

WARREN BOARD OF HEALTH
Minutes – Special Meeting
September 28, 2016– 7:00 P.M.
2ND FLOOR CONFERENCE ROOM – MUNICIPAL BUILDING
46 MOUNTAIN BOULEVARD, WARREN

Call to Order: The special public meeting of Warren Township Board of Health was called to order at 7:00pm by Mr. Malcom Plager, Chairman

Flag Salute

The Opening Statement: Adequate notice of this meeting was given on September 19, 2016 by posting a copy on the Township Bulletin Board sending a copy to the Township Clerk, Echoes Sentinel and Courier News as required by the Open Public Meetings Act. We plan to adjourn no later than 10:00 P.M.

Roll Call:

Dr. DeMarco-	Absent	<u>Alternate #1</u>	
Mrs. Cooper-	Present	Mr. Rosenman-	Present
Mr. Morlino-	Present	<u>Alternate #2</u>	
Dr. Sarraf-	Absent	Ms. Burger-	Present
Mr. Lazo-	Absent		
Mr. Riley-	Present	Mr. Plager-	Present

Clerk informs the Board of new appointment:

The Township Committee concurs and recommends the following appointments to the Board of Health:

Laura Burger- Alternate #2- Appointment Expiration Date – December 31, 2017

Board Counsel administered the oath to Ms. Burger

Privilege of the Floor: None

Approval of Minutes: July 12, 2016

Motion was made by Mrs. Cooper second by Mr. Riley to approve the July 12, 2016 minutes as amended.

Roll Call:

Mrs. Cooper-	Yes
Mr. Morlino-	Abstain
Mr. Riley-	Yes
Mr. Rosenman-	Yes
Ms. Burger-	Yes
Mr. Plager-	Yes

Correspondence: Please See Correspondence File

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New Business:

Case #1

38 Hillcrest Road

Block 207, Lot 5

Application: Minor Subdivision

Owner/Applicant: John & Lisa Walters

Engineer: Kevin Page, PE of Page-Mueller Engineering Consultants, PC

Attorney: Jay Bohn, Esq.

Mr. Kevin Page P.E., of Page-Mueller Engineering Consultants PC, and Lisa Walters, Applicant/Owner, were present and sworn in to testify.

Mr. Page testified that the Applicant proposes to subdivide the above referenced property consisting of 2.554 acres to create two (2) lots. The existing 2-bedroom house is to remain and the existing 1-bedroom cottage is to be converted to a garage. One new 4-bedroom house will be constructed on the new proposed lot. Each lot will be served by public sewer as evidenced by Warren Township Sewerage Authority Resolution 16-80, two new private potable wells will be drilled, and the current well will be abandoned. The garage in the front of the property along Hillcrest Road used to be the general store. It is used as a shed, has a lawn mower in it, and will remain.

Mr. Page testified that the new home will be accessed from the cul-de-sac on Northridge Way.

Mr. Page testified that this application has received Planning Board approval. Discussion regarding a note about the cul-de-sac was had by the Board. Mr. Page advised he would verify the source of the note, as he believes it is a carry-over from a prior map and not his notation.

Motion was made by Mr. Riley Second by Mr. Morlino to approve the application as presented.

Roll Call:

Mrs. Cooper-	Yes
Mr. Morlino-	Yes
Mr. Riley-	Yes
Mr. Rosenman-	Yes
Ms. Burger-	Yes
Mr. Plager-	Yes

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Old Business:

• **Records Retention and Disposition Schedule- Discussion**

Mr. Sumner advised the Board that there are currently meeting tapes in archives from the years 1986-2006. He informed the Board under the retention schedule, tapes can be destroyed after 80 days following adoption of the meeting minutes. The Board had a discussion on the time-period they felt the tapes should be kept. Mr. Riley suggested 7 years, others suggested 1 – 2 years, and the Board could not agree. The Board decided to have Counsel investigate further, particularly as it relates to statutes of limitations. In addition, staff will see how long other Boards in Warren maintain their tapes before disposal.

Middle-Brook Regional Health Commission Report

Mr. Riley stated that the Commission had not met since our last meeting and that he had no report. The next Commission meeting is October 3, 2016.

Reports of Employees/Health Officer Report

Mr. Sumner gave the Board an update on the Zika virus. There are currently 128 cases in New Jersey.

The Board talked about the Lead in the drinking water around the State. Mr. Sumner stated that Warren schools were tested and came back clean, based on the test results submitted.

Mr. Sumner stated that there will be no public flu clinics offered by the Commission this year due to declining interest over the past years.

Financial Reports:

Treasurer's Report: Receipts –July 2016

Receipts for Registrar:	\$260.00
Health	\$360.00
Application Fees	\$0.00
Septic and Well	<u>\$830.00</u>
Total Health	\$1,450.00
Dogs	\$242.00
Cats	<u>\$0.00</u>
Total Animal	\$242.00
Grand Total:	<u>\$1,692.00</u>

Disbursements: July 2016

Health:

2 nd Quarter Marriage License (30 Licenses @ \$25.00 each)	\$750.00
Legal advertising	<u>\$143.70</u>
Total Health Disbursement July 2016	\$893.70

Animal Control:

State Dog License Fee- July	<u>\$19.20</u>
Total Animal Control Disbursements	\$19.20

Total Disbursements – July 2016 **\$912.90**

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Treasurer's Report: Receipts –August 2016

Receipts for Registrar:	\$1,010.00
Health	\$561.30
Application Fees	\$225.00
Septic and Well	<u>\$735.00</u>
Total Health	\$2,531.30
Dogs	\$121.00
Cats	<u>\$84.00</u>
Total Animal	\$205.00
Grand Total:	<u>\$2,736.30</u>

Disbursements: August 2016

Health:

Reimburse resident- (B88.04/L10) overpayment of well abandonment fees	\$75.00
Legal advertising	<u>\$35.20</u>
Total Health Disbursement August 2016	\$110.20

Animal Control:

State Dog License Fee- August	<u>\$10.20</u>
Total Animal Control Disbursements	\$10.20

Total Disbursements – August 2016 **\$120.40**

Motion was made by Mr. Riley second by Mr. Rosenman to approve the July and August Financial Reports as read.

Roll Call:

Mrs. Cooper-	Yes
Mr. Morlino-	Yes
Mr. Riley-	Yes
Mr. Rosenman-	Yes
Ms. Burger-	Yes
Mr. Plager-	Yes

Adjournment:

Motion was made by Mrs. Cooper second by Mr. Rosenman to adjourn the meeting at 8:10pm. Motion carried by unanimous voice vote.

**Respectfully submitted,
Barbara Streker, Clerk, Warren
Township Board of Health**