipal Alliance be invited to participate in any health fairs.

Registrar of Vital Statistics/Board of Health Secretary

At the November 1st Rabies Clinic, 10 dogs were vaccinated. Dog/cat license renewals will be processed in January.

3 dog licenses were issued in November. During the course of 2025, there were 303 dog licenses and 19 cat licenses issued. Renewal notices were sent via email to the active licensees in December.

Retail Food License renewal forms were mailed out to all licensees at the end of November. During December, 30 renewals were processed.

The Clerk/Registrar attended the NJ League of Municipalities Conference, at which the NJ Registrar's Association Annual Conference was concurrently held. Training sessions for Registrars addressed cybersecurity, birth registration, and marriage/civil union licensing.

Registrar income for the previous two months is as follows:

November

1 Marriage License	\$28
1 Death Certificate	\$10
<u>7 Marriage Certificates</u>	<u>\$70</u>
Total	\$108

December

1 Death Certificate	\$10
<u>3 Marriage Certificates</u>	<u>\$30</u>
Total	\$40

Total registrar income for 2025 was \$1938.00. The total State share of marriage license fees for 2025 was \$775.00 for the 31 licenses that were issued.

Mr. Pitney asked if the Board has any responsibility for sign off on the Registrar income. Mr. LaConte said that the certified copy fees are set by ordinance, and the marriage license fees are set by the State.

Discussion

Request for CCU Waiver

Mr. LaConte said that a request was received for a waiver of the requirement for a Certificate for Continued Use for the sale of the property at 3 Woodland Road. He provided background on the requirements set by ordinance, and said that an appeal has to go before the Board rather than being approved administratively.

Mr. LaConte said that the contract buyer for the property in question plans to demolish the existing home, and they have submitted in writing that a new septic system will be installed as part of the construction of the new home.

Alan Harris-Edwards, the current property owner, was present. He explained that once he is able to sell the property, he will have sufficient funds to purchase a new home and move out. Mr. Pitney asked when the septic tank was last pumped. Mr. Harris-Edwards said it was last pumped in April/May, and he confirmed that he has a current septic license. Mr. Harris-Edwards also explained the issues faced by the current system. He also said he has lived at the residence for three years. Mr. Harris-Edwards said that he anticipates moving out within 60 days of closing.

Mr. LaConte noted that the new septic system would be a requirement for the issuance of a Certificate of Occupancy for the new home.

Mrs. McCormack expressed concern about the duration of time that Mr. Harris-Edwards's family would still live in the house. Mr. LaConte noted that denying the request would lengthen the time they would remain there. Mrs. McCormack asked what guarantee the Board would have that nobody would live in the house beyond a certain timeframe, and if the Board could set a limit on the amount of time allowed. Mr. Harris-Edwards said that the contract with the buyer would require him to be out by February 6th. He said they have a house they want to buy, and the sale of his current property will allow him to do that.

Mr. Pitney recommended the Board require the house to be vacant 30 days from the closing.

Mrs. McCormack moved to waive the requirement for the Certificate for Continued Use subject to the current occupants moving out no later than March 1st. Mr. Pitney seconded the motion.

Roll Call: Mrs. Rowland, Absent; Mr. Srinivasan, Aye; Mrs. McCormack, Aye; Mr. Pitney, Aye; Mrs. Fowler, Aye.

Other Business

Mrs. Fowler asked what the rules are pertaining to the clearing of snow and ice on sidewalks. Mr. Laconte said that the Township does not have an ordinance to require residents to clear their sidewalks. He noted that the topic has been discussed in the past, and prior Township Committees have been reluctant to set such a requirement. Mrs. Fowler said she is concerned about safety of students walking to school.

Meeting Open to Public

Mrs. Fowler opened the meeting to the public.
Seeing no public comment, the public hearing was closed.

Mr. Pitney moved to adjourn at 8:25 PM. Mrs. McCormack seconded the motion, which carried unanimously.

Gregory J. LaConte
Board of Health Secretary