

**PHYSICAL PLANTS AND FACILITIES COMMITTEE
MINUTES
NOVEMBER 20, 2017, 6:00 P.M.
CENTRAL ADMINISTRATIVE OFFICES, BOARD ROOM**

COMMITTEE MEMBERS PRESENT:

Mr. Arthur Stewart, Committee Chairperson and Board Vice-President
Mr. John Werner, Committee Pro Tem (until 6:25 p.m.)
Ms. Marcy Morgan, Committee Member (arrived at 6:25 p.m.)
Mr. Michael Zamborik, Committee Member Pro Tempore
Dr. Norbert Kennerknecht, Director of Buildings and Grounds

COMMITTEE MEMBERS ABSENT:

Mr. John Anderson, Committee Member

OTHERS PRESENT:

Ms. Donna Zariczny, Board President
Mr. Paul Mangione, Board Member
Mr. Joseph Colosimo, Board Member
Mr. Thomas Knapp, Board Member
Ms. Ruth Huck, Board Secretary
Ms. Amy Stewart, Superintendent
Mr. Gary Weber, Director
Mr. Jim Grosch, Director
Ms. Rhonda Decker, Director
Dr. Patty Hawley, Director
Mr. Eric Mineweaser, Supervisor
Mr. Rick Gignac, Supervisor
Ms. Sue Turner, Supervisor
Mr. Mike Kiehl, Administrator
Mr. Brian Collopy, Administrator
Ms. Melissa McLean, Recording Secretary
Ms. Lousie Tharp, WCEA Representative
Mr. Brian Reynolds, Principal
Mr. Kelly Martin, Principal
Ms. Marcia Madigan, Principal
Ms. Jennifer Hobbs, Principal

Mr. James Cases, Asst. Principal
Mr. Shannon Yeager, Principal
Ms. Mary Ann Mead, Asst. Principal
Mr. Jeff Flickner, Asst. Principal
Ms. Amy Stimmell, Asst. Principal
Ms. Liz Kent, Principal
Ms. Shelly Wagner, Asst. Principal
Ms. Amy Beers, Principal
Mr. Glenn Smith, Asst. Principal
Mr. Jim Evers, Principal
Ms. Misty Weber, Principal
Mr. Brian Ferry, *Times Observer*
Mr. Dave Esposito, Eckles Architecture & Engineering
Mr. John Pappas, Eckles Architecture & Engineering
Mr. Mark Scheller, Eckles Architecture & Engineering
Mr. Jeremy Beatty, Eckles Architecture & Engineering
Approximately 7 Members of the Public

1. Opening Activities

1.1 Call to Order

The meeting was called to order at 6:01 p.m. by Chairperson Mr. Arthur Stewart. Mr. Michael Zamborik and Mr. John Werner filled in for Ms. Marcy Morgan (arrived at 6:25 p.m.) and Mr. John Anderson who were absent at the start of the meeting.

1.2 Public Comment

No public comment.

2. Old Business

None

3. New Business

3.1 WCCC Renovations

Presentation: Mr. Dave Esposito, Mr. John Pappas, Mr. Mark Scheller and Mr. Jeremy Beatty; Eckles Architecture & Engineering

Discussion:

Representatives from Eckles Architecture & Engineering addressed the Committee regarding the proposed Warren County Career Center Renovations project. Eckles Architecture & Engineering has worked throughout western Pennsylvania, primarily on school construction projects. The representatives stated that they are familiar with small projects, as well as larger PlanCon projects, and projects utilizing QZAB funds.

Administration noted that it was their intent to begin the design process immediately, with the possibility of going out to bid in late 2018.

Action:

Forward motion to Special Board Meeting on November 20, 2017.

Motion:

That the Board of School Directors approve a work order to Eckles Architecture & Engineering in an amount not to exceed the DGS fee schedule for design and construction supervision for the project known as the Warren County Career Center Renovations (WCSD #1801).

3.2 WCCC Design Authorization

Discussion:

None.

Action:

Forward motion to Special Board Meeting on November 20, 2017.

Motion:

That the Board of School Directors grants design authority to the Superintendent or their designee for the project known as the Warren County Career Center Renovations, WCSD #1801.

3.3 Letter of Engagement - PlanCon J Preparation

Discussion:

PlanCon J is the final accounting for a project. The permanent reimbursable percentage for a project is determined at this step. Mr. Casey has worked with the District on preparing PlanCon J submissions for recent past projects.

Action:

Forward motion to Special Board Meeting on November 20, 2017.

Motion:

That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from John Casey to prepare the PlanCon

J submission for the project known as the Warren Area High School Alterations and Additions project (WCSD #1301 / PDE #3811).

3.4 Letter of Engagement - Felix & Gloekler, P.C. - PlanCon J Audit for Warren Area High School Project

Discussion:

Prior to submission, the Pennsylvania Department of Education requires an audit of the PlanCon J documents.

Action:

Forward motion to Special Board Meeting on November 20, 2017.

Motion:

That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Felix & Gloekler, P.C. to audit schedules for Project Accounting Based on Final Costs (J02 and J03) and the Financial Reports (J04) for the project known as the Warren Area High School Alterations and Additions project.

3.5 Facility Rental Rates 2018

Discussion:

Administration is not recommending any changes to the rates at this time.

Action:

Forward motion to Board Meeting.

Motion:

That the Board of School Directors approves the attached facility rental fee schedule for the 2018 calendar year.

3.6 Other

Discussion:

None

Action:

None

Motion:

None

4. Informational Items

4.1 Board Initiatives / Project Reports

Discussion:

None.

4.2 Work Order Reports

Discussion:

None

4.3 Utilities Reports

Discussion:
None

4.4 Other

Discussion:
None

5. Other

5.1 Cafeteria at Sheffield K-12

Discussion:
None.

6. Closing Activities

6.1 Next Meeting

To be determined following the Organizational Meeting of the Board of School Directors on December 4, 2017.

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 6:54 p.m.