

**PHYSICAL PLANTS AND FACILITIES COMMITTEE  
MINUTES  
MAY 29, 2012; 6:00 P.M.  
WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM**

**COMMITTEE MEMBERS PRESENT:**

Ms. Donna Zariczny, Committee Chairperson  
Ms. Mary Anne Paris, Committee Member

Mr. Tom Knapp, Committee Member  
Dr. Norbert Kennerknecht, Director of  
Buildings and Grounds Services

**COMMITTEE MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Mr. Arthur Stewart, Board President  
Ms. Nancy McDanel, Board Member  
Mr. John Grant, Board Member  
Ms. Diane Martin, Director  
Ms. Amy Stewart, Director  
Ms. Sue Turner, Administrator  
Mr. Paul Leach, Administrator  
Ms. Melissa McLean, Recording Secretary  
Mr. Josh Cotton, *Times Observer*

Mr. Jack Werner, Board Member  
Mr. Michael Zamborik, Board Member  
Mr. Paul Yourchisin, Board Member  
Ms. Amanda Hetrick, Director  
Mr. Jim Grosch, Director  
Mr. Jim Miller, Administrator  
Mr. Matt Jones, Administrator  
Mr. Ben Klein, *Times Observer*  
Members of the Public

**1. Opening Activities**

**1.1 Call to Order**

Meeting called to order at 6:00 p.m. by Committee Chairperson Donna Zariczny.

**1.2 Public Comment**

None

**2. Old Business**

None

**3. New Business**

**3.1 Building Rental Procedure and Fee Schedule**

Discussion:

Board Policy 11401 Community Use of Facilities was adopted on March 14, 2011. The presented administrative procedures classify user groups into three different categories with different fee schedules for each group.

Action:

None.

Motion:

None.

**3.2 Open-ended Agreement for Water and Wastewater Testing**

Discussion:

Bids for water and wastewater testing services are due on June 7, 2012 at 10:00 a.m. They will be available for the June 2012 Board meeting.

Action:

Forward motion to June 11, 2012 Board meeting.

Motion:

That the Board of School Directors approves an open-ended agreement to Stewart Laboratories to provide water and wastewater testing services to the Warren County School District for the period and amounts specified in said agreement.

### **3.3 Paper Supplies Bid Results**

Discussion:

The bid due date for Paper Supplies is June 15, 2012. Paper supplies include items such as: hand soap, waste baskets, garbage bags, toilet tissue, paper towels and other related items.

Action:

Forward motion to Board meeting.

Motion:

That the Board of School Directors approves the following bids and amounts for the 2012-13 Paper Supplies and Miscellaneous items as per the attached documents:

\_\_\_\_\_.

### **3.4 PlanCon G Submission to PDE – Beaty Warren Middle School Renovations (WCSD #1103)**

Discussion:

Bids for the BWMS Renovation project are due on June 12, 2012. This portion of PlanCon is the Board's approval of the bids.

Action:

Forward motion to Board meeting.

Motion:

That the Board of School Directors approve PlanCon Part G, Project Accounting Based on Bid tabulation of bids received \_\_\_\_\_, for submission to PDE for the project known as the Beaty Warren Middle School Renovations project, WCSD Project No. 1103, PDE Project No. 3639.

### **3.5 Truck Purchase / Request**

Discussion:

We have two vehicles in the maintenance fleet that are approaching 200,000 miles and their upkeep is exceeding their value. Administration would like to replace one vehicle this year and the second vehicle next year. Quotes will be solicited for the vehicle replacement with the total remaining less than the \$15,000 purchase limit.

Action:

None.

Motion:

None.

### **3.6 Bid Results and Approvals for Beaty Warren Middle School Renovations Project (WCSD #1103)**

#### Discussion:

Bids for the Beaty Renovations project are due on June 12, 2012. Seven contracts (general, HVAC, plumbing, electrical, fire protection, food services and asbestos) will be awarded. There has been significant interest from many contractors regarding the job.

#### Action:

Forward motion to Board meeting.

#### Motion:

That the Board of School Directors approve a General Construction Contract #1103.1 to \_\_\_\_\_, in the amount of \$\_\_\_\_\_ for Base Bid and Alternates \_\_\_\_\_; a HVAC/Mechanical Construction Contract #1103.2 to \_\_\_\_\_, in the amount of \$\_\_\_\_\_ for Base Bid and Alternates \_\_\_\_\_; a Plumbing Construction Contract #1103.3 to \_\_\_\_\_, in the amount of \$\_\_\_\_\_ for Base Bid and Alternates \_\_\_\_\_; an Electrical Construction Contract #1103.4 to \_\_\_\_\_, in the amount of \$\_\_\_\_\_ for Base Bid and Alternates \_\_\_\_\_; a Fire Protection Construction Contract #1103.5 to \_\_\_\_\_, in the amount of \$\_\_\_\_\_ for Base Bid and Alternates \_\_\_\_\_; a Food Service Construction Contract #1103.6 to \_\_\_\_\_, in the amount of \$\_\_\_\_\_; and an Asbestos Contract #1103.7 to \_\_\_\_\_, in the amount of \$\_\_\_\_\_ for Base Bid and Alternates \_\_\_\_\_ for the project known as the Beaty Warren Middle School Renovations, WCSD #1103, PDE #3639.

### **3.7 QZAB Resolution for Eisenhower Middle / High School Renovations Project (WCSD #1002)**

#### Discussion:

Public Financial Management (PFM) will be available at the June 11, 2012 Board meeting to make a presentation regarding the parameter resolution. This resolution, and process, is very similar to the process followed in obtaining the QZAB funds for the BWMS Renovations project.

#### Action:

Forward motion to June 11, 2012 Board meeting.

#### Motion:

That the Board of School Directors approves the attached Parameters Resolution relative to the QZAB project at Eisenhower Middle/High School..

## **4. Informational Items**

### **4.1 Project Reports / Timelines**

#### Discussion:

The EMHS Boiler project is closed out and will be removed from the report.

### **4.2 Capital Reserve / Capital Projects Summary Reports**

### **4.3 Utilities Reports**

Discussion:

Committee requests a report for a forthcoming PPF Committee meeting that depicts the gas usage pre- and post- window replacement for BWMS and SGES.

**4.4 Work Order Reports**

**5. Other**

**5.1 Public Comment - Building Rentals**

Discussion:

A member of the public commenting the new administrative procedure prohibits activities such as 50/50 raffles, auctions and games of chance which are used often by groups to raise monies for their organizations.

It was noted that there is a small games of chance license which can be obtained, and would allow an organization to continue sponsoring the aforementioned activities.

Administration will revisit the procedure and make adjustments to the language as necessary.

**6. Closing Activities**

**6.1 Next Meeting**

June 25, 2012; following CIT; at Warren County Career Center.

**6.2 Adjournment**

Meeting adjourned at 6:19 p.m.