

March 19, 2009

ADEQUATE NOTICE OF THIS MEETING HAS BEEN
PROVIDED AS IS REQUIRED BY CHAPTER 231, PUBLIC
LAW 1975 AND BY RESOLUTION 2009-3, WITH THE
REQUEST OF THE HOME NEWS AND TRIBUNE AND THE
SENTINEL NEWSPAPERS TO PUBLISH SAME AND THIS
ANNOUNCEMENT MUST BE ENTERED INTO THE MINUTES
OF THIS MEETING.

A Regular Meeting of the Board of Health of the Borough of South River in the County of Middlesex, the State of New Jersey was held on March 19, 2009 and was called to order by Paul Zelanko at 7:30 PM at 48 Washington Street in South River, New Jersey, with the following Committee Members in attendance:

Committee Members: Baptista, Byczkowski, Hamelin, Pisuk, Zelanko
Committee Members: Bouthillette, Duignan and Hutchison excused absence
Dembinski unexcused absence
Council Liaison: Clmn. Rui Almeida
Health Inspector Michael Donnelly
BOH Secretary D. Jones

Rev. Jeffrey J. Broughton, Sr. and Shirley Petite from the Union Baptist Church came to the meeting to give a brief overview of what their Food Bank consists of, who it serves and how it is operated. The Board then gave their overview of the SR Food Bank. Suggestions and ideas were discussed and exchanged. Updates will be given to both organizations in a timely fashion.

Regular Meeting

MINUTES

Monthly minutes for February 2009 were submitted for approval and/or amendment. Joan Pisuk made a motion to approve the minutes and was seconded by Doreen Hamelin. All were in favor.

REPORTS

The monthly health inspector's sanitation report for February 2009 was reviewed, read and a motion to accept the report was made by Doreen Hamelin. Seconded by Carolyn Baptista. All were in favor.

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RESOLUTIONS

RES:2009-5

March 19, 2009

RESOLUTION

WHEREAS, the Board of Health of the Borough of South River in the County of Middlesex, the State of New Jersey, has heretofore adopted a compiled "Rules and Regulations of the South River Board of Health; and

WHEREAS, the Board of Health desires to re-adopt the same for the year 2009; and

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Health of the Borough of South River that the said "Rules and Regulations of the South River Board of Health", as compiled, be adopted for the year 2009.

Dated: January 14, 2009

/s/Paul Zelanko, President

ROLL CALL VOTE

Yeas: Baptista, Byczkowski, Hamelin, Pisuk, Zelanko
Nays: None
Absent: Bouthillette, Dembinski, Duignan, Hutchison

South River Board of Health
"By Laws"

Article I – Meetings

Section I

The Board of Health, a legally constituted and autonomous body of the Borough of South River, New Jersey shall meet to perform its' legal functions, the third Thursday of each month, at 7:30 p.m. at 48 Washington Street. In the event said Thursday should fall on a legal holiday, then said regular meeting shall be held on that day following, not a holiday or weekend.

Section II

During the month of January of each year, at the regularly scheduled meeting, there shall be the election of officers, adoption and signing of these "by laws" and annual appointments of contractual services.

Section III

A special meeting may be called at the discretion of the president of the board and/or any three members thereof and with a direct telephone call or five days prior notice by mail to all of the said board members. A meeting shall be held on the specified date of the month at 7:30 p.m. in the Board of Health office or any other designated place. Also adequate notice of this special meeting must be advertised in the Home News. Said notice shall set forth any and all matters to be taken up at the meeting and only those matters set out therein may be brought before said meeting, except that the hearing and adoption of ordinance shall be heard only the Board's regularly constituted meeting date, being the third Thursday of the month.

Article II – Duties of Officers

Section I

It shall be the duty of the President to preside at all meetings of the board and to perform all duties usually pertaining to this office.

Section II

The Vice President shall perform all duties of the President in the absence or disability of the President.

Section III

In the case that a quorum is present and neither the President nor Vice President is present, the senior member designated by the president at the organizational meeting shall preside.

Section IV

The secretary or a clerk shall keep minutes of all proceedings and record same. In the absence or disability of the secretary, the health officer and/or executive officer shall perform the duties of the secretary.

Article III – Election of Officers

Section I

The President and Vice President shall be elected at the first meeting in January each year. A majority vote of the board is required for election. Should there be more than two nominees for an office and no one has majority on the first vote, a second vote shall be taken after dropping all candidates but the two having the most votes.

Section II

Should any office become vacant during the year, a special election to fill such vacancy shall be held at the next regular meeting of the board.

Section III

Any member of the board can nominate any board member for office.

Article IV – Membership

Section I

Members are required to attend all meetings unless being excused for sickness or other valid reason. Three consecutive unexcused absences or six in a calendar year shall constitute automatic resignation. Unexcused absences shall be at the pleasure of the board and duly noted.

Section II

Each year, a copy of these “by laws” shall be distributed to each member for his or her use, and one copy, signed by all board members, shall be filed with the executive officer.

Article V – Committees

Section I

The executive committee shall consist of the President, the Vice President, and one (1) member of the board appointed by the President of the board.

Section II

The newly elected President may appoint as deemed necessary one or more members to each of the following committees. The President may appoint one member as a liaison to the Borough from each committee. Each committee shall be given a set of written guidelines for said committee to follow when appointed.

- A. Executive
 - 1. Council
- B. Codes and Ordinances
 - 1. Planning Board
 - 2. Zoning Board
 - 3. Board of Adjustments
- C. Publicity
- D. Public Health Nursing, Health Education and School Health
 - 1. Board of Education
- E. Environmental Concerns
 - 1. Environment
 - 2. Recycle

- F. Finance and Budget
 - 1. Personnel and Policy
 - 2. Administrative Study

- G. Long Range Planning

Section III

The President shall be empowered to appoint such special committees as he/she deems necessary at any time.

Section IV

A majority of the Board at any meeting, delegate and empower any committee to act for the Board on any special project.

Section V

Reports of special committees shall be submitted in writing to the Board secretary for duplication and distribution prior to any meeting at which report is to be made. Where feasible, standing committee shall follow the same procedure.

Article VI – Amendment

Section I

These “by laws” may be amended at any official meeting by a majority of the Board members.

Article VII – Parliamentary Authority

Section I

Robert’s rules of order shall be the parliamentary authority on all matters not covered by the “by laws” of this board.

Article VIII – Suspension of “By Laws”

Section I

These rules and regulation may be suspended in case of emergency by unanimous consent of all members present at an official meeting.

Article IX – Order of Business

Section I

- A. Call to order by presiding officer
- B. Roll call
- C. Action on minutes of previous meeting
- D. Action on ordinances
- E. Meeting opened to public
- F. Meeting closed to public
- G. Payment of bills
- H. Health activities reports
- I. Report of Borough Engineer
- J. Report of Borough Attorney
- K. Report of Standing Committee
- L. Report of Special Committee
- M. Report of liaison member to Borough
- N. Report of Correspondence
- O. Old business
- P. New business
- Q. Adjournment

Article X – Public Comment

Section I

Public comment shall be afforded to all members of the general public at each regular meeting of the Board of Health. Any member of the general public desiring to address the Board of Health shall do so upon recognition of said speaker by the Chair. The speaker shall first identify herself/himself by name and address. The speaker shall be permitted to address the Board of Health on any topic that is for the good and welfare of the general public. Comments shall be limited to five (5) minutes per speaker per meeting. No questioning individual members of Board shall be permitted by any speaker. In the event a speaker wished to pose a question to any individual member, she/he shall address the question to the Chair, the time limitation imposed by this Rule may be waived or modified by a majority of the members present, upon motion duly made and seconded. No member of the public shall be allowed to poll the Board on any issue, whether said issue shall be put to an official vote.

OLD BUSINESS

The vending machine letter from the Old Bridge resident regarding the waiving of fees was discussed by the Members and decided not to have the fees waived. Health Officer is to notify him.

March 19, 2009

Paul Zelanko will be presenting a sample Cat Ordinance to Board in the near future for review and approval to license cats. Paul Zelanko will be asking two caregivers of Feral Cats to come to the next Board meeting to give an update on the Feral Cat situation in the Borough.

Fund raising for Troop Drive and Food Bank are as follows:

50/50 application on hold for next meeting.

Golf Outing on hold for next meeting.

Rutgers Concession stand, Secretary to e-mail Rutgers stating that Board is Interested for next year.

Members discussed the possibility of participating at the Flea Market held by the Masonic Lodge in May as a possible fund raiser for the Troops and Food Bank. Date is 5/2 with a rain date of 5/3. Members to finalize decision at next meeting.

New Member Workshop update to be discussed at next meeting

Helmetta Cat/Dog Ordinance will be discussed at the next meeting.

Links to County Health sites were placed on Borough's Website.

All members when they have time were requested by the President to visit the Food Bank so that all know how it is being operated and to come up with suggestions for improvement.

NEW BUSINESS

Due to a few conflicts in April the April 16th meeting has been changed to the 15th.

President Zelanko stated to the members that he would like to see new ideas for Heritage Day. He asked Joan and Ruth to Chair Heritage Day on behalf of the Board. Possibly Teresa can get information from the handicap and disables committee and Jacinta from the schools. As soon as the date is confirmed for Heritage Day, secretary will contact NJ Blood Bank as to their availability.

Paul Zelanko asked to have a letter sent to the Mayor stating that Joanne Dembinski has missed three consecutive meetings and should be removed per the by-laws.

BILLS

Helmetta Animal Control	2-2009	\$600.00
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REGULAR MEETING
BOARD OF HEALTH
MEETING NO. 3
PAGE NO. 8

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BOARD MEMBERS COMMENTS

Paul Zelanko stated that he would like to have some boxes mailed to the Troops for Easter.

ADJOURNMENT

Motion was made by Joan Pisuk to adjourn the meeting, seconded by Carolyn Baptista. All were in favor. Next meeting will be held on April 15, 2009.

Respectfully submitted,

Debra A. Jones
Secretary to Board