

January 17, 2023

IN COMPLIANCE WITH CHAPTER 231, PUBLIC
LAW 1975, NOTICE OF THIS MEETING WAS GIVEN BY WAY OF ANNUAL
NOTICE: EMAILED TO THE HOME NEWS TRIBUNE AND THE
SENTINEL AND POSTED ON THE WEBSITE OF THE BOROUGH OF SOUTH
RIVER AND THIS ANNOUNCEMENT MUST BE ENTERED INTO THE MINUTES
OF THIS MEETING.

If held electronically, no members of the public shall be permitted to physically attend the meeting. The public is invited to attend the meeting electronically by utilizing the methods of attending the remote meeting as set forth in Board of Health Procedures and Public Comment for Remote Board of Health meetings as set forth on the Borough website and by request from the Board of Health Secretary.

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 January 17, 2023 and was called to order by Michelle Urbanowicz at 6:00 PM via Zoom South River, New Jersey, with the following Committee Members in attendance:

Committee Member(s) Present: Balazs, Chando, Kolbik, Lukacs, Major, Steffaro,
Trygar
Committee Member(s) Absent/Excused: Roselli
Council Liaison: Donna Balazs
Health Inspector: Edwin Gano
BOH Secretary: Michelle Urbanowicz

Organization

Michelle Urbanowicz asked for name(s) for the Election of President. Allison nominated Beth Lukacs who respectfully declined. Joyce Major nominated Allison Steffaro and was seconded by Bonnie Trygar. No other nominations were made. Motion to close nomination by Joyce Major, seconded by Allison Steffaro. All were in favor.

Election of Allison Steffaro to the position of President, to the SR Board of Health.

ROLL CALL VOTE

Yeas: Balazs, Chando, Kolbik, Lukacs, Major, Steffaro, Trygar
Nays: None
Absent: Roselli

Allison Steffaro resumed the seat of President to the Board of Health.

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Michelle Urbanowicz asked for name(s) for the Election of Vice-President. Allison Steffaro nominated Beth Lukacs and was seconded by Bonnie Trygar. No other nominations were made. Motion to close nomination by Joyce Major seconded by Allison Steffaro. All were in favor.

ROLL CALL VOTE

Yeas: Balazs ,Chando, Kolbik, Lukacs, Major, Steffaro, Trygar
Nays: None
Absent: Roselli

Appointment(s)

RES: 2023-1

January 17, 2023

RESOLUTION

WE THE MEMBERS of the Board of Health of the Borough of South River do hereby appoint Michelle Urbanowicz to the position of secretary to said board effective January 1, 2023 to December 31, 2023 in accordance with the current borough salary ordinance/resolution.

Dated: January 17, 2023

/s/ _____
President

Motion to accept the Resolution made by Joyce Major seconded by Allison Steffaro.

ROLL CALL VOTE

Yeas: Balazs,Chando, Kolbik, Lukacs, Major, Steffaro, Trygar
Nays: None
Absent: Roselli

RES:2023-2

January 17, 2023

RESOLUTION

WE THE MEMBERS of the Board of Health of the Borough of South River do hereby recommend that a stipend be given to Debra Lackey for her services as Deputy Registrar of Vital Statistics for the period from January 1, 2023 through December 31, 2023 in accordance with the current borough salary ordinance/resolution.

January 17, 2023

Dated: January 17, 2023

/s/_____

President

Motion to accept Resolution made by Joyce Major seconded by Allison Steffaro.

ROLL CALL VOTE

Yeas: Balazs, Chando, Kolbik, Lukacs, Major, Steffaro, Trygar

Nays: None

Absent: Roselli

RES:2023-3

RESOLUTION

January 17, 2023

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 2021; 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 2023.

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 Tuesday of each month, at 6:00 p.m.

at 48 Washington Street. In the event said Tuesday should fall on a legal holiday, then said regular meeting shall be held on that day following, not a holiday or weekend. Board will not meet during the months of November or December.

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 6:00 p.m. at 48 Washington Street or any other designated place. Also adequate notice of this special meeting must be e-mailed to the Home News and posted on the Borough’s Website. 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 Tuesday 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 present at the 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, a person presiding over the meeting shall appoint a member to 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. Eight consecutive weeks or four consecutive regular meetings, whichever shall be of longer duration 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 passed by Resolution and filed with the Secretary of the Board of Health.

Article V – Committees

Section I

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

Section II

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

Section III

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. Public Announcement
- B. Regular Meeting - Call to order by presiding officer
- C. Roll call
- D. Action on minutes of previous meeting
- E. Action on ordinances
- F. Registrar’s Report
- G. Health Inspectors Sanitation Report
- H. Old Business
- I. New Business
- J. Public Comments
- K. Board Liaison Comments
- L. Board Members Comments
- M. 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.

Revised: 4-17-2018

January 17, 2023

/s/ _____
President

January 17, 2023

Joyce Major asked the board if this could be tabled until our next meeting. A section in regard to filling vacancies is going to be added after discussing with the Mayor. The board agreed to revisit this at the next meeting.

RES:2023-4

January 17, 2023

RESOLUTION

BE IT AND IT IS HEREBY RESOLVED by the Board of Health of the Borough of South River in the County of Middlesex, State of New Jersey that in compliance with Chapter 231, Public Law 1975. PLEASE TAKE NOTICE that the following shall be the regular public meeting schedule of the said **Board of Health** for the year **2023**

Place: Remote via Zoom

Time: 6:00 pm

DATES: MONTH DAY
Meetings are the 3rd Tuesday of each Month except where noted:

February	21st
March	21st
April	18th
May	16th
June	20th
July	18th
August	15th
September	19th
October	17th
November	no meeting
December	no meeting
January (2024)	16th

The meetings may be held by means of electronic communications equipment. No members of the public shall be permitted to physically attend the meeting. The public is invited to attend the meeting electronically by utilizing the methods of attending the remote meeting as set forth in Board of Health Procedures and Public Comment for Remote Board of Health meetings as set forth on the Borough website and by request from the Board of Health Secretary.

REGULAR MEETING
BOARD OF HEALTH
MEETING NO. 1
PAGE NO. 8

January 17, 2023

Dated: January 17, 2023

/s/_____

President

Motion to accept the resolution was made by Joyce Major, seconded by Bonnie Trygar.

Yeas: Balazs, Chando, Kolbik, Lukacs, Major, Steffaro, Trygar
Nays: None
Absent: Roselli

RES:2023-5

January 17, 2023

RESOLUTION

BE IT AND IT IS HEREBY RESOLVED, by the Board of Health of the Borough of South River in the County of Middlesex, the State of New Jersey, that pursuant to Chapter 231, Public Law 1975, the Home News-Tribune, a news publication published in Neptune, NJ and with circulation within the Borough of South River is hereby designated as the Official Newspaper for all Official Notices of the Board of Health for the year 2023; and

BE IT FURTHER RESOLVED that the Sentinel Publication, a weekly newspaper used for display advertisement not of a legal nature.

Dated: January 17, 2023

/s/_____

President

Motion to accept resolution made by Joyce Major. Seconded by Allison Steffaro.

ROLL CALL VOTE

Yeas: Balazs, Chando, Kolbik, Lukacs, Major, Steffaro, Trygar
Nays: None
Absent: Roselli

Regular Meeting

MINUTES

Monthly minutes for October 2022 were submitted for approval and/or amendment. Beth Lukacs made a motion to approve the minutes and was seconded by Larisa Kolbik.. All were in favor.

REPORTS

The monthly registrar reports for October, November, and December 2022 were reviewed and read. Michelle stated that there is now an Alternate Deputy Registrar, Alyssa Guglietti, but it is a nonpaid position. A motion to accept the reports was made by Bonnie Trygar, seconded by Joyce Major. All were in favor.

The monthly health inspector's sanitation reports for October, November, and December 2022 were reviewed and read. Larisa asked about a report for 65 Washington to see if they needed assistance from the TNR program. Edwin stated that he was unable to get into the residence but was told by the homeowner that there are only two cats. Edwin will follow up to be sure that they are licensed. A motion to accept the reports was made by Larisa Kolbik, seconded by Bonnie Trygar. All were in favor.

OLD BUSINESS

1. Food Bank - \$165,926.40. – Beth stated that there were lots of donations over the past few months. The fire department as well as the police department both held food drives and they were very successful. The toy drive took place in December and was also very successful. The Thanksgiving dinner went very well and she thanked the Wolf family for their assistance with the event. There were 115 clients that attended and about 20 volunteers. The Soup Kitchen meals with Ria Mar will take place for the next month but will be ending after that.

January 17, 2023

2. Animal Control – \$2,140.46 (\$1,194.44 TNR \$946.02 Pet Pantry) –Larisa stated that there was a donation of cat food from the senior center. All 13 kittens were adopted and 1 spay was done over the last few months. There is a problem area on Lenordine that will be looked into soon but with the colder temperatures it is not ideal to release the cats directly after a procedure. Michelle stated that the rabies clinic is set up for March 25th from 12-3pm. Larissa, Joyce, Stefanie, Allison, and Bonnie have all volunteered to help at the clinic. Michelle will advertise for the clinic this week.
3. Event Planning - \$117.74 – Nothing discussed at this time.
4. Operation RAM - \$1,199.89 – Allison asked where we can obtain a list of soldiers that are in an active combat zone. Donna stated that she will make an announcement at the next council meeting.
5. Frost on the Pumpkin - \$3,558.40 – Michelle stated that she is meeting with Joyce and members of the police department tomorrow to begin discussing the route for Frost on the Pumpkin. Members that have volunteered for the committee decided to meet on February 2nd at 2:00 in the conference room at 48 Washington Street.

NEW BUSINESS

Michelle stated that the bus driver has requested a raise. The options will be discussed further at our next meeting.

BOARD LIAISON COMMENTS

Donna Balasz had to leave the meeting at 6:40, but she will announce the rabies clinic and speak to the Mayor about the vacancy. She will also reach out and see if there are any residents overseas in a combat zone.

MEMBER COMMENTS

None.

ADJOURNMENT

Motion was made by Bonnie Trygar to adjourn the meeting, seconded by Beth Lukacs. All were in favor. Next meeting will be held on February 21, 2023.

Respectfully submitted,
Michelle Urbanowicz, Secretary to Board