

# MINUTES OF REORGANIZATIONAL MEETING

**January 4, 2022**

At 7:01 P.M. Held in the Cafeteria  
of the Hamburg Elementary School

**PRESENT:** John Conklin, Michael Frangipane, Timothy Gillen, Tricia Schels, Sheila Frayko,  
Vice President, Robert Jones, President

**ABSENT:** Francis Brunke, David Dreifus, Brianne Zicarelli

Josh Thompson, Parette Somjen Architects & 3 Members of the Public

The Board Secretary **opened the meeting at 7:01 P.M.**, with the Flag Salute and Pledge of Allegiance, which was followed by the following statement:

"This meeting is being conducted in compliance with the "Open Public Meeting Act-Chapter 231-Public Laws of 1975". Advance written notice of at least 48 hours was given specifying the time, date, and to the extent known, the agenda and stating whether formal action may or may not be taken and has been properly posted at the school, mailed to the Clerk/Administrator, mailed to the New Jersey Herald and the Sunday Herald and the Star Ledger."

## **REORGANIZATIONAL MEETING AGENDA**

The Board Secretary reviewed with the Board the Statement of Determination of the 2 November 2021 Annual School Election for the Board Members elected into office and the \$4.2 million Bond Proposal as listed on **[DOCUMENT A]**.

The Board Secretary administered the oath of office and swore in newly elected Board members as follows:

### **Three Year Term [2022, 2023 & 2024]:**

- Mr. John Conklin and Mr. Michael Frangipane

The Board Secretary stated that Mr. Francis Brunke would be sworn in prior to the January Board meeting and his term is for 2022, 2023 and 2024.

# MINUTES OF REORGANIZATIONAL MEETING

January 4, 2022

## ROLL CALL:

The Board Secretary asked for nominations for President.

Mr. Gillen nominated Mr. Jones for President and with no other nominations Mr. Jones was unanimously elected President by roll call vote.

The meeting was turned over to Mr. Jones.

Mr. Jones asked for nominations for Vice President.

Mr. Gillen nominated Mrs. Frayko for Vice President and with no other nominations, Mrs. Frayko was unanimously elected Vice President by roll call vote.

**PRESENTATION TO THE BOARD – None**

## 2022 ANNUAL DESIGNATIONS

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, approved the following 2022 Annual Designations [A through D]:

**A. Designated the following banks as 2021 depositories:**

TD Bank, Franklin, NJ  
Lakeland Bank, Sussex, NJ  
NJ Cash Management Fund, Trenton, NJ

**B. Designated the following officers to sign against the accounts of the Board of Education as follows:**

<u>General/Bond/Flex Spend &amp; P/R Deduct</u>	<u>Activities</u>	<u>Food Service</u>	<u>Payroll</u>
President or Vice President	Secretary	Secretary	Treasurer or
Secretary	CSA	Treasurer	Secretary
Treasurer			

**C. Designated AXA/Equitable, Lincoln National Life Insurance Company and Lincoln Investment Planning, Inc. as 403(b)/Tax Shelter vendors/providers.**

**D. Designated the New Jersey Herald, the Sunday Herald and the Star Ledger [e-mailed & asked to publish if no fee] as the official newspaper for advertising and**

# MINUTES OF REORGANIZATIONAL MEETING

January 4, 2022

for public notices; the Star Ledger for certain employment ads and/or notices and njhire.com for various employment ads.

## 2022 ANNUAL MEETING SCHEDULE

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, after some discussion, approved the 2022 Annual Meeting Schedule as depicted on [DOCUMENT B].

## 2022 MISCELLANEOUS ANNUAL ADOPTIONS/APPOINTMENTS

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by roll call vote, approved the following 2022 Miscellaneous Annual Adoptions/Appointments [A through F]:

- A. To readopt the existing Board Bylaws and Policy Manual.
- B. To readopt any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- C. To review and to adopt the Board Member Code of Ethics [DOCUMENT C] and the individual board members signed an acknowledgement of receipt of the Board Members Code of Ethics.
- D. To adopt the existing Curriculum Guides and Curriculum textbooks.
- E. To establish a Petty Cash Account in the amount of \$200 and to appoint Louise Murphy as Custodian of the Petty Cash Account.
- F. To appoint the Business Administrator/Board Secretary as the Public Agency Compliance Officer (per Affirmative Action requirements).

CORRESPONDENCE – None at this time.

## OPEN TO THE PUBLIC

*At this time, members of the public are invited to address the Board. Please note that public comments on the agenda items will be made in accordance with Policy 0167 – Public*

# MINUTES OF REORGANIZATIONAL MEETING

January 4, 2022

*Presentation at Board Meetings. Each statement made by all participants may be limited to three minutes in duration. If you would like to address the Board, please raise your hand to be called upon. Once called, please state your name and address before making your statement to the Board.*

On motion by Mrs. Frayko, seconded by Mr. Frangipane, and carried unanimously by voice vote, **opened the meeting to the public for comment at 7:10 P.M.**

No one addressed the Board.

On motion by Mr. Frangipane, seconded by Mr. Conklin, and carried unanimously by voice vote, **closed the meeting to the public for comment at 7:10 P.M.**

## COMMITTEE REPORTS

State & County School Boards – None

Sussex County Educational Services Commission – None

Liaison with the Hamburg Borough Council – Mrs. Frayko reported that at the 3 January 2022 Hamburg Borough Reorganizational meeting, a new Fire Chief was named.

## Building & Grounds –

The Board Secretary reviewed the proposals/contract from Parette Somjen Architects for the Referendum Project **[DOCUMENT D]**. As discussed at the 13 December 2021 meeting, this document was mailed out to the full Board once the attorney review process was completed.

On motion by Mr. Gillen, seconded by Mrs. Schels, and carried unanimously by roll call vote, **adopted the following Professional Services Annual Appointment Resolution, as follows:**

**WHEREAS**, there exists a need for various professional services, and

**WHEREAS**, the Public School Contracts Law (NJSA 18A:18A-5) requires that a resolution authorizing the contracting of professional services without competitive bids as adopted:

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Education of the Borough of Hamburg that the following professional services be contracted by the Hamburg Borough Board of Education for the **2021-22** school year without competitive bidding as a professional service in accordance with 18A:18A-15 of the Public School Contract Law, not to exceed a contractual amount of

# MINUTES OF REORGANIZATIONAL MEETING

January 4, 2022

\$350,000 with Parette Somjen Architects for the Hamburg School Referendum Project [Document D].

On motion by Mr. Gillen, seconded by Mr. Conklin, and carried unanimously by roll call vote, approved Parette Somjen Architects [PSA] the authority to prepare all plans, specifications, drawings and necessary bid related documents including the analysis of the bids received and construction oversight for the Referendum Projects at the Hamburg Elementary School in accordance with the terms & conditions of the FY 2021-22 Referendum Project contract with PSA; to delegate the authority to the Interim School Business Administrator for supervision of the Referendum Project and; the Interim Business Administrator ensures that funds are available for this professional service as funded by the bond issuance.

After some discussion, it was the consensus of the Board to table/delay the re-bid of the Site Work Project. The reason for this delay was to have money in the Capital Reserve account should there were cost overruns with the Referendum Projects.

Mr. Josh Thompson, Parette Somjen Architects, discussed with the Board the two-year construction timeline for the Referendum Projects, starting with the restroom and the masonry repairs which will be bid early in 2022 with a July 2022 anticipated start date. Additionally, a discussion was held on the testing of areas for environmental issues and the coordination of remediation issues with Parette Somjen. The Board Secretary stated that Mr. Bobrowski is soliciting quotes from vendors and an environmental company/consultant will be recommended to the Board at the January meeting.

Education & Policy – The next meeting will be on 19 January 2022 at 6:30 PM via Zoom.

Negotiations & Personnel – None

Finance Committee – None

## OLD BUSINESS

No Old Business.

## NEW BUSINESS

No New Business.

# MINUTES OF REORGANIZATIONAL MEETING

January 4, 2022

## BOARD SECRETARY'S REPORT

The Board Secretary reviewed the Board member training requirements, as a result of the Accountability Regulations, and for Board members being responsible for their own training requirements.

The Board Secretary reported the Treasurer of School Monies vacancy was advertised with a closing date of Friday 14 January 2022.

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, after some discussion, **approved the increasing of the substitute custodial adult hourly rate, effective 1 January 2022, to \$18 per hour without a boiler's license and \$20 per hour with a boiler's license.**

## SUPERINTENDENT'S REPORT

On motion by Mr. Frayko, seconded by Mr. Conklin, and carried unanimously by roll call vote, as per the Superintendent's recommendation, **approved:**

**Blochinger      1/17/2022 - Teaching Civics Through History      \$0.00  
High Point RHS - plus related travel/mileage**

Mrs. Sigman reported that Mr. RJ Baumgartner, Vice Principle is the COVID contact tracer.

Mrs. Sigman and Mr. Baumgartner discussed what the COVID Protocols are and what is currently being done. A discussion ensued.

On motion by Mrs. Frayko, seconded by Mr. Conklin, and carried unanimously by voice vote, **that the Board adjourned the meeting at 8:12 P.M.**

Respectfully submitted,



William Sabo  
Interim Business Administrator/  
Board Secretary