

**MINUTES
BOARD OF HEALTH
TOWNSHIP OF CHATHAM
JANUARY 9, 2025**

Mr. LaConte called the Reorganization Meeting of the Board of Health to order at 7:27 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 5, 2024; notice was posted on the bulletin board in the main hallway of the Municipal Building on January 5, 2024; and notice was filed with the Township Clerk on January 5, 2024.

Oath of Office

Mrs. Rowland was sworn in as a member of the Board of Health. The Oath was administered by Mr. LaConte.

Roll Call

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

Mrs. McCormack was absent.

Senior REHS Chris Demko was also present.

Selection of Board President

Mr. Pitney nominated Mrs. Fowler for Board President for 2025. Mrs. Rowland seconded the motion.

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

Selection of Board Vice-President

Mrs. Rowland nominated Mr. Pitney for Board Vice-President for 2025. Mr. Srinivasan seconded the motion.

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

Resolutions

**RESOLUTION BH-2025-1
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 2025**

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 2025 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 6
 - b. May 1
 - c. July 10
 - d. September 4
 - e. November 6
 - f. January 8, 2026.

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-2025-2

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 2025

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 2025 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-2025-3

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, 2025 and ending December 31, 2025.

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, 2025 and terminating December 31, 2025.
- 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-2025-4

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 2025

WHEREAS, an RFQ for Board of Health Services was issued on October 31, 2024; and **WHEREAS**, proposals were received and publicly opened on Tuesday, December 3, 2024 at 12:00 PM, prevailing time; and

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 2025.

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 2025. The compensation for the services performed shall be within the amount provided in the 2025 Budget for the Board of Health legal services.

RESOLUTION BH-2025-5

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 2025 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 2021 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.

RESOLUTION BH-2025-6

RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF CHATHAM, COUNTY OF MORRIS, STATE OF NEW JERSEY, REAPPOINTING GREGORY J. LACONTE REGISTRAR OF VITAL STATISTICS

WHEREAS, the Board of Health of the Township of Chatham, County of Morris, State of New Jersey, desires to reappoint Gregory J. LaConte as Registrar of Vital Statistics for the period commencing January 1, 2025 and ending December 31, 2027.

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 Registrar of Vital Statistics for a term commencing January 1, 2025 and terminating December 31, 2027.
2. The compensation to be paid to Gregory J. LaConte for services rendered shall be an annual salary in accordance with the Salary Resolution of the Township of Chatham.

Mrs. Rowland moved to adopt the resolutions. Mr. Pitney seconded the motion.

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

Approval of Minutes

Mrs. Rowland moved to approve the minutes of the November 7, 2024 meeting. The motion was seconded by Mr. Pitney and was unanimously approved with an abstention by Mrs. Fowler who was absent from that meeting.

Reports

Health Officer Report

The Health Officer's Report was given by Chris Demko, REHS. Mr. Demko reported that there was an issue in one of the Vernon Grove condos that was addressed. He further reported that there was an outbreak of norovirus at Juniper Village. Mr. Demko said that covid numbers are currently low. Mr. Demko reported on a complaint received about 7G Vernon Lane.

Registrar of Vital Statistics/Board of Health Secretary

Retail food license renewal applications were sent out at the end of November. As of this report, 32 of the 46 annual licenses have been renewed.

Pet licensing is also underway for 2025. Once training has been received by the Clerk and the Construction Department for online payments, the online portal for renewal will be activated. Several licenses have been renewed through traditional means. Mr. LaConte commented on the number of licenses that have already been renewed.

A new septic application for 566 River Road has been received, and it is under engineering review. Mr. LaConte noted that this application will not need to come before the Board, as it will need to conform to all septic codes as the lot is undeveloped.

Registrar income for the previous two months is as follows:

November

1 Marriage License	\$28
<u>7 Marriage Certificates</u>	<u>\$70</u>
Total	\$98

December

2 Death Certificates	\$20
4 Marriage Certificates	\$40
<u>2 Marriage Licenses</u>	<u>\$56</u>
Total	\$116

2024 Totals

26 Death Certificates	\$260
36 Marriage Certificates	\$360
<u>21 Marriage Licenses</u>	<u>\$588</u>
Total	\$1238

Of the \$588 collected for marriage licenses, \$525 represents the State's share.

Mrs. Fowler asked if the registration process for dog and cat licenses is completely online. Mr. LaConte said that the Township is working toward having online renewal and payment as an option. He described the process for renewal through the traditional method. Mrs. Fowler asked how the public will be made aware of the new process for renewal of licenses. Mr. LaConte said that notices can be posted online on the website and social media.

Mr. Pitney asked if there will be rabies clinic again this year. Mr. LaConte said that it will be on the second Saturday in November. Mr. Pitney commented on marketing for rabies clinics.

Meeting Open to Public

Mr. Pitney opened the meeting to the public.
Seeing no public comment, the public hearing was closed.

Mrs. Fowler moved to adjourn at 8:06 PM. Mr. Pitney seconded the motion, which carried unanimously.

Gregory J. LaConte
Board of Health Secretary