

MIDDLETOWN AREA SCHOOL DISTRICT
Operations Committee Meeting
January 12, 2017 – 7:11 p.m.
MINUTES

Members in attendance: Mike Corradi, Melvin Fager, Dr. Brian Keating and Linda Mehaffie

Members not in attendance: None

Non-Voting Members in attendance: Christopher Lupp and Darnell Montgomery

Staff/Public in attendance: Michael Carnes, David Franklin, Bill Meiser, Brett Myers and Dr. Lori Suski, District Administrators; Lora Gomboc, Interested Citizen

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

Capital Projects **Discussion Item – Capital Planning:** Mr. Franklin said that the Operations Committee proposed a District goal for 2016-2017 to address the most pertinent facility needs using Capital Reserve funds at its October meeting. Mr. Franklin said that the items classified as “immediate” or “high” priority were reviewed at that meeting. Mr. Franklin said that the total estimated cost for all of those items exceeded \$5.2 million and the committee discussed the need to further narrow down the projects. Mr. Franklin said that in order to allow sufficient time for design and bidding of projects the administration suggests that the narrowing process occur very soon. Mr. Franklin said that the Capital Reserve Fund has a balance of \$8.3 million as of November 30, 2016 as reflected in the Treasurer’s Report approved last month. Mr. Franklin noted that a portion of that balance has been set aside to pay debt service associated with the High School project, leaving \$5.4 million that was not committed. Although the amount available could cover the projects listed as “immediate” and “high” priority, Mr. Franklin said that the administration does not recommend the complete depletion of the Capital Reserve Fund as there is no built-in mechanism for the replenishment of that fund. Mr. Franklin said that in order to guide discussion, the administration looked at the projects and tried to identify those that would total less than \$1,150,000. Mr. Franklin said that this amount was selected as a “cap” since it was the amount transferred from the General Fund to the Capital Reserve Fund from 2015-2016 surplus. Mr. Franklin said that use of this amount would be the equivalent of returning the fund balance to what was available last spring during deliberations about capital planning. Mr. Meiser reviewed and explained the projects proposed by the administration including wireless connection at War Memorial Field and press box upgrades; chiller overhauls at Fink Elementary and Reid Elementary Schools; parking lot, driveway and playground sealing at Fink Elementary, Kunkel Elementary (playground only), MAMS (no playground) and Reid Elementary; copper water line repair/replacement at Fink Elementary; twenty-year warranty roof coating at Fink Elementary; securing the vestibules at Fink Elementary, Kunkel Elementary, MAMS and Reid Elementary; exterior masonry/concrete repair at Kunkel Elementary; playground swing landing area expansion at Kunkel Elementary; chiller replacement at Kunkel Elementary;

exterior window trim repairs at Kunkel Elementary; added pallet storage shelving at the Maintenance Building at War Memorial Field; and water heater replacement at MAMS. The committee questioned whether it was necessary to use copper water lines at Fink because of the problems that have been experienced. Mr. Meiser said that PVC cannot be used in an industrial building. The committee asked whether there was any other material that could be used. Mr. Meiser said that he would check with the engineer from Barry Isett & Associates. Mr. Meiser pointed out that the costs to secure the vestibules in each building came from the feasibility study prepared by Crabtree Rohrbaugh & Associates and that some costs may be low as the work required in each building varies. Mr. Meiser said that the water heaters that were installed at MAMS were not a good brand and that bid specifications should have been written to obtain better quality when MAMS was built. Mr. Meiser said that the company is out of business and the District bought whatever parts it could obtain to allow for repairs. Mr. Meiser said that although the water heaters have not yet failed, the administration wanted to advise that they are listed as "high" priority because the District will lose hot water if one heater goes down and will have no hot water if they both go down. Mr. Corradi asked whether all of the projects would require the cost of prevailing wage. Mr. Meiser said that the prevailing wage requirement is for projects in excess of \$25,000. Mr. Corradi asked whether costs might be lower for some of the sealing work if it were spread out so that prevailing wage might not impact the District and asked which sealing work is most critical. Mr. Meiser said that the paving at Reid Elementary School has the greatest need for sealing. Mr. Meiser said that the numbers used in the cost estimates came from the feasibility study and that he has been in contact with a vendor and received a quote that includes all of the sealing work at a total cost below the prevailing wage threshold even though the total cost for sealing on the project list is \$113,000. Mr. Fager said that he thought the sealing should be done because he recalls how the District had a problem with roofs before Mr. Meiser was here and didn't want to see the same problem with paving. Mrs. Mehaffie said that she was supportive of all of the projects proposed, but questioned whether the Kunkel chiller replacement should be done at this time since the District still has not heard from PDE about the Highspire petition. Mrs. Mehaffie said that she was especially interested in securing the vestibules. Dr. Suski noted that the Operations Committee had been interested in securing vestibules several years ago, but after the Sandy Hook incident there was discussion about possible state grant funding to secure vestibules so no action was taken at that time. Dr. Suski said that the grant funding was never provided by the state. Mr. Corradi questioned the cost of \$530,000 for end zone seating as high. Mr. Franklin noted that various options were proposed for end zone seating and the cost used may have been the most expensive solution. Mr. Meiser concluded that there must be other work included in that number. Several committee members expressed interest in seeing end zone seating added to the list of projects to be completed this year. The committee discussed what type of end zone seating to put at War Memorial Field. Mr. Myers suggested that the seating run from hash mark to hash mark and be no more than 15

rows high. Mr. Meiser said that the walkway may need to be adjusted or removed. Mrs. Mehaffie calculated the difference in cost for the roof coating warranty of 20 years versus 12 years for Fink Elementary School and said that the District would gain 8 more years of warranty for about \$30,000. Mrs. Mehaffie said that she believed the 20 year warranty (as recommended by the administration) was the better option. Mr. Meiser noted that some of the work requires design professionals and asked who the administration should contact for this work. Mrs. Mehaffie asked whether an architect is even needed for some of the work. Mr. Meiser confirmed that some projects could possibly be done through a cooperative purchasing contract. Mr. Corradi said that he would like to see the District use someone other than Crabtree Rohrbaugh & Associates for anything that is related to athletics because the District has not had good results with athletic fields designed by Crabtree Rohrbaugh in the past. Mr. Corradi said that he would like to see the District use a professional that specializes in athletics. Dr. Suski said that Mr. Corradi provided her with the names of three firms that specialize in athletics. The committee agreed with Mr. Corradi about seeking a different professional for athletic related projects and asked the administration to contact other professionals and bring them to the committee for consideration after review of the projects being proposed. Mr. Franklin asked whether the committee had an opinion on the firm to use for design of non-athletic venues. Mr. Corradi said, and the committee agreed, that Crabtree Rohrbaugh has done a good job designing buildings and Crabtree Rohrbaugh could continue to be used for that type of work. Mr. Franklin said that the administration would look at what can be done through cooperative purchasing contracts and what might be able to be designed by engineers and that Crabtree Rohrbaugh would be contacted for other projects such as securing the vestibules.

Discussion Item – Kunkel Chiller Replacement: Mr. Meiser obtained an assessment from Trane about the condition of the Kunkel Elementary School chiller at the request of Mr. Corradi. Mr. Meiser reviewed the assessment. Trane stated that the chiller is two years beyond the ASHRAE-estimated lifespan for air-cooled chillers (i.e. 20 years). However, the assessment by Trane noted that some air-cooled chillers can exceed the lifespan by five to ten years. Trane noted that maintenance and repair costs likely escalate when the lifespan is stretched. Trane estimated that if an additional five to ten years were sought from the chiller an overhaul of wear components and a re-build or replacement of compressors would be needed at an estimated cost of \$70,000 - \$80,000. Trane pointed out that the steel frame is rusted badly in some areas and that the condition precludes technicians from walking on the frame. Trane restated what Mr. Meiser had said in a previous committee meeting – the design of the building with a boiler vent so close to the chiller was poor. Trane also noted that the chiller condenser piping is corroded from prior leaks in places. Trane stated that compressor oil moisture content is high and controls are obsolete. Trane indicated that there is no replacement for the existing controls and that an upgrade would be required if they failed at a cost ranging from \$9,000 - \$12,000. Further, Trane pointed out that the controls

are unstable and resets have been required. Trane reiterated that rust has created unsafe conditions for working on the unit. The committee reviewed the various chiller replacement proposals that had been reviewed at the November committee meeting. Mrs. Mehaffie questioned whether it would be possible to wait another month to see if PDE would respond regarding the Highspire petition. Dr. Suski said that no update has been received and that likely appeals would be filed depending upon the outcome that could delay any final decisions for months or years. Dr. Suski updated the new Board members on the potential financial impact associated with the Highspire petition. The committee asked about the length of time needed to replace the Kunkel chiller for the start of the school year. Mr. Meiser said that it would be best to take action on design at this point. Mr. Meiser said that waiting another month could have an impact on being ready for the start of school. Mr. Meiser said that the engineer has indicated that the lead time for a chiller has been running at least two months. Mr. Meiser said that the engineer referenced a situation where a school was impacted this summer because the chiller wasn't available to start the year. Mr. Franklin asked Mr. Meiser to explain what components of a replacement chiller could be moved if there was ever a need to do that. Mr. Meiser explained that most of the components could be relocated, but that the cost of wiring would be unrecoverable. The committee suggested that the decision be deferred one more month and that Mr. Meiser verify that the electrical system is able to handle the replacement (based upon a reference on the proposal that the adequacy of electrical service would be verified during design). The committee expressed the greatest support for option 3 but expressed interest in seeing the potential savings from the ice plant. The administration noted that the first action step that the Board would need to take is to authorize design and actual approval of the replacement would not occur until after the design process is complete.

Discussion Item – Softball Field: Dr. Suski said that Mr. Corradi asked that the agenda include discussion about the softball field. Mr. Meiser said that a new softball field was originally planned as part of the new High School; however, the option for the new softball field had to be rejected at bid opening in order to live within the project budget. Mr. Meiser said that some concerns were raised by softball parents about the condition of the existing softball field. Mr. Meiser said that the committee looked at the cost to build a new softball field last school year and was provided with pricing that was at least \$120,000 higher than the alternate that was rejected at bid opening. Mr. Meiser said that another price was obtained that had different specifications based upon consultation with the coach and Athletic Director that was \$50,000 higher than the first re-pricing. Mr. Meiser said that options were also reviewed last year on repairs/renovations that could be done to the existing softball field. Mr. Meiser said that the option 1 work (dugout fencing and dimatex infield diamond reconstruction) was completed. Mr. Meiser said that option 2 (moving the infield) was not selected at that time. Mr. Meiser reviewed maps showing the work under the two options. Minutes from the committee meetings last spring indicated that the committee wanted to wait until the

results of the peer to peer grant study were received before investing heavily in fields on the campus as the study might alter the field plan. The committee suggested that the athletic design professionals that are contacted as part of the capital plan discussion also be asked to provide remedies for the existing softball field.

Discussion Item / Possible Action Item – Softball Field Change Order: Mr. Meiser reviewed the change order provided by Sage Technology Solutions for an upgrade to the equipment rack, cable installation and speaker mounting to the top of the backstop. Based upon the previous discussion about the softball field, the committee suggested that the change order not be accepted at this time so that the committee could wait to see what other changes are suggested before taking action to approve a change order.

Action Item – MAMS Piping Change Order: Mr. Meiser reviewed a change order from G. R. Sponaule to reject the insulation portion of the work approved in October 2016 at a cost reduction of \$3,313. Mr. Meiser said that the decision was made to not insulate because work is not finalized. The committee recommended that the change order be moved to the Board agenda for approval.

Discussion Item / Possible Action Item – Additional High School Window Shades: Mr. Meiser reviewed additional shades requested at the High School that were not part of the original design – 3 manual roller shades at B123, 3 manual shades to convert to a dual shade system at the B134 conference room, 4 manual roller shades at A355 vestibule, and 10 manual roller shades in the administrative suite. The total cost of the shades is \$6,390 using Costars pricing and Capital Reserve funds. The committee recommended that the additional shades be moved to the Board agenda for approval.

Equipment Purchases

Discussion Item / Possible Action Item – High School Faculty Restroom Door Closures: Mr. Meiser reviewed a quote from A. G. Mauro to add 12 automatic door closures to the faculty restrooms at an installed cost of \$3,280 using Costars pricing and Capital Reserve funds. Mr. Meiser noted the closures are requested so that the doors would be inaccessible to students. Mr. Meiser said that if faculty members do not pull the doors behind them when exiting the restroom, students would be able to enter the faculty restrooms which would not allow for monitoring. Mr. Meiser said that this was something not selected during the design phase. The committee recommended that the door closures be moved to the Board agenda for approval.

Discussion Item / Possible Action Item – Med Sleds: The agenda listed a request to purchase “med sleds” for the school buildings to allow for transport of injured or disabled individuals from two-story buildings when elevators are not able to be used for evacuation purposes. The committee supported the request and recommended that it be added to the Board agenda for approval using Budgetary Reserve funds.

Discussion Item / Possible Action Item – Truck Addition: Mr. Meiser reviewed information on the vehicles owned by the District and noted that because of the recent expansion of the workforce (landscaper and sports turf technician), some employees must partner with others at all times since the number of vehicles is less than the number of personnel. Mr. Meiser said that, while the partnering has efficiencies at times, there are also drawbacks if employees do not complete tasks at the same time or get called to another location. Mr. Meiser said that when the District had trade assistants those employees specifically worked with other technicians, but that position doesn't really exist anymore and most of the maintenance personnel are assigned their own jobs and are not working together at all times. Mr. Meiser said the other impact felt with having fewer vehicles than personnel is when a truck is down for repairs. Mr. Meiser said that in the past a vehicle was replaced each year, but the desire this year is to add a truck to the fleet instead of doing a replacement using the allocation in the budget. Mr. Corradi asked whether used vehicles can be purchased. Mr. Fager asked if it would be possible to allow a dealer to advertise on our vehicles as a way to get reduced pricing. Mr. Fager also recalled the dealer that had test drives at the Fink parking lot and wondered if we allowed that to occur by the dealer that provided a vehicle if that would allow for better pricing. The committee reviewed the quote that Mr. Meiser received for a new vehicle with a snow plow attached. The total cost is \$36,575 reflecting a \$10,000 Costars discount. The committee members commented that the price of the truck was good. Mr. Franklin said that the administration would review the requirements for the purchase of used vehicles and explore the concept of dealer advertising for review at another committee meeting.

Discussion Item / Possible Action Item – Replacement of Reid Card Access System: Mr. Meiser reviewed a quote from Choice Security Services to replace the card access system at Reid Elementary School. Mr. Meiser noted that the card access system is slated for replacement on the capital projects list in a few years; however, failure of the system has been occurring. Mr. Meiser said that the District is also migrating away from the Simplex Grinnell proprietary system. Mr. Meiser said that Reid Elementary School and the Middle School are the only schools with that system. Mr. Meiser reviewed several options that were provided in addition to the replacement of the system as it currently exists (option 1). The committee discussed the options and recommended that options 1, 2 and 4 be moved to the Board agenda for approval at a total cost of \$38,558 using Costars and state contract pricing and Capital Reserve funds.

Communications

Discussion Item – Facility Weed Control: Mr. Meiser sought clarification from the committee on the extent of weed-free status for District facilities based upon the cost estimates provided by the District's turf consultant ranging from \$3,100 to \$6,000 for materials. Mr. Meiser said that the District has the personnel for either option. The committee discussed the options and believed that the difference of \$3,000 to have no weeds almost everywhere was worth

the cost and suggested that option 2 be utilized.

Use of Facilities

Discussion Item – Lacrosse Tournament: Mr. Meiser said that the committee had tabled the request for the use of District facilities to hold a lacrosse tournament until the newly hired Sports Turf Technician was able to be consulted. Mr. Meiser said that he had a meeting with Dr. Suski and Kurt Klinger (Sports Turf Technician) regarding the request. Mr. Meiser said that Mr. Klinger said that the timeframe proposed for the tournament was the recovery period for the field. Mr. Klinger said that if the request was honored, the District should probably plan to cut out the goal mounds and sod in that area. The committee discussed the tournament and believed that the cost that would be incurred by the District in order to have the fields ready for District activities minimized any revenue that could be generated by the facility use. The committee declined use of the facilities for the lacrosse tournament.

Discussion Item – Mayoral Madness: Mrs. Mehaffie said that she was contacted by Mayor Curry and asked if the Board would reconsider his request to hold the Mayoral Madness in the High School gym. Mrs. Mehaffie said that the event is proposed for March 24 and that the proceeds are again scheduled to be used toward the cost of fireworks. Mrs. Mehaffie noted that one of the concerns in the past was that the money ran through the booster club and people thought they were receiving the full benefit from the event. Mrs. Mehaffie said that the Mayor stated that the boosters get the benefit of concession sales. Mrs. Mehaffie said that she confirmed with the booster clubs that the event was beneficial to them and that the kids enjoy participation. Dr. Suski said that the coaches are willing to coach the student team. The committee requested that Mrs. Mehaffie work with the Mayor to review stipulations for holding the event. The committee supported adding the use request to the listing for approval at the Board meeting.

Discussion Item / Possible Action Item – Use Requests: The committee reviewed the use requests on the listing attached to the agenda by LSTAA and College Funding Resources. The committee recommended that the use requests be moved to the Board agenda for approval.

Contracts

Action Item – MAMS Fittings/Piping Replacements: Mr. Meiser reviewed the quote from H.B. McClure to replace damaged fittings and piping on AHU #10 and AHU #7 and the chemical feeder in the boiler room at MAMS. Mr. Meiser said that the quote also includes the installation of two isolation valves on the chemical feeder in the boiler room. Mr. Meiser said that the quote is for a cost not to exceed \$17,952 on a time and material basis using Costars pricing and Capital Reserve funds. Mr. Meiser noted that the District anticipates that the cost will be recoverable through a liability claim. The committee recommended that the contract be moved to the Board agenda for approval.

Approvals

Action Item – Change in Bus Routes: Mr. Franklin reviewed the move of two bus stops from bus 15 to bus 16 in the afternoon to address overcrowding on bus 15 in the afternoon from the Middle School and the move of the Discovery

Kids stop from bus 7 to bus 1 in the morning and afternoon to address overcrowding on bus 7. Mr. Franklin said that both changes were effective January 9. The committee recommended that the change in routes be moved to the Board agenda for approval.

Adjournment

The meeting adjourned at 9:36 p.m.