

**February 4, 2025**  
**BOARD OF DIRECTORS MEETING**  
**MINUTES**

A REGULAR meeting of the Hunterdon County Educational Services Commission Representative Assembly was held in the Hunterdon ESC Hoffmans Crossing Campus, 37 Hoffmans Crossing Road, Califon 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 Hunterdon County Democrat. This notice is also posted on the HCESC website and a copy has been sent to the county office.

**II ROLL CALL**

Bruce Arcurio, President (LEBANON BOROUGH)  
Edward Abato (BETHLEHEM)  
Mary Lyons (DELAWARE)  
Thomas Loughlin (DELAWARE VALLEY)

John Capuano (EAST AMWELL)  
Daniel Kerr (HAMPTON)  
Todd Bonsall (HUNTERDON VOCATIONAL)  
Donna Herbel (KINGWOOD)  
Anthony Suozzo (SOUTH HUNTERDON)

**ADMINISTRATION PRESENT**

Corinne Steinmetz (SUPERINTENDENT)  
Christina Greaves (PERSONNEL COORDINATOR)

Heidi Gara (SCHOOL BUSINESS ADMINISTRATOR)

**III CALL TO ORDER**

Board President Bruce Arcurio opened the meeting at 4:18 pm

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

**V APPROVAL OF AGENDA/MINUTES**

A Anthony Suozzo moved, seconded by Todd Bonsall to adopt the Agenda

**MOTION PASSED UNANIMOUSLY**

B Daniel Kerr moved, seconded by John Capuano to approve the following minutes:

Board of Director Meeting Minutes January 7, 2025 as submitted by the Board Secretary

**MOTION PASSED UNANIMOUSLY**

**VI FINANCIAL REPORTS**

Mary Lyons moved, seconded by Anthony Suozzo to approve:

A AUDITED June 2024 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of June 30, 2024 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1

Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of June 30, 2024 and upon review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

B UNAUDITED December 2024 Board Secretary Report, Pursuant to N.J.A.C.6A:23-2.11(c) 3, the Business Administrator/Board Secretary certifies that as of December 31, 2024 no budgetary line item account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:17-9 and 18A:22-8.1 Pursuant to N.J.A.C. 6:23-2.11(c)4, we certify that as of December 31, 2024 and upon review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.11(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

C Line item transfers and budget appropriations for the period of December 2024 (Adj #119 - 124)

D Line item transfers and budget appropriations for the period of January 2025 (Adj #125 - 139)

**MOTIONS PASSED UNANIMOUSLY**

**VII LIST OF BILLS**

A Anthony Suozzo moved, seconded by Edward Abato to approve the following list of bills:

1	January 2025 Handchecks	\$141,405.76	Handchecks
2	January 15, 2025 List of Bills	\$14,562.17	Consultant Payroll
3	January 2025 List of Bills	\$1,057,638.79	Payroll
4	February 4, 2025 List of Bills	\$1,462,961.34	Computer Generated
		<u>\$2,676,568.06</u>	<b>TOTAL</b>

**MOTIONS PASSED UNANIMOUSLY**

**VIII CORRESPONDENCE / COMMUNICATION**

**IX 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, did not meet

**X POLICY**

No Action Items

**XI SUPERINTENDENT'S REPORT**

Ms. Steinmetz provided and overview of the agenda. She noted that the proposed 2025-2026 service rates eliminate non-member rates.

Todd Bonsall moved, seconded by Daniel Kerr to approve consent agenda items XI A to XI H, as presented by the Superintendent:

**A ADMINISTRATION**

1 Approve 2025-2026 Rates

**B HOFFMANS CROSSING - FACILITIES**

No Action Items

**C THRIVE**

1 accept the following donations to be used toward Pavilion:

<b>DONOR</b>	<b>VALUE</b>	
Binnacle House	\$1,000.00	Impact100 Finalist

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H. Norman Bott \$25.00

**D ADULT BASIC EDUCATION** No Action Items

**E DEPARTMENT OF SCHOOL SERVICES** No Action Items

**F PURCHASING**

Motion to approve CoOp Purchasing items to:

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

#	DISTRICT
896	Town of Phillipsburg
897	Jersey City Municipal Utilities Authority
898	City of Plainfield
899	Borough of Lincoln Park
900	Township of Hardyston
901	Verona Public Schools
902	Moorestown Township
903	Borough of Ridgefield
904	Township of Plumsted

- 2 renew the following bids with no changes:

- a. Bus Parts & Repair Services #HCESC-Trans-24-05
- b. Electric Vehicle Charging Stations #HCESC-SER-23-05
- c. Facility Grounds Equipment #HCESC-CAT/SER-23-06

- 3 award as authorized at the January 7, 2025 Board of Directors Meeting the Facility Maintenance Equipment bid #HCESC-Cat/Ser-25-03, effective February 28, 2025 through February 28, 2026 as follows:

Imperial Bag & Paper Co., LLC	Labor (Hourly) - In-House/On-Site - \$99/\$99 for Small Electric Equipment, Large Electric Equipment & Battery, Propane & Gas Equipment for Alto, Bissell, Clarke, Landa, Mercury, NSS, Proteam, Soft Bank, Taski, Tennant/Nobles, Tomcat, Tornado, and Viper. Travel Time On-Site Repair-\$99, Flat Fee When Repairs Are Not Made (In-House & On-Site) \$99/\$99.  All Counties. Parts & Equipment Discounts per Attachment
Supply It All/South Jersey Paper	Labor (Hourly) - In-House/On-Site - \$75/\$75 for Small Electric Equipment, Large Electric Equipment & Battery, Propane & Gas Equipment for Betco Equipment, Centaur, Cleanmax, EDIC, Hawk, Kaivac, Karcher, Makita, Minuteman, Mosquito, Motor Scrubber, Nilfisk, Pacific Floorcare, Pioneer Eclipse, Powr-Flite, Sanitaire, Square Scrub, Tennant, Tornado, and XPower.  All Counties. Parts & Equipment Discounts per Attachment
Simplify Chemical Solutions	Labor (Hourly) - In-House/On-Site - \$89/\$89 for Small Electric Equipment, Large Electric Equipment & Battery, Propane & Gas Equipment for Intelligent Design, NaceCare, and Onyx. Pick-up/Delivery Time Travel \$50, Travel Time On-Site Repair \$25, and Flat Fee When Repairs Are Not Made (In-House & On-Site) \$25/\$25.  All Counties. Parts & Equipment Discounts per Attachment
Puresan Holdings LLC dba Northeast Janitorial Supply Inc	Labor (Hourly) - In-House/On-Site - \$85/\$85 for Small Electric Equipment, Large Electric Equipment & Battery, Propane & Gas Equipment for ICE, IPC, Nilfisk-Advance, Nilfisk-Clarke, Nilfisk-Viper, Prolux, Puresan, and Sparkoz. Pick-up/Delivery Time Travel-\$89/\$89, Travel Time On-Site Repair-\$89, Flat Fee When Repairs Are Not Made (In-House & On-Site) \$95/\$95  All Counties. Parts & Equipment Discounts per Attachment
Hillyard Inc. dba Hillyard Mid-Atlantic	5% off Hillyard Equipment and Parts, 26% of Pro Team Equipment and 10% off parts, 10% off Square Scrub Equipment and Parts, 2% off Tennant AMR Scrubbers Equipment and Parts, and 5% off Tennant Commercial/Industrial Equipment and Parts.  All Counties. Parts & Equipment Discounts per Attachment

- 4 award as authorized at the January 7, 2025 Board of Directors meeting the Custodial Supplies & Equipment bid #HCESC-Cat-25-02 effective February 25, 2025 through February 25, 2026 as follows:

Allen Paper & Supply	25% Discount and Pricing per attachment
Commercial Interiors Direct	36% off ACS, 32% off Clorox, 32% off Global Industrial, 25% off AHF PRoducts, Bona, and Medama, and 30% off Zep.
Envirox LLC	Approved Distributors: American Paper & Supply Co./Brady Plus, Aramsoc - E.A. Morse, Aramsoc - Penn Valley, Northeast Janitorial Supply/Puresan, John A Earl, Inc, Scoles Floorshine Industries, TSP Maintenance Supply, Ace Janitorial Supply, Brighton USA Ltd., Tomar Industries, DC Equipment & Supplies, Penn Jersey Paper, and Supply It All/Brady Plus. 17% off Various Items per attachment.
Hillyard Inc. dba Hillyard Mid-Atlantic	10% off Hillyard Chemicals and Cleaning Tools, 15% off Hillyard Skin Care, laundry/warewash, and wood and hard floor coatings, 25% off Hillyard Safety products, signs, gloves, paper, and dispensers, and trash liners, 35% off Hillyard floor pads, 5% off Hillyard matting and accessories, 28% off Rubbermaid, and 30% of SCA Tork. 20% Restocking fee.
Imperial Bag & Paper Co., LLC	Various Discounts per attachment. 10% Restocking fee
Puresan Holdings LLC dba Northeast Janitorial Supply Inc	Various Discounts per attachment. Some manufacturers have a 75% restocking fee
School Specialty, LLC	30% off Janitorial/Breakroom Supplies only
Simplify Chemical Solutions	9% off Unger, 10% off Hospeco, IDM-CPI, and Maxim Midlab, 11% off Portico, Tolco, and VB Products, 21% off Charlottee Products, 30% off Marcal and Arkad Brand, 32% off Fresh Products, and 36% Pioneer Eclipse.
Supply It All/South Jersey Paper	Approved Distributors: Supplyital/BradyPLUS, American Paper & Supply/BradyPLUS, ATRA Janitorial/BradyPLUS, and Penn Jersey Paper. Various Discounts per attachment.
Unipak Corp	21% off Unipak items except PPE equipment per attachment.
WB Mason	40% off Various Manufacturers per attachment.

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- 5 amend the effective award date of General Construction Repairs & Carpentry Services bid #HCESC-Ser-24-18, approved at the October 1, 2024 Board of Directors meeting, to February 4, 2024 through November 3, 2026 as follows:

SMAC Corp.	Secondary - \$92/Hour, 12% Parts Markup, Burlington, Gloucester Salem, Cumberland, Atlantic & Cape May Counties
Premier Building & Construction Management, Inc.	Secondary - \$38/Hour, 20% Parts Markup, Somerset, Hunterdon, Mercer, Middlesex, Monmouth & Ocean Counties
K&B Contractors, LLC	Primary - \$33/Hour, 18% Parts Markup, Bergen, Essex, Passaic, Union, Warren, Sussex & Morris Counties
City Peak Construction, LLC	Primary - \$34/Hour, 20% Parts Markup, Somerset, Hunterdon, Mercer, Middlesex, Burlington, Monmouth, Ocean, Camden, Gloucester, Salem, Cumberland, Atlantic & Cape May Counties Secondary - \$34/Hour, 20% Parts Markup, Bergen, Hudson, Warren, Sussex & Morris Counties
Northeastern Interior Services, LLC	Primary - \$33/Hour, 20% Parts Markup, Hudson Secondary - \$33/Hour, 20% Parts Markup, Essex, Passaic Union & Camden Counties

- 6 increase the base price to reflect the CPI increase of 2.9% for the Type A, B & C Transportation Vehicles bid #HCESC-Veh-22-10 to H.A. DeHart as follows:

Type A (16 Passenger)	Option #1 - Revised Base Price - \$81,309.67 Option #2 - Revised Base Price - \$81,309.67
Type B (24 Passenger)	Option #1 - Revised Base Price - \$86,938.48 Option #2 - Revised Base Price - \$86,938.48
Type C (54 Passenger)	Option #1 - Revised Base Price - \$136,035.97 Option #2 - Revised Base Price - \$138,430.98

- 7 increase the base price to reflect the CPI increase of 2.9% for the Multi-Purpose Transportation Vehicles bid #HCESC-Veh-22-11 to H.A. DeHart as follows:

20 Foot Vehicle	Revised Base Price - \$78,070.23
130 Inch Wheelbase	Revised Base Price - \$78,070.23

- 8 authorize Administration to award Overhead Door Repair & Replacement #HCESC-CAT/SER-25-04  
9 rescind award for Lakeshore Learning Materials, LLC in regards to Musical Instruments-Equipment, Supplies, Repair & Conditioning #HCESC-CAT/SER-25-01  
10 rescind renewal for School Nurse Supply, Inc. and BSN Sports, LLC in regard to Health & Sports Medicine #216 bid

**G TECHNOLOGY** No Action Items

**H TRANSPORTATION**

- 1 purchase 2011 Ford Super Duty F-250 Pickup SRW Reg Cab 137" XL, w/ Plow, Liftgate, and Tool Box, VIN # 1FTBF2B65BEB25702, from Jefferson Township Board of Education, through Bid #TRANS 25-05, in the amount of \$14,331

- 2 provide training for Federal Entry-Level Class B CDL License, with Endorsements to the following individuals:

<b>NAME</b>	<b>Endorsement(s)</b>	<b>Fee</b>
Surinder Kaur	Passenger, School Bus and Air Brake	\$2,000.00
Yesica Germania Rodriguez	Passenger, School Bus and Air Brake	\$2,000.00
Franck Glaude	Passenger, School Bus and Air Brake	\$2,000.00

- 3 provide training for Federal Entry-Level Class B CDL License with following endorsement(s), fee to be waived with 10 Months Employment, to the following individuals:

<b>NAME</b>	<b>Endorsement(s)</b>	<b>Fee</b>
Celian Assade	Passenger, School Bus and Air Brake	\$2,000.00
Guerline Phene	Passenger, School Bus and Air Brake	\$2,000.00
Daphnee Maurice	Passenger, School Bus and Air Brake	\$2,000.00

- 4 Motion to approve Coordinated Transportation, effective January 1, 2025 through June 30, 2025, for the following:  
Middlesex Public School

- 5 Motion to approve Special Education Transportation Quoted Routes, as listed:

			January 01, 2025 - June 30, 2025	
<b>Route #</b>	<b>Destination</b>	<b>Contractor</b>	<b>Route Per Diem</b>	<b>Aide Per Diem</b>
Q2562	CEA School South Hunterdon	Pharaoh Transportation	\$219.00	\$80.00
Q2563	Voorhees / High Bridge Middle	Saint Abraham	\$274.00	NA
Q2564	Hunterdon Central Poly	US Academy	\$157.00	NA
Q2565	Clinton Middle School	Smart School Vehicle	\$247.00	NA

- 6 authorize Orange Police Department permission to place a sensor at the facility located at 47 Standish Ave West Orange, NJ in effort to enhance public safety

**MOTIONS PASSED UNANIMOUSLY**

Anthony Suozzo moved, seconded by Edward Abato to approve the Personnel agenda items XI I, as recommended by the Superintendent:

**I PERSONNEL**

- 1 **SALARY INCREASE:**

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Salary Increase</b>	<b>Effective</b>
Ann Marie Gibson	Assistant Coordinator	Thrive	\$1,000 (prorated)	1/1/2025
Mary Gaspari	Program Specialist / Teacher	Thrive	\$1,000 (prorated)	1/1/2025
Katherine Hawkins	Asst. Program Specialist	Thrive	\$1,000 (prorated)	1/1/2025
Ana Flynn	School Nurse	Thrive	\$1,000 (prorated)	1/1/2025
Gerhart Meyer	Instructional Aide	Thrive	\$1,000 (prorated)	1/1/2025
Maria Duran	Instructional Aide	Thrive	\$1,000 (prorated)	1/1/2025
Maria Garcia	Instructional Aide	Thrive	\$1,000 (prorated)	1/1/2025

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Moraima Ortiz	Instructional Aide	Thrive	\$1,000 (prorated)	1/1/2025
Vanessa Dixon	Admin Assistant	Thrive	\$1,000 (prorated)	1/1/2025

**2 APPOINTMENTS\***

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Melissa Garcia	Teacher Assistant	School Services	\$18.00 / Hour	01/13/2025
Richard Grimmer	Teacher Assistant	School Services	\$18.00 / Hour	01/27/2025
Jonathan Findeis	Teacher Assistant	School Services	\$18.00 / Hour	02/03/2025
Deborah Nalesnik	Teacher Assistant	School Services	\$18.00 / Hour	02/05/2025
Ana Luna Galarago	Teacher Assistant	School Services	\$18.00 / Hour	02/05/2025
Madelyn Torkildsen	Teacher Assistant	School Services	\$18.00 / Hour	02/10/2025
Angelica Fucito	Administrative Assistant	Adult Programs and Services	\$22.00 / Hour	01/16/2025
Diana Trujillo	Instructional Assistant	Adult Programs and Services	\$22.00 / Hour	01/27/2025
Edward Holt	School Bus Monitor	Transportation	\$18.00 / Hour	01/29/2025
Annie Jean Jacques Edouard	School Bus Monitor	Transportation	\$16.54 / Hour	02/03/2025
Suzanne Victor	School Bus Monitor	Transportation	\$16.54 / Hour	02/04/2025

*\*pending completion of required paperwork*

<u>Change In Assignment</u>	<u>From</u>	<u>To</u>	<u>Department</u>	<u>Rate/Salary</u>	<u>Effective On or About</u>
Rocky DiGrazio	School Bus Monitor	School Bus Driver	Transportation	\$30.00 / Hour	1/17/2025

**4 Resignation/Retirement**

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Reason</u>	<u>Effective On or About</u>
Melissa Garcia	Teacher Assistant	School Services	Resignation	1/20/2025
Marixenia Baez	Teacher Assistant	School Services	Resignation	1/24/2025
Nicole Miller	Teacher Assistant	School Services	Resignation	2/18/2025
Shireen Ali	Instructor	Adult Programs and Services	Resignation	1/27/2025
Marlene Barcelo	Instructor	Adult Programs and Services	Resignation	1/30/2025
Christina Greaves	Personnel Coordinator	Administration	Retirement	8/29/2025

**MOTIONS PASSED UNANIMOUSLY**

*President Arcurio congratulated Christina Greaves on her upcoming retirement*

**J PROFESSIONAL DEVELOPMENT** NONE

**XII EXECUTIVE SESSION**

**XII NEW BUSINESS / CITIZENS ADDRESS THE BOARD**

*Ms. Steinmetz reminded the Board that our next meeting is a Representative Assembly meeting to approve the 2025-2026 budget*

**XIV ADJOURNMENT**

Daniel Kerr moved, seconded by Todd Bonsall to adjourn the meeting. Since there was no further action to be taken, the meeting adjourned at 4:35 pm.

Respectfully submitted by:

*Heidi Gara*

Heidi Gara