

**BOROUGH OF RARITAN  
BOARD OF HEALTH MEETING  
OCTOBER 09, 2024~ 7:03PM**

This Meeting of the Borough of Raritan Board of Health was held Wednesday, October 09, 2024, in the Municipal Building, 22 First Street, Raritan, New Jersey 08809 at 7:03pm.

**STATEMENT OF PUBLIC NOTICE**

This meeting was called pursuant to the provisions of the Open Public Meetings Law. Notices of this meeting were sent to The Courier News and the Breeze News. In addition, copies of notices were posted on the bulletin board in the Municipal Building, on the Raritan Borough website and filed in the Office of the Borough Clerk. Notices on the bulletin board have remained continuously posted. Proper notice having been given the secretary is directed to include this statement in the minutes of this meeting.

**ROLL CALL**

Present: Gennifer Hoffmeister, Kathryn Mastice, Preni Nair,  
Carol Werner

Absent: Anna Bongiovi (Excused), Nina Dory (Excused)

Also Present: Michael McCarty, Assistant Director SCHD (Present on Telephone), Michael Patente, Liaison, Alyssa Cornella, Deputy Municipal Clerk, Deputy Registrar and Constance M. DelRocco, Secretary

**FLAG SALUTE**

The Board Vice President Hoffmeister led Flag Salute.

**PUBLIC COMMENTS**

At this point, the Board of Health welcomes comments from any member of the public. To help facilitate an orderly meeting and to permit the opportunity for anyone who wishes to be heard, speakers are asked to limit their comments to 5 minutes. If reading from a prepared statement, please provide a written copy after making your comments. Please sign in by printing your name and address.

Jeff King-47 Vones Lane, Raritan, NJ 08869

Asked if the Board of Health had an activity schedule. He noted this was so the Town would be aware of any special events the Board of Health was sponsoring. He asked if the Board of Health would be scheduling a flu clinic and if so, Somerset County could be contacted to have nursing assistance. He asked if it was possible to have visiting nurses give flu shots to the seniors at their homes.

He asked how the residents would know about the new procedure to wrap mattresses and furniture with fabrics.

He noted as far as he knew there were no first aid kits in any Municipal property. He said there have been several small incidents where one of the seniors needed band aids and there were none in the all-purpose room (Municipal Building basement meeting room) But noted they were given band aids on the first floor. He suggested there were no first aid kits at the library either.

Alyssa Cornella, Deputy Clerk, Deputy Registrar, noted the Department of Public works would be posting notices on homes of those residents that did not wrap their mattresses/fabric furniture.

C. DelRocco, BOH Secretary, noted there are first aid kits on the main floor (Municipal Building) and would check other floors (Municipal Building) and ask the library if they have kits and where they are located.

It was noted the Somerset County Health Department has not given the Borough a date or finalized a place for the flu clinic. It was added the parking lot at Micheal's Inn (which is currently closed for business, due to property for sale) might be a good location. It was noted the property is walking distance from the Raritan Food Pantry. She added this location has not been finalized.

## **NEW BUSINESS**

### **HEALTH OFFICER'S REPORT**

### **HEALTH INSPECTOR'S REPORT**

Michael McCarty gave the following report by Telephone.

M. McCarty on Phone (7:19PM)

Introduction of Ordinance No.2024-01

An Ordinance of the Borough of Raritan Board of Health Amending Licensing Requirements for Retail Food Establishments and Establishing a Grading System for the Licensing of Retail Food Establishments.

A discussion with the following highpoints was noted

1. The possibility of changing the timeframe of the license (at this time it is September-August, change to January 1<sup>st</sup> - December 31<sup>st</sup>) Deciding factor, BOH
2. Changing late fee, Double the regular fee, or 50% of the regular fee. Deciding factor, BOH  
There is also a due date change of June 30, or update to August 30 depending on timeframe. The late fee starts October 1 at present.
3. Using Risk Factors 1,2,3,4.  
Risk Factor 1-Gas Stations, Convenience Stores?  
Risk Factor 2-Pizza Places, Fast Food  
Risk Factor 3-Cooking raw food restaurants  
Risk Factor 4-Sushi, Canning
4. All applications need BOH approval, the application is due at least seven days prior to sale date for Temporary Retail Food Establishments. Currently, it is 10 business days for Temporary Retail Food Establishments. Deciding factor, BOH

5. Vending Machines-Annual Fees

Recommended keeping current-Full Service/Limited-Service breakdown. (undecided if charging flat rate per location or per machine) Currently charging for vending machine license and permit. Questionable, charging flat rate for license.

6. Amount of Late fee (50%, or another fee) Deciding factor, BOH

7. Do fees go into the Board of Health account/Current account

8. Adding a waiver fee for existing Borough food establishments. Deciding factor, BOH

Further discussion on the next BOH meeting November 13, 2024.

Board Member Nair motioned to approve the Health Officer/Health Director’s Report, seconded by Board Member Mastice. Motion carried by the following roll call vote.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		Bongiovi				X
		Hoffmeister	X			
		Dorey				X
	X	Mastice	X			
X		Nair	X			
		Warner	X			

**VICE PRESIDENT REPORT**

None offered.

**APPROVAL OF MINUTES**

April 10, 2024

May 08, 2024

Board Member Nair motioned to Approve the Minutes for April 10, 2024, May 08, 2024, seconded by Board Vice President Hoffmeister, Motion was approved by the following roll call vote.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		Bongiovi				X
	X	Hoffmeister	X			
		Dorey				X
		Mastice	X			
X		Nair	X			
		Warner	X			

**REGISTRAR REPORT**

April, May, June, July, August and September (2024)

Board Member Mastice motioned to except Registrar’s Reports, seconded by Board Member Nair, Motion was approved by the following roll call vote.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		Bongiovi				X
		Hoffmeister	X			
		Dorey				X
X		Mastice	X			
	X	Nair	X			
		Warner	X			

**BOARD OF HEALTH FINANCIAL REMITTANCE**

May, June, July, August and September (2024)

Board Member Hoffmeister motioned to except BOH Financial Remittance Reports, seconded by Board Member Mastice, Motion was approved by the following roll call vote.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		Bongiovi				X
X		Hoffmeister	X			
		Dorey				X
	X	Mastice	X			
		Nair	X			
		Warner	X			

**LIAISON REPORT**

**Councilman Patente gave the following report,**

Ordinance 2024-19 was adopted September 10, 2024, This Ordinance is Amending Solid Waste Removal and Disposition. He added all mattresses, boxsprings and upholstered furniture must be fully wrapped with plastic.

He added the New Municipal Building on Somerset Street is under construction and will be ready midfall next year.

He noted there have been two new Police Officers hired by the Borough. He added they will be on a 7-week trial basis.

He added starting October 1<sup>st</sup> Raritan Borough Municipal Court will now be shared service with Bridgewater Township.

He added the Board of Health could put the first aid kits on their budget or he could discuss this with Council for payment.

Board Member Nair motioned to approve the Liaison Report, seconded by Board Member Mastice. Motion carried by the following roll call vote.

MOTION	SECOND	NAME	YEAS	NAYS	ABSTAIN	ABSENT
		Bongiovi				X
		Hoffmeister	X			
		Dorey				X
	X	Mastice	X			
X		Nair	X			
		Warner	X			

**ADJOURNMENT**

Board Member Nair motioned to adjourn, seconded by Board Member Mastice. Motion carried out at 8:12pm. All BOH Members present in agreement.

Respectfully submitted,

Constance M. Del Rocco, Secretary  
Raritan Borough Board of Health

Approved: December 11, 2024