

BOARD OF HEALTH - TOWNSHIP OF MENDHAM
REORGANIZATIONAL MEETING AGENDA
January 29, 2018 – 7:30 p.m.

CALL TO ORDER

STATEMENT OF ADEQUATE NOTICE

“Adequate Notice of this Meeting of the Board of Health of the Township of Mendham was given as required by the Open Public Meetings Act as follows: notice was given to both the OBSERVER TRIBUNE and the DAILY RECORD by mail on January 12, 2018; notice was filed with the Township Clerk, and notice was posted on the bulletin board in Township Hall on January 12, 2018.

SALUTE TO THE FLAG

****OATH OF OFFICE: Township Board of Health**

ROLL CALL

Mrs. Desbiens
Mrs. Reale
Mrs. Scott
Mr. Weber
Mr. West

NOMINATIONS FOR OFFICE OF PRESIDENT FOR 2018

1. Call for Nominations
2. Close of Nominations
3. Roll call Vote

PRESIDENT PRESIDING:

NOMINATIONS FOR OFFICE OF VICE PRESIDENT FOR 2018

1. Call for Nominations
2. Close of Nominations
3. Roll Call Vote

RESOLUTION BH 18-1: OPEN PUBLIC MEETINGS ACT

RESOLUTION BH 18-2 SCHEDULING OF MEETINGS

RESOLUTION BH 18-3 APPOINTMENT OF BOARD ATTORNEY

RESOLUTION BH 18-4 APPOINTMENT OF CONSULTING ENGINEER

RESOLUTION BH 18-5 APPOINTMENT OF BOARD SECRETARY

APPROVAL OF SEPTEMBER 26, 2017 MINUTES.

NEW BUSINESS:

- A. BLOCK 127 LOT 140 - 2 Hamilton Drive
APPLICANT: Careaga Engineering
APPLICATION: Alteration with Variances**

- B. BLOCK 127 LOT 130 – 34 Washington Valley Road
APPLICANT: Lyon Engineering
APPLICATION: Alteration with Variances**

- C. BLOCK 106 LOT 4 – 71 E. Fox Chase Road
APPLICANT: Gladstone Design
APPLICATION: New Construction**

HEALTH OFFICER'S MONTHLY REPORT

October, November, December.

SUCH MATTERS THAT MAY RIGHTFULLY COME BEFORE THE BOARD.

GENERAL CORRESPONDENCE.

ADJOURNMENT.

**BOARD OF HEALTH
TOWNSHIP OF MENDHAM
MORRIS COUNTY – NEW JERSEY
JANUARY 29, 2018
BH R 18-1**

RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF MENDHAM IN THE COUNTY OF MORRIS, NEW JERSEY, DESIGNATING NEWSPAPERS AND FIXING CHARGES FOR NOTICES OF PUBLIC MEETINGS OF SAID BOARD OF HEALTH DURING 2018 AND JANUARY 2019.

WHEREAS, the “Open Public Meetings Act” R.S. 10:4-6 and following, requires that notification 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 Mendham in the County of Morris, New Jersey, as follows:

1. The Morris County’s Daily Record is hereby designated for the calendar year 2018 as the newspaper to receive notice of meetings of the Board of Health as required by any and all sections of the Open Public Meetings Act, it appearing that this newspaper is most likely to inform the local public of such meeting.
2. The Observer Tribune is hereby designated as the second newspaper to receive notice of meetings of the Board of Health as required by any and all sections of the Open Public Meetings Act, it appearing that this newspaper is most likely to inform the local public of such meeting.
3. The public place for the posting of notices of meetings of the Board of Health for the calendar year of 2018 shall be the bulletin board in the Mendham Township Municipal Building.
4. The attached schedule of regular meetings of the Board of Health of the Township of Mendham shall constitute the official regular meeting schedule for the year 2018 and January of 2019.
5. The sum of \$10.00 is hereby fixed to be paid by any person requesting that notices of meetings of the Board of Health during the calendar year of 2018 be mailed to such person as specified in R.S. 40:4-19, provided, however, that no charge shall be made to any newspaper requesting the mailing notices to its business office.
6. Certified copies of this Resolution shall be mailed by the Secretary of the Board of Health to the Morris County Daily Record and the Observer Tribune and a certified copy shall be filed with the Clerk of the Township of Mendham.

Adopted: January 29, 2018

BOH President

Melanie Politi, BOH Secretary

CERTIFICATION

I, Melanie Politi, Secretary of the Board of Health of the Township of Mendham, in the County of Morris, New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by The Board of Health of the Township of Mendham, County of Morris, NJ, at its meeting of January 29, 2018.

**RESOLUTION
BOARD OF HEALTH
TOWNSHIP OF MENDHAM
MORRIS COUNTY, NEW JERSEY
JANUARY 29, 2018
RESOLUTION BH R 18-2**

**REGULAR MEETING SCHEDULE HELD AT TOWN HALL
OF THE BOARD OF HEALTH OF THE TOWNSHIP OF MENDHAM
FOR JANUARY, 2018 THROUGH JANUARY, 2019**

WHEREAS, the "Open Public Meeting Act" R.S. 10:4-6 and following, requires that public bodies provide adequate notice of meetings.

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

1. From January 2018 through January, 2019, 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 Township Hall on the following dates:

REGULAR MEETINGS

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|--|
| JANUARY 29, 2018 |
| FEBRUARY 26, 2018 |
| MARCH 26, 2018 |
| APRIL 30, 2018 |
| MAY 29, 2018 |
| JUNE 25, 2018 |
| JULY 30, 2018 |
| AUGUST 27, 2018 |
| SEPTEMBER 24, 2018 |
| OCTOBER 29, 2018 |
| NOVEMBER 26, 2018 |
| No meeting in December |
| JANUARY 28, 2019 (Reorg. & Regular Mtg.) |

I hereby certify this is a true copy of a Resolution approved by the Board of Health of the Township of Mendham at a meeting held on January 29, 2018.

Adopted: January 29, 2018

Melanie Politi, BOH Secretary

BOH President

CERTIFICATION

I, Melanie Politi, Secretary of the Board of Health of the Township of Mendham, in the County of Morris, New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by The Board of Health of the Township of Mendham, County of Morris, NJ, at its meeting of January 29, 2018.

**BOARD OF HEALTH
TOWNSHIP OF MENDHAM
MORRIS COUNTY – NEW JERSEY
JANUARY 29, 2018
BH R 18-3**

RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF MENDHAM IN THE COUNTY OF MORRIS, NEW JERSEY, APPOINTING COUNSEL FOR THE BOARD FOR THE YEAR 2018.

BE IT HEREBY RESOLVED, by the Board of Health of the Township of Mendham, in the County of Morris, New Jersey, as follows:

- 1) John M. Mills III, Esq. is hereby appointed to serve as the attorney for the Board of Health during the calendar year 2018. The total compensation for service shall be in accordance with the applicable salary ordinance.
- 2) The above mentioned appointment is made without competitive bidding as professional services under the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-5(1) (a) (I), and notice thereof shall be published as required by law.
- 3) Certified copies of this Resolution shall be forwarded by the Secretary of the Health to John M. Mills III, Esq. and to the Township Treasurer.

Adopted: January 29, 2018

BOH President

Melanie Politi, BOH Secretary

CERTIFICATION

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**RESOLUTION
BOARD OF HEALTH
TOWNSHIP OF MENDHAM
MORRIS COUNTY, NEW JERSEY
JANUARY 29, 2018
RESOLUTION BH R 18-4**

RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF MENDHAM IN THE COUNTY OF MORRIS, NEW JERSEY, APPOINTING CONSULTING PROFESSIONAL ENGINEER TO THE BOARD OF HEALTH FOR THE YEAR 2018.

WHEREAS, after consideration the Board of Health of the Township of Mendham has determined to engage the professional engineering services of the firm Maser Consulting P.A. (Mr. Chris Korshalla, P.E.) to the Board for the calendar year 2018.

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

- 1) The firm Maser Consulting P.A with Chris Korshalla P.E. as the preferred engineer is hereby appointed to provide consulting professional engineering services to the Board of Health for the calendar year 2018.
- 2) The President of the Board of Health is hereby authorized to execute on behalf of the Board a contract between the firm Maser Consulting P.A and the Board for consulting professional engineer services. Engineering services shall be billed to the applicant escrow account for all sanitary disposal system review work at the rate of \$120.00 per hour for principal engineer. Appearances at Board Meetings or additional work beyond application review shall be only upon prior approval of the Board and shall be at the rate of \$120.00 per hour for the principal engineer.
- 3) This contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contract Law, N.J.S.A. 40a:11-5(1) (A) (i), and notice of the award shall be published as requested by law.

Adopted: January 29, 2018

BOH President

Melanie Politi, BOH Secretary

CERTIFICATION

I, Melanie Politi, Secretary of the Board of Health of the Township of Mendham, in the County of Morris, New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by The Board of Health of the Township of Mendham, County of Morris, NJ, at its meeting of January 29, 2018.

**RESOLUTION
BOARD OF HEALTH
TOWNSHIP OF MENDHAM
MORRIS COUNTY, NEW JERSEY
JANUARY 29, 2018
RESOLUTION BHR 18-5**

RESOLUTION OF THE BOARD OF HEALTH OF THE TOWNSHIP OF MENDHAM IN THE COUNTY OF MORRIS, NEW JERSEY, APPOINTING MELANIE POLITI AS THE BOARD OF HEALTH SECRETARY FOR THE YEAR 2018.

WHEREAS, after consideration the Board of Health of the Township of Mendham has determined to appoint Melanie Politi as Secretary to the Board for the calendar year 2018.

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

1. The Secretary to the Board of Health works part-time, in conjunction with other duties, and is assigned duties by the local Board of Health and/or the Township Administrator.
2. Responsible for the preparation and maintenance of meeting minutes as a public document.
3. Prepares the agenda for meetings, responsible for publication of annual meeting notices pursuant to N.J.S.A. 26:3-12.
4. Prepares annual report to the State Health Commissioner on or before February 15 of each year and other reports as required.
5. Arranges for health inspection appointments for Senior Sanitation Inspector and water testing.
6. Arranges and conducts annual rabies clinic and other seminars relating to public health matters as required.
7. Maintains accurate and detailed records.
8. Attends regular and special meeting of Board of Health.
9. Notifies Township Administrator of any/all pertinent information relative to health matters.
10. Process Septic and Well applications.
11. Maintain escrow files for applications in progress.
12. Communicate daily with The Morris County Office of Health Management.
13. Developing and maintaining a filing system for all final approvals on applications.
14. Issue Certificate of Continued Use for septic systems and Certificate of Potability for Wells.
15. Maintain and issue Food Handler's License annually.
16. Process animal licenses daily and annually.
17. Receive telephone calls and visitors: ascertaining the nature of business with the Board of Health Office.
18. Process purchase orders for the payment of bills associated with the Board of Health Office.
19. Process monthly reports for finance department.

Adopted: January 29, 2018

BOH President

Melanie Politi, BOH Secretary

CERTIFICATION

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