

**BOYERTOWN AREA SCHOOL DISTRICT  
FACILITIES COMMITTEE  
August 7, 2018  
MEETING MINUTES**

The August 7, 2018, Facilities Committee meeting was convened at 8:06 PM by Mr. Lewis, Facilities Committee Chair, in the Education Center Board Room.

The following board members were in attendance:

Rodney Boyer, Clay Breece (via telephone), Ruth Dierolf, Steven Elsier, Brandon Foose, David Lewis, Christine Neiman, Donna Usavage

The following board member was absent:

Jill Dennin

Everyone participated in the Pledge of Allegiance to the United States of America and a moment of silence.

The minutes for the Facilities Committee meeting of July 17, 2018, were presented to the Board for approval. Motion moved by Mr. Elsier, second by Mrs. Usavage. Motion to accept the minutes of July 17, 2018, as presented, carries: Yea: Boyer, Breece, Dierolf, Foose, Lewis, Neiman, Elsier, Usavage. Nay: None.

### **PRESENTATION/DISCUSSION**

**Gilbertsville Elementary School (GES) – Digital Sign:** A presentation was done by Robert Theisen from the Gilbertsville Elementary School Home & School Association (GES HSA). Mr. Theisen provided information on the GES HSA to replace the existing backlit lettering board signage with a digital display. The GES HSA is requesting permission from the Board of School Directors to proceed with the project. Prior to this meeting Mr. Theisen stated the GES HSA had already provided information to Douglass Township (Montgomery County) in order to obtain the necessary permits. Mr. Theisen stated the sign, installation, maintenance, and operation of the digital sign are being funded by the GES HSA. Details: 1) Operation from 5:30 am – 10 pm daily, 2) Capability of automated {with remote back-up shutoff} and manual operation, 3) Dimming capabilities, 4) Lighting is LED Monochrome Red @ 4,500 NITS, and 5) Signage proposals have been requested. Mr. Theisen shared images of the existing sign and a mock-up of digital sign and three sign placement locations being considered. Mr. Theisen noted several advantages for a digital sign: 1) Most efficient and possibly affordable method of getting the word out to the students, families, and community, 2) Additional resource and medium to the school district's multi-tiered communication approach, and 3) Information is timely and the dynamic digital screens can use images, animation, and color that grabs and holds the attention of the intended audience. Mr. Theisen presented the ways GES will benefit: 1) Safety, 2) Event promotions/announcements, 3) Lunch menus, 4) Instructions/Directions, 5) Effectiveness, 6) Instant management of communications, and 7) Showcasing.

#### **Digital Sign – Questions/Answers/Comments**

**Question:** Did Douglass Township (Montgomery County) approve the permit?

**Answer:** Mr. Theisen stated the township has issued the permit.

**Question:** There is sales tax on the one quote provided in the presentation. Is there any way for the sales tax to be forgiven?

**Answer:** Mr. Theisen stated the GES HSA has non-profit status and will not need to pay sales tax.

**Question:** Are there any costs to the school district for installation, maintenance, etc.?

**Answer:** Mr. Theisen stated all costs will be paid by the GES HSA.

**Question:** What assurance does the school district have that the GES HSA will continue with all costs after there are board member changes to the GES HSA in the future?

**Answer:** Mr. Theisen stated there is no guarantee; however, in the past the GES HSA has continued things/projects that prior boards have implemented. Possibly, the GES HSA can set aside funds in an account specifically to be used for the digital sign to assure that funds are available in the future.

**Comments:** 1) Thinks this project is fantastic, 2) Great product choice, 3) Thanked Mr. Theisen and GES HSA for the detailed and informative presentation, and 4) Thanked GES HSA and other parent groups in the school district for the work done by the organizations.

Mr. Gasper, BASD Facilities Engineer, stated there needs to be some work on the electrical hookup and that school district staff would be able to handle the electrical work.

### **Move To Board Meeting Agenda**

The board members were queried and a majority of board members were in favor of having the Gilbertsville Elementary School – Digital Sign on the August 14, 2018, board meeting agenda.

**Memorial Stadium Update - Use During Fall Athletic Season:** Mr. Gasper reported bleachers purchased by the school district have been put together, there is a temporary press box in place, and rental bleachers are being delivered in the next few weeks. Mr. Gasper has had discussions with Nagel Athletic Surfaces (installers of the track) on what needs to be done to properly prepare and protect the track due to the bleachers being installed and used on the track surface. The company the school district is renting the bleachers from has also been in contact with Nagel Athletic Surfaces.

**Memorial Stadium Update – Contracts: 1) Barry Isett & Associates, 2) KCBA Architects, and 3) Stadium Solutions Contract:** Mr. Gasper stated the school district has received the three contracts and board members have received copies of the contracts. Mr. Gasper said he has received several questions from board members on the contracts.

**Question:** Why is the wording “feasibility study” in contract?

**Answer:** Mr. Gasper said part of the design phase is a feasibility study and further explained.

**Question:** Who came up with the number of seats and what the school district wanted in the project?

**Answer:** Mr. Gasper provided the basic/general information so that the firms could do a contract and keep the project moving forward.

### **Contracts – Questions/Answers/Comments**

**Question:** What is the estimated timeframe for the design phase?

**Answer:** Mr. Gasper said there is no way to tell until the design is known. The design phase cannot be completed until contracts are approved by the Board.

**Comment:** Confidence in Mr. Gasper, Barry Isett & Associates, KCBA Architects, and Stadium Solutions.

**Comment:** Once the prices are provided then the Board can make decisions and get the stadium built. The timeline is to have the stadium done by the start of Fall Athletic Season in 2019. Once the contracts are approved then a timeline can be put in place by working backwards from the anticipated completion target. A milestone timeline can be determined for the design phase, demolition phase, construction phase, and desired complete date.

Mr. Krem stated Mr. Gasper has told all the firms the basic/general information on what the school district wants in the stadium project. Mr. Krem wanted the Board to understand that the Board has yet to formally hire the firms and the contracts should be on the August 14, 2018, board meeting agenda. The firms are not going to continue to work for free to keep the project moving forward. Mr. Krem also stated if the contracts are not approved at the August 14, 2018, board meeting the completion date will be delayed and will need to be extended beyond the Fall Athletic Season in 2019.

**Question:** Is the engineering and topographical study just the stadium area or does it also encompass the surrounding areas?

**Answer:** Mr. Gasper stated the study will be done on the entire area – stadium and surrounding areas.

**Question:** In the Barry Isett and Associates contract there is statement concerning the engineer's liability for damages being limited to the amount not to exceed \$50,000. Is that normally waived or accepted?

**Answer:** Mr. Gasper stated that statement was "boilerplate wording" and is normally accepted. The contract will be reviewed by Mr. Sultanik, District Solicitor, for determination.

**Question:** Is there any information on the restrooms yet?

**Answer:** Mr. Gasper responded no. The restroom information is part of the design phase.

**Question:** Can there be another meeting to go over items for which answers have not been provided?

**Answer:** Mr. Gasper stated the school district needs to have signed contracts to be able to bring in the firms to do the design phase. The Board will be able to "tweak" the final design.

**Comment:** The Board needs to hire the experts and let them do their job so that the project can move forward and board members cannot continue to dictate what they want before they will hire the firms.

**Comment:** In agreement that another meeting is needed as the Board has never given a list of what they want in the stadium design.

Mr. Krem reminded board members that the Board has not hired any of the firms yet; therefore, the firms do not work for the school district. The firms owe the school district nothing. The Board needs to hire the firms to get the answers they are looking for.

**Comment:** The Board has agreed to build a new stadium. The Board has agreed to have the new stadium in place by football season next year. The Board has agreed on the basics for the stadium and gave the go ahead. The design options will be presented to the Board and changes can be made; however, the Board needs to hire the firms for the project to move forward.

**Question:** The total scope of work for the stadium has not been defined yet as Mr. Gasper has only provided the basic/general information on the stadium. Does the Board need to have a signed contract with the architect to get the total scope of the project defined?

**Answer:** Mr. Lewis and Mr. Krem said yes. Mr. Krem said the work will not continue until signed contracts are in place.

**Question:** When did board members get the three contracts?

**Answer:** Mrs. Usavage stated the three contracts were in the last two weekly Board Newsletters.

**Question:** Has the District Solicitor reviewed the three contracts?

**Answer:** Ms. Clouser, Chief Financial Officer, stated the contracts have been emailed to the District Solicitor for review and, at this time, no response has been received.

### **Move To Board Meeting Agenda**

The board members were queried and a majority of board members were in favor of having the three contracts on the August 14, 2018, board meeting agenda subject to District Solicitor review.

**Pine Forge Elementary School (PFES) – Air-conditioning:** Mr. Gasper was asked to check on the cost to lease air-conditioning units. In checking further Mr. Gasper shared that he determined the high school had three air-conditioning units that were not being used. Two of the air-conditioning units were installed at PFES in the hallways and fans are being used to push the air out to the classrooms. By installing the air-conditioning units the use of dehumidifiers have been eliminated. The temperature in the classrooms the last few days was around 75 degrees. The staff will continue to monitor to determine the effectiveness of this process. There has been discussion on putting in window air-conditioning units. Mr. Gasper stated, due to the design of the windows, to install the air-conditioning units in the windows would require the whole window be removed and plywood would then need to be put up around the air-conditioning units. There would also be an issue with the electrical workload.

PFES Air-conditioning – Questions/Answers/Comments

**Comments:** Appreciate using resources and staff the school district already has to resolve the issue at PFES.

**Question:** What is the agenda item – Negative Electric Usage Cost?

**Answer:** Mr. Gasper said the agenda item is not applicable since air-conditioning units are being used at PFES.

**Comment:** Mr. Gasper and his team were thanked for coming up with this solution for PFES.

**Comment:** Concern about shades being closed, even though a temporary situation, versus the mental wellbeing derived from natural light.

**Updated Boyertown Area Senior High Project – Punch List Review:** The punch list items for E. R. Stuebner have not been completed. Mr. Gasper reported E. R. Stuebner's March payout was being held by Boyertown Area School District. Mr. Gasper reported, by law, the school district has to pay the March payout because it had been approved for payment. After the March payout the school district will still be holding \$168,000 plus miscellaneous funds for a total of approximately \$200,000. Mr. Gasper read the letter sent to the E. R. Stuebner project manager. In the letter it was noted the deadline to meet the requirements in the letter was extended to August 16, 2018, and that no further extensions would be granted. If not completed by August 16, 2018, the value of the outstanding punch list items will be assigned and multiplied by 150%. A deduct change order will be done against the contract and the amount will be deducted from what is owed E. R. Stuebner and the contract will be closed. Mr. Gasper stated the letter was also sent to the electrical, mechanical, and plumbing contractors.

Punch List – Questions/Answers/Comments

**Question:** If the punch list items are not completed then who would complete?

**Answer:** Mr. Gasper stated either school district staff would be used or contract with other companies. The funds deducted from the contractors' contract would be used to complete the punch list items.

**Comment:** Thanked Mr. Gasper and appreciates the situation will be resolved.

**Middle School West:** The board members had pictures of the Middle School West project. Mr. Gasper said work is being completed on the new gym floor, lockers have been installed and tile work has begun in locker rooms, hallways are being finished, sidewalks have been replaced, parking lot areas have been milled, and the courtyard doors and outside area has been brought up to regulations and Americans with Disabilities Act (ADA) requirements. The work will be running close to the start of school due to some detail work that needs to be done. Mr. Gasper said there will be an opportunity for board members to do a walkthrough before the August 14, 2018, board meeting which is being held at Middle School West. Mr. Gasper reported there were very few change orders and the project will be completed under budget.

Middle School West – Questions/Answers/Comments

**Question:** Was the artwork in the courtyard maintained during the courtyard work?

**Answer:** Mr. Gasper answered yes.

**Montgomery Avenue:** Mr. Gasper stated the road work part of the project should be done by August 17, 2018. The work of fixing property owners yards, etc. could go until after school starts. The project was delayed a few days due to weather conditions.

**Districtwide Air-Conditioning Controls:** Mr. Gasper said someone had questioned who controls the Heating, Ventilation, and Air-conditioning (HVAC) systems. Mr. Gasper said the HVAC systems are controlled by each building's head custodian based on use of the building. Mr. Gasper, Mr. Horn, Facilities Foreman, and two school district HVAC mechanical workers are also able to control the HVAC systems.

Districtwide Air-Conditioning Controls – Questions/Answers/Comments

**Question:** Where are the air-conditioning controls located?

**Answer:** The air-conditioning controls are on each building's management service which are on the school district server which Mr. Gasper believes is in the Information Technology Department.

Public Comments: None.

Committee Comments:

Mr. Elsier wanted a discussion on the property situation where penalties/interest were being waived.

Ms. Clouser, Chief Financial Officer, stated there was a business property that has been vacant for several years. There is a buyer for the property. The buyer is willing to pay the delinquent taxes of \$22,556.23; however, the buyer has asked the borough, county, and school district to waive the penalties/interest on the delinquent taxes. The borough and county have waived the penalties/interest. The school district accrued penalties/interest amount is \$6,415.79.

Ms. Dierolf asked if the collection attorney was waiving any portion of their fee. Ms. Clouser said the collection attorney was waiving 75% of their costs and the buyer has agreed to pay 25% of their costs.

Miss Neiman said if a taxpayer fell on hard times the school district does not waive penalties/interest. Miss Neiman does not agree with waiving penalties/interest for this buyer.

Mrs. Usavage said in the past the Board has taken into consideration what the borough and county has approved.

Mr. Foose said it is important to promote businesses and generally residential and business properties get different consideration. Mr. Foose wanted to know if the school district had any recent situations handling business properties concerning this same request.

Mr. Boyer stated it is great that Boyertown has entrepreneurs wanting to start new businesses and he agrees on moving the request forward for approval.

Mr. Elsier said he recalls situations in the past where fees and interest have been waived by the Board. Mr. Elsier feels it would be the right thing to do to waive the penalties/interests for this buyer.

Mr. Krem stated his experience has been school boards in general at any time can waive penalties/interest when a taxpayer states they can pay the taxes.. Mr. Krem does not believe this is setting a precedent as waiving fees would be a property by property decision.

Mr. Breece said he appreciates Mr. Krem's insight. Mr. Breece wanted to confirm Mr. Krem has experienced this in the past in other school districts and that Mr. Krem does not feel this would set a precedent. Mr. Krem confirmed both statements. Mr. Breece thanked Mr. Krem for his leadership on this matter.

Mr. Lewis noted it is not the buyer who is delinquent in paying the taxes.

Ms. Clouser shared that the school district needs to respond to this matter in writing by August 13, 2018. Mr. Clouser stated the District Solicitor said it could be an administrative recommendation and ratified at the next board meeting.

**Move To Board Meeting Agenda**

The board members were queried and a minimum of five (5) board members were in favor of having the ratification to waive \$6,415.79 in penalties/interest on the August 14, 2018, board meeting agenda.

Miss Neiman stated Mr. Sultanik, District Solicitor, needs to be asked if the school district has done this in the past. Ms. Clouser will contact Mr. Sultanik and information will be provided to board members in the weekly newsletter.

**Public Comment:**

Linda Curry stated in the past the School Board has approved a waiver of penalties/interest on an undeveloped property.

There being no other business for consideration the meeting was adjourned at 9:54 PM moved by Mr. Elsler, second by Mr. Breece.