

November 15, 2022  
BOARD OF DIRECTORS MEETING  
MINUTES

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held in the Hunterdon ESC Adult Basic Education (ABE) Office, 8 Barles Corner Road (Suite 205) Flemington and virtually through Zoom electronic platform

**I OPEN PUBLIC MEETING STATEMENT**

This meeting was held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and adequate notice has been published in the The Courier News. This notice is also posted on the HCESC website and a copy has been sent to the county office.

**II ROLL CALL**

**MEMBERS PRESENT**

Charles Miller, President (EAST AMWELL)

Gabriel Wickizer (BEDMINSTER)

Seth Cohen (CLINTON-GLEN GARDNER)

Mary Lyons (DELAWARE)

Gerald Bowers (DELAWARE VALLEY REGIONAL)

William Grippo (FRANKLIN - SOMERSET)

Gregory Hobough (HIGH BRIDGE)

Todd Bonsall (HUNTERDON VOCATIONAL)

Donna Herbel (KINGWOOD)

Teresa Kane (MILFORD BOROUGH)

**ADMINISTRATION PRESENT**

Corinne Steinmetz (SUPERINTENDENT)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

**III CALL TO ORDER**

President Charles Miller opened the meeting at 4:18 pm

**IV PRESENTATION / CITIZENS ADDRESS THE BOARD OF DIRECTORS**

**V APPROVAL OF AGENDA/MINUTES**

- A William Grippo moved, seconded by Gerald Bowers to adopt the agenda

**MOTION PASSED UNANIMOUSLY**

- B Mary Lyons moved, seconded by Donna Herbel to approve the Board of Directors Minutes October 4, 2022 as submitted by Board Secretary

**MOTION PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

Todd Bonsall moved, seconded by William Grippo to:

- A approve the UNAUDITED September 2022 Board Secretary Report, as submitted by the Board Secretary/Business Administrator certifying that as of September 30, 2022 no budgetary line item account has been over expended in violation of N.J.A. C. 6:20-2.13(a)

- B approve the line item transfers and budget appropriations for the period of September 1- 30, 2022 (Adj #042-057)

- C approve the UNAUDITED October 2022 Board Secretary Report, as submitted by the Board Secretary/Business Administrator certifying that as of October 31, 2022 no budgetary line item account has been over expended in violation of N.J.A. C. 6:20-2.13(a)

- D approve the line item transfers and budget appropriations for the period of October 1-31, 2022 (Adj #058-067)

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

- A Mary Lyons moved, seconded by William Grippo to approve the following list of bills:

1	September 2022	\$825,906.02	Payroll
2	October 2022	\$918,621.43	Payroll
3	October 2022	\$138,174.95	Handchecks
4	October 2022	\$41,181.60	Handchecks EANS
5	October 14, 2022	\$9,638.17	Consultant Payroll
6	November 15, 2022	\$10,355.67	Consultant Payroll
7	November 15, 2022 List of Bills	\$815,314.06	Computer Generated
8	November 15, 2022 List of Bills	\$421,353.01	Computer Generated - EANS

**\$3,180,544.91 TOTAL**

**MOTIONS PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE / COMMUNICATION**

- A Columbia Gas Transmission, LLC - Easement Request

*Ms. Steinmetz discussed the Easement Request.*

William Grippo moved, seconded by Mary Lyons to deny request for Easement by Columbia Gas Transmission, LLC

**MOTION PASSED UNANIMOUSLY**

**IX COMMITTEE MEETINGS**

November 15, 2022  
BOARD OF DIRECTORS MEETING

- |                                       |                           |
|---------------------------------------|---------------------------|
| A Building and Grounds, did not meet  | E Personnel, did not meet |
| B Programs and Services, did not meet | F Finance, did not meet   |
| C Public Relations, did not meet      | G Executive, did not meet |
| D Policy, did not meet                |                           |

X POLICY No Action Items

XI SUPERINTENDENT'S REPORT

*Ms. Steinmetz provided an overview of the agenda. She noted that the Falcon Group is donating their services for the THRIVE Pavillion project and that the original goal for fundraising may not be enough given the rise in construction costs.*

Donna Herbel moved, seconded by William Grippo, to approve the remainder of the action items to:

- |                     |                 |
|---------------------|-----------------|
| A ADMINISTRATION    | No Action Items |
| B EANS              | No Action Items |
| C HOFFMANS CROSSING | No Action Items |
| D TECHNOLOGY        | No Action Items |

E ADULT BASIC EDUCATION / THRIVE

- 1 accept donation to build a pavilion for the THRIVE program from the following:

<u>DONOR</u>	<u>AMOUNT</u>
The Egan Family	\$200.00
Adele S Jordan	\$200.00

- 2 accept donation of Architect and Engineer Services from The Falcon Group, for developing and managing the building of a pavillion for THRIVE program  
3 approve following volunteers for Special Olympics

Edward Leddy	Lisa Bass
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F PARAPROFESSIONALS No Action Items

G LEASE PURCHASING No Action Items

H PURCHASING

- 1 accept the following districts as members of the HCESC Purchasing Cooperative:

<u>#</u>	<u>DISTRICT</u>
780	Elk, Township of
781	Camden County Board of Social Services
782	Rutgers University
783	Cranford Board of Education
784	Cape May County Bridge Commission
785	Glassboro Board of Education
786	Parsippany-Troy Hills, Township

- 2 award as authorized at the October 4, 2022 Board of Directors meeting the Fencing Repair & Replacement bid #HCESC-Cat/Ser-22-17, effective November 3, 2022 through November 3, 2024 as follows:

National Fence Systems	Foreman - \$73/Hour, Installer - \$73/Hour, 5% Parts Markup, 2% Prompt Payment Discount Primary-Sussex, Morris, Warren, Somerset, Hudson, Hunterdon, Bergen, Passaic, Union, Essex, Middlesex, Mercer, Monmouth & Ocean Counties
Guardian Fence Co., Inc.	Foreman - \$101/Hour, Installer - \$97/Hour, 7% Parts Markup, 2% Prompt Payment Discount Primary-Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties Secondary-Sussex, Morris, Warren, Somerset, Hudson, Hunterdon, Bergen, Passaic, Union, Essex, Middlesex, Mercer, Monmouth & Ocean Counties

- 3 award as authorized at the October 4, 2022 Board of Directors meeting the Industrial Pressure/Power Washing Service bid #HCESC-Ser-22G, effective November 3, 2022 through November 3, 2024 as follows:

Fleetwash, Inc.	\$148/Hour - Primary - All Counties
GPC, Inc.	\$150/Hour - Secondary - All Counties

- 4 award as authorized at the October 4, 2022 Board of Directors meeting the Tree Trimming, Pruning & Removal Service bid #HCESC-Ser-G, effective November 3, 2022 through November 3, 2024 as follows:

Rich Tree Service	Stump Removal-2 person crew-\$100/Hour, Tree Work Only-3 person crew-\$225/Hour, Tree Work & Stump Removal-3 person crew-\$325/Hour, Additional Laborer-\$45/Hour, Additional Climber-\$65/Hour, Crane-\$175/Hour, Bucket Truck-\$50/Hour, Grapple Truck-\$100/Hour, Primary-Bergen, Hudson, Warren, Sussex, Mercer, Middlesex, Burlington, Monmouth, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties. Secondary-Essex, Passaic, Union, Morris, Somerset & Hunterdon Counties
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Harmony Tree Care	Stump Removal-2 person crew-\$75/Hour, Tree Work Only-3 person crew-\$225/Hour, Tree Work & Stump Removal-3 person crew-\$325/Hour, Additional Laborer-\$50/Hour, Additional Climber-\$65/Hour, Crane-\$175/Hour, Bucket Truck-\$50/Hour, Grapple Truck-\$100/Hour, Primary-Essex, Passaic, Union, Morris, Somerset & Hunterdon Counties
Downes Tree Service	Stump Removal-2 person crew-\$195/Hour, Tree Work Only-3 person crew-\$295/Hour, Tree Work & Stump Removal-3 person crew-\$295/Hour, Additional Laborer-\$65/Hour, Additional Climber-\$75/Hour, Crane-\$195/Hour, Bucket Truck-\$50/Hour, Grapple Truck-\$125/Hour, Secondary-Bergen County
Downes Tree Service	Stump Removal-2 person crew-\$210/Hour, Tree Work Only-3 person crew-\$325/Hour, Tree Work & Stump Removal-3 person crew-\$325/Hour, Additional Laborer-\$65/Hour, Additional Climber-\$75/Hour, Crane-\$225/Hour, Bucket Truck-\$75/Hour, Grapple Truck-\$125/Hour, Secondary-Hudson County

**I DEPARTMENT OF SCHOOL SERVICES**

- contract for professional services November 1, 2022 through June 30, 2023 with the following consultant:  
Ellen Rousseau, Learning Disabilities Teacher Consultant

**J TRANSPORTATION**

- award lease financing of \$601,920.00 to BankFunding LLC, on behalf of Cogent Leasing & Financing, Inc., lowest responsible quote for financing, at a rate of 4.14% and a term not to exceed 5 years, for the following vehicles:

YEAR	DESCRIPTION	PURCHASE PRICE	BID #
2023	54 P Thomas C2 Bus	\$120,384.00	HCESC-Veh-21-10
2023	54 P Thomas C2 Bus	\$120,384.00	HCESC-Veh-21-10
2023	54 P Thomas C2 Bus	\$120,384.00	HCESC-Veh-21-10
2023	54 P Thomas C2 Bus	\$120,384.00	HCESC-Veh-21-10
2023	54 P Thomas C2 Bus	\$120,384.00	HCESC-Veh-21-10
		<b>\$601,920.00</b>	

- purchase fuel from Wex/FleetOne, at lowest price available, as needed, per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisements, effective October 14, 2022 through October 13, 2023
- purchase fuel from Taylor Oil Company, at lowest price available, as needed, per NJSA 18A:18A-5; exception to requirements for advertising, (c) bids have been advertised on two occasions and no bids have been received on both occasions in response to the advertisements, effective October 14, 2022 through October 13, 2023
- dispose of 2015 Chevrolet 8 passenger van (705), VIN #1GNWGPFG5F1158217, no longer usable and out of service
- provide a bus, with trainer, to Jacques Nazaire for CDL Road Re-test, at a cost of \$200.00
- provide Fedna Bienaime training for Federal Entry-Level Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$2,000.00, effective November 4, 2022
- provide Clodette Dicce-Janvier training for Federal Entry-Level Class B CDL License, with Passenger, School Bus and Air Brake endorsement, at a fee of \$2,000.00, effective November 2, 2022
- contract with Alliance Transportation to provide training for Class B CDL License School Bus endorsement, at a fee of \$1,200 per trainee, for the following:  
Tyheim Lewis
- approve Coordinated Transportation, effective July 1, 2022 through June 30, 2023, for the following:  
Washington Township Public Schools
- amend Special Education Transportation with Morris ESC, approved at the August 30, 2022 Board of Directors meeting for the 2022-2023 School Year, as follows:

Route#	Destination	Sending District	Contractor	Route Per Diem
MKVT7	Morris Knolls Votec	Morristown	HCESC	\$397.07
TO:				
Route#	Destination	Sending District	Contractor	Route Per Annum
MKVT7	Morris Knolls Votec	Morristown	HCESC	\$384.42

- approve Special Education Transportation Quoted Routes up to \$20,200 or 90 days, whichever comes first, as follows:

September 1, 2022 - June 30, 2023					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
Q2352	DLC, Warren	North Hunterdon	SCESC	\$229.00	N/A
Q2354	Franklin Twp. Ele	Franklin Twp.	Pharaoh Trans.	\$315.00	N/A
Q2355	Voorhees HS	North Hunterdon	Cassidy Trns.	\$277.00	N/A

- approve Special Education Transportation Routes, as listed:

November 14, 2022 to June 30, 2023					
Contracted Routes:					
Route#	Destination	Sending District	Contractor	Route Per diem	Aide Per Diem
2338	North Hunterdon	North Hunterdon	Saint Abrahams	\$396.00	N/A
2339	Clinton Public School	Delaware Twp	St. Mary	\$399.00	N/A



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2340	Eden Institute	Branchburg	Saint Abrahams	\$494.00	\$80.00
2347	ECLC	North Hunterdon	Bright Start	\$451.00	\$70.00
2348	Union Twp. Schools	Union Twp.	Saint Abrahams	\$488.00	N/A

**K PERSONNEL**

approve the following personnel items, as recommended by the Superintendent:

- Motion to amend Agreement with International Union of Operating Engineers Local 68-68A-68B, AFL-CIO (West Orange Transportation Union), effective October 10, 2022, as follows:

DESCRIPTION	AMENDMENT	COMMENTS
Driver Starting Rate	Increase to \$25.00	Current Rate \$22.04
Driver Rate	Increase \$4.00	All drivers as of 10/10/2022
Driver Guaranteed Hours	Increase to 5.5 hrs / day	Current guarantee of 5 hrs / day

- Appointments\***

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Francesca Appello	Teacher Assistant	School Services	\$18.00 / Hour	October 13, 2022
Larysa Kolodii	Teacher Assistant	School Services	\$18.00 / Hour	October 24, 2022
Nidia Luna	Teacher Assistant	School Services	\$18.00 / Hour	November 7, 2022
James Hayes, Jr.	Teacher Assistant	School Services	\$18.00 / Hour	November 9, 2022
Mia Baldwin	Teacher Assistant	School Services	\$18.00 / Hour	November 9, 2022
Sarah Molle	Teacher Assistant	School Services	\$18.00 / Hour	November 14, 2022
Joseph Coscia	Substitute School Bus Driver	Transportation	\$25.00 / Hour	October 24, 2022
Guebens Charles	School Bus Driver	Transportation	\$27.56 / Hour	October 31, 2022
Pablo Santibanez	Instructor	Adult Programs and Services	\$40.00 / Hour	October 24, 2022
Rebecca Buonavolonta	Administrative Assistant	Transportation	\$18.00 / Hour	November 1, 2022
Christina Chevalier	Substitute School Nurse	School Services	\$42.00 / Hour	November 2, 2022

*\*pending completion of required paperwork*

- Change in Appointments**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Salary</u>	<u>Effective On or About</u>
Teri Haus	Nurse	School Services	\$42.00 / Hour	September 1, 2022
Frank Kiser	Substitute School Bus Driver	Transportation	\$25.00 / Hour	September 1, 2022
Spencer Daniels	School Bus Driver	Transportation	\$25.00 / Hour	October 17, 2022

- Resignations / Retirements / Terminations**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Daniel Szymanski	Substitute School Bus Monitor	Transportation	Resignation	August 15, 2022
Olivia Melick	Teacher Assistant	School Services	Resignation	August 15, 2022
Leslie Truelove	Substitute School Nurse	School Services	Rescission of Offer	October 15, 2022
Rebecca Armagast	Teacher Assistant	School Services	Resignation	October 22, 2022
Pablo Santibanez	Instructor	Adult Programs and Services	Resignation	November 8, 2022
Andrew Serrapica	Mechanic	Transportation	Termination	November 22, 2022

- Leave(s) of Absence(s):**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Employee Number 4644			NJFLA	Up to 10 Days Paid

**L PROFESSIONAL DEVELOPMENT**

- approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all staff travel expenditures are directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan.

<u>Position</u>	<u>Workshop</u>	<u>Date</u>	<u>Cost</u>
Facility Coordinator	Workplace communication	November 5, 2022	\$85.00

**MOTIONS PASSED UNANIMOUSLY**

**XII UNFINISHED BUSINESS**

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XIII NEW BUSINESS

XIV CITIZENS ADDRESS THE BOARD

XV ADJOURNMENT

Donna Herbel moved, seconded by Gabriel Wickizer to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:52 pm.

Respectfully submitted by:



Heidi Gara

SBA/Board Secretary