

Plum Borough School District

Facilities Committee Meeting Minutes

August 23, 2011

(Meeting: 2/2011-12)

Tuesday, August 23, 2011

**Plum Borough School District
Facilities Committee**

Meeting Minutes

AUGUST 2011

Date: Tuesday, August 23, 2011

Location: High School Cafeteria Conference Room

Attendees Present:

Committee Members: Mr. Russo and Mr. Drake, Committee Members

Board Members: Mr. Colella, Mrs. McGuirk, Mrs. White, Mr. Dowdell, Mr. McGough, and Mr. McMasters

Administrative Representatives: Mr. Marraccini, Dr. Naccarati, and Dr. Glasspool

Aramark Representative: Mr. Barry Shaw, Interim Facilities Supervisor

Solicitor: Mr. Price and Mr. Giglio

Construction Representatives: Mr. Steve Ackerman, LR Kimball, Architects
Mr. Steve Peterman, Massaro Corp., Construction Manager
Mr. Dennis Russo, Russo Construction, Owner's Representative

Invited Guests: None

I. Call Meeting to Order. Mr. Russo called the meeting to order at 6:03 PM.

II. Citizens Comments:

- A. On agenda items: None
- B. On non-agenda items:

Jay White, Jeff Tisko, Jim Fink and Marty DeGore of the Plum Borough Basketball Organization explained on their upcoming Use of Facilities Request for another gym and additional gym time. There was discussion regarding the YMCA programs and the Organization's program. Board members suggested both group should meet and discussion the issue. Their request will be on the September 2011 Facilities Agenda.

III. Agenda Action Items:

- 1. **Use of Facilities Applications.** The Committee was presented with requests from the following groups/individual. It was noted that the request by the Plum Baseball Boosters will be contingent to availability due to the construction of the new softball field.
 - A. High School Girls Volleyball Boosters
 - B. Plum Baseball Boosters
 - C. Plum Council of PTA, Inc. (2 requests)
 - D. Plum High Boys Soccer Boosters
 - E. Jeffrey Russo (Adult basketball group)
 - F. Plum Area Youth Soccer Association

Committee Recommendation: Move to Public Agenda

Mr. Drake commented that the Use of Facilities Applications should be submitted in a timely fashion in accordance with the District's Policy #707. There was discussion to consider changing the policy regarding

the timeline for submission of applications. Mrs. White will add this to the next Policy Committee agenda.

2. **New Pivik Elementary PlanCon-Part G Approval.** The District was notified that the Department of Education has reviewed and approved the PlanCon Part G documents for the New Pivik Project. The Board acknowledges receipt of the notification as a matter of record only.

Committee Recommendation: Move to Public Agenda

3. **Renewal of maintenance agreement with McQuay for district chillers.** Administration recommends acceptance of the maintenance agreement renewal with McQuay Services for the district's air conditioning chillers located at the Senior High School and Oblock Jr. High School for a one year term effective 9/1/11, at an annual cost of \$10,380. There is no increase over prior year.

Committee Recommendation: Move to Public Agenda

Mr. Marraccini explained McQuay suggested the district consider another proposal for the tear-down, inspection and replacement of the chillers as part of a 10 year maintenance schedule. More details will be obtained and presented at the next Facilities Meeting regarding their proposal.

IV. Agenda Discussion Items:

1. New Pivik Elementary School / Softball Field Construction Updates:

A. Mr. Ackerman and Mr. Hummel, Architects, LR Kimball updated the Committee regarding the New Pivik Elementary School Project & New Softball Field Project. They noted the project is on track and they have processed numerous submittals presented by Nello Construction. They addressed the storm water concerns of the Borough Engineer and are waiting approval by the Allegheny County Conservation District regarding storm water management changes.

B. Mr. Peterman, Construction Manager, Massaro updated the Committee regarding the New Pivik Elementary School Project. He noted the project is ahead of schedule and things are moving well. Massaro presented the board members with a monthly progress report detailing the financial updates, monthly submittal tracking log, inspection log, and listing of contractors and project photos supplied by Mr. Russo.

C. Mr. Russo, Owner's Representative (On-Site Manager), Russo Construction summarized the progress of the construction to date. He noted construction trailers are being moved from the parking lot across the road from the existing school and that approximately half of the parking spaces were allocated for construction parking.

- V. **Review and Discuss Elementary Construction / New Softball Field invoices.** The Committee was presented with electronic copies of the construction related invoices for approval. The payment application from Nello Construction was presented at the meeting and reviewed by the committee and board members. The percentages of completion for the Architects was discussed and LR Kimball explained their invoicing does not mirror the completed construction on the job site, because they lead the project by approving submittals in advance of the site construction. Kimball will bill the district on a level billing basis moving forward.

Mr. Marraccini stated the Massaro's contract and billing for Limited Construction Manager Services during the Construction Phase was originally based on the assumption that Adial Stevenson and Holiday Park construction would occur and that their scope of work and should reviewed and adjusted to reflect the current status. Massaro receives \$11,500 per month for their services (\$414,000 / 36 months). Committee agreed to revisit the matter.

Committee Recommendation: Move to Public Agenda

VI. New Business: Mr. Colella presented following for discussion:

A. Soccer Practice Field at Pivik. He asked if there would be enough space for a soccer practice field on the new Pivik site.

Mr. Russo explained there will be enough space for a practice soccer field on the site.

B. Air conditioning chillers at Center Elementary. He indicated that plans to install air conditioning chillers need to be addressed for Center Elementary. Note: Center's piping system is set-up for air conditioning because a 4 pipe system was installed during its renovations, but the system needs a chiller to operate.

C. Summer grounds keeping efforts. Mr. Colella noted that the school building's mulch beds were in need of care and that some of the weeds were out of control. Dr. Naccarati explained the issue was addressed and that all of the school building mulch beds were cleaned up or scheduled to be cleaned up before the start of school. It was suggested that the grass subcontracted cutter maintain the shrub beds versus the in house maintenance worker assigned to grounds.

The idea of hiring part-time summer workers next summer assist the staff was suggested and will be considered for next year.

D. Random drug testing for students parking on school property. Mr. Colella asked if random drug testing for students parking on school grounds was allowable. Mr. Price indicated it may be possible for reasonable cause and would further investigate the matter.

VII. Adjournment: Meeting adjourned at 8:28 PM.

VIII. Next scheduled Finance Committee Meeting. Tuesday, September 20, 2011 at 6:00 PM

Minutes prepared by:
Eugene J. Marraccini
Director of Business Affairs