

**HUNTERDON COUNTY EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
VIRTUAL MEETING HELD DUE TO COVID-19 SCHOOL CLOSURE
November 10, 2020
MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Board of Directors was held virtually through ZOOM platform

I OPEN PUBLIC MEETING STATEMENT

The meeting was held in accordance with the Open Public Meetings Act, Chapter 231 P.L. 1975 (Sunshine Law) and adequate notice was 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

BOARD MEMBERS PRESENT

Charles Miller, President (EAST AMWELL)
Dr. Gregory Farley (BETHLEHEM)
Mary Lyons (DELAWARE)
Kari McGann (FLEMINGTON/RARITAN)
Joseph Somers (HOLLAND)

Kevin Gilman (HUNTERDON VOCATIONAL)
Donna Herbel (KINGWOOD)
Teresa Kane (MILFORD)
Jennifer Sigler (UNION)

ADMINISTRATION PRESENT

Marie B. Gorey (SUPERINTENDENT)
Christina Greaves (PARAPROFESSIONAL COORDINATOR)
Doreen Pirozzi (CO-OP PURCHASING)

Corinne Steinmetz (SCHOOL BUSINESS ADMINISTRATOR)
Heidi Gara (ASST SCHOOL BUSINESS ADMINISTRATOR)

GUESTS

Doug Silvestro, Bush Law Group

Blagoj Peovski, RIS

III CALL TO ORDER

4:19 pm - President Charles Miller opened the meeting as an Executive Committee Meeting until quorum is met.

IV CITIZENS ADDRESS THE BOARD OF DIRECTORS

4:24 pm - Dr Farley arrived, quorum is met

A RIS Construction Corp

- 1 HCESC attorney, Doug Silvestro provided the board with an overview on action item XII H4 to disqualify RIS Construction Corp from future bidding
- 2 Blagoj Peovski, RIS - presented his request for reconsideration.

V EXECUTIVE SESSION

At 4:30 pm, Joseph Somers moved, seconded by Jennifer Sigler to enter into executive session to discuss legal and contractual matters

WHEREAS, section 8 of the Open Public Meetings Act, Chapter 213, P.O. 1975, permits the exclusion of the public from a meeting in certain circumstances;

WHEREAS, this public body is of the opinion that such circumstances presently exist,

THEREFORE, BE IT RESOLVED by the Hunterdon County Educational Services Commission Board of Directors that the public shall be excluded from discussions of LEGAL and CONTRACTUAL matters; until such time as the subject no longer defeats the purpose of the executive session, at which time resolution shall take effect.

MOTION PASSED UNANIMOUSLY

4:47 pm, return to Public Session

Mary Lyons moved to amend agenda item XII H4, seconded by Joseph Somers to disqualify RIS Construction Corp from future bidding for 5-years as per 18A:18A-4; to disqualify RIS Construction Corp from future bidding for 3-years as per 18A:18A-4

MOTION PASSED UNANIMOUSLY

Kevin Gilman moved, seconded by Mary Lyons to disqualify RIS Construction Corp from future bidding for 3-years as per 18A:18A-4.

President, Charles Miller noted that the Board has taken RIS Construction Corp comments into consideration. With specific justification, as required by law, RIS is welcome to return with an appeal to ask for the disqualification of years to be lowered. All open purchase orders created under prior contract are required to be fulfilled and reported

MOTION PASSED UNANIMOUSLY

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VI APPROVAL OF MINUTES

Donna Herbel moved, seconded by Jennifer Sigler to:

- A approve Board of Directors Board Minutes September 1, 2020, as submitted by Board Secretary

MOTION PASSED, with Gregory Farley and Kari McGann abstaining

- B ratify action items approved by Executive Committee on October 6, 2020:

MOTION PASSED, with Kevin Gilman, Gregory Farley, Jennifer Sigler and Kari McGann abstaining

VII FINANCIAL REPORTS

Kevin Gilman moved, seconded by Mary Lyons to:

- A approve the line item transfers and budget appropriations for the period of June 30, 2020 (Adj # 290)
- B approve the line item transfers and budget appropriations for the period of October 31, 2020 (Adj # 062-078)
- C approve the unaudited October 2020 Board Secretary Report

MOTION PASSED UNANIMOUSLY

VIII LIST OF BILLS

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

1	October 2020	\$191,231.78	Hand checks
2	October 2020	\$1,064,438.69	Payroll
3	November 10, 2020 List of Bills	\$999,039.82	Computer Generated
4	November 15, 2020	\$7,706.00	Consultants
		<u>\$2,262,416.29</u>	TOTAL

MOTION PASSED UNANIMOUSLY

IX CORRESPONDENCE / COMMUNICATION

X COMMITTEE MEETINGS

- A Building and Grounds, did not meet
- B Programs and Services, did not meet
- C Public Relations, did not meet
- D Policy, did not meet
- E Personnel, did not meet
- F Finance, did not meet
- G Executive, 11/10/2020 at 3:30pm

XI POLICY

No Action Items

XII SUPERINTENDENT'S REPORT, presented by Marie B. Gorey

West Orange BOE has extended the reopening of in person instruction. We will continue to assess staffing needs.

Mild impact of COVID positive cases and/or requirements of quarantine

DDD Program is currently in person with 9 clients

Polytech programs are in full session

Transportation in Hunterdon is up and running with adjusted schedule

Kevin Gilman moved consent agenda, seconded by Joseph Somers to:

A ADMINISTRATION

- 1 approve USA Architects as Architect of Record Agreement for HCESC Barn Alterations and Improvements for Hunterdon County Vocational School programs. Cost to be reimbursed at 100% by HCVSD as additional rent.

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B SCHOOLS

- 1 approve the 2020 - 2021 Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials as Approved by the New Jersey Department of Law and Public Safety and the New Jersey Department of Education
- 2 authorize submission of School Security Grant application in amount of \$20,000 for upgrades and eligible work per 18A:7G-5.2, additional funds required to complete necessary security upgrades will be funded through the general operating budget

C HOFFMANS CROSSING No Action Items

D TECHNOLOGY No Action Items

E ADULT BASIC EDUCATION No Action Items

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:

#	DISTRICT
652	Berlin Borough Board of Education
653	Edgewater, Borough of
654	Montvale, Borough of
655	Hillside Board of Education

- 2 extend the Painting Services bid #HCESC-Ser-19C, effective November 2, 2020 through December 1, 2020, with no changes
- 3 extend the General Construction Repairs & Carpentry Services bid #HCESC-Ser-19F, effective November 2, 2020 through December 1, 2020, with no
- 4 *See above*
- 5 award, as authorized at the October 6, 2020 Board of Directors Meeting, the Painting Services bid #HCESC-Ser-20E, effective December 2, 2020 through November 2, 2022 as follows:

Primary - GPC, Inc.	\$67/Hour - 15% Parts Markup	Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties
Primary - NJSB Construction (pending receipt of required documents)	\$37.50/Hour - 38% Parts Markup	Sussex & Morris Counties
Primary - Northeastern Interior Services	\$41/Hour - 35% Parts Markup	Bergen, Hudson, Passaic, Warren, Somerset, Hunterdon, Mercer, Monmouth & Ocean Counties
Primary - Northeastern Interior Services	\$39/Hour - 35% Parts Markup	Essex, Union & Middlesex Counties
Secondary - GPC, Inc.	\$67/Hour - 15% Parts Markup	Mercer, Monmouth & Ocean Counties
GL Group Inc.	\$59/Hour - 5% Parts Markup	Bergen, Hudson, Passaic, Somerset & Middlesex Counties
Secondary - NJSB Construction (pending receipt of required documents)	\$42/Hour - 47% Parts Markup	Essex & Union Counties
Secondary - NJSB Construction (pending receipt of required documents)	\$67/Hour - 10% Parts Markup	Warren & Hunterdon Counties
Secondary - Northeastern Interior Services	\$41/Hour - 35% Parts Markup	Sussex & Morris Counties

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- 6 award, as authorized at the October 6, 2020 Board of Directors Meeting, the General Construction Repairs & Carpentry Services bid #HCESC-Ser-20F, effective December 2, 2020 through November 2, 2022 as follows:

Primary - Northeastern Interior Services	\$45/Hour - 35% Parts Markup	Bergen, Hudson, Passaic, Warren, Sussex, Morris, Somerset, Hunterdon, Mercer, Monmouth & Ocean Counties
Primary - Northeastern Interior Services	\$43/Hour - 35% Parts Markup	Essex, Union & Middlesex Counties
Primary - GPC, Inc.	\$73.73/Hour - 15% Parts Markup	Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties
Secondary - GPC, Inc.	\$73.73/Hour - 15% Parts Markup	Hudson, Warren, Somerset, Hunterdon, Mercer, Monmouth & Ocean Counties
Secondary - NJSB Construction (pending receipt of required documents)	\$55/Hour - 25% Parts Markup	Bergen, Passaic & Middlesex Counties
Secondary - NJSB Construction (pending receipt of required documents)	\$47/Hour - 38% Parts Markup	Essex & Union Counties
Secondary - NJSB Construction (pending receipt of required documents)	\$46.50/Hour - 25% Parts Markup	Sussex & Morris Counties

- 7 award, as authorized at the October 6, 2020 Board of Directors Meeting, the Plumbing Services bid #HCESC-Ser-20C, effective November 2, 2020 through November 2, 2022 as follows:

Primary - McCloskey Mechanical Contractors	\$100/Hour - 25% Parts Markup	Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties
Primary - JMTK, LLC dba Rand Plumbing	\$75/Hour - 40% Parts Markup	Bergen, Essex, Hudson, Passaic, Union, Warren, Sussex, Morris, Somerset, Hunterdon, Mercer, Middlesex, Monmouth & Ocean Counties Service Call (flat fee when work is not performed) \$250.00
Secondary - Falasca Mechanical	\$120/Hour - 18% Parts Markup	Burlington, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties Service Call (flat fee when work is not performed) \$120.00
Secondary - William J. Guarini, Inc.	\$95/Hour - 20% Parts Markup	Bergen, Essex, Hudson, Passaic & Monmouth Service Call (flat fee when work is not performed) \$165.00
Secondary - Robert Griggs Plumbing & Heating	\$93.50/Hour - 25% Parts Markup	Union, Morris, Somerset, Hunterdon, Mercer & Middlesex Counties Service Call (flat fee when work is not performed) \$60.00
Secondary - Magic Touch Construction	\$109.50/Hour - 10% Parts Markup	Warren, Sussex & Ocean Counties Service Call (flat fee when work is not performed) \$219.00

- 8 award, as authorized at the October 6, 2020 Board of Directors Meeting, the Pest Control Services bid #HCESC-Ser-20G, effective November 2, 2020 through November 2, 2022 as follows:

Primary - Cavanaugh's Exterminating	\$30/Hour - 25% Part Markup	All Counties
Secondary - Alliance Commercial Pest Control	\$33/Hour = 10% Parts Markup	All Counties

- 9 award, as authorized at the October 6, 2020 Board of Directors Meeting, the Tree Trimming, Pruning & Removal Services bid #HCESC-Ser-20H, effective November 2, 2020 through November 2, 2022 as follows:

Primary - Rich Tree Service	All Counties
Stump Removal - 2 Person Crew	\$100.00 Hour
Tree Work - 3 Person Crew	\$225.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$325.00 Hour
Additional Laborer	\$50.00 Hour
Additional Climber	\$65.00 Hour
Additional Charges - if needed	
Crane	\$175.00 Hour
Bucket Truck	\$50.00 Hour
Grapple Truck	\$100.00 Hour

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Secondary - Downes Tree Service	Essex County
Stump Removal - 2 Person Crew	\$175.00 Hour
Tree Work - 3 Person Crew	\$275.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$275.00 Hour
Additional Laborer	\$55.00 Hour
Additional Climber	\$75.00 Hour
Additional Charges - if needed	
Crane	\$175.00 Hour
Bucket Truck	\$50.00 Hour
Grapple Truck	\$125.00 Hour

Secondary - Downes Tree Service	Union & Hudson Counties
Stump Removal - 2 Person Crew	\$190.00 Hour
Tree Work - 3 Person Crew	\$300.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$300.00 Hour
Additional Laborer	\$55.00 Hour
Additional Climber	\$75.00 Hour
Additional Charges - if needed	
Crane	\$175.00 Hour
Bucket Truck	\$75.00 Hour
Grapple Truck	\$125.00 Hour

Secondary - Downes Tree Service	Bergen & Passaic Counties
Stump Removal - 2 Person Crew	\$150.00 Hour
Tree Work - 3 Person Crew	\$250.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$250.00 Hour
Additional Laborer	\$50.00 Hour
Additional Climber	\$75.00 Hour
Additional Charges - if needed	
Crane	\$150.00 Hour
Bucket Truck	\$25.00 Hour
Grapple Truck	\$100.00 Hour

Secondary - Downes Tree Service	Morris County
Stump Removal - 2 Person Crew	\$175.00 Hour
Tree Work - 3 Person Crew	\$275.00 Hour
Tree Work & Stump Removal - 3 Person Crew	\$275.00 Hour
Additional Laborer	\$55.00 Hour
Additional Climber	\$75.00 Hour
Additional Charges - if needed	
Crane	\$150.00 Hour
Bucket Truck	\$125.00 Hour
Grapple Truck	\$100.00 Hour

- 10 terminate the Fleet Tracking & Management Systems #HCESC-Trans-18C, effective January 7, 2021 per the Annual Termination Option
- 11 authorize Administration to award the Appliance Repairs, Maintenance & Installation Services bid #HCESC-SER-20-10b

I DEPARTMENT OF SCHOOL SERVICES No Action Items

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J TRANSPORTATION

- 1 approve Coordinated Transportation, effective July 1, 2020 through June 30, 2021, for the following:
Orange School District ESC of Morris
- 2 approve Shared Services Agreement with Delaware Valley Regional High School Board of Education for Vehicle Maintenance/ Inspection and Fueling Services at an hourly cost of \$77.50 for labor plus material costs, for the 2020-2021 school year
- 3 approve Special Education Transportation Quoted Routes, as follows:

October 8, 2020 - June 30, 2021					
Route#	Destination	Sending District	Contractor	Route Per Diem	Aide Per Diem
2121T	Cornerstone School	Lebanon Twp. Readington Twp.	Alyft Transport	\$315.00	N/A
2123T	Essex Valley School	North Hunterdon	Cassidy Transport	\$217.00	N/A
2125T	Robert Hunter Ele. School	Readington Twp.	HCESC	\$186.00	N/A

- 4 amend approved Special Education Transportation Renewal Route, approved at the September 1, 2020 Board of Directors meeting, as follows:

Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Annum
V202	Voorhees H.S.	NHVRHSD	Joy Transport	\$406.80	\$61.02
TO:					
Route#	Destination	Sending District	Contractor	Route Per Annum	Aide Per Annum
V202	Voorhees High School	Voorhees High School	Joy Transport	\$406.80	N/A

- 5 approve Interlocal Vehicle Sale Agreement with Newton BOE, effective October 29, 2020, for HCESC to sell their used vehicles, as needed, for an administrative fee of 10% of the sale price
- 6 approve Vehicle Rental Agreement with Knowlton Township Board of Education, at a rate of \$125/day, for (1) vehicle, bus #V208, effective October 30, 2020 through June 30, 2021
- 7 award the sale of School Transportation Vehicles for Bid #21-05, as follows:

#	Year	Passenger	VIN #	Make/Model	Top Offer	Award To:
V207	2014	WC/ 19	1GB3G3BG5C1178414	Thomas Minotour/Chevy Wheelchair Lift Small Bus, Dual Rear Wheel	\$23,502.00	Garas Transportation
701	2014	8	1GNSGBF44E1120435	Chevy Express 1500 Full-Size Passenger Van, Silver in Color	\$12,100.00	Emmanuel Transportation
702	2014	8	1GNSGBF48E1119868	Chevy Express 1500 Full-Size Passenger Van, Silver in Color	\$12,100.00	Emmanuel Transportation
703	2014	8	1GNSGBF41E1120876	Chevy Express 1500 Full-Size Passenger Van, Silver in Color	\$10,100.00	Emmanuel Transportation

K PERSONNEL

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

- 1 Appointments*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Michele Scricco	Teacher Assistant	Franklin Township	\$16.00 / Hour	10/08/2020
Doris Barbiche-Tr	Teacher Assistant	FRRSD	\$16.00 / Hour	10/12/2020
Omara Hasani	Teacher Assistant	FRRSD	\$16.00 / Hour	10/21/2020
Delta Love	School Bus Driver	West Orange	\$22.02 / Hour	11/02/2020
Lener Pyrrhus	School Bus Driver	West Orange	\$22.02 / Hour	11/02/2020
Dieurlus Guemps	School Bus Driver	West Orange	\$22.36 / Hour	11/02/2020
Vladimir Etienne	School Bus Driver	West Orange	\$21.79 / Hour	11/02/2020
Dasson Isaac	School Bus Driver	West Orange	\$21.80 / Hour	11/02/2020
Jacques Jean	School Bus Driver	West Orange	\$22.14 / Hour	11/02/2020
Donna Hockenbury	School Bus Monitor	FRRSD	\$16.00 / Hour	11/03/2020
Jiayi Zhao	School Bus Monitor	FRRSD	\$16.00 / Hour	11/09/2020
Georgia Wilson	Teacher Assistant	Franklin Township	\$16.00 / Hour	11/16/2020
Stephen Louis	School Bus Driver	West Orange	\$23.23 / Hour	11/30/2020

**pending completion of required paperwork*

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2 Resignations / Retirements / Terminations

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Daniel Heitkamp	Teacher Assistant	FRRSD	Rescind Contract	09/01/2020
William Walter	School Bus Driver	Glen Gardner	Rescind Contract	09/01/2020
Shireen Khan	Instructor	Adult Programs and Services	Eliminate Position	09/01/2020
Maria Osorio	School Bus Driver	West Orange	Resignation	11/06/2020
Agnes Murray	Supervisor	School Services / Thrive	Retirement	01/29/2021

3 Leave of Absences*

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Ana Flynn	School Nurse	School Services	FMLA	1/07/2020 to TBD Up to 52.5 Days Paid
Trish Bertoldo	Teacher Assistant	Holland Township	Medical Leave	0/26/2020 to TBD Up to 18.5 Days Paid
Lola Conner	School Bus Driver	Glen Gardner	Medical Leave	1/02/2020 to TBD Up to 11.5 Days Paid

4 Amend the following Leave of Absences approved at the September 1, 2020 Board Meeting

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Reason</u>	<u>Effective On or About</u>
Bernadette Neuhauser	Teacher Assistant	FRRSD	FMLA	9/2/2020 to 11/20/2020
to				
Bernadette Neuhauser	Teacher Assistant	FRRSD	FMLA	9/2/2020 to 10/23/2020

**pending completion of required paperwork*

L PROFESSIONAL DEVELOPMENT

- 1 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.

Position	Workshop	Date	Cost
Superintendent, SBA & Asst SBA	2019 NJSBA Annual Conference	10/21-10/24/19	\$375 Registration plus \$342 hotel each
Lease Purchasing Manager	2019 NJSBA Annual Conference	10/21-10/24/19	\$375 Registration
School Social Worker	2020 Annual Professional Fall Conference	10/30/20	\$45.00
Technology Manager	NJSBA Virtual Convention	10/20-22/20	\$199.00
Transportation Driver Trainer	TSD Virtual Conference	11/9-11/11/20	\$199.00
Facility Director	COVID 19 Response	11/7/20	\$89.00

MOTIONS PASSED UNANIMOUSLY

XIII UNFINISHED BUSINESS

XIV NEW BUSINESS

XV CITIZENS ADDRESS THE BOARD

XVI ADJOURNMENT

Mary Lyons moved to adjourn the meeting. Since there were no further items to discuss, the meeting was adjourned at 5:10 pm

Respectfully submitted by:

CSteinmetz

Corinne Steinmetz
SBA/Board Secretary