

**Facilities Committee Meeting
Central Office
September 26, 2012 / 12:00pm
*Minutes***

I. OPENING PROCEDURES

A. Time - Call to Order 12:00

B. Attendance – Jeffrey Dimmig, Elizabeth Stelts, James Lindsay, Jeremy Melber, Todd Bergey

II. APPROVAL OF MINUTES OF April 25, 2012 & Report of July 25, 2012

III. PRESENTATIONS / REPORTS – High School Security Cameras

IV. CURRENT BUSINESS

• **High School Security Cameras**

Report

- Cameras were replaced at the High School because of failures and an obsolete 10 year old system.
- The new system is an IP based HD system. As a result fewer cameras were needed and the DVR is expandable. Multiple views can be achieved by a single camera. Much higher clarity can be obtained.
- The PDE Safety Audit recommended control points for visitors. New offices or desks in the corridors being manned by secretarial staff were considered. As a solution two cameras were added to monitor people entering the building and to observe their movement to the office.
- The new system has helped the police with an accident investigation, an unidentified package and identifying vandals around the building at night.
- Administration is requesting approval to install cameras in the Cafeteria with possible expansion to the Gymnasium. These areas have large groups of students and outside groups that are difficult to monitor. The Cafeteria has had full scale food fights, fights, and plates and food being thrown. With the ability to identify the problem area Administration can be proactive in addressing and resolving. Administration is requesting approval to add cameras to the High School Cafeteria at a cost of \$795.

Minutes

- *Open discussion on need, costs, how they would be used locations & buildings.*
- **Q:** *Dr. Stelts – Do Elementary Schools have cameras? A: At the entrances only.*
- **Mrs. Stelts** – *Pointed out issues surrounding restrooms from the past. Corridor cameras could have corrected.*
- **Q:** *Dr. Stelts – questioned legal notifications. A: Cameras are currently being used on buses. SLSD notifies for their use. Signs also appear at the main entrances to all buildings.*
- **Mr. Dimmig** - *Related benefits to cameras as they relate to his expertise.*
- **Consensus:** *An agenda item should be placed on the next board agenda. Administration should look into district wide costs to install camera systems.*

• **Camp Meeting Runoff – Rain Garden**

Report

Review from July 25th Report:

- The Rain Garden is not performing as designed.
- Per calculations based on the Geo-Tech study of 2006 the rain garden was to empty every 36 hours.
- A rain garden is to be taken over natural plan materials including trees and shrubs.
- There is 18" of water in the bottom.
- Revised options were considered - Attached.

- A soil scientist was brought in to inspect. Reported half the soil is not conducive to drainage but a number of factors point to greater issues.
 - It does not appear there is any evaporation.
 - Half the basin and the base are likely in good soil. There should be some percolation.
 - Other areas are experiencing problems with rain gardens.
 - Water issues across the campus. Sidewalk, paving, track.
 - Some trees are dying. When pulled their holes remain very wet days after rain.
- Engineers will not guarantee any potential fix. The provided options from most likely to succeed to least likely.

Update July 25 – September 25:

- SLSD began treating the water for mosquitos in August to address the West Nile outbreak and concerns for sports teams using the area.
- A resident contacted Representative Justin Simmons, Lehigh County and Upper Saucon Township. The office of Justin Simmons contacted our office. The concern seemed to be mosquitos and hazard.
- Upper Saucon Township sent an email indicating the rain garden is not performing. That email carbon copied their engineer and the Lehigh Conservation District. There was no directive included in the email. Our office responded with a plan and a request for information on any Rain Garden that was performing in our area. No response has been received.

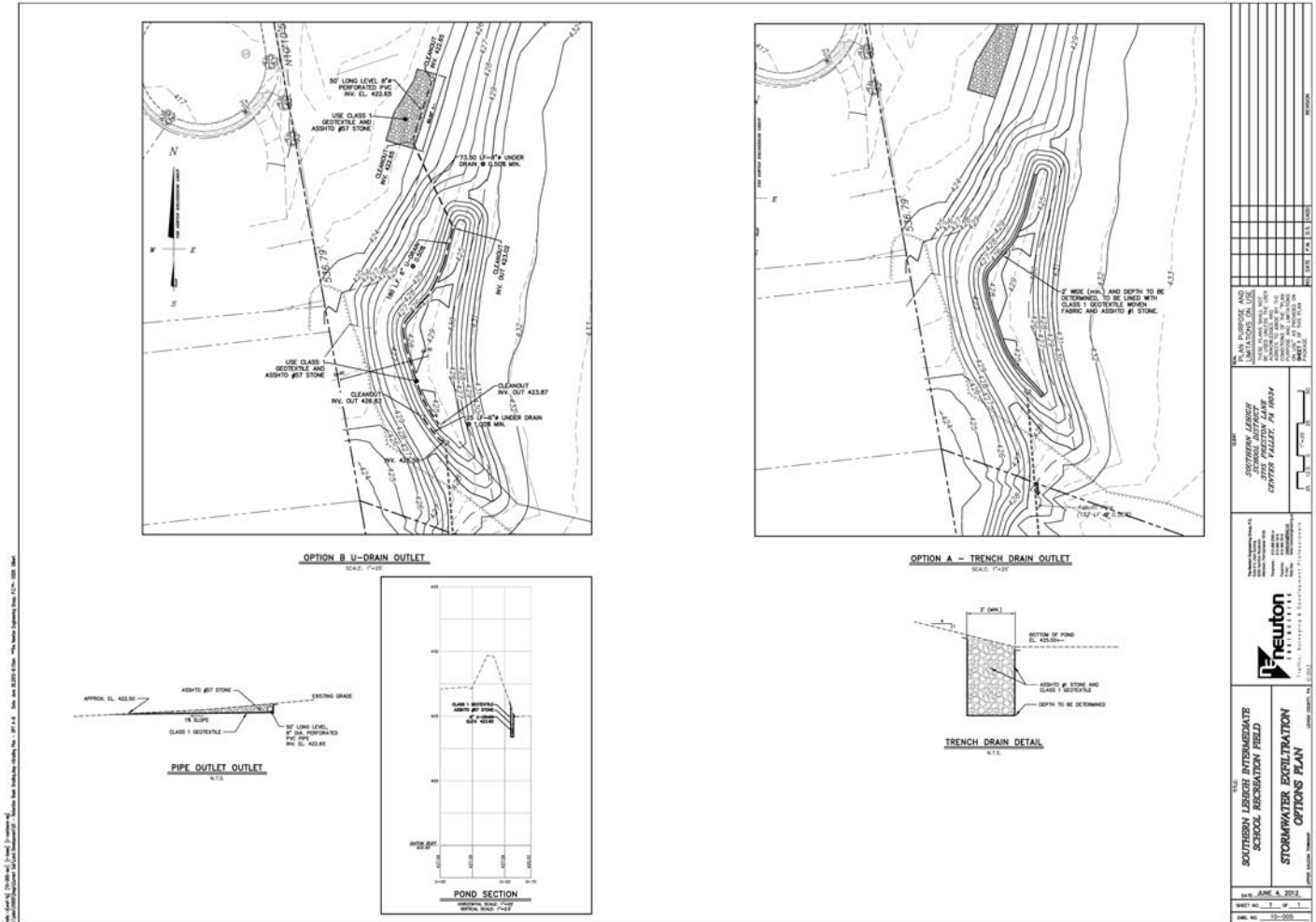
Recommendation:

- Plant willow trees. This idea was discussed with Barry Issett. When willow trees take over they will likely drain pond quickly.
- Install fence. Even if this functioned properly a fence would be recommended. 36" of water remaining for 3 days or more would be a safety issue. All other distension basins on district property have fences. The cost would be less than \$8,500 from ProMax. Proposal dated June 25. Permits will be required.
- Review in one year.

Minutes

- *Open discussion on reason for failure, the justification of process, potential fixes and potential future challenges.*
- **Q: Dr. Stelts – Questioned if a per test was completed prior to construction** **A:** *No, the full geo-technical report from 2006 was used for all calculations. There was discussion on need for additional testing but they could only serve to increase potential challenges and costs.*
- **Q: Mr. Dimmig – Questioned regulatory inspections and requirements.** **A:** *Inspections can occur at any time for open projects. Regulatory agencies can not show up to any building or property uninvited (unless there is a legal need).*
Consensus – *Install the fence with the appropriate permits. Plant willows and review progress.*





• **Tennis**

- SLSD received a variance for full occupancy of the tennis courts. This was approved immediately with a written variance to follow.
- Erosion controls are still in place over grates and around the parking area. They will remain in place until the Lehigh County Conservation District signs off on adequate ground cover.
- Professional services have reported nearly \$30,000 in losses on this project. Architerra, PC., of Coopersburg has accepted a \$20,000 loss without request for recovery. Evans Engineering experienced a \$10,000 loss because of an ADA railing mistake. They have assumed responsibility.

Contract.....	\$264,750.00
Change Order.....	\$32,336.15 (Plumbing and ADA Requirements)
Professional Services.....	\$14,191.00 (\$22,000 approved by School Board)
Permits	<u>\$2,890.00</u>
Variance Costs	(To be determined)
Total	\$314,167.15

Minutes

- Open discussion on some challenges of the project and erosion control.
- **Q: Mr. Dimmig – Questioned the status Middle School tennis courts. A:** There are no plans for the MS tennis courts. They are primarily being used by youth. There is an unacceptable crown by the nets and a large crack down the length. Part was built on existing soil and part on fill. They would have to be moved.
- **Q: Mr. Lindsay – Questioned life expectancy of the new courts. A:** Inspections can occur at any time for open projects. Regulatory agencies can not show up to any building or property uninvited (unless there is a legal need).
- **Q: Mr. Lindsay – Questioned if there were signs noting proper usage. A:** No, an oversight. The old courts had signs. This must be looked into.

- **HS HVAC**

- The staff using this area are very appreciative of the upgrades. Both the Cardio Area and Auxiliary Gym have taken on additional use.
- This project extended about 6 weeks beyond the schedule but the area was in use during that period.
- Punch list items and final township inspection remain. No problems are anticipated.
- There were no change orders on this project. Final costs should be:
 - Contract\$263,000.00
 - Change Order\$0.00
 - Professional Services\$11,000.00 (Estimated - \$9,800 approved plus billable)
 - Permits\$2,025.00
 - Total\$276,025.00

Minutes

- Open discussion on some challenges of the project and delays.
- **Q: Mr. Lindsay – Questioned the contractor on the project. A: JBM.** The same contractor that did the HVAC and plumbing in the IS.



Photo of one of three air handlers being placed on the High School Roof in conjunction with HVAC project

- **Facilities / Feasibility Plan**

- SLSD had plans completed in 1999 and 2004.
- Responding to feasibility recommendations will take about 5 years.
- At this time there is adequate space but that could change over the next 5 to 10 years. Aging of facilities is a greater concern.
- **Hopewell** – constructed in 1970 no major renovations since. Problem areas are plumbing, kitchen, electric, inadequate restrooms, finishes, flooring, egress, roof (9 years remaining before replacement), generator, efficiency, grounds, paving.
- **Lower Milford** – Built 1950, renovations 1962 and 1991. Problem areas are plumbing, masonry, roof and structure, restrooms, paving, concrete, carpets, kitchen.
- **Central Office** – Built 1924, renovated 1972 and 1994. Problem areas are HVAC(duct 1994 units prior), basement, office flow and space. 2004 feasibility estimate for renovation of 2,000 square feet and addition of less than 1400 square feet was \$1,356,428.
- **Tax Office** – Built 1950s, renovated 1980s (estimates). Problem areas are HVAC is not designed for commercial building, attic and second floor ventilation, proximity of staff. Discussion on considerations.

Minutes

- *Open discussion on feasibility plans and the need. Discussion lead to demographic studies.*
- **Q: Dr. Stelts – Questioned the cost of a feasibility study. A: We have not looked into costs. Number of buildings to be reviewed, and scope would be a major factor. Likely around \$18,000.**
- **Q: Mr. Dimmig – Questioned if a feasibility study included demographics. A: No. Follow up – Student counts at elementary schools LB 340, HW 310, LM 175.**
- **In 2008 SLSD was working with Thomas Comitta to develop a proposal. (The proposed cost from Thomas Comitta, West Chester, PA was \$19,800)**
- **Consensus** – A demographic study is required first. Look into a company that does studies for Lowes or Walmart. Maybe UST has a current study(Checked – not an option). Partner with UST(The township is reviewing with Mr. Beil).

- **2013 Projects Under Consideration**

- **Middle School Chillers** have been an issue for years with many very costly failures.
 - The Chillers were installed in 1999 with major alterations in 2002
 - Last year a compressor was lost at an approximate insurance cost of \$30,000. A barrel warped that cannot be replaced but creative repair was possible with our staff.
 - This year the barrel developed another issue. In addition, bearings and motors were lost on two large fans.
 - Many valves and sensors are lost on a yearly basis.
 - Responding to recommendations will take about 5 years.
 - Many areas in the building do not have windows. Loss of cooling will create considerable issues.
 - Administration is seeking no cost estimates and feasibility from engineers. Possible work during the winter of 2013/2014.

Minutes

- *Open discussion on the problem with the chillers and need for replacement.*
- **Consensus** – proceed with seeking proposals.
- **High School HVAC** serving the library, auditorium, surrounding classrooms and offices was installed in the mid-80s and has been becoming a greater concern.
 - This is a fairly sizable system that includes 7 air handlers, 7 condensing units and 2 split units.
 - Parts are failing and no longer available.
 - Yearly repair / partial replacement was considered and budgeted at \$100,000 per year. However, it may be to SLSD's advantage to replace complete.
 - Could be Plancon, Act 129 or out of construction fund. This may be considered in the Feasibility Study.
 - Administration is seeking no cost estimates and feasibility from engineers.
- **Consensus** – proceed with seeking proposals and options to the District.

- ***A brief overview of the following was provided.***
 - **Liberty Bell Bus Circle** is beginning to alligator.
 - Drives at Hopewell and Lower Milford are worse but being considered under the feasibility study.
 - This is very preliminary consideration
 - **District Carpets** under review.
 - **High School Concourse** under review.
- **Sheds and District Structures – Update**
 - A visitor representing soccer attended the last scheduled meeting. Many considerations were discussed with the visitor.
 - Sheds were not an option for the following reasons: Number of groups that my desire and appearance to the district, ADA and plumbing requirements as an accessory structure on a commercial property, maintenance, and Title 9 requirements.
 - Individual vehicles or trailers for storage of concessions by booster clubs as not possible.
 - Administration would support the purchase of a vehicle similar to the “Coke Wagon” that could be shared by all groups. SLSD grounds could store and move for events.
- **Other – discuss as needed**
 - **LM Water and Sewer Contractor** – There have been some blips with testing, reporting and the DEP. Administration met with the DEP for recommendations. Our engineer is being consulted at no cost to SLSD.
 - **Intermediate School Renaming / Dedication** – The Contractor came to replace the letters but the letter posts are not in the same position. Options are being reviewed. The dedication is anticipated sometime around the Thanksgiving holiday.
 - **Insurance Inspections / Update** – Actions have been taken on most recommendations from Ohio Casualty’s audit. Bleacher railing and appliances are still under consideration.
 - **Scrubbing Robot / Update** – The Robot has been up and running since the start of school. There are occasional blips that relate to working out the bugs. This piece of equipment is amazing.
 - **Work Orders** – A work order system has been in place for 2 years but not fully utilized. Beginning at the start of school this year any requests the require maintenance, HVAC or grounds will require work orders. This will help in identifying costs for replacement, problem system or requests that may not be justified.
 - **Fields / IPM** – Two weeks ago grubs were identified in the football field. This week grubs were found in the softball field. All areas are being checked. Addressing grubs, weeds, and insects in buildings is becoming very difficult because of IPM requirements and required reporting. The EPA visited SLSD earlier this month. Some recommendations were made by the EPA but they did not feel there were any issues. SLSD’s safety committee will also address IPM committee issues. Following is information on IPM in a 144 page informative publication:
<http://pubs.cas.psu.edu/freepubs/pdfs/agrs82.pdf>

VI. VISITORS' COMMENTS –

VII. ADJOURNMENT –

- ***1:30 PM***