

**MIDDLETOWN AREA SCHOOL DISTRICT**  
**Operations Committee Meeting**  
**November 10, 2016 – 7:25 p.m.**  
**MINUTES**

**Members in attendance:** Melvin Fager and Linda Mehaffie

**Members not in attendance:** Terry Gilman

**Non-Voting Members in attendance:** Mike Corradi, Newton Davis, Christopher Lupp and Jennifer Scott

**Staff/Public in attendance:** David Franklin, Bill Meiser and Lori Suski, District Administrators; Jeff Straub, Crabtree, Rohrbaugh & Associates; Jason Wolfe, Raudenbush Engineering

Opportunity for  
Public Comment

No one addressed the committee at this time.

Equipment  
Purchases

**Possible Action Item – Additional Card Readers and Cameras for New High School:** Mr. Meiser said that the High School administration has requested additional card readers and security cameras for the new High School. Mr. Meiser reviewed a quote from Choice Security Services for four card readers, two reader boards, and three cameras at a cost of \$14,418 using State Contract and Costars pricing. Mr. Meiser said that the need for these items was not identified during building design and has been determined based upon the actual occupancy of the building. Mr. Meiser noted that these items were not part of the value engineering process that occurred when the bids were higher than the budget. Mr. Meiser explained that several cameras were removed from the project scope in order to live within the building budget. However, Mr. Meiser noted that the wiring for the cameras was maintained so that they could be installed in the future if there was ever a desire to do so. Mr. Meiser said that he hoped that the cameras could be added at some time. Mrs. Mehaffie said that if there is a need to add the card readers and cameras in the quote perhaps consideration should be given to add other needed cameras now rather than seek them in the future so that economies can be obtained from having the contractor on site at one time. The committee suggested that Mr. Meiser work with the High School administration to review the reductions that were made during the value engineering process and obtain cost estimates to add any cameras that are considered a need. The committee said that if that information could be obtained before the November 21 School Board meeting it could be added as a new business item. Mr. Lupp said that he was at another school district and there was numbering on the outside of the buildings to identify each classroom in case of an incident. Mr. Lupp asked if that had been considered. Mr. Meiser said that all of the doors are identified, but there has not been a request for numbering of classrooms by any of the emergency personnel. Mr. Lupp said that the numbering was just letter-sized paper and taped in the window. Dr. Suski said that she has a meeting scheduled with Lower Swatara Township Director of Public Safety Frank Williamson and will get his input on whether that is something that should be considered.

**Possible Action Item – Trailer:** Mr. Meiser reviewed the cost to purchase a double trailer from Tool Shed of America at a cost of \$2,699 to haul more than one piece of equipment with one vehicle since there are not enough vehicles for each employee to have their own vehicle. Mrs. Mehaffie asked if there is sufficient housing for the mowers or if a covered trailer would be more helpful. Mr. Meiser said that space is tight, but the covered trailer poses other challenges. The committee recommended that the equipment purchase of the double trailer be moved to the Board agenda for approval.

#### Contracts

**Action Item – Natural Gas Contract:** Mr. Franklin said that the District authorized the procurement of natural gas for the new High School through October 2017 when a target rate of \$3.10/DTH is reached. Mr. Franklin said that the target was reached on November 1, 2016 with a rate of \$3.093/DTH and said that ratification of the contract with South Jersey Energy is needed. Mr. Franklin noted that the total cost will be less than \$2.50/DTH because the basic contract was a negative \$0.64/DTH. The committee recommended that the natural gas contract be moved to the Board agenda for approval.

**Action Item – Renewal Direct Digital Control Contracts:** Mr. Meiser reviewed the renewal of the annual direct digital control contracts with Automated Logic for the systems at Fink Elementary School and Middletown Area Middle School at budgeted costs of \$6,458 and \$9,608, respectively. Mr. Meiser said that the contracts allow for the control systems to operate at peak efficiency and functionality. Mr. Meiser noted that the Board also invested in making improvements at the Middle School in the spring so that that building could operate more efficiently. The committee recommended that the contract 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. The committee discussed the request for the lacrosse tournament in July 2017. Dr. Suski asked Mr. Meiser when the new High School fields will be ready for use. Mr. Meiser said that the new fields are not planned for use until August. The committee discussed the desire to house tournaments, but wanted to make sure that student use would not be impacted. The committee suggested that the request for the lacrosse tournament be tabled until the new Athletic Turf Technician is on board and additional information can be obtained. Mr. Meiser commented that the current policy does not specify whether the District can charge for parking assistance. Mr. Meiser confirmed that the committee would want an outside group to be charged for parking assistance if that is required based upon the number of vehicles that would be on site. The committee recommended that all other facility use items be moved to the Board agenda for approval.

**Discussion Item / Possible Action Item – PIAA Inter-District Contest Site License Agreement:** Mr. King had provided a PIAA contest site license agreement for the District to be a host site for PIAA District playoff events. The

committee was supportive of the District being a host site and doing whatever is necessary to effectuate that potential. The committee recommended that agreements (a separate one is needed for each sport) be completed and moved to the Board agenda for approval.

**Discussion Item / Possible Action Item – Use of Parking Area:** Mr. Meiser reviewed the request from First Student to use a parking area near Field 14 for third-party CDL testing. The committee expressed concern about liability and whether there would be a potential for the testing to occur in the proximity of District students (for gym classes). The committee also questioned how much First Student was willing to pay to use District property for this purpose. Mr. Franklin said that the administration would obtain the requested information from the District's insurance broker and First Student.

#### Approvals

**Possible Action Item – Contracted School Bus Drivers/Aides:** Mr. Franklin said that approval is being sought for the following individuals to serve as contracted school bus drivers/aides for the 2016-2017 school year – Betty Cobb (First Student) and Thureya Suleiman (Boyo). The committee recommended that the individuals be moved to the Board agenda for approval.

**Action Item – Changes in Bus Routes:** Mr. Franklin reviewed changes in bus routes for Reid Elementary School due to overcrowding on bus #8 and bus #11. The bus #8 stop of N. Catherine & Detweiler is being moved to bus #5 with a five minute pickup change in the morning and a five minute drop-off change in the afternoon. The bus #11 stop of Wilson & Wood is being moved to bus #5 with a four minute pickup change in the morning and a two minute drop-off change in the afternoon. Mr. Franklin explained that PDE requires that the Board approve the bus routes and stops. The committee recommended that the change be moved to the Board agenda for approval.

#### Capital Projects

**Discussion Item / Possible Action Item – High School Project Change Orders:** Mr. Meiser said that ECI Construction has presented a deduct of \$10,874.28 for the cleaning done by the District to prepare the building for occupancy, a change in the amount of \$1,485 to install burette sockets in resin table tops and a change in the amount of \$492 to replace the specified base in the turf room with an extended toe base. Mr. Meiser reviewed the change order from Oylar Electric Inc., LLC to install a doorbell and associated wiring at the dock at a cost of \$849.20. Mr. Fager noted that the total change orders are still less than 1%. The committee recommended that the change orders be moved to the Board agenda for approval.

**Discussion Item – High School Science Classroom Floors:** Mr. Straub said that Carney Engineering has reviewed the floors and noted that there is no safety issue although the floor vibration is distracting. Mr. Straub said that the engineers recommend adding drywall to the joists and additional steel bridging. Mr. Straub suggested that this work occur during a break and that a different contractor (Carl Barker) be used for this correction. Mr. Straub

explained the work that would require removal of ceiling tiles. Mr. Meiser asked how long the ceilings would be removed. Mr. Straub said that it should not be long, but that there definitely is a desire for testing to occur before the ceilings are replaced. Mr. Straub said that is why it is recommended for this work to occur during the winter break. Mr. Straub said that the cost would be handled by Crabtree Rohrbaugh & Associates.

**Discussion Item – Infiltration Basin:** Mr. Meiser introduced Jason Wolfe from Raudenbush Engineering. Mr. Meiser said that Rich Snyder from the Dauphin County Conservation District reviewed the infiltration issues at the District and proposed solutions in order to maintain compliance with DEP. Mr. Wolfe said that the water appears to be groundwater and would not have been visible during the testing process. Mr. Wolfe said Mr. Snyder suggest that the basin be used as a “capture and reuse” system that allows water to fill and then be reused elsewhere on the site for irrigation purposes. Mr. Wolfe said that the current basin is not large enough to fill the entire requirement. Mr. Wolfe said that the possibility of installing a bioswale was discussed with Mr. Snyder. Mr. Wolfe said that upon further review that solution could be very costly and may not be the best solution. Mr. Wolfe said the current consideration is to install the other basin that was discussed in the prior month at a cost of \$16,000+. Mr. Wolfe said that if the basin doesn’t fill with water then it could be used as an infiltration basin and if it does fill with water then it could also be used as a “capture and reuse” system. Mr. Wolfe said that York Excavating has indicated that the bioswale would likely cost three times the amount of the additional basin. Mr. Wolfe also said there is a possibility of digging a culvert to connect the two basins so that one would not hold more water than the other. Mr. Fager asked about the cost for equipment to pump water. Mr. Meiser said that the District has some equipment that could be used, but it may not be an easy process for the pumping to occur. Mr. Meiser said that Mr. Snyder indicated that it is not uncommon for water issues like this to occur and that Penn State is having similar problems. Mr. Corradi asked if there is a requirement for the type of vegetation that would be used. Mr. Wolfe said there isn’t a requirement, although they prefer that the vegetation be native to Pennsylvania. The committee discussed the possibility of a tree instead of some other types of vegetation. Mr. Wolfe said that a tree might actually reduce the volume of water controlled by the basin. The committee recommended that the most effective and least costly option be pursued – to use two basins with the necessary vegetation and fencing around them. Mr. Wolfe asked if landscaping is desired. The committee indicated that appearance is important since this is the front of the building. Mr. Wolfe suggested that landscape be delayed until the second pond’s effectiveness is determined. Mr. Wolfe will come back to the District with a design.

**Information Item – PPL Energy Efficiency Rebates:** Mr. Meiser reviewed the rebates received from PP&L for the new High School - \$26,568.76 for lighting efficiency and \$1,193.18 for the chiller. Mr. Meiser said that there should be additional PP&L rebates for some of the equipment purchased.

**Discussion Item – Kunkel Chiller Replacement:** Mr. Meiser reviewed the possible costs for the replacement of the Kunkel chiller. Mr. Meiser said that the chiller is recommended to be moved from the roof. Mr. Meiser said option 1a would be an in-kind replacement with the move of the chiller from the roof at a projected cost of \$306,400. Mr. Meiser said that a quieter model (option 1b) would have a projected cost of \$356,400. Mr. Meiser said that a large model (option 2a) that would allow for a future addition would have a cost of \$366,750 and a quieter model sized for an addition (option 2b) would have a cost of \$410,750. Mr. Meiser said that option 3 would allow for a future ice tank system at a cost of \$332,500 and if an ice tank system were later added it could service an addition. Since cooling season is not imminent, the committee said that they would like to review the options and discuss this replacement again in January.

**Discussion Item – Administration Building & Operations Building:** Mr. Franklin said that when the Operations Committee met in August they discussed the inadequate office space configurations in the Administration Building and were going to look at some configuration changes as a winter project. Mr. Franklin said that the walls also lack proper soundproofing and don't really afford the type of office privacy that is needed for most of the employees housed in the Administration Building. Mr. Franklin said that as the administration has been working on the action steps for the 2016-2017 goals (specifically the goal to "improve the appearance and functionality of District athletic fields/facilities"), they wanted to discuss the work at the Administration Building to see if that is still the best way to resolve the current problem. Mr. Franklin referenced the most urgent items at the Administration Building on the multi-year capital projects plan that are slated to be addressed within the next two years (cedar shake roof, exterior doors, sidewalk repairs, parking lot lighting, lot sealing, and windows). Mr. Franklin said that the possible cost of that work exceeds \$175,000. Dr. Suski said that Mrs. Mehaffie had once questioned whether the District should be looking for a location that could house the Administration Building and the Operations Building because of the space issues at both buildings. Mr. Franklin pointed out that the multi-year capital projects plan identifies the following most urgent items at the Operations Building – roof work, lot repair and sealing, and additional shelving. Mr. Franklin said that these projects are estimated to cost in excess of \$358,000. Mr. Franklin said that the administration has questioned whether exploration should occur to determine whether there is another location that could be used for a combined Administration Building/Operations Building that could possibly be less costly than reconfiguring the Administration Building (at a cost that has not yet been identified) given the fact that there is \$533,000 of other work that has been identified as urgent at both of those buildings. The committee supported further exploration of what solution might be the least costly to the District whether that be moving forward with the necessary repairs/maintenance to the facilities, rebuilding the District office at its current location, building a joint facility somewhere or leasing a joint facility.

Adjournment

The meeting adjourned at 9:28 p.m.