

**MANSFIELD TOWNSHIP BOARD OF EDUCATION  
WORK SESSION MEETING MINUTES  
APRIL 9, 2015**

**CALL TO ORDER**

Mrs. Reyes opened the April 9, 2015, Work Session Meeting of the Mansfield Township Board of Education at 7:30 p.m. with the following statement:

In accordance with the New Jersey Open Public Meetings Law, the time, date, and location of this meeting was sent to the Star-Gazette and Express-Times, January 9, 2015, was posted in the municipal building and the school lobby, and is on file with the Township Clerk.

**Pledge of Allegiance**

**Roll Call**

Present: Ms. Karri Reyes  
Mr. Jim Momary  
Mr. Tim Barlow  
Mr. John Falco  
Ms. Tracey Janowski  
Ms. Sharon McAlpin  
Mr. Jason Winch

Absent: Mr. Michael Coombs  
Ms. Desiree Mora-Dillon

Also present: Mr. Kemp, Mr. Melitsky, and Mrs. Roszkowski  
Community: There were two (2) community and/or staff members present.

**CORRESPONDENCE**

Mr. Felker's March 16, 2015, letter advising the Board that he is resigning from his position as custodian effective June 18, 2015, due to retirement was read.

**H. Felker  
Resignation**

**ADMINISTRATIVE REPORT**

1. There were no cases of alleged HIB investigated and completed since the last Board Meeting.

**HIB**

2. Ava Johnston finished tenth in the regional spelling competition.

**Spelling Bee**

- |    |  |                                       |
|----|--|---------------------------------------|
| 3. | The Water for South Sudan Fundraiser exceeded their goal of \$1,000.00 by raising \$1086.72.   | <b>Student Council<br/>Fundraiser</b> |
| 4. | Mansfield hosted the Warren County Phabulous Physics Tournament last Thursday. Taryn Faccenda, Liz Brady, and MVP Alex Leahy won the first place gold medal for Greatest Distance for their paper airplane. It flew the entire length of the all-purpose room. Special thanks to Kristin Baker for organizing the event.   | <b>Phabulous<br/>Physics</b>          |
| 5. | Kindergarten Enrollment is currently at 48. Last year at this time we had 56 children enrolled. Our current kindergarten enrollment is 85. Projected school enrollment for next year currently stands at 642. Last summer we briefly dropped to 644. Enrollment is currently at 699.   | <b>Enrollment</b>                     |
| 6. | <ul style="list-style-type: none"> <li>a. Doors are all installed. Randy has to assess for any problems.</li> <li>b. Asbestos Removal was completed on Monday, April 6th. We received the clean air test results on Tuesday, April 7th. Thank you to Randy for coordinating the timing and being here to oversee the work.</li> <li>c. Bid awards are on the agenda for approval for controls, boilers, HVAC, and windows. All projects total came in \$255,125.00 under projected cost. The HVAC contained alternate bids for the all-purpose room and the kitchen which were not included in the projected costs. That project still came in almost \$198,000 under including the two alternates.</li> </ul> | <b>Referendum<br/>Update</b>          |
| 7. | An Ed Foundation meeting is scheduled for Monday, April 13, at 7 p.m. in the library. It is a planning meeting for 50 <sup>th</sup> Anniversary Celebration of Mansfield Elementary building.  | <b>Ed Foundation<br/>Meeting</b>      |
| 8. | A Community Resource Fair will be held on Thursday, April 16 <sup>th</sup> from 5-8 PM. Thanks to Leslie Cook and Colleen Hurley for putting this event together.  | <b>Community<br/>Resource Fair</b>    |

**CONSENT AGENDA**

**MOTION** by Mr. Falco, second by Ms. Janowski and carried by unanimous vote that the Board approve the minutes of the following meeting/(s):

- March 12, 2015, Work Session;
- March 12, 2015, Executive Session

**Minutes**

**APPROVAL AGENDA  
PERSONNEL**

- 1. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board accept Mr. Herbie Felker’s resignation/retirement effective June 18, 2015, with regret. **H. Felker Retirement**
- 2. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve the following personnel for inclusion on the substitute custodian/summer help list: **Substitute Custodians/ Summer Help**
  - Robin Florentine
  - Richard VanDien
- 3. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Nicole Crowley as a child rearing leave replacement (criminal history check complete) effective March 16, 2015, to June 30, 2015, Step B 1-2, at a *prorated* salary of \$51,474, as recommended by the Superintendent.” **Nicole Crowley**
- 4. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Keith Alder as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **Keith Alder Sub Roster**
- 5. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Molly Noctor as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **Molly Noctor Sub Roster**
- 6. **MOTION by Mr. Barlow, second by Ms. Janowski** and carried by unanimous vote that the Board approve Terri Uhrig as a substitute teacher (Criminal History check completed), as recommended by the Superintendent. **Terri Uhrig Sub Roster**

**APPROVAL AGENDA  
CURRICULUM/POLICY/FACILITIES**

- 1. **MOTION by Ms. McAlpin, second by Ms. Janowski** and carried by unanimous vote that the Board Affirm/accept HIB findings as reported at the March 12, 2015, meeting. **Affirm HIB Findings**

**APPROVAL AGENDA  
FINANCE**

- 1. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the following bills list/(s): **Bills Lists**
  - March 13, 2015, to March 31, 2015, in the amount of \$869,230.61
  - April 1, 2015, to April 9, 2015, in the amount of \$38,854.20
  
- 2. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the April 9, 2015, Transfer Report as follows: **Transfers**
  - Fund 10: \$ 10,432.00
  - Fund 20: \$ 825.00
  - Fund 30: \$ 26,810.49
  
- 3. **MOTION by Ms. Janowski, second by Mr. Winch** and carried by unanimous vote that the Board approve the April 9, 2015, requests for workshops. **Workshops  
Travel**
  
- 4. The following resolution was adopted on **Motion by Ms. Janowski, second by Mr. Winch**, and carried by unanimous roll call vote: **Boiler  
Replacement**

WHEREAS, on March 24, 2015, the Mansfield Township Board of Education (the "Board") held a public bid opening for the Boiler Replacement at the Mansfield Township Elementary School project ("Project"); and

WHEREAS, the Board received nine (9) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by C. Dougherty & Co., Inc. ("Dougherty"), Paterson, New Jersey, with a Base Bid of One Hundred Ninety Two Thousand Dollars (\$192,000.00), which amount includes a Fifteen Thousand Dollar (\$15,000.00) General Allowance; and

WHEREAS, the Board, in conjunction with its Design

Professional, has determined Dougherty to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Dougherty in the total amount of One Hundred Ninety Two Thousand Dollars (\$192,000.00), which amount includes a Fifteen Thousand Dollar (\$15,000.00) General Allowance; and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to return the bid securities to all but the three (3) lowest bidders;

BE IT FURTHER RESOLVED, that the Board’s counsel is authorized to prepare the contract for the Project, transmit same to Dougherty, and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from Dougherty, and upon the approval of Dougherty’s Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

- 5. The following resolution was adopted on *Motion by Ms. Janowski, second by Mr. Winch*, and carried by unanimous roll call vote:

**Controls Upgrades**

WHEREAS, on March 24, 2015, the Mansfield Township Board of Education (the “Board”) held a public bid opening for the Controls Upgrades at the Mansfield Township Elementary School project (“Project”); and

WHEREAS, the Board received seven (7) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by TBS Controls, LLC (“TBS”), Allendale, New Jersey, with a Base Bid of Two Hundred Forty Seven Thousand Three Hundred Twenty Dollars (\$247,320.00), which amount includes a Fifteen Thousand Dollar (\$15,000.00) General Allowance; and

WHEREAS, the Board, in conjunction with its Design Professional, has determined TBS to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to TBS in the total amount of Two Hundred Forty Seven Thousand Three Hundred Twenty Dollars (\$247,320.00), which amount includes a Fifteen Thousand Dollar (\$15,000.00) General Allowance; and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to return the bid securities to all but the three (3) lowest bidders;

BE IT FURTHER RESOLVED, that the Board's counsel is authorized to prepare the contract for the Project, transmit same to TBS, and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from TBS, and upon the approval of TBS's Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

6. The following resolution was adopted on *Motion by Ms. Janowski, second by Mr. Winch*, and carried by unanimous roll call vote:

**HV/AC  
Renovations**

WHEREAS, on March 24, 2015, the Mansfield Township Board of Education (the "Board") held a public bid opening for the HVAC Renovations at the Mansfield Township Elementary School project ("Project"); and

WHEREAS, the Board received thirteen (13) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by Iron Mountain Mechanical, LLC ("Iron Mountain"), Columbia, New Jersey, with a total bid of Six Hundred Fifty Eight Thousand Fifty Five Dollars (\$658,055.00), which consists of the Base Bid of Five Hundred Thirty Nine Thousand One Hundred Twenty Five Dollars (\$539,125.00), which amount includes a Twenty Thousand Dollar (\$20,000.00) General

Allowance, and a bid of Seventy Three Thousand Five Hundred Ninety Five Dollars (\$73,595.00) on Alternate #1 (2 new HVAC units and related work for cafeteria), and a bid of Forty Five Thousand Three Hundred Thirty Five Dollars (\$45,335.00) on Alternate #2 (new HVAC unit and related work for Kitchen); and

WHEREAS, the Board, in conjunction with its Design Professional, has determined Iron Mountain to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Iron Mountain in the total amount of Six Hundred Fifty Eight Thousand Fifty Five Dollars (\$658,055.00), broken down as set forth above; and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to return the bid securities to all but the three (3) lowest bidders;

BE IT FURTHER RESOLVED, that the Board’s counsel is authorized to prepare the contract for the Project, transmit same to Iron Mountain, and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from Iron Mountain, and upon the approval of Iron Mountain’s Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the remaining bidders.

- 7. The following resolution was adopted on *Motion by Ms. Janowski, second by Mr. Winch*, and carried by unanimous roll call vote:

**Window Replacement**

WHEREAS, on March 24, 2015, the Mansfield Township Board of Education (the “Board”) held a public bid opening for the Window Replacement Phase III for the Mansfield Township Elementary School project (“Project”); and

WHEREAS, the Board received two (2) bids at the public bid opening; and

WHEREAS, the lowest numerical bid was submitted by

Panoramic Window and Door Systems, Inc. (“Panoramic”), Stockton, New Jersey, with a total bid, inclusive of a Twenty Thousand Dollar (\$20,000.00) General Allowance, of Three Hundred Fifty Seven Thousand Dollars (\$357,000.00), which consists of the Base Bid of One Hundred Eighty Five Thousand Dollars (\$185,000.00), and a bid of One Hundred Seventy Two Thousand Dollars (\$172,000.00) on Alternate #1 (new windows in Multi-Purpose room and all related work); and

WHEREAS, the Board, in conjunction with its Design Professional, has determined Panoramic to be the lowest responsive and responsible bidder for the Project.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the Project to Panoramic in the total amount of Three Hundred Fifty Seven Thousand Dollars (\$357,000.00), broken down as set forth above; and

BE IT FURTHER RESOLVED, that the Board’s counsel is authorized to prepare the contract for the Project, transmit same to Panoramic, and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon receipt of the executed contract from Panoramic, and upon the approval of Panoramic’s Performance Bond, Payment Bond, insurance certificate, and other documents required by their contract, that the Business Administrator is authorized to return the bid securities to the bidders.

**PUBLIC PARTICIPATION**

Mr. Scott Whitter thought it would be beneficial to have Board showcase the extra we are able to do because of the savings realized by getting favorable bid prices on projects already awarded.

**Showcasing  
Projects**

**DISCUSSION AGENDA**

- The next meeting will be April 23, 2015. Mr. Colantano will be here to do a formal presentation of the audit.
- The Public Hearing on the budget will be held on May 7, 2015.

**Meeting Dates**



**ADJOURNMENT**

***MOTION*** by Ms. Janowski, second by Mr. Winch and carried by unanimous vote that the Board adjourn the meeting of April 9, 2015. 7:50 p.m.

Respectfully submitted,

Mary E. Roszkowski  
School Business Administrator/Board Secretary

Jim Momary  
Vice President