

**Bass River Elementary School**  
**REGULAR MEETING MINUTES**  
March 16, 2022

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**1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**PRESENT:** Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**ABSENT:** Mrs. Adams  
**Others Present:** Mr. Jonathan Yates, Board Secretary  
Mr. Nicholas Brown, Business Administrator  
Mr. Stephen Edelstein, Board Solicitor

**3. EXECUTIVE SESSION**

**Motion by Mr. Williams, seconded by Mr. Foder and carried by voice vote to approve the Board resolution to move to Executive Session.**

**Time: 6:37 pm**

RESOLVED, that the Board of Education meet in closed session to discuss matters as listed below. Item(s) so discussed will be disclosed to the public providing it does not violate New Jersey statutes and regulations regarding disclosure of information affecting this matter.

**Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

**Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote to adjourn the Executive Session.**

**Time: 6:59 pm**

**Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

**4. RECOGNITION**

"This is to advise those present at this meeting of the Board of Education of the Bass River School District, in the County of Burlington, that adequate notice of this meeting was provided in accordance with the Open Public Meeting Act. The notice has been posted in the Board of Education Office. The notice was also mailed to the Press of Atlantic City and filed with the Municipal Clerk of Bass River Township."

**5. MOTION TO TABLE ITEM 16**

Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote to approve that the Board table Item 17 on the agenda, Resolution to accept the highest bid; until the next regularly scheduled meeting of the Board of Education on May 3, 2022.

**Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

**6. APPROVAL OF MINUTES**

Motion by Mrs. Bitzberger, seconded by Mr. Williams and carried by voice vote to approve the following minutes:

December 7, 2021 - [Regular Session](#)  
December 7, 2021 - [Executive Session](#)  
January 10, 2022 - [Reorganizational Meeting](#)

**Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

**Discussion:**

- Mr. Brown clarified with Mr. Edelstein that the vote to approve the minutes is a majority of those Board members present. Mr. Edelstein confirmed this to be accurate.

**7. MOTION TO APPROVE THE AMENDED AGENDA**

Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote approve the amended agenda as presented.

**Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

**8. NEW BUSINESS**

- 2022-2023 Tentative Budget Presentation
  - Mr. Yates provided a presentation of the 2022-2023 tentative General Fund budget.
    - Mr. Foder spoke regarding the tax savings.
    - Mrs. Bitzberger asked if the tax levy includes businesses as well as residents.
      - Mr. Yates explained that we do not assess businesses and homes. We assess the township.
    - Mrs. Bitzberger asked if Mr. Foder and Mrs. Adams were present during the finance committee meeting.
      - Mr. Foder said that he and the Board President were present for the budget committee meeting.
  - Sale of School Building - TABLED
    - Auction Closed 3/11
    - Winning Bid \$757,500
    - Closing date mid April TBD

**9. BOARD CANDIDATE INTERVIEWS - BASS RIVER ([attachment #1](#))**

A. [Mr. Karl Swanseen](#)

- An interview of candidate Mr. Swanseen took place.
- The Board accepted Mr. Swanseen's application to the Board.

**10. EXECUTIVE SESSION #2**

**Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote to approve the Board resolution to move to Executive Session.**

**Time: 7:16 pm**

RESOLVED, that the Board of Education meet in closed session to discuss matters as listed below. Item(s) so discussed will be disclosed to the public providing it does not violate New Jersey statutes and regulations regarding disclosure of information affecting this matter.

**Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

**Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote to approve adjournment of Executive Session.**

**Time: 7:19 pm**

**Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

**11. VACANT BOARD MEMBER SEAT - BASS RIVER TOWNSHIP**

Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote to approve the following to fill the vacant Board member seat for Bass River Township until the next organizational meeting of the Bass River Board of Education:

- A. Mr. Karl Swanseen

**Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

**12. NEW BOARD MEMBERS OATH**

Mr. Brown will administer the oath of office to elected board member Mr. Karl Swanseen. [\(Attachment #2\)](#)

**13. CODE OF ETHICS**

Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by to approve the following resolution:

BE IT HEREBY RESOLVED BY THE BASS RIVER BOARD OF EDUCATION to adopt the following 18A:12-24.1 Code of Ethics for School Board Members as listed a through j:

- a) I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b) I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c) I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d) I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e) I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f) I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g) I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h) I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i) I will support and protect school personnel in proper performance of their duties.
- j) I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

**Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**14. RESIDENT'S FORUM - AGENDA ITEMS ONLY**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to comment. Each statement made by a participant is limited to three minutes as cited in Policy No. 0167. The public may comment on any item on the agenda at this time. General public comment will occur later in the meeting.

- A local resident is pleased to see the Board table the sale of the school. Wishes the school to stay with the town and not a third party.

**15. BOARD WORK SESSION**

- Business Administrator applications & interviews
  - Mr. Brown explained that he shared with the Board a link to the 4 candidates that have responded to the open Business Administrator position.
  - Mr. Brown reminded the Board to make it a priority to schedule interviews within the next couple of weeks to appoint a Business Administrator to take over May 3, 2022.
  - Mr. Brown said he would be happy to participate in the process and to offer positive feedback, at the Board's discretion.

- Mr. Brown explained the process by which the position was advertised.

## 16. MOTION TO APPROVE DONATIONS

Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by roll call vote to approve the donation of Spring Playground Equipment, computer and dumpsters to Bass River Township, upon the contingency subject to the execution of an appropriate indemnification.

### Roll Call Vote

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Swanseen, Mr. Williams  
**Nays:** 0  
**Abstain:** 0

### Discussion:

- Mr. Foder requests that the playground equipment be inspected prior to the township installing the equipment.
- Mr. Edelstein provided guidance on this matter.

## 17. RESOLUTION TO ACCEPT HIGHEST BID - TABLED UNTIL MAY 3, 2022 BOARD MEETING

**WHEREAS**, pursuant to N.J.S.A. 18A:20-2 et seq., and District Policy #7300, the Bass River Board of Education (the "Board") is authorized to sell any real property, capital improvements or personal property, or interests therein, no longer needed for school purposes, by open public sale at auction, to the highest bidder; and

**WHEREAS**, the Board determined that the Bass River Elementary School Property (located at 11 North Maple Avenue, New Gretna, New Jersey; Block 56, Lots 36 and 37) was no longer needed for school purposes and therefore held a public auction, via GovDeals, in connection with the sale of same; and

**WHEREAS**, when the auction closed on or about March 11, 2022, Eli Blech ("Mr. Blech") of Lakewood, New Jersey was the highest bidder for the Bass River Elementary School Property, with a final bid of **\$757,500.00**; and

**WHEREAS**, the Board wishes to accept Mr. Blech's final bid of **\$757,500.00**;

**NOW, THEREFORE, BE IT RESOLVED** by the Bass River Township Board of Education that the Board hereby accepts the highest bid of **\$757,500.00** offered by Mr. Blech for the Bass River Elementary School Property, consistent with the terms and conditions set forth on and linked to the relevant auction webpage of the GovDeals website, including but not limited to the "Purchase Agreement"; and

**IT IS FURTHER RESOLVED** by the Bass River Township Board of Education that the Board hereby authorizes and directs Board officers, employees, agents and/or professionals to perform all of the tasks and execute all of the documents that will affect the purpose and intent of this Resolution.

## 18. FINANCE

Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by roll call vote to approve the following finance items as listed A through F:

- A. **RESOLVED** that the Board of Education approve all bills and claims for March 16, 2022 in the amount of \$260,861.10 which are presented for approval. [\(Attachment #3\)](#)
- B. **RESOLVED** that the Board of Education approve all Line Item Transfers and Adjustments as per attachments. [\(Attachment #4-December, Attachment #4a-January, Attachment #4b-February\)](#)
- C. **RESOLVED** that the Board of Education approve the December, January & February Board Secretary's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, that as of December 2021, January & February 2022, no major budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Bass River Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a)1. In accordance with N.J.A.C. 6A:23A-16.10 (c)2, it is certified that there are no changes in anticipated revenue amounts and sources for the months of December 2021, January & February 2022. [\(Attachment #5-December, Attachment #5a-January, Attachment #5b-February\)](#)

Jonathan R. Yates  
Board Secretary

March 16, 2022  
Date

- D. **RESOLVED** that the Board of Education approve the Board of Education's Monthly Certification: Pursuant to N.J.A.C. 6A:23A-16.10 (c)4, the Bass River Township Board of Education certifies that as of December 2021, January & February 2022, and after review of the secretary's monthly financial report appropriations section as presented, and upon consultation with appropriate district officials, that to the best of the Board's knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- E. **RESOLVED** that the Board of Education acknowledges receipt of the Treasurer's report and the Board Secretary's report which are in agreement for the period ending December 2021; January & February 2022. [\(Attachment #6-December, Attachment #6a-January, Attachment #6b-February\)](#)
- F. **TENTATIVE BUDGET JUNE 30, 2022**  
Resolved that the Board of Education hereby adopts the preliminary budget for the 2022-2023 school year, as follows, subject to final approval or modification at the public hearing on May 3, 2022.

<u>BASS RIVER</u>	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2022-2023 Total Expenditures:	\$1,948,723	\$0	\$0	\$1,948,723
Less: Anticipated Revenues:	\$891,839	\$0	\$0	\$891,839
Taxes to be Raised:	\$1,056,884	\$0	\$0	\$1,056,884

**BE IT FURTHER RESOLVED** to advertise said tentative budget in The Press of Atlantic City in accordance with the form suggested by the State Department of Education and according to law; and

**BE IT FURTHER RESOLVED** that a public meeting be held in the Bass River Elementary School Building, New Gretna, New Jersey on May 3, 2022 for the purpose of conducting a public hearing on the budget for the 2022-2023 School Year.

**BE IT FURTHER RESOLVED** to approve travel and related expense reimbursement per policy. Pursuant to NJAC 6A:23A-73 budgeted travel expenses do not exceed \$10,000.

#### **Roll Call Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Williams

**Nays:** 0

**Abstain:** Mr. Swanseen

#### **Discussion:**

- Mrs. Bitzberger - What is AIL?
  - Mr. Yates explained that this means aid in lieu of providing transportation to residents of Bass River.
- Mr. Foder - Questioned items on the bills list.
  - Mr. Yates fielded Mr. Foder's question regarding archive management and shredding services on the Bills List.
  - Mr. Brown responded to Mr. Foder's question on why the electricity bill is lower.
- Mr. Williams - Asked a question regarding HVAC system.
  - Mr. Brown explained that parts had to be replaced on the unit above the gym, as it was not functioning properly.

#### **19. PUBLIC COMMENT**

The floor is now open to members of the public. The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express with each statement made by a participant limited to three minutes as cited in Policy No. 0167.

- None at this time.

#### **20. BOARD FORUM**

- Mr. Williams - Thanked the public for coming out and their concern about the building. Happy the budget is less than it was the year before. See you next month.
- Mr. Foder - Thanked everyone for coming out tonight. Happy about the upcoming holiday.
- Mr. Swanseen - Mr. Brown and Mr. Yates fielded Mr. Swanseen's question regarding what makes up the other revenues on the budget?

#### **21. ADJOURNMENT**

Motion by Mr. Williams, seconded by Mrs. Bitzberger and carried by voice vote to approve that the Board adjourn the meeting.

adjourn at 7:45 pm

#### **Voice Vote**

**Ayes:** Mrs. Bitzberger, Mr. Foder, Mr. Swanseen, Mr. Williams

**Nays:** 0

**Abstain:** 0

**MEETING SCHEDULE**

Regular Meeting - (May 3, 2022)

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Nick Brown", written in a cursive style.

Nicholas K. Brown

Business Administrator/Board Secretary