

**PHYSICAL PLANTS AND FACILITIES COMMITTEE  
MINUTES  
NOVEMBER 19, 2018; FOLLOWING FINANCE  
CENTRAL ADMINISTRATIVE OFFICES, BOARD ROOM**

**COMMITTEE MEMBERS PRESENT:**

Mr. Donna Zariczny, Board President and Committee Chair Pro Tem  
Mr. Jeffrey Labesky, Committee Member  
Mr. Arthur Stewart, Committee Member  
Dr. Norbert Kennerknecht, Director of Buildings and Grounds

**COMMITTEE MEMBERS ABSENT:**

Ms. Marcy Mogan, Committee Chairperson

**OTHERS PRESENT:**

Mr. Paul Mangione, Board Vice President  
Mr. Arthur Stewart, Board Member  
Mr. Joseph Colosimo, Board Member  
Mr. Jeffrey Labesky, Board Member  
Mrs. Mary Passinger, Board Member  
Mr. Michael Zamborik, 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. Rick Gignac, Supervisor  
Ms. Sue Turner, Supervisor  
Mr. Matt Jones, Administrator

Mr. Mike Kiehl, Administrator  
Mr. Shane Flannery, Administrator  
Ms. Melissa McLean, Recording Secretary  
Ms. Ericka Alm, Asst. Principal  
Mr. Paul Crider, Asst. Principal  
Ms. Marcia Madigan, Principal  
Ms. Jennifer Hobbs, Principal  
Ms. Lynn Shultz, Asst. Principal  
Mr. Shannon Yeager, Principal  
Ms. Shelly Wagner, Asst. Principal  
Ms. Liz Kent, Principal  
Mr. James Case, Asst. Principal  
Mr. Brian Ferry, *Times Observer*  
Approximately 5 Members of the Public

**1. Opening Activities**

**1.1 Call to Order**

The meeting was called to order at 7:28 p.m. by Acting Chairperson Mrs. Donna Zariczny, filling in for Mrs. Marcy Morgan.

**1.2 Public Comment**

None.

**2. Old Business**

None

**3. New Business**

**3.1 Work Order to HF Lenz for Sheffield K-12 Generator Replacement (WCSD #1803)**

Discussion:

A work order engages the project professional needed for the project documents, administration, etc.

Action:

Forward motion to Board Meeting on December 3, 2018; consent agenda.

Motion:

That the Board of School Directors approves a work order to the H.F. Lenz Company, in an amount not to exceed the DGS Fee Schedule, for design and construction supervision for the project known as the Sheffield K-12 Generator Replacement, WCSD #1803.

**3.2 Sheffield K-12 Generator Replacement (WCSD #1803)**

Discussion:

Bids will be available prior to the December 3, 2018 Board meeting. Administration would like to make a recommendation at that time.

Action:

Forward motion to Board Meeting on December 3, 2018; place under Other on agenda.

Motion:

That the Board of School Directors approves a contract to \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for the project known as the Sheffield K-12 Generator Replacement Project, WCSD #1803.

**3.3 Delivery Van Procurement**

Discussion:

The current delivery van has over 146,000 miles and requires almost monthly service work. The recommended replacement vehicle is on the PA State Bid List.

Action:

Forward motion to Board Meeting on December 3, 2018; consent agenda.

Motion:

That the Board of School Directors authorizes the procurement of 2018 Tran 150 LR Van from Stoltz Family Dealerships (CoStars #025-138) in the amount of \$26,165.00.

**4. Informational Items**

**4.1 Board Initiatives / Project Reports**

Discussion:

The Warren Area High School project (WCSD #1301) is in the final closeout stage.

The Warren County Career Center project (WCSD #1801) is underway. Meetings between WCSD administration and the project professional are occurring bi-weekly. The project will tentatively be bid in late March 2019.

**4.2 Utilities Report**

Discussion:

None.

**4.3 Gas Usage Comparison**

Discussion:

Administration is conducting a brief internal review of utilities prior to, and following, the recent PlanCon projects to evaluate energy usages and costs (gas and electric).

Committee would like to see both gas and electric reflected together as a total dollar value in a chart at a future meeting.

**4.4 Local Business Participation Verification (LBPV)**

Discussion:

Attached are documents outlining the Local Business Participation Verification (LBPV) for two recent construction projects. The LBPV is an administrative initiative to ensure that contractors are spending money in the local community. It was noted by administration that the contractor for the paving project has since fulfilled the LBPV requirement.

**4.5 Recycled Materials**

Discussion:

Documentation providing regarding the amount of money received by the District as a result of recycling metal materials, and paving materials.

**4.6 PlanCon J for AVES (#1884) and YEMS (#2677)**

Discussion:

The Pennsylvania Department of Education (PDE) recently contacted administration and requested completed Plan Con J documents for both the Allegheny Valley Elementary School project, and the Youngsville Elementary/Middle School project. The attached documents were provided by WCSD Administration to PDE. It is the recommendation of administration that the attached documents be entered in the meeting minutes of the December 3, 2018 Board Meeting for historical archival purposes.

**5. Other**

None

**6. Closing Activities**

**6.1 Next Meeting**

To be determined at the Board's organizational meeting on December 3, 2018.

**6.2 Executive Session**

None.

**6.3 Adjournment**

Meeting adjourned at 7:37 p.m.