

January 18, 2022

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.

Please be advised during these times when a State of Emergency has been declared, the meetings may be held by means of electronic communications equipment. 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 18, 2022 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(Arrived at 6:10), Kolbik, Lukacs, Major,
Steffaro, Trygar
Committee Member(s) Absent/Excused: Chando, 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 Beth Lukacs. No other nominations were made. Motion to close nomination by Bonnie Trygar, seconded by Beth Lukacs. All were in favor.

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

ROLL CALL VOTE

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

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

January 18, 2022

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

ROLL CALL VOTE

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

Appointment(s)

RES: 2022-1

January 18, 2022

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, 2022 to December 31, 2022 in accordance with the current borough salary ordinance/resolution.

Dated: January 18, 2022

/s/ _____
President

Motion to accept the Resolution made by Beth Lukacs seconded by Joyce Major.

ROLL CALL VOTE

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

Resolutions

RES:2022-2

January 18, 2022

RESOLUTION

January 18, 2022

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, 2022 through December 31, 2022 in accordance with the current borough salary ordinance/resolution.

Dated: January 18, 2022

/s/ _____

President

Motion to accept Resolution made by Joyce Major seconded by Beth Lukacs.

ROLL CALL VOTE

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

RES:2022-3

January 18, 2022

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 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 2022.

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.

January 18, 2022

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 18, 2022

/s/ _____
President

January 18, 2022

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

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

RES:2022-4

January 18, 2022

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 **2022**

Place: 48 Washington Street

Time: 6:00 pm

DATES: MONTH DAY

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

February	15th
March	15th
April	19th
May	17th
June	21st
July	19th
August	16th
September	20th
October	18th
November	no meeting
December	no meeting
January (2023)	17th

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January 18, 2022

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.

Dated: January 18, 2022

/s/ _____
President

Motion to accept the resolution was made by Joyce Major, seconded by Beth Lukacs.

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

RES:2022-5

January 18, 2022

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 2022; and

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

Dated: January 18, 2022

/s/ _____

President

Motion to accept resolution made by Joyce Major. Seconded by Beth Lukacs.

ROLL CALL VOTE

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

Regular Meeting

MINUTES

Monthly minutes for October 2021 were submitted for approval and/or amendment. Bonnie Trygar requested to add B. after Bonnie for the feral cat feeding to avoid any confusion. Beth Lukacs made a motion to approve the minutes with said change and was seconded by Lucille Balazs. All were in favor.

REPORTS

The monthly registrar reports for October, November, and December 2021 were reviewed and read. A motion to accept the reports was made by Beth Lukacs, seconded by Lucille Balazs. All were in favor.

The monthly health inspector's sanitation reports for October, November, and December 2021 were reviewed and read. A motion to accept the reports was made by Joyce Major, seconded by Larisa Kolbik. All were in favor.

OLD BUSINESS

1. Food Bank - \$156,904.63. – Beth gave an update on the end of the year for the Food Bank. She updated all of the flyers and thanked Michelle for helping to get copies made. The families were given a list of upcoming events. During the month of March, there will be a collection for an Easter Basket Drive. Some items that are being requested are toys, candy, eggs, and baskets. These items can be dropped off at Corpus Christi Church or directly at the food bank. Allison stated that she will let a group at the middle school know about this drive so they can possibly collect also. Beth thanked Allison for her help with the collection for Thanksgiving from the school as well. Beth reported that a veteran group reached out and donated a large amount of fresh meats and refrigerated products as well as about 20 cases of animal treats. Beth said this was an amazing donation and she was very thankful for their generosity. The meal program is currently paused and will hopefully restart again in the Spring.

January 18, 2022

2. Animal Control – \$654.18 (\$227 Pet Pantry) –Larisa stated that there were quite a few kittens fostered recently. There were three bills from the end of the year and there are still four kittens pending spay/neutered. Larisa stated that she was not aware that a portion of the funds in this account were for the Pet Pantry. She called Michelle and Joe today to discuss this, but still did not agree with the amount. A brief discussion took place and Michelle offered to meet with Larisa to go over all of the deposits and expenses to clear up any confusion. Michelle stated that the rabies clinic was postponed, and members agreed upon March 26, 2022 as the new date for the clinic. Members agreed that late fees for animal licensing should be waived at the next council meeting until April 1st, 2022. Michelle stated that she is trying to get a laptop set up for the rabies clinic to have less in person paperwork. Michelle will update at the next meeting if this is going to be possible.
3. Event Planning - \$117.74 – Nothing discussed at this time.
4. Operation RAM - \$1,199.89 – Allison stated that there are two soldiers that she is aware of at this time and she would like to begin advertising again for this soon. She is going to work on a flyer to put onto the website.
5. Frost on the Pumpkin - \$3,558.40 – Allison asked the board what their thoughts were on trying to restart the race again this year. The board agreed that they want to try to start planning the event. Michelle stated that she will not be available October 30th, 2022 and the members said that they would be able to handle the event. Allison stated that she will come into the Municipal building soon so that the planning can begin.

NEW BUSINESS

Bonnie stated that she has been selling tote bags that she made as a fundraiser for the TNR program as well as crafts that Larisa has been making. She will drop off a check for the donations directly to Michelle. Bonnie plans to continue this fundraiser in her store.

BOARD LIAISON COMMENTS

Donna Balasz is this year's liaison to the Board. Donna advised the board to let her know of anything that they would like brought up to the Mayor and Council and she will gladly do so.

MEMBER COMMENTS

None.

ADJOURNMENT

Motion was made by Joyce Major to adjourn the meeting, seconded by Bonnie Trygar. All were in favor. Next meeting will be held on February 15, 2022.

Respectfully submitted,

Michelle Urbanowicz, Secretary to Board