

**MINUTES OF THE
CRANBURY TOWNSHIP
BOARD OF HEALTH MEETING
January 4, 2010**

TIME AND PLACE OF MEETING

The January meeting of the Cranbury Township Board of Health was held in Town Hall on January 4, 2010, at 7:00 p.m.

CALL TO ORDER

With a quorum present, Daniel Notterman, Chair of the Cranbury Township Board of Health, called the meeting to order and Kristen H. Hamilton acted as Recording Secretary of the meeting.

STATEMENT OF ADEQUATE NOTICE

Pursuant to the Sunshine Law, adequate notice in accordance with the Open Public Meetings Act (N.J.S.A. 10:4-6) was provided on December 3, 2009, of this meeting's date, time and place, and the agenda was mailed to the news media, posted on the Township bulletin board, mailed to those requesting personal notice, and filed with the Municipal Clerk.

MEMBERS IN ATTENDANCE

Daniel Notterman, Cheryl Coyle, John Jackson, Beverly Gerberich and Mary Lou Young.

NON-MEMBERS IN ATTENDANCE

Kevin Van Hise, Esquire, Board Attorney.

REORGANIZATION

Dr. Notterman and Ms. Colye were sworn in for new terms by Mr. Van Hise.

ELECTION OF BOARD CHAIR

Nominations were held for the Board of Health Chairperson and Vice Chairperson. Mr. Jackson nominated Dr. Notterman as Chairperson; seconded by Ms. Coyle; all in favor. Ms. Gerberich nominated Ms. Coyle as Vice-Chairperson; seconded by Dr. Notterman; all in favor.

ADOPTION OF RESOLUTIONS

A motion was made by Dr. Notterman; seconded by Mr. Jackson; all in favor, to adopt Resolution #2010-01 appointing Kevin Van Hise as board attorney, Michael Lupovici as board physician and Michael Young as board veterinarian.

**RESOLUTION #2010-01
BOARD OF HEALTH OF THE TOWNSHIP OF CRANBURY
MIDDLESEX COUNTY, NEW JERSEY**

A RESOLUTION DESIGNATING APPOINTMENTS FOR 2010

BE IT RESOLVED, by the Board of Health of the Township of Cranbury, in the County of Middlesex, that the following persons are hereby appointed to the following positions, for a one-year term, expiring January 3, 2011:

BOARD OF HEALTH ATTORNEY:	Kevin A. Van Hise
TOWNSHIP PHYSICIAN:	Michael Lupovici
TOWNSHIP VETERINARIAN:	Michael Young

Date: January 4, 2010

A motion was made by Dr. Notterman; seconded by Mr. Jackson; all in favor, to adopt Resolution #2010-02 establishing meeting dates for 2010.

RESOLUTION #2010-02
BOARD OF HEALTH OF THE TOWNSHIP OF CRANBURY
MIDDLESEX COUNTY, NEW JERSEY

**A RESOLUTION ESTABLISHING BOARD OF HEALTH
MEETING DATES FOR 2010**

WHEREAS, Section 13 of the Open Public Meetings Act requires the posting of annual meetings together with notification of said meetings to the official newspapers of the Township, and submission of the same to those persons requesting copies of said notice; and

WHEREAS, the Board of Health of the Township of Cranbury traditionally meets on the first Monday of each month, except when that Monday is a national or state holiday, and then the meeting is traditionally held the following Monday evening; and

WHEREAS, the Board does not traditionally meet during the month of August; and

WHEREAS, the Board desires to set forth its schedule of public meetings for the year 2010;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Health of the Township of Cranbury, in the County of Middlesex, that the Board of Health shall hold its regular meetings at 7:00 p.m. at the Cranbury Township Municipal Building, Gourgaud Gallery, located at 23-A North Main Street, Cranbury, New Jersey, on the following dates:

January 4, 2010	July 12, 2010
February 1, 2010	September 13, 2010
March 1, 2010	October 4, 2010
April 5, 2010	November 1, 2010
May 3, 2010	December 6, 2010
June 7, 2010	

BE IT FURTHER RESOLVED that copies of this Resolution shall be posted throughout the year in accordance with the statutes; and

BE IT FURTHER RESOLVED that copies of this Resolution and schedule be forwarded to the official newspapers of the Township of Cranbury.

Date: January 4, 2010

MINUTES

The December 2009 minutes were approved on a motion by Ms. Gerberich; seconded by Ms. Young. Ms. Coyle in favor; Dr. Notterman and Mr. Jackson abstained.

The December 2009 Closed Session minutes were approved on a motion by Ms. Coyle; seconded by Ms. Young. Ms. Gerberich in favor; Dr. Notterman and Mr. Jackson abstained.

PUBLIC HEALTH AND ENVIRONMENTAL REPORTS

Jessica Smit was not present at the meeting due to a scheduled vacation. She has forwarded the December Health Report to the secretary, who will forward same to the Board members. There was no Environmental Report provided for December 2009.

OLD BUSINESS

H1N1 Influenza Update – The Secretary will forward a request to John Haney, Cranbury School Superintendent, for a summary on the H1N1 clinic held at Cranbury School, i.e. number of vaccinations given, vaccines given vs. mist, breakdown of recipients by grade, any problems, etc.

Dog Census – The Secretary will follow-up with the Township Clerk to see how many people still have not obtained dog licenses. The Board feels summonses should be issued to those people who have not complied.

NEW BUSINESS

Possible Protocol to Handle Reports of Animal Incidents – It is the Board's understanding that the County used to handle reports of animal incidents; however, State statute now specifies that the Animal Control Officer (ACO) handle them. Since calls regarding animal incidents tend to go to the police first, a protocol needs to be established for the police to follow regarding notification. Jerry Thorne, Cranbury's ACO, needs to be made aware of his responsibilities. Ms. Van Hise will prepare a list of the ACO's responsibilities according to State statute. Mr. Van Hise will speak to Christine Smeltzer to assure that the ACO has been properly trained. The Secretary will ask Ms. Smeltzer for a job description of the ACO.

CLOSED SESSION

On motion by Mr. Jackson, seconded by Ms. Coyle and unanimously carried, the meeting went into Closed Session:

Ayes: (Coyle Abstain: None
(Gerberich Absent: None
(Jackson
(Notterman
(Young

Nays: (None

RESOLUTION #2010-03
BOARD OF HEALTH OF THE TOWNSHIP OF CRANBURY
MIDDLESEX COUNTY, NEW JERSEY

RESOLUTION TO CLOSE MEETING TO THE PUBLIC

BE IT RESOLVED, by the Board of Health of the Township of Cranbury, in the County of Middlesex, State of New Jersey, as follows:

The meeting of the Board of Health shall be closed to the public. The general nature of the subject to be discussed in this session is as follows:

-- N.J.S.A. 10:4-12b(7) (Attorney-Client Communications Regarding Contract Negotiations): "Discussion falling within the attorney-client privilege regarding contract negotiations in which the Board of Health is, or may become a party."

It is unknown at this time precisely when the matters discussed in this session will be disclosed to the public. Matters involving contract negotiations or the acquisition of land will be disclosed upon conclusion of the negotiations or upon approval of the acquisition. Matters involving personnel will be disclosed when the need for confidentiality no longer exists. Matters concerning litigation will be announced upon the conclusion of trial or settlement of that litigation or when the need for confidentiality no longer exists.

Date: January 4, 2010

On motion by Mr. Jackson, seconded by Ms. Coyle and unanimously carried, the meeting returned to Open Session:

Ayes: (Coyle Abstain: None
(Gerberich Absent: None
(Jackson
(Notterman
(Young

Nays: (None

DISCUSSION

Dr. Notterman advised that he spoke with Christine Smeltzer, Township Administrator, about the possibility of mailing a reminder to residents to obtain dog and cat licenses and also advertising the rabies clinic. It was suggested that a flyer be included with tax bills that are mailed in August – since that is the only mailing that is sent to every resident. The Secretary will send an email to Christine Smeltzer to confirm that this can be done.

Cheryl Coyle will contact Maria Prato-Gaines at the Cranbury Press to see if she would like to do a story on the cat license requirement.

ADJOURNMENT OF MEETING

There being no further business, the meeting was thereupon adjourned.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify, that I am the duly appointed Secretary of the Cranbury Township Board of Health, and that this document, consisting of 5 pages, constitutes a true and correct copy of the minutes of the monthly meeting held on January 4, 2010.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 1st day of February, 2010.

Kristen H. Hamilton, Secretary