

MIDDLETOWN AREA SCHOOL DISTRICT
Operations Committee Meeting
October 13, 2016 – 8:09 p.m.
MINUTES

Members in attendance: Mel Fager, Terry Gilman, Linda Mehaffie and Mike Richards

Members not in attendance: None

Non-Voting Members in attendance: Newt Davis and Chris Lupp

Staff/Public in attendance: David Franklin, Jeremy King, Bill Meiser and Lori Suski (via phone), District Administrators; Scott Cousin, Crabtree, Rohrbaugh & Associates

Opportunity for Public Comment No one addressed the committee at this time.

Capital Projects

Discussion Item / Possible Action Item – Band Request for Hash Marks on High School Parking Lot: Mr. Meiser said that with the design of the new High School, band practice is able to occur on one of the parking lots instead of in a separate area like required before the new building. Mr. Meiser explained that Mr. Fisher (High School Band Director) was not part of the design for the band practice area since the former High School Music Department Chair was involved in those meetings. Mr. Meiser said that the High School Band is requesting to have hash marks painted on the parking lot used for practice. The committee discussed the relatively few practices that still remain for the season. Mr. Meiser noted that the parking lots needed to be coated again after one year, so a recommendation was made to paint the hash marks after the coating occurs next spring or summer.

Information Item – High School Project Update: Mr. Cousin said that the contractors have been pushed to try and get the outstanding items completed so that the District will be able to obtain the final certificate of occupancy. Mr. Cousin said that he has communicated with Don Fure regarding the status. Mr. Cousin said that communication has occurred with the contractors indicating that the District may choose to do their own work and subtract the amount incurred from the amount still due to the contractor. Mr. Cousin reviewed the status of the outstanding work by contractor. Mr. Cousin said that additional communication should occur with the solicitor before the District decides to move forward and do any of the work and then bill the contractors. Mrs. Mehaffie asked about the status of the floor deflection. Mr. Cousin said that the structural engineer has been on site and the architects are awaiting a report.

Discussion Item / Possible Action Item – High School Project Change Order: Mr. Meiser reviewed the cost for York Excavating Company to repair the force main from the maintenance building at a cost of \$2,854.54. Mr. Meiser said that Mr. Cousin negotiated the price down. The committee recommended that the change order be moved to the Board agenda for approval.

Discussion Item – Infiltration Basin: Mr. Meiser said that the infiltration basin has not drained as it should within a 24-hour period. Mr. Meiser said that the basin was not able to be as large as originally planned because a water main was identified during excavation that was not on any drawings and was not located by PA One Call. Mr. Meiser said that a proposal has been received from York Excavating to put another infiltration basin on the other side of the macadam at a cost of \$16,124.79. Mr. Meiser said that due to the lack of draining there is concern about whether this additional infiltration basin will accomplish what is desired and an alternate solution at a greater cost may be required, which means that it may not be prudent to spend the \$16,000 until there is greater assurance that it will resolve the situation. Mr. Fager expressed some grave concerns about why this additional cost is the responsibility of the District. Mrs. Mehaffie asked whether Advantage Engineers bears any responsibility for the testing that did not identify the infiltration issues. Mr. Cousin explained that the site borings that were taken prior to the start of the project are unable to determine all of the conditions that can be encountered when the site work actually occurs. Mr. Cousin noted that there were more site borings for this project than would typically occur. Mr. Fager questioned why York Excavating continued to construct the infiltration basin that is not working when it was determined that it could not be as large as designed. Mr. Cousin noted that a majority of the work had already occurred before that was identified, and it was not known that the infiltration would not work at that time. Mr. Cousin suggested that Raudenbush Engineering be asked to come to the next committee meeting as they would be better able to address some of the questions that had been raised. Mr. Cousin commented on the Department of Environmental Protection requirements to recharge your own land (put some water back into it). The committee recommended that no action item be moved to the Board agenda for approval.

Discussion Item / Possible Action Item – High School Student Resource Center Counter: Dr. Suski said that the item is being tabled because pricing has not been obtained yet.

Action Item – Technology Contract Change Order: Mr. Franklin reviewed the change order from Sage Technology Solutions to add additional data drops (including the two options that were provided) in the new High School at a total cost of \$7,106 using High School Capital Project funds. The committee recommended that the change order be moved to the Board agenda for approval.

Discussion Item / Possible Action Item – HVAC System Server Move: Mr. Meiser said that the Trane server is currently at the Administration Building and the District would like to move it to the new High School so that it has the ability to be included in the equipment supported by the backup generator. Mr. Meiser reviewed the cost of \$1,110 to move the server. Mr. Franklin noted that Capital Reserve funds could be used for this cost. The committee recommended that the server move be placed on the Board agenda for

approval.

Information Item – Fink Warranty Work: Mr. Meiser noted that Courtad, Inc. has completed the warranty work at Fink Elementary School.

Discussion Item / Possible Action Item – Athletic Field Upgrades Change Order: Mr. Richards noted that the agenda includes two deduct change orders to the contract with Jones Turf Management for a combined savings of \$680.33. The committee recommended that the deduct change orders be moved to the Board agenda for approval.

Information Item – MAMS Retaining Wall: Mr. Meiser said that he met with representatives from Lobar, Inc. and Ryan & Associates on September 28 and that the District's solicitor has been in communication with legal counsel at Lobar, Inc. Mr. Meiser said that no response has been provided from the contractor at this point.

Discussion Item – MAMS Retaining Wall Monitoring: Mr. Meiser said that Raudenbush Engineering is requesting that the wall monitoring be reduced to less than twice per month. Mr. Richards said he would discontinue any regular schedule for the monitoring and have it done only as needed. The committee supported the recommendation of Mr. Richards.

Possible Action Item – Crack Repairs on District Lots, Playgrounds and Drives: Mr. Meiser reviewed the cost for the crack repairs at various District facilities until larger paving work can occur next summer. Mr. Meiser said that the total cost is \$6,450. The committee recommended that the crack repair work be moved to the Board agenda for approval.

Contracts

Action Item – MAMS Boiler Room Piping: Mr. Richards said that a meeting was held last Friday to discuss the issue with the boiler room piping and to determine an action plan to determine the extent of the problem. Mr. Richards noted that the most immediate need was to have G. R. Sponaugle replace and re-insulate nine sections of piping in the MAMS boiler room in order to allow for heating to occur this winter. Mr. Richards said that the pricing received for this emergency work was \$17,438. Mr. Richards said that formal approval for the work needs to occur at the Board meeting. The committee recommended that the replacement and re-insulation of the piping be moved to the Board agenda for approval using Costars pricing and Capital Reserve funds.

Discussion Item / Possible Action Item – MAMS Piping Inspection: Mr. Meiser explained the exploration that is planned to look for any other possible leaks in the piping at MAMS. Mr. Meiser said that he developed a request for proposal based upon the intended scope of work and solicited pricing from three different contractors that could each provide Costars pricing. Mr. Meiser said that the best pricing is from H. B. McClure. Mr. Meiser said that the work would be done on a time and material basis. The committee recommended

that the piping inspection work be moved to the Board agenda for approval.

Possible Action Item – Supplemental Snow Removal Assistance: Mr. Meiser reviewed the proposal from York Excavating to provide supplemental snow removal assistance this winter should conditions warrant the magnitude of work that cannot be accomplished with District-owned equipment. Mr. Meiser said that York Excavating is not asking for any payment as a retainer, but will just bill the District for any work that does occur. The committee recommended that the standby arrangement be moved to the Board agenda for approval.

Agreements

Discussion Item / Possible Action Item – Building Automation System Service Agreement: Mr. Meiser reviewed the agreement with Trane to get all of the building automation system service agreements on a yearly cycle that runs from September through August. Mr. Meiser said that the combined cost for Kunkel Elementary School, Reid Elementary School and the Administration Building is \$10,911. Mr. Meiser also said that Trane has proposed doing monitoring of energy consumption at a cost of \$4,000 per year per building. Mr. Meiser noted that this was one of the functions that Mr. Burgit did, but that is no longer part of the revised job description that was developed when Mr. Burgit left the District. The committee questioned what would be derived for that type of cost. Mr. Franklin suggested that Trane might come to make a presentation or provide additional information for the next committee meeting. The committee recommended that the building automation system service agreements on the agenda (without the additional service cost) be moved to the Board agenda for approval.

Goals

Discussion Item / Possible Action Item – Goals for 2016-2017 related to Operations: Dr. Suski summarized the discussion that occurred in the September committee meeting into one goal for consideration by the School Board.

Goal – Address most pertinent facility needs utilizing Capital Reserve funds.

Mr. Franklin said that at the last committee meeting the members asked that the most critical items previously identified as part of the development of a capital projects plan be provided for review in order to establish priorities. Mr. Franklin said that a reduced version of the capital projects plan has been attached to the agenda that lists only those items that were deemed “immediate” or “high” priority. Mr. Franklin said that those priority ratings put the proposed projects in the 2016-2017 and 2017-2018 school years. Mr. Meiser said that it was beneficial to look at more than just the current year so that summer work plans could also be developed, which could be work that is part of the following school year. Mr. Meiser also noted that there are two line items for roof coatings because a decision would need to be made about whether 12-year or 20-year roof coatings are desired. Mr. Franklin suggested that it is not necessary to identify which priorities are going to be tackled to accomplish the goal tonight and that further discussion could occur after more

review has occurred. Mr. Richards questioned whether the goal met the criteria of being measurable. The committee recommended that the goal be moved to the Board agenda for approval and that further dialogue occur about which items will be identified to determine accomplishment of the goal.

Communications

Discussion Item – Securing School Buildings: Mr. Meiser said that some concerns have been raised about the level of security in the buildings after school hours because buildings are not “locked down” in the same manner that they are during the school day. Mr. Meiser noted that the nature of the District’s door locking process during the school day has them very secure. However, Mr. Meiser said that the School District’s practice has been to unlock doors for after-school activities based upon the timeframe on facility use requests or it would be necessary to have someone monitor the doors at all times for the entrance and exit that occurs during evening activities. Mr. Meiser said that Dr. Suski received a complaint because some doors are not completely secured after school hours. Mr. Meiser said that the complainant recommended that security personnel be obtained – either by hire or volunteer – in order to man the doors and control entrance and exit. The committee discussed the type of events that occur after hours, including athletic practices. Mr. King noted that coaches are guilty of propping doors open at times when they are on the fields because athletes need to regain entry to the building for restroom use or other needs, and a coach would need to leave the team in order to walk the athlete to the building and unlock the door. The committee discussed the inconsistency associated with doors being locked for athletic practices, but open for athletic matches. The committee also noted that the doors were open for their entry into the building for tonight’s committee meeting. The committee emphasized support for maintaining secure buildings, but did not believe that having the buildings locked during after school hours was something that could be accomplished as the cost to man the doors could be rather high and the ability to obtain sufficient volunteers was unlikely. The committee also discussed the fact that MASD is handling its building after hours in the same manner as other school districts.

Approvals

Possible Action Item – Contracted School Bus Drivers: Mr. Richards said that Boyo has requested that Alice Wiley be approved as a contracted school bus driver for them for the 2016-2017 school year. The committee recommended that the bus driver approval be moved to the Board agenda for approval.

Use of Facilities

Discussion Item / Possible Action Item – Use Requests: The committee reviewed the requests on the listing attached to the agenda. **Subsequent to the committee meeting, the use request for the Powder Puff football game was amended to change the date.** The committee recommended that the use requests be moved to the Board agenda for approval.

Adjournment

The meeting adjourned at 9:11 p.m.