

**WASHINGTON TOWNSHIP BOARD OF EDUCATION**  
**SPECIAL MEETING**

**Monday, April 7, 2025**

**7:00 p.m.**

**Minutes of April 7, 2025**

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Washington Township Board of Education has caused notice of this meeting to be emailed on April 1, 2025, to the Clerk of Washington Township, posted on the district website and in both Brass Castle and Port Colden Schools.

Members in attendance: Jasmine Francisco, Edward Kemp, Vice President, Jennifer Knittel, Robert Yencha and Karen Graf, President. In addition, Keith Neuhs, Superintendent and Jean Flynn, Business Administrator.

Members absent: Nicholas Riess and Patrick Rock.

Flag Salute

**B. PUBLIC QUESTIONS AND DISCUSSION:** (Agenda items) **NONE**  
(The public may speak for three (3) minutes unless they have requested to be on the agenda.)

**C. SUPERINTENDENT’S REPORT:**

Motion by Edward Kemp, seconded by Jasmine Francisco, to approve the submission of the Tax Levy Incentive Aid application, as recommended by the Superintendent, as follows: **(Attachment #1)**  
RCV: Francisco, Kemp, Knittel, Yencha and Graf all voting yes, motion carried.

Whereas, in the proposed FY2026 State Budget, certain districts have the opportunity to apply to the Commissioner of Education to increase expenditures, including an allocation of Tax Levy Incentive Aid, in order to satisfy the thoroughness and efficiency standards established pursuant to N.J.S.A. 18A:7F-46.

Whereas, the Washington Township School District is below local fair share and spending below adequacy to be eligible to participate in this program.

Whereas, the Washington Township School District is eligible to increase expenditures by \$602,258 and qualify for Tax Levy Incentive Aid in the amount of \$28,679.

Whereas, the Washington Township School District is requesting the approval to increase expenditures based on the New Jersey Department of Education’s thorough and efficient education standards.

Therefore, the Washington Township Board of Education is approving the submission of this application to the Commissioner of Education.

Motion by Jennifer Knittel, seconded by Robert Yencha, to accept the following quotes for Port Colden Projects, as recommended by the Superintendent.

RCV: Francisco, Kemp, Knittel, Yencha and Graf all voting yes, motion carried.

<b>Contractor</b>	<b>Room #100</b>	<b>Staff Bathroom Renovation (Gym)</b>	<b>Staff Bathroom Renovation (Copier Rm)</b>
Rapid Recovery Services, LLC.	\$15,055.90	\$11,500.00	\$8,000.00
Hahr Construction Inc.	\$ 9,700.00	\$14,200.00	\$9,100.00

Motion by Jasmine Francisco, seconded by Edward Kemp, to award the contracts as listed below, as recommended by the Superintendent.

RCV: Francisco, Kemp, Knittel, Yencha and Graf all voting yes, motion carried.

<b>Port Colden Projects</b>	<b>Contractor</b>	<b>Cost</b>
<b>Room #100</b>	Hahr Construction Inc.	\$ 9,700.00
<b>Staff Bathroom Renovation (Gym)</b>	Rapid Recovery Services, LLC.	\$11,500.00
<b>Staff Bathroom Renovation (Copier Rm)</b>	Rapid Recovery Services, LLC.	\$ 8,000.00

Motion by Jennifer Knittel, seconded by Jasmine Francisco, to accept the following bids for Lawn Mowing Services for the Washington Township School District, as recommended by the Superintendent.

RCV: Francisco, Kemp, Knittel, Yencha and Graf all voting yes, motion carried.

<b>Contractor</b>	<b>ACF Greenscapes</b>	<b>Advanced Drilling Inc.</b>	<b>Ryback Landscaping LLC.</b>	<b>Washington Twp.</b>
Base Bid *	\$ 10,166		^ No Quote	\$ 12,000
Alternate Bid**	\$ 4,940		^ No Quote	\$ -
Total	\$ 15,106	\$ 54,900	^ No Quote	\$ 12,000

\* Base Bid is the area currently done by the Township.

\*\* Alternate Bid is the area our custodians are maintaining.

^ Bid received in the mail after 10 AM

Motion by Jennifer Knittel, seconded by Robert Yencha, to award the contract for Lawn Mowing Services for the Washington Township School District to ACF Greenscapes for Base Bid and Alternate Bid of \$15,106 for the 2024/2025, as recommended by the Superintendent.

RCV: Francisco, Kemp, Knittel, Yencha and Graf all voting yes, motion carried.

Motion by Jasmine Francisco, seconded by Edward Kemp to adopt the following Resolution to Withdraw Maintenance Reserve, as follows, as recommended by the Superintendent.

RCV: Francisco, Kemp, Knittel, Yencha and Graf all voting yes, motion carried.

WHEREAS, N.J.S.A. 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget time or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4.

WHEREAS the aforementioned statutes authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution, and

WHEREAS, the Washington Township Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the general fund for the following:

\$ 26,370	for upgrade Brass Castle BMS Controller to EcoStruxure
\$ 19,500	for PC Staff Bathroom Renovation
\$ 9,700	for PC Room #100
<b>\$ 55,570</b>	<b>Total</b>

WHEREAS, according to 6A:23A-14.2(e), the Washington Township Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

**D. PUBLIC QUESTIONS AND DISCUSSION:** (old and/or new business) **NONE**

(The public may speak for three (3) minutes unless they have requested to be on the agenda.)

**E. ADJOURNMENT**

Motion by Jasmine Francisco, seconded by Edward Kemp, to adjourn.

MV: all voting yes, motion carried.

Time: 7:15pm

Respectfully Submitted,

Jean Flynn, Business Administrator/Board Secretary