

**MINUTES OF THE
CRANBURY TOWNSHIP
BOARD OF HEALTH MEETING
October 1, 2018**

TIME AND PLACE OF MEETING

The meeting of the Cranbury Township Board of Health was held in Town Hall, 23A North Main Street, Cranbury, New Jersey on October 1, 2018 at 7:00 p.m.

CALL TO ORDER

With a quorum present, Chairperson Cheryl Coyle called the meeting to order at 7:00 p.m., and Jean Golisano 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 4, 2017 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

Cheryl Coyle, Roop Grewal, Daniel Notterman and Laura Zurfluh were present. Sid Roychowdhury was absent.

NON-MEMBERS IN ATTENDANCE

Natalie Bujalski, Health Officer

MINUTES

On a motion by Dr. Zurfluh, seconded by Dr. Grewal, the September 10, 2018 Minutes were approved as amended. On a voice vote of all members present, the motion was carried, with Dr. Notterman abstaining.

HEALTH REPORTS

The Board reviewed the August 2018 Health Report. The following retail food establishment was rated Satisfactory:

- Jamie's Place

The Board reviewed the August 2018 Health Report. Ms. Bujalski reported she had a conference with the manager and owner of the proposed new retail food establishment at 8 Cedar Brook Drive. A plan review was performed, and Ms. Bujalski stated additional items are needed before the plan can be approved.

Ms. Bujalski reported trash/mosquito, high grass/vermin, and high grass/mosquito complaints were received, and Notices of Violations were issued. A Notice of Violation was also issued for a retail food complaint.

ENVIRONMENTAL REPORTS

The July and August Environmental Reports were reviewed, and there was no additional discussion by the Board.

OLD BUSINESS

Licensing– As of October 1, there are 456 dogs and 62 cats licensed within the Township for 2018.

Dog Census – The Board discussed the dog census. There were no responses to the job posting for census workers. The job ad was posted on the Township's website and bulletin board, and there was discussion about posting in public locations. Cranbury Township Board of Health would like to continue a biennial census; however, the Township has had difficulty finding census workers. The Board agreed that the hourly rate should be increased to attract census workers. There was additional discussion about the possibility of conducting the census at a higher salary for half the town on alternate years to be conscious of budgetary constraints.

NEW BUSINESS

Immunization Clinic –Middlesex County will be holding an Immunization Clinic on Wednesday, October 17th from 10 to 11 am at the Cranbury United Methodist Church. Flu immunizations will be provided to Middlesex County residents 6 months of age and older. Pneumococcal immunizations will be available to residents who are 65 years of age and have not previously received this vaccine. Information about the Clinic will be posted in Town Hall, on the Township's website and will be sent out as an e-mail blast with a subsequent reminder. Ms. Golisano reported St. Peter's Hospital administered the flu vaccine at the Senior Center on September 28th to approximately 25 residents.

2019 Meeting Dates – The Board reviewed the proposed meeting dates for 2019, and after correcting the September date, agreed to the proposed dates:

January 7	July 1
February 4	August – No Meeting
March 4	September 9
April 1	October 7
May 6	November 4
June 3	December 2

2019 Dog and Cat Licensing and Reminder Cards – The Board reviewed the proposed 2019 Dog and Cat License Application Forms. Dr. Zurfluh and Dr. Grewal suggested some changes on the forms for better continuity. Dr. Zurfluh also suggested adding several categories of cats (Domestic Short Hair, Domestic Long Hair, Other) on the cat form. There was additional discussion about revising the forms for renewal licenses to make the process easier and less cumbersome for residents. Dr. Notterman suggested researching if the process could be more automated with electronic licenses and payments. Ms. Golisano will follow up with FRA Technologies, who provides the licensing system to the Township, to determine if system upgrades are available and what costs would be involved. Further discussion will take place at the next meeting pending additional information.

The Board reviewed and approved the 2019 reminder cards, and agreed the cards should be mailed out in the beginning of January.

Newsletter Article – Articles concerning 2019 pet licensing and fall immunizations will be included in the 4th Quarter Newsletter.

PUBLIC COMMENT – None

ADJOURNMENT OF MEETING

There being no further business, the meeting was thereupon adjourned at 7:55 p.m. on a motion by Dr. Notterman, seconded by Dr. Zurfluh. All were in favor. Motion carried unanimously.

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 three (3) pages, constitutes a true and correct copy of the minutes of the monthly meeting held on October 1, 2018. IN WITNESS WHEREOF, I have hereunto subscribed my name this 5th day of November, 2018.

Jean Golisano

Jean Golisano
Board Secretary