

**PHYSICAL PLANTS AND FACILITIES COMMITTEE  
MINUTES  
JANUARY 28, 2013; FOLLOWING CIT  
WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM**

**COMMITTEE MEMBERS PRESENT:**

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

Mr. Tom Knapp, Committee Member  
Dr. Norbert Kennerknecht, Director

**COMMITTEE MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Mr. Michael Zamborik, Board Member  
Mr. Paul Yourchisin, Board Member  
Mr. Jack Werner, Board Member  
Mr. Jim Grosch, Director  
Mr. Gary Weber, Director  
Mr. Jim Miller, Administrator  
Mr. Brian Collopy, Administrator  
Ms. Sue Turner, Administrator  
Mr. Josh Cotton, *Times Observer*

Mr. John Grant, Board Member  
Ms. Nancy McDanel, Board Member  
Ms. Ruth Huck, Board Secretary  
Ms. Amy Stewart, Director  
Ms. Patty Hawley-Horner, Director  
Mr. Mike Kiehl, Administrator  
Mr. Matt Jones, Administrator  
Ms. Melissa McLean, Recording Secretary  
Members of the Public

**1. Opening Activities**

**1.1 Call to Order**

Meeting called to order at 7:22 p.m. by Committee Chairperson Ms. Donna Zariczny.

**1.2 Public Comment**

None

**2. Old Business**

**2.1 Bid Results and Approvals for the Eisenhower Middle/High School Renovations and Additions (K-12) Project (WCSD #1002 & #1203)**

Discussion:

Items 2.1 thru 2.6 pertain to the Eisenhower Middle/High School Renovations and Additions (K-12) project. Bids were received and opened on January 22, 2013. In total there were 57 different bids received with 42 alternates. Contractors have been asked to provide Contractor Qualification Statements, including fiscal information. Additionally, OCIP insurance quotes and information will need to be gathered and processed. Administration will be prepared to make recommendations for awarding contracts at the February 11, 2013 Board meeting. At this time, the appropriate PlanCon forms can also be completed and recommended for approval.

Action:

Forward item to next Board meeting and place under “other” on agenda.

Motion:

None

**2.2 Bid Results and Approvals for the Asbestos Abatement for the Eisenhower Middle/High School Renovations and Additions (K-12) Project (WCSD #1002 & #1203)**

Discussion:

See Item 2.1 discussion.

Action:

Forward item to next Board meeting and place under “other” on agenda.

Motion:

None

**2.3 OCIP for EMHS Renovations (WCSD #1002)**

Discussion:

See Item 2.1 discussion.

Action:

Forward item to next Board meeting and place under “other” on agenda.

Motion:

That the Board of School Directors accepts the Owners Controlled Insurance Program (OCIP) in lieu of insurance provided by the contractors for the project known as the Eisenhower Middle/High School Renovations (WCSD #1002).

**2.4 OCIP for EMHS Elementary Addition (WCSD #1203)**

Discussion:

See Item 2.1 discussion.

Action:

Forward item to next Board meeting and place under “other” on agenda.

Motion:

That the Board of School Directors accepts the Owners Controlled Insurance Program (OCIP) in lieu of insurance provided by the contractors for the project known as the Eisenhower Middle/High School Elementary Addition (WCSD #1203).

**2.5 Approval of PlanCon F, Attachment C, for EMHS Renovations and Additions (K-12) (WCSD #1002 & #1203)**

Discussion:

See Item 2.1 discussion.

Action:

Forward item to next Board meeting and place under “other” on agenda.

Motion:

The Board certifies that the information provided above accurately describes the actions taken by the school district / CTC prior to contract execution on the above-referenced PlanCon project. Failure to fully disclose any information pertinent to the following may result in the denial of reimbursement for this project: award to the lowest responsible bidder for any prime contract; issuance of permits and approvals by local, state and other governmental agencies; computation of reimbursable capacity, architectural area and scheduled area; and compliance with Act 34 of 1973, the 20 year rule and the 20% Rule

of Alteration Costs used in determining the eligibility of building renovations for reimbursement.

**2.6 PlanCon G Submission to PDE - EMHS Renovations and Additions (K-12) (WCSD #1002 & #1203)**

Discussion:

See Item 2.1 discussion.

Action:

Forward item to next Board meeting and place under “other” on agenda.

Motion:

That the Board of School Directors approve PlanCon Part G, Project Accounting Based on Bids (bids received December 19, 2012), for submission to PDE for the project known as the EMHS Renovations and Additions (K-12), WCSD #1002 & #1203, PDE #2640.

**2.7 PlanCon H Submission to PDE - Eisenhower Middle/High School Renovations and Additions (K-12) (WCSD #1002 & #1203)**

Discussion:

This part of PlanCon addresses the financing used for a project. Once PlanCon Part H is approved, reimbursement on a project commences. It is advantageous to submit this to PDE as soon as possible.

Action:

Forward item to next Board meeting and place on consent agenda.

Motion:

That the Board of School Directors approve PlanCon H, Project Financing, for submission to PDE for the project known as the Eisenhower Middle/High School Renovations and Additions (K-12), WCSD Project Nos. 1002 & 1203, PDE Project No. 3640.

**2.8 Clerk of the Works**

Discussion:

As per Board approval at the December 3, 2012 meeting, Mr. Harold Myers was hired with Superintendent’s approval, to be ratified by the Board, to serve as Clerk of the Works. The contract provides the flexibility to utilize Mr. Myers at additional construction locations if necessary.

Action:

Forward item to next Board meeting and place on consent agenda.

Motion:

That the Board of School Directors approves a temporary employee agreement between the Warren County School District and Harold D. Myers, Jr., for Clerk of the Works services for the Beaty-Warren Middle School renovation project (WCSD #1002) per the attached agreement.

### **3. New Business**

#### **3.1 Temporary Construction Access Easement Agreement with City of Warren**

Discussion:

The City of Warren would like a temporary construction access easement agreement to utilize WCSD property at Beaty Warren Middle School to gain access to their adjacent property for improvements. The agreement has provisions requiring the City to restore WCSD property upon completion. Additionally, work will be done so as not to interfere with WCSD use of the property.

Action:

Forward item to next Board meeting and place on consent agenda.

Motion:

That the Board of School Directors approves the Temporary Construction Access Easement Agreement with the City of Warren.

#### **3.2 EMHS Stormwater Management Plans / Agreement with Township**

Discussion:

None – item removed from agenda.

Action:

None – item removed from agenda.

Motion:

None – item removed from agenda.

#### **3.3 WTW Request for BWMS (#1103) & EMHS (#1002)**

Discussion:

As part of the architectural agreement for the BWMS & EMHS projects, WTW Architects has \$15,000.00 allocated for reimbursable expenses such as printing, postage, phone, overnight mail, mileage, and other related allowable expenses. These expenses are submitted to the WCSD and are closely tracked. Administration's recommendation is to add an additional \$6,500.00 in reimbursable expenses for each project.

Action:

Forward item to next Board meeting and place on consent agenda.

Motion:

That the Board of School Directors approves an additional \$6,500.00 for each project (\$13,000.00 total) to WTW Architects for reimbursable expenses for the projects known as Beaty Warren Middle School Renovations (WCSD #1103) and Eisenhower Middle/High School Renovations and Additions (WCSD #1002).

### **4. Informational Items**

#### **4.1 Project Reports / Updates**

Discussion:

**EMHS Renovation & Additions (K-12) (WCSD #1002 & #1203):**

- Bid opening occurred on January 22, 2013. Recommendations for awards are anticipated for the February 11, 2013 Board meeting.

**BWMS Renovation (WCSD #1103):**

- Board toured the project in January 2013

**SAMHS Additions & Alterations (K-12) (WCSD #1204):**

- No update

**4.2 Work Order Reports**

**4.3 Utilities Reports**

**5. Other**

None

**6. Closing Activities**

**6.1 Next Meeting**

The next meeting will be held on February 25, 2013; 6:00 p.m.; at the Warren County Career Center.

**6.2 Adjournment**

Meeting adjourned at 7:38 p.m.