

**Upper Perkiomen School District Facilities Committee**  
**Education Center**  
**2229 E. Buck Road, Pennsburg, PA**

April 17, 2019

Welcome to the Facilities Committee meeting of the Upper Perkiomen School District

**CHAIR:** Melanie Cunningham

**MEMBERS:**

Raeann Hofkin

Mike Elliott

Ex-Officio: Dr. Kerry Drake, President

Superintendent: Dr. Alexis McGloin

Facilities Director: John Sheeran

We will be passing around a sign-in sheet.  
Please include your email address and phone number if you wish.

**AGENDA**

1. Approval of Minutes - March 27, 2019 Meeting (Attachment A)
2. Introduction and Welcome for New Facilities Director, Doug Kenwood
3. Middle School Facilities Study - Dan Cicala - Fidevia & Troy Hill - Blackney Hayes Architects
4. Update on the 4<sup>th</sup> and 5<sup>th</sup> Grade Center - Dan Cicala and Troy Hill
5. Change Order Consideration for the Sidewalk Project – Sandra Kassel
6. Proposed Change Order Motion for the Sidewalk Project - Sandra Kassel
7. Furniture Purchase for New Middle School and 4<sup>th</sup> & 5<sup>th</sup> Grade Center - Dr. Andrea Farina
8. High School Phone and PA System Update - John Sheeran
9. Natatorium Sound System and Scoreboard Replacement - Sandra Kassel
10. New Business

***Mission:*** To provide the board with an accurate description of the condition of all the district facilities and to recommend items and projects that will keep the facilities in optimum condition while maintaining fiscal responsibility to the taxpayers and ensuring a safe, secure learning environment for the staff and students.

*In order to assist in keeping an accurate record of the proceeding of this meeting, the meeting is being videotaped by the District.*

March Facilities Meeting  
Minutes  
March 27, 2019

In Attendance: Melanie Cunningham, Dr. Alexis McGloin, Dr. Andrea Farina, Raeann Hofkin, Mike Elliott, John Sheeran and Jim Mazeka.

Start: 7:05pm

1. Approval of Minutes

Melanie Cunningham asked if there were any questions regarding the minutes. Motion to approve the minutes made by Raeann Hofkin, seconded by Mike Elliott. Esco update: Dr. McGloin indicated there was nothing to present yet.

2. Off-Site Project - Barry Isett & Associates

Bids were received last Friday and the district received three. The low bidder was Spear Excavating, who is right up the street from the project. Second lowest bidder was Construction Masters and the highest was Ramos.

Mr. Elliott asked why there was such a discrepancy. Mr. Mazeka indicated that it could be that the contractor may have just thrown a high number at the project in hopes of obtaining the project. He also shared that RJ Sell asked several questions, but did not bid on the project. He stated they followed up with them and the company indicated that they were just too busy.

Raeann Hofkin questioned pole relocation. Mr. Mazeka indicated that they didn't know the cost yet, and it was not included. They have met with PPL and Verizon they will provide a cost.

Mrs. Hofkin asked if the bid is awarded would it include all costs and the answer was yes. This bid award will be on the April 11<sup>th</sup> Board agenda. Mrs. Cunningham indicated that she would report on this item at the board meeting.

3. New Business

Electrical Contractor Bid: 2 bids were received during our second round of bidding:

EC Eagle - which dropped \$100,000, but was still much higher.

RJ Electric bid was \$94,000, which we would request to be approved at the March 28<sup>th</sup> workshop.

Ms. Hofkin asked if it needed to be a rush, which was answered as yes, because we want to stay on the timeline. Raeann shared that we shouldn't really tell people we don't vote at workshop, because we do.

Mrs. Cunningham gave an update under new business.

She viewed the PSBA Mold Seminar and it was very interesting. She shared that it was on the PSBA portal. ServPRo and East Penn were representatives regarding mold remediation.

## Middle School Furniture Discussion:

Mrs. Cunningham asked how the process for furniture selection was progressing.

Dr. McGloin discussed Corbett Corporate Environments and the process undertaken to purchase the furniture for the new building. She added that we want to put approval on the April 11 agenda. She also noted that the \$900,000 cost includes the assembly of furniture.

Mr. Sheeran reported that the Marlborough chiller is almost done. He has a punch list and needs to wait for final testing. The loop temperature needs to come down consistently before the final tests can be run.

Mrs. Cunningham shared that staff at both Hereford and Marlborough reported that the bathrooms were leaking water. John indicated that he had not received any work orders on the issues, and would speak with Andrew Hannon to determine if there is an issue.

Mrs. Cunningham asked if there was a leak in in the ceiling and into the hallway at Marlborough. Mr. Sheeran Indicated he had no idea of the situation and would investigate.

Mr. Elliott asked the status on our open custodial positions. Mr. Sheeran reported that all full-time positions are open.

Dr. McGloin voiced the need to add a head custodian for a new building. She also thought more discussion was needed regarding the recommended night time supervisor.

Further discussion noted that training would occur once there was more stability in the custodial department. Several members of the committee indicated it was good that we hadn't spent money on that yet.

Mrs. Hofkin asked if there could be a Plan B, and Plan C for each of the new buildings if they are unable to open on time. Her concern was that teachers were thinking about it and we don't have any answers for them or the parents. Dr. McGloin indicated that it could be done.

It was added that administration has already recommended that school will start following Labor Day this year. Mrs. Hofkin requested that we clarify to families and daycares that we will go back August the following year. Dr. McGloin indicated that we would put something together and share it.

Mr. Elliott asked if youth programs would be scheduled the same way with an additional school. Mr. Sheeran indicated we would continue to use the Dyna Cal system.

The meeting was adjourned at 7:43 p.m. with a motion by Raeann Hofkin seconded by Mike Elliott.