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BOROUGH OF SPRING LAKE HEIGHTS
MINUTES – REORGANIZATION MEETING
6:00 P.M.

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BOARD OF HEALTH

OF

January 15, 2019

SILENT REFLECTION AND SALUTE TO THE FLAG

1. ROLL CALL: LEONARD GILES – Present
VICKI HANLON – Present
KATHRYN MOLOUGHNEY - Present
PATRICIA SKUBON - Present

HEALTH INSPECTOR: MIKE KOWAL
SECRETARY: MARY ELLEN KARAMUS

THIS MEETING IS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW. NOTICE OF THIS MEETING WAS POSTED ON THE BOROUGH OF SPRING LAKE HEIGHTS WEBSITE AND ON THE BULLETIN BOARD IN THE MUNICIPAL BUILDING.

Swearing in of newly appointed or re-appointed members: Vicki Hanlon was sworn into a 3 year term

- New Business:
 - Resolution 2019-1 - Appointment of Chairperson, Vice-Chairperson and Board Secretary
 - Motion made by Ms. Hanlon to appoint Leonard Giles as Chairperson; seconded by Ms. Skubon; all present in agreement
 - Motion made by Chairperson Giles to appoint Vicki Hanlon as Vice Chairperson; seconded by Board Member Skubon; all present in agreement
 - Motion made by Vice Chair Hanlon to approve Mary Ellen Karamus as Board Secretary; seconded by Ms. Skubon; all present in agreement
 - Resolution 2019-2 – Designating Newspaper
 - Motion made by Chairperson Giles designating the Coast Star as the

Board newspaper; seconded by Ms. Skubon; all present in agreement

- Resolution 2019-03 - Appointment of Janine Gillis, Registrar
 - Motion made by Chair Giles to appoint Janine Gillis as Registrar; seconded by Ms. Skubon; all present in agreement

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REORGANIZATIN MEETING ADJOURNED, FOLLOWED BY REGULAR MEETING

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BOROUGH OF SPRING LAKE HEIGHTS
BOARD OF HEALTH

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MINUTES – REGULAR MEETING

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January 15,2019

SILENT REFLECTION AND SALUTE TO THE FLAG

1. ROLL CALL: CHAIRPERSON LEONARD GILES - Present
VICE CHAIRPERSON VICKI HANLON – Present
KATHRYN MOLOUGHNEY- Present
PATRICIA SKUBON - Present

HEALTH INSPECTOR
SECRETARY

MIKE KOWAL
MARY ELLEN KARAMUS

THIS MEETING IS CALLED PURSUANT TO THE PROVISIONS OF THE OPEN PUBLIC MEETING LAW.
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AND ON THE BULLETIN BOARD IN THE MUNICIPAL BUILDING.

- MOTION TO APPROVE AGENDA: Motion made by Vice Chair Hanlon; Seconded by Board Member Skubon; all present in agreement.
- MOTION TO APPROVE MINUTES OF PREVIOUS MEETING:
 - October 16,2018 - Motion made by Vice Chair Hanlon; Seconded by Board Member Skubon.
 - Ayes: Vice Chair Hanlon; Board Member Skubon; Board Member Moloughney
 - Nays: None
 - Abstain: Chairperson Giles

2. DISCUSSION ITEMS: DISCUSSION ITEMS:

- 2019 Meeting Schedule

Chairperson Giles described other local Board of Health meeting schedules and options for scheduling the Borough's meetings. Chairperson Giles explained the procedure of his regular attendance at the Commission meetings in Tinton Falls, as well as his involvement and participation when attending Monmouth County Health Commission meetings representing the Borough

The following meeting schedule was agreed to: Tuesday, April 30, 2019; Tuesday July 16, 2019; Tuesday October 15, 2019 and Tuesday January 21, 2020 at 6:00 p.m.

3. COMMUNICATIONS:

- June 2018 Health Source Newsletter
- 10/01/18 through 12/27/18 Activity Report – Chairperson Giles asked if anyone had any questions regarding the activity report. Board Member Moloughney asked Mike about a Tap House complaint about insects. Mike Kowal informed the board it was a complaint of roaches. Mike Kowal explained the establishment does have regular pest control maintenance. Mike Kowal stated that the pest control company stated there is not an issue of roaches based upon food traps that had been placed in the establishment. Mr. Kowal added that there had been complaints of roaches approximately a year ago.
- Board Member Moloughney asked about Bagel Station and a complaint of the restroom being unsanitary as well as the food prep area. There was also a complaint of gloves not being used when preparing food. Mike Kowal stated upon his inspection; he found the establishment to be in good condition. Mike Kowal added that the owner mentioned that he had laid an employee off recently and that can sometimes indicate there was an employee complaint. Board member Moloughney asked Mike his procedure for following up on a complaint. Mike responded he tries to respond to a complaint the same day of the complaint unannounced. Chairperson Giles asked if it is mandatory to wear gloves when preparing food. Mr. Kowal said there must be a barrier, which could be handwashing between uses. Mike Kowal added that there are some grandfathered facilities that do not have hand sanitizing areas near the food prep area. Mr. Kowal said gloves can be an issue as well if not change after each use.

- Board Member Moloughney asked if the fire department is renovating their kitchen. Mike Kowal said yes. Mr. Kowal added that they do cook for the public. Mr. Kowal stated that they were informed of their requirements.
- Chairperson Giles informed the Board that the Commission has meetings on the 4th Tuesday of the month with exceptions if anyone would like to attend.

4. VOICE OF THE PUBLIC
5. VOICE CLOSED BY

ADJOURNMENT ON A MOTION BY: Vice Chair Hanlon; Seconded by Board Member Moloughney at 6:19 P.M.

SIGNED: Mary Ellen Karamus
MARY ELLEN KARAMUS
BOARD OF HEALTH SECRETARY

DATED: April 30, 2019