

**PHYSICAL PLANTS AND FACILITIES COMMITTEE  
MINUTES  
FEBRUARY 23, 2009; 6 P.M.  
WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM**

**COMMITTEE MEMBERS PRESENT:**

Mrs. Donna Zariczny  
Mr. David Wortman

Mr. Tom Knapp  
Dr. Norbert Kennerknecht

**COMMITTEE MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Mrs. Kimberly Angove  
Dr. Jack Martin  
Mrs. Katherine Oudinot  
Dr. Robert Terrill  
Mrs. Diane Martin  
Ms. Amanda Hetrick  
Mr. Chris Byham  
Mr. Thomas Osborne  
Ms. Piper Lindell  
Members of the Public

Mr. Jeff Lockett  
Mr. Arthur Stewart  
Mrs. Kirsten Turfit  
Dr. Karen Pascale  
Mrs. Rosemarie Green  
Mrs. Amy Stewart  
Mr. Brian Ferry, *Times Observer*  
Mr. Howard Fyock  
Mrs. Melissa McLean

**1. Opening Activities**

**1.1 Call to Order**

Meeting called to order at 7:04 p.m. by Chairperson Zariczny.

**1.2 Public Comment**

Mr. Thomas Osborne, Mr. Howard Fyock, Ms. Piper Lindell:

Would like the Committee, and Board, to consider allowing Mr. Osborne's proposed business, utilize the boat launch point at Beaty-Warren Middle School. Launch would be utilized by business from May through October, 7:00 a.m. until dark.

**2. Old Business**

**2.1 Discussion: Master Facilities Plan Update**

Discussion:

PP&F Committee reviewed a document regarding evaluation criteria for the Master Facilities Plan.

Action:

Board will develop definitions of terms on MFP Evaluation Criteria sheet.  
Administration to obtain a fee proposal from DeJong Inc. for the purposes of assisting in gathering data and completing the MFP Evaluation Criteria sheet.

Motion:

None.

Attachments:

2.1a – MFP Evaluation Criteria – Excel

2.2a – MFP Evaluation Criteria – Adobe

**2.2 Discussion: WCCC Welding Shop Upgrades (WCSD Project No. 0902)**

Discussion:

Administration is investigating using a type of booth which has a self-contained filtering system.

Action:

Forward motion to special board meeting on February 23, 2009, following PP&F.

Motion:

That the Board of School Directors directs the administration to continue with the development of bid documents for the project known as “Renovations to the WCCC Welding Lab” per the project estimate provided by the architect Hallgren, Restifo, Loop & Coughlin dated February 23, 2009, in the amount of \$422,699.00.

Attachments:

- 2.2a – Welding Lab Site Plan (both) – Adobe
- 2.2b – Welding Lab Proposed Plan (both) – Adobe
- 2.2c – Pic – Tri-Rivers Welding Shop – Pic 2 (both) – JPG
- 2.2d – Pic – Tri-Rivers Welding Shop – Pic 2 (both) – Adobe
- 2.2e – Pic – Tri-Rivers Welding Shop – Pic 6 (both) – JPG
- 2.2f – Pic – Tri-Rivers Welding Shop – Pic 6 (both) – Adobe
- 2.2g – Pic – Tri-Rivers Welding Shop – Pic 8 (both) – JPG
- 2.2h – Pic – Tri-Rivers Welding Shop – Pic 8 (both) – Adobe
- 2.2i – Pic – Tri-Rivers Welding Shop – Pic 11 (both) – JPG
- 2.2j – Pic – Tri-Rivers Welding Shop – Pic 11 (both) – Adobe
- 2.2k – Pic – Tri-Rivers Welding Shop – Pic 21 (both) – JPG
- 2.2l – Pic – Tri-Rivers Welding Shop – Pic 21 (both) – Adobe
- 2.2m – Pic – Tri-Rivers Welding Shop – Pic 27 (both) – JPG
- 2.2n – Pic – Tri-Rivers Welding Shop – Pic 27 (both) – Adobe
- 2.2o – Pic – Tri-Rivers Welding Shop – Pic 28 (both) – JPG
- 2.2p – Pic – Tri-Rivers Welding Shop – Pic 28 (both) – Adobe

**3. New Business**

**3.1 Discussion: Launch Point at BWMS and Lease/Release**

Discussion:

See Public Comment 1.2.

Action:

Solicitor to develop Lease/Release agreement for the March 2009 Board of School Directors’ meeting.

Motion:

None.

Attachments:

None

### **3.2 Sale of Property Near SSEL**

Discussion:

Citizens have approached Administration regarding a property for sale on the corner of Madison and South Street.

Action:

Administration to research cost of property and report back to PP&F Committee.

Motion:

None.

Attachments:

None

### **3.3 Board Policy 6120: Building Utilization**

Discussion:

Policy was revised in September 2008. Attached reports reflect data from January – December 2008.

Transportation data is difficult to capture in “student miles traveled.”

Action:

Transportation Supervisor, Kimio Nelson, will provide alternate data at the March 30, 2009, PP&F Committee meeting.

Motion:

None.

Attachments:

3.3a – Board Policy 6120 – Building Utilization – Adobe

3.3b – Policy 6120 – All Schools – Building Utilization 2008 – Excel

3.3c – Policy 6120 – All Schools – Building Utilization 2008 – Adobe

### **3.4 Fire Alarm Upgrades at Sugar Grove Elementary School, Sheffield Elementary School, and South Street Early Learning Center**

Discussion:

SGES, SES, and SSEL are the three remaining schools that need upgraded fire alarm systems.

Action:

Forward motion to Board meeting.

Motion:

That the Board of School Directors approves a work order to Tower Engineering in an amount not to exceed the DGS fee schedule for drawings, specifications, and contract management necessary to upgrade fire alarms at Sugar Grove Elementary School, Sheffield Elementary School, and South Street Early Learning Center.

Attachments:

None

**3.5 PDE Form 3074(a) for EMHS & YHS Scoreboards Purchase (WCSD Project No. 0901)**

Discussion:

None.

Action:

Forward motion to Board meeting.

Motion:

That the Board of School Directors approves and forwards PDE Form 3074(a) for the Eisenhower Middle/Senior High and Youngsville High Schools Scoreboard Purchase (WCSD Project No. 0901) to the Pennsylvania Department of Education for approval.

Attachments:

3.5a – PDE 3074a – WCSD Project No. 0901 – EMHS & YHS Scoreboards Purchase (both) – Excel

3.5b – PDE 3074a – WCSD Project No. 0901 – EMHS & YHS Scoreboards Purchase (both) – Adobe

**3.6 PDE Form 3074(a) for WCCC Welding Shop Upgrades (WCSD Project No. 0902)**

Discussion:

None.

Action:

Forward motion to Board meeting.

Motion:

That the Board of School Directors approves and forwards PDE Form 3074(a) for the Warren County Career Center Welding Shop Upgrades (WCSD Project No. 0902) to the Pennsylvania Department of Education for approval.

Attachments:

3.6a – PDE 3074a – WCSD Project No. 0902 – WCCC Welding Shop Upgrades (both) – Excel

3.6b – PDE 3074a – WCSD Project No. 0902 – WCCC Welding Shop Upgrades (both) – Adobe

**3.7 PDE Form 3074(a) for SGES Window Replacements (WCSD Project No. 0903)**

Discussion:

None.

Action:

Forward motion to Board meeting.

Motion:

That the Board of School Directors approves and forwards PDE Form 3074(a) for the Sugar Grove Elementary School Window Replacements (WCSD Project No. 0903) to the Pennsylvania Department of Education for approval.

Attachments:

3.7a – PDE 3074a – WCSD Project No. 0903 – SGES Window Replacements – Excel

3.7b – PDE 3074a – WCSD Project No. 0903 – SGES Window Replacements (both) – Adobe

**3.8 PDE Form 3074(a) for Interior Lighting Upgrades (WCSD Project No. 0904)**

Discussion:

None.

Action:

Forward motion to Board meeting.

Motion:

That the Board of School Directors approves and forwards PDE Form 3074(a) for the District-wide Interior Lighting Upgrades (WCSD Project No. 0904) to the Pennsylvania Department of Education for approval.

Attachments:

3.8a – PDE 3074a – WCSD Project No. 0904 – District-wide Interior Lighting Upgrades (both) – Excel

3.8b – PDE 3074a – WCSD Project No. 0904 – District-wide Interior Lighting Upgrades (both) – Adobe

**3.9 PDE Form 3074(a) for SGES, SSEL, SES Fire Alarm Upgrades (WCSD Project No. 0905)**

Discussion:

None.

Action:

Forward motion to Board meeting.

Motion:

That the Board of School Directors approves and forwards PDE Form 3074(a) for the SGES, SES, and SSEL Fire Alarm Upgrades (WCSD Project No. 0905) to the Pennsylvania Department of Education for approval.

Attachments:

3.9a – PDE 3074a – WCSD Project No. 0905 – SGES, SSEL, SES Fire Alarm Upgrades (both) – Excel

3.9b – PDE 3074a – WCSD Project No. 0905 – SGES, SSEL, SES Fire Alarm Upgrades (both) – Adobe

**4. Informational Items**

**4.1 Utilities Reports**

Attachments:

4.1a – Gas Report – December 2008 – Chart & Graph – Excel (Public)

4.1b – Gas Report – December 2008 – Chart – Adobe (Public)

4.1c – Gas Report – December 2008 – Graph – Adobe (Public)

4.1d – Electric Report – December 2008 – Chart & Graph – Excel (Public)

4.1e – Electric Report – December 2008 – Chart – Adobe (Public)

4.1f – Electric Report – December 2008 – Graph – Adobe (Public)

## **4.2 Work Order Report**

### Attachments:

- 4.2a – Work Order Report – January 2009 – Excel (Public)
- 4.2b – Work Order Report – January 2009 – Adobe (Public)
- 4.2c – Work Order Report – Summary – January 2009 – Word (Public)
- 4.2d – Work Order Report – Summary – January 2009 – Adobe (Public)

## **4.3 Project Updates**

### Attachments

- 4.3a – Project Timelines (both) – Excel
- 4.3b – Project Timelines (both) – Adobe

## **4.4 Goals Update**

### Attachments:

- 4.4a - 2-18-09 of 1 Facilities Plan Strategies – Adobe

## **5. Other**

### **5.1 Other**

## **6. Closing Activities**

### **6.1 Next Meeting**

March 30, 2009; following CIT; at Warren County Career Center

### **6.2 Adjournment**

Meeting adjourned at 8:34 p.m..