

# **ROSELLE BOARD OF HEALTH**

## **MEETING AGENDA**

January 17, 2024

6:30 PM at the Baker Room, Borough Hall 2<sup>nd</sup> floor

A. CALL TO ORDER

B. Flag Salute

C. RECITATION OF OPMA STATEMENT

- a. Adequate notice of this meeting has been provided in accordance with the Open Public Meeting Act, P.L. 1975, Ch231 setting forth the time, date, place, and purpose of this Public Meeting through legal notices sent to the Star Ledger and the Home News Tribune in addition to being sent to their newsroom. The notice was also posted on the front door of the municipal building.

D. Newly appointed members must have been sworn into the Oath of Office

E. ROLL CALL

F. Re-Organization for 2024

- a. Election of Officers
  - i. Open Nomination for President
    - 1. Election of President
  - ii. President presides over meeting.
  - iii. Open Nominations for Vice-President
- b. Appointment of Board Secretary

### **RESOLUTION NUMBER BOH 2024-001**

### **RESOLUTION HIRING AN INDIVIDUAL AS THE SECRETARY TO THE BOARD OF HEALTH**

- c. Set the calendar and manner of meetings.
- d. Accept the Board of Health By-Laws

### **RESOLUTION NUMBER 2024-002**

### **ROSELLE BOROUGH BOARD OF HEALTH BYLAWS FOR COMMISSIONERS OF THE BOARD OF HEALTH**

G. BOARD MEMBER COMMENTS

H. NEXT MEETING

I. ADJOURNMENT

**RESOLUTION NUMBER BOH 2024-001**

**RESOLUTION HIRING AN INDIVIDUAL AS THE SECRETARY TO THE BOARD OF HEALTH**

**WHEREAS**, the Board of Health of the Borough of Roselle requires a person to fill the position as Board Secretary and

**WHEREAS**, the individual will need the technical skills of Microsoft Word, Microsoft Excel, and Adobe Acrobat PDF, and be able to learn the use of Virtual Meeting Software and

**WHEREAS**, the individual must have technical communication skills to work with the Roselle Board of Health and the Board's Health Officer and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Health of the Borough of Roselle recommends **Brianna Thomas** be appointed as the Board of Health Secretary at the annual stipend of \$5,000.00.

**Motion to adopt Resolutions BOH 2023-001**

**by Commissioner**

\_\_\_\_\_ **second by Commissioner** \_\_\_\_\_

**Vote Record for Resolution BOH 2023-001**

**Yes Votes:**

**NO Votes:**

**Abstentions:**

I, Brianna Thomas, Secretary for the Health Board of the Borough of Roselle, in the County of Union, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Health of the Borough of Roselle at a Re-organization Meeting of said Board held on January 17, 2024

**IN WITNESS WHEREOF**, I have hereunto set my hand this 17th day of January 2024.

\_\_\_\_\_

**RESOLUTION NUMBER 2024-002**

**ROSELLE BOROUGH BOARD OF HEALTH  
BYLAWS FOR COMMISSIONERS OF THE BOARD OF HEALTH**

**ARTICLE I – MEMBERSHIP**

- 1) In accordance with the laws of the State of New Jersey, NJSA 26, the Board of Commissioners shall consist of seven members. The commissioners shall be appointed by the Mayor with consent of the Council. Terms shall be for three years. Vacancies shall be filled for the unexpired term only.
- 2) The Board of Trustees shall generally exercise supervision and control in all matters relating to the Health Department in the Borough of Roselle and its personnel, as outlined in NJSA 26:3
- 3) Any regular member who misses four consecutive meetings except for legitimate illness, and whose absence is not excused by the Board, shall have his or her seat declared vacant upon vote of the Board and notification of the appointing authority.

**ARTICLE II – OFFICERS**

- 1) The officers of the Board of Trustees shall be a president and vice-president who shall be elected from among the regular members of the Board.
- 2) The election of officers shall take place at the reorganization meeting in January, and the terms shall be for one year or until their successors are elected. Vacancies in office shall be filled by a majority vote of the Board, at the first regular meeting thereafter for the unexpired term.
- 3) It shall be the duty of the president to preside at all meetings of the Board; to appoint committees; to sign and execute all documents and contracts as authorized by the Board; to enforce all bylaws and regulations; to submit an annual message to the mayor and members of the Borough Council which will be incorporated in the annual report of the Board of Health; and to perform such other duties as generally pertain to the office of president. The president shall be an ex officio member of all committees.
- 4) In the absence of the president, the vice-president shall perform the duties of the president.

**ARTICLE III – COMMITTEES**

- 1) The Board will act as a committee of the whole on all issues not covered directly by an appointed Committee.

- 2) At the reorganization meeting, the president shall appoint the following standing committees, which shall consist of a chairperson and two board members:
  - (a) Publicity and Public Information Committee
- 3) The Publicity and Public Information Committee shall convene periodically to look at the near term and long-term public service announcements. The Committee may invite the Boroughs Public Information Officer to the meeting to help inform the public regarding Health matters.
- 4) The president shall appoint any ad hoc committees, whose charge shall be approved by the Board, and whose terms shall run until the next reorganization meeting. All ad hoc committees may be renewed annually by the Board.

#### ARTICLE IV – MEETINGS

- 1) All meetings will take place at the Baker Room 2<sup>nd</sup> floor of Borough Hall. The regular meetings of the Board shall be set at the reorganization meeting. The meetings may be attended by Commissioners telephonically. The meetings may be virtually held if so, advertised by the Board of Health. Notice of all meetings, together with all necessary documents, including an agenda, shall be delivered to each Board member at least two (2) days in advance of the meeting. Said notice may be waived by consent of the Board. A change in the time or date of a regular meeting must be made at least one week prior to the rescheduled meeting and must be publicly advertised through the Borough Clerk.
- 2) Special meetings shall be called by the president or at the request of four members of the Board. Public notice of such meetings shall comply with the Open Public Meetings Act.
- 3) In accordance with the Open Public Meetings Act of the State of New Jersey, a notice of the meeting schedule for the year shall be published annually in the local paper and advertised in a conspicuous place at Borough Hall.
- 4) It shall be the duty of any member of the Board unable to attend a meeting to so notify the president at the earliest possible hour.
- 5) At all meetings, a majority of the Board, namely four members, shall constitute a quorum.
- 6) In the absence of the president and vice-president, the Board shall choose a temporary chairperson. In the absence of the secretary, the chairperson shall appoint a secretary pro tempore.
- 7) The order of business at all meetings:
  - a. Call to order by the President.
  - b. Flag Salute
  - c. Recitation of the OPMA Statement

- d. Roll call by the Secretary.
- e. Minutes of the last meeting
- f. Reports by the Health Director
- g. Registrar Report
- h. Financial Reports
- i. Closed Executive Session if needed.
- j. Public Comment Portion of the Meeting
- k. New Business
- l. Old Business
- m. Board member comments
- n. Adjournment

All Matters of Parliamentary Procedure, except those explicitly provided by these By-Laws, shall be governed by Robert’s Rules of Order, latest edition.

#### ARTICLE V – AMENDMENTS

- 1) These bylaws may be adopted, amended, or repealed by a majority of the full Board at any regular meeting, provided that specific notice shall have been given at the previous regular meeting of the Board. A copy of the existing provisions and a copy of the proposed change shall be delivered to each Board member at least two (2) days in advance of the meeting.

History:

Originally adopted                      1988  
New bylaws adopted    January 28, 2021  
Bylaws Amended            January 25, 2023

#### **Motion to adopt Resolutions BOH 2024-002**

**by Commissioner**

**second by Commissioner** \_\_\_\_\_

#### **Vote Record for Resolution BOH 2024-002**

**Yes Votes:**

**NO Votes:**

**Abstentions:**

I, Brianna Thomas, Secretary for the Health Board of the Borough of Roselle, in the County of Union, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Health of the Borough of Roselle at a Re-organization Meeting of said Board held on January 17, 2024

**IN WITNESS WHEREOF**, I have hereunto set my hand this 17th day of January 2024.

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Briana Thomas, Secretary, Roselle Board of Health