

# Upper Perkiomen School District

Education Center  
2229 E. Buck Road, Pennsburg, PA  
Facilities Committee Meeting

## VIRTUAL MEETING

June 24, 2020

**CHAIR:** Melanie Cunningham

**MEMBERS:**

Mike Elliott

Peg Pennepacker

Ex-Officio: Dr. Kerry Drake, President

Superintendent:

Dr. Allyn Roche

Director of Facilities and Operations:

Doug Kenwood

Business Administrator:

Sandra Kassel

## MINUTES

In attendance: Doug Kenwood, Sandra Kassel, Dr. Allyn Roche, Dr. Andrea Farina, Dr. Rob Carpenter, Brian Callan, Melanie Cunningham, Mike Elliott, Dana Hipszer, Peg Pennepacker, Angie Fegley, and Joe Rock

Meeting started at 7:00 p.m.

1. Approval of May 21, 2020 Meeting Minutes (Attachment A)

Motion was made by Peg Pennepacker and seconded by Mike Elliott to approve the minutes.

2. Old Business

a. Full Day Kindergarten Update

Doug Kenwood and Dr. Farina outlined needs and options they envision for a FDK space at Hereford similar to that at Marlborough. Storage, classroom space and possible costs were discussed. Doug recommended getting a proposal from an architect to determine costs and discuss this with the full board at the August Board meeting. Dr. Farina stated that if FDK is to be in place for 20-21 SY, time is of the essence. The Committee agreed to move forward with the RFP.

b. Secure Entrance Bid Results

Doug reported the High school and Marlborough secure entrances were bid together to generate interest and drive down pricing. Four General Contractor bids were received and one Electrical bid. All GC bids with alternates came in almost double the architect's estimate. Doug checked with the architect who stated many of the reasons for the increased costs were affected by COVID. He stated contractors were looking to make up for losses suffered during the last couple of months and since the electrical was bid separately, which was required according to the solicitor, costs were increased. Cost of the planter at MARL was significantly higher than expected.

Doug stated there may be some value engineering after bid award with the general contractor, which would involve the planter at Marlborough. There is an approved school safety grant for approximately \$58,000 that will provide some funds to offset the costs at Marlborough.

The cost of the two bid alternates were also reviewed (visitor canopy at the entrance and security window glazing in the long hallway at MARL) and Melanie questioned separating the alternates.

Discussion ensued over safety, cost and that these projects are long overdue. The Committee decided to move forward with getting the secure entrances done along with the 2 alternates and hope that they can generate some value engineering from the Contractor after approval. Melanie motioned to bring to the full board at the workshop and Mike seconded.

c. 4<sup>th</sup> & 5<sup>th</sup> Grade Center Update

i. Auditorium Flooring – Fidevia Update

Mrs. Kassel stated she met in January with the Architect looking to work towards a reasonable reduction with the General Contractor on the costs to repair the floor. After numerous meetings, the District proposed a reduction of \$24,000 which they felt was fair and reasonable, Baver Construction offered a \$3,500 reduction but noted that there was shared responsibility from the architect and project manager. Mrs. Kassel and Melanie expressed their disappointment that the Architect, and Project manager offered no additional reduction in cost despite knowing the District was working towards that outcome.

Melanie made a motion and Mike Elliott seconded the motion to pay the approved Baver invoice minus the deduction.

ii. Student Pickup / Drop Off

Melanie asked about the 4/5 pickup and drop offs. EG Borough is allowing a 90-day trial to observe the impact of traffic, bussing and congestion on Main Street for student drop offs in the front of the 4/5 building. If it presents major issues, the pickups and drop offs will be moved to the back of the school. Dr. Roche said even doing that will still be a traffic challenge. He also noted the impact of COVID on the start of school will have an effect with more parents driving students to school. An EG police officer will be on site to observe and possibly ticket if needed. A final decision on pickup and drop offs will be made with input from EG police, borough, school district and input from parents.

Peg questioned when parents would be notified (likely August, per Dr. Roche) and Mike noted it must be communicated to parents the expectations and to follow the rules. Dr. Roche added that Mr. Vigilante has done a good job of letting parents know expectations of the pickup and drop off changes. All agreed that student safety is the number one priority.

d. High School Update

i. Tennis Courts

Doug had a contractor look at the tennis courts and in his opinion the materials (shale in the mix) not workmanship was causing the divots on the surface. According to our AD, it isn't affecting play, but it is getting worse. Ms. Pennepacker asked for the length of time to repair the surface, which would be about 2-3 weeks. She noted that it wouldn't be a Title 9 issue unless it affected the girl's tennis season vs. the boys. It was decided by the Committee to fix the court surfaces this year and Melanie will bring this up at the workshop tomorrow.

ii. Chiller Rental

Doug reported that the chiller rental is installed and working well. He said they rented fencing to put around it because of the electrical lines around the machine as well as posting signs to protect students. If the geothermal wells are abandoned and the current chiller is undersized, it is better to rent rather than repair the chiller until further determinations are made.

iii. Sewer Consumption

Doug reported that the consumption has gotten somewhat better. The HS EDU rate is 526,500 gallons per quarter and the HS is at 450,000 gallons unoccupied. Short term actions include fixing some groundwater issues and repairing a backflow preventer leak. Doug had the meters calibrated that read the pumps. These changes lowered the numbers but they are still higher than they should be. Barry

Islett Engineering was consulted and stated that it was likely from ground water infiltration. Doug noted it fluctuates with rainfall. Having cameras in some of the lines or digging up some pipes from the original plans was another option. Melanie questioned the cost to find the source versus paying the bill. Doug will keep working on this, and give updates. He also plans to discuss the EDUs with UMJA at the 4/5 Building where we are billed for a higher consumption than is being used.

**e. Energy Performance Contracting Update**

Doug stated that there had been a full series of walk-thru's from Provident and ICS through the district facilities and they have taken full sets of drawings related to HVAC and plumbing systems. Some initial thoughts included natural gas for Hereford, and a new chiller. Doug reported they were still on track for getting an RFP towards the end of July.

**f. SY 2020-2021 Security Staffing**

Doug reported that options for security staffing for the next school year were discussed with the administrative team at the HS and MS. Security staff, both armed and not, were supported by the HS/MS principals. Dr. Carpenter supports an armed security officer, to be a presence at the school and high profile events and be an immediate help in an emergency if needed, such as an active shooter situation. It would support and balance the role that Jim McFadden, the SSG (Student Security Guard) holds. He said Jim has a great rapport with students, is a visible presence in and out of school and at events, and does home visits. Peg questioned if he is a disciplinarian, Dr. Carpenter said that is not his role. Additional security would allow the SSG to be a presence at both the HS & MS. Mr. Callan states both an armed security officer and the SSG would be a great support with students in much the same way. Both agreed that student safety is the number one priority and both feel there is a good culture within their buildings to support armed security.

Mike Elliott agrees with additional security but expressed his reservations about being armed.

Melanie C. questioned how many positions were potentially proposed. She also questioned if there were PDE guidelines on this.

It was decided that a recommendation would be made at the August meeting if there is general support.

**3. New Business**

**a. East Greenville School Zone Signs – District Commitment**

The School Zone signs were discussed briefly earlier in the evening, but the EG Boro Council members said nothing was going to be discussed tonight until their next meeting on 7/6/20. Dr. Roche stated that he understood that the District had agreed to pay ½ the cost of the signs, but then it was put on hold by EG due to the PennDot traffic study, sign locations and perhaps ongoing maintenance costs.

Peg asked if the signage would affect drop offs. The Committee agreed to table pending review and costs since there is nothing concrete to act on. Melanie will report back after she attends the East Greenville Borough meeting on July 6<sup>th</sup>.

**b. Middle School HVAC Preventative Maintenance Contract**

Doug updated the committee stating he solicited 3 proposals and felt that the proposal by McClure, while not the lowest (\$23,000 per year) came highly recommended and offered the most comprehensive maintenance. Peg asked how often the maintenance would be done.

Doug also stated that he is looking into other building chiller maintenance, possibly through GESA.

c. Computerized Maintenance Management Software (CMMS) Selection

Doug reported that the District does not have maintenance management software. While there is a work-order system, it isn't a preventative asset management system. In addition, the current system Dyna Cal is being phased out. A task force of Jim Roth, Bobby Kurzweg, Jenn Malone and Doug researched and found that FMX, a system used by neighboring school districts, would be a great match. The cost is budgeted and interfaces with Schedule Star and provides transportation scheduling, maintenance work orders, athletics, and IT inventory management.

d. COVID-19 Green Phase – Reopen Playgrounds, Fields, and Courts?

Discussion was held over how or what to open when entering the Green Phase of COVID. Most decisions are being made district by district. The district will continue to keep the buildings closed, but outdoor areas such as 4/5 playground and tennis courts are the main outdoor items closed off. It was decided to remain status quo for now.

Peg noted that the phased report will be in play for these decisions and Dr. Roche noted this could all change in August again.

e. SY 2020-2021 - Supplemental Custodial Staffing

Doug reported that with the reopening of school in the fall, with federal guidelines, along with staff and parents, cleaning will be under a microscope. The district will need supplemental temporary custodians to help with the additional cleaning. Options included: Moving HS second shift to first; or back fill with temporary custodians – with the latter being optimal.

Mike Elliott said the District must be prepared for the additional work for at least 6 months. Doug stated with the unknown costs of custodians, nurses, etc., we will utilize the CARES grant to maximize our needs.

**MISC. BUSINESS:**

**Marlborough Fence**

Sandy and Doug both agreed that the split rail fence on the edge of the property along Gravel Pike is looking bad and in need of repair. Discussion was held on whether to replace or remove. Peg suggested leaving it would deter vehicles driving on the property; and Andrea stated that the playground is far away from the road and the kids go towards the macadam area. No decision was made at this point.

Peg brought up exterior cameras at the HS, MS and 4/5 Center, and pruning the oak tree by the tennis courts. Melanie questioned cleaning up and maintenance at the Veteran's Memorial at the HS. Doug stated the oak tree and Veteran's Memorial were both addressed.

The meeting ended at 9:45 pm.

The meeting was adjourned by Mike Elliott seconded by Peg Pennepacker

The next meeting is scheduled for September 17<sup>th</sup>.