

**BETHLEHEM AREA SCHOOL DISTRICT  
BOARD FACILITIES COMMITTEE  
MEETING MINUTES  
MONDAY, NOVEMBER 9, 2009**

Mrs. Michele Cann, Facilities Chairperson of the Board of School Directors, called the meeting of the Board Facilities Committee to order at 6:07 p.m. on Monday, November 9, 2009, in the Dining Room of the Education Center. Present were School Board members Benjamin Tenaglia, Judith Dexter, Loretta Leeson, Rosario Amato, Michele Cann, and Eugene McKeon. Also present were Dr. Thomas Persing, substitute superintendent of schools; Stanley Majewski, assistant superintendent for finance and administration; Scott T. Gilliland, director of facilities and operations; Arif Fazil, district engineer (D'Huy Engineering, Inc.); Thomas Washington, assistant superintendent for human resources; Dean Donaher, director of student services; Ann Behers, operations manager; and representatives from the press.

The following items were discussed:

**COURTESY OF THE FLOOR TO VISITORS –**

Stephen Antalics, 737 Ridge Street, Bethlehem: Mr. Antalics said that he wanted to follow up on comments that he made at the Board Curriculum Committee Meeting regarding the Action Plans and busing to SPARK. He stated that the white community met the testing and scoring needs of the district, the black community occasionally did, and the Latino community did not score adequately. Mr. Antalics also said that fifty percent of the prekindergarten students were being deprived because no busing is available for them and parents are not able to get them to SPARK. Mr. Antalics believed that if the district wished to improve scores of all segments of the community, transportation to the SPARK program should be provided. He said that the Latino community “needs attention”; the SPARK program is critical to getting their scores where they need to be. Mr. Antalics would like to “urge the district to institute busing” to the SPARK program. He asked how many Latino parents were not aware of the SPARK program. He believes that this program will have a dramatic effect on grades if these students are enrolled. There would then be no need for Action Plans and studies as all the testing requirements would be met. Mr. Antalics believed that it is in the district’s best interest to provide children busing to SPARK.

**DISCUSSION ITEMS –**

Mr. Fazil explained item number 2 on the agenda, Capital Improvement Plan. He said that tabs six and ten were included in the agenda packet for the public’s review. Mr. Fazil then explained the numerous tabs in the plan. Tab two was an executive summary, tab three was a list of improvements needed itemized by building, tab four was recommendations by selected categories of work, and tab five was recommendations by priority without the selected categories. Mr. Fazil said that he would like to point out that on tab six, column five [improvements as percent of renovation], a majority of the district’s buildings were in good shape. There were a few buildings that were exceptions to this; these buildings include Nitschmann Middle School, the Old Northeast Middle School, the Rosemont Building, and the

Education Center. The percentage is high for the Education Center because the recommended improvements include significant lobby modifications to include an elevator for access to the second floor, and an addition for the print room. Mr. Fazil stated that the Rosemont Building's recommended improvements are high because it is one of the district's oldest buildings. Fountain Hill Elementary School is in the sixty percent range, and Thomas Jefferson and William Penn Elementary Schools are in the fifty percent range. Aside from those buildings, the rest are in good shape. Mr. Fazil continued to explain the Capital Improvement Plan; tab seven was capital improvement projects by history, tab eight was major renovations that were completed, and tab nine was recommended projects by priority. Tab ten contained proposed summer projects and capital improvement projects that were recommended in order to maintain the district's facilities. He said that in the past, the district has talked about putting a line item in the budget for a capital improvement fund that would maintain the 2.6 million square feet of facilities. Mr. Fazil said that he recommends one-half percent be put back into the facilities every year, and this has been done through bond funds in the past. He said that although all the projects should be done, at the minimum, the first six items on the proposed capital improvement list should be considered; they are generally in the order that they should be done.

Mrs. Leeson, referring to tab nine, said that Asa Packer Elementary School's emergency generator replacement is a seven on the priority scale where as Freedom High School's handrail repairs are rated a nine, meaning that it was top priority. She stated that the top six items on tab ten are projects that may be important, but she did not believe that they were critical. The district does not have the money in the budget to complete these projects.

Mr. Fazil said that again, these were items that should be considered. The handrail repairs are a priority nine as they are a direct safety issue. The Asa Packer Elementary School emergency generator will become a priority nine if it fails.

Mrs. Leeson said that any project below a priority nine should not be considered.

Mr. Gilliland explained that a lot of these projects have been discussed before; these were all items that the district will need to complete either now or in the near future. He said that this was in no way a "shopping list" and the administration understands the condition of the budget. He asked the board to keep in mind that if the district waits too long to do a project, it could possibly end up costing more than originally budgeted. For instance, the recoating of Liberty High School's tennis courts should be completed soon. If the district waits too long to do this project, recoating will not be able to be done. The entire surface may need to be replaced instead. It is possible that the same type situation may happen with the gymnasium roof at Spring Garden Elementary School.

Mrs. Leeson asked how old the roof was at Spring Garden Elementary School.

Mr. Fazil answered that the roof was installed with the additions in 1991.

Mrs. Cann said that the administration was presently working on the budget, and the district should consider including a line item for capital improvement projects.

Mr. Fazil said that all the recommended capital improvement projects have been discussed before. He said the Liberty High School tennis courts and Spring Garden Elementary School roof projects can wait for one year, but there are items through out the buildings that need to be done.

Mrs. Leeson said that currently, there is only \$240,000 in the capital reserve fund. She said that this is a “very lean” number and does not allow much reserve for emergencies. She would not recommend using this money for the recommended projects.

Mr. Tenaglia asked how critical a priority nine was.

Mr. Fazil said that currently, there is caution tape wrapped around the handrail at Freedom High School. The handrail is in the original lobby area and is located by the elevator. One section of the handrail is separating from the structure, and the balusters are nine inches apart. The building code states that they should be no more than four inches apart, and the height of the handrail does not meet code either.

Mr. Tenaglia said that he did not want to jump ahead in the agenda, but the change order deduct agenda items totaled approximately \$53,000. He said that money could be used to take care of the one priority nine issue [Freedom High School handrail repairs].

Mr. Fazil said that there are two projects for Nitschmann Middle School on the proposed capital improvement project list. He said that the asbestos tile needs to be addressed as well as the boilers. The boilers failed last year and a specialist had to be brought in to take them apart to fix them. The boilers are inefficient and on their last leg; they could fail at any time.

Mr. McKeon asked if we could subsidize these projects with the change order credits. He agreed that the handrails at Freedom High School should be done because there are many youth athletic organizations that utilize this area of the building. He asked Mr. Fazil if a new boiler system was installed at Nitschmann Middle School, would it be able to be extracted and put in a new building if a new middle school was built.

Mr. Fazil stated that the project budget of \$700,000 for the replacement of the boilers was not to temporarily fix the system. A temporary fix would only be feasible in an emergency. The new boilers could be designed so they could be removed and put in a new building, but it may limit the design.

Mrs. Leeson asked if the boilers at the old Northeast Middle School building could be extracted and installed at Nitschmann Middle School.

Mr. Fazil said that while many items have been salvaged from the old Northeast Middle School building, the boilers were an item that would not be able to be removed and reused to replace the Nitschmann Middle School boilers.

Mrs. Cann asked for a recommendation from the administration what dollar amount should be included in the budget for capital improvements.

Mr. Fazil said that the capital plan has always recommended \$2 million be allocated annually for the various capital improvements.

Mr. Majewski said that it would be possible to encumber the funds remaining after the bids for the Old Northeast Middle School demolition are received, and redirect the money for these capital improvement projects so that funds were available to complete them.

Mr. Fazil said that the administration will be proposing the capital improvement projects as summer projects to the board at either the January or February committee meeting.

Mr. Majewski stated that there are funds earmarked for the Broughal Middle School project that may go unused. This money can be used for other capital improvement projects as the financing already exists.

Mrs. Cann asked the board if there were any objections to using the money from the change order credits to pay for the handrail repairs at Freedom High School.

After a poll of the board, it was decided that the money from the change order credits would be used towards the Freedom High School handrail repairs project.

Mr. Fazil noted that the Broughal Middle School project is on schedule as well as being on budget. Nitschmann Middle School is the next school on the ten year construction/renovation plan that is slated to be done. Mr. Fazil also said that the figure of \$2 million is what has always been the suggested for the annual budget amount for capital improvements. This number has been listed on the bottom of tab ten since the start of the capital improvements plan book.

Mr. Gilliland said that he believed that \$2 million would be a good figure to include in the budget for these projects, and also said that some organizations budget for as much as three percent for their capital improvement projects.

Mr. Amato said that the board and administration have talked for years about including a line item for capital improvements projects, but it has never actually been done.

Mr. Fazil continued to explain the capital improvement plan. He said that tab eleven was to show remaining asbestos within the district's buildings and was included for informational purposes. Mr. Fazil said the buildings that still contain asbestos are closely monitored and these areas are contained.

Mr. Gilliland said the most common problem the district encounters with asbestos is when asbestos floor tiles need to be removed.

Mr. Fazil also reported that three years ago, the board voted to have the art room floor at Nitschmann Middle School replaced. This floor was an asbestos floor. Recently, a coil broke and the art room was flooded. Mr. Fazil stated that there was minimal damage done because when the floor was replaced, the wood underneath the asbestos floor was also removed. Had the board

voted at that time to replace the asbestos floor with a cheaper type of floor covering such as carpet, there would have been a substantial amount of damage.

Mrs. Cann said that the district is long overdue to have a line item in the budget for capital improvement projects.

Mr. Amato said that the fund balance has always been around \$12 to \$15 million. The line item for these projects was never there because of the healthy fund balance.

Mr. Gilliland then explained item 3 on the agenda, Energy Savings Opportunity. He said that Mr. Fazil would be presenting a PowerPoint on energy optimization this evening. He also said that Mr. Peter Crownfield of Alliance for Sustainable Communities – Lehigh Valley has approached the district to explain the importance of reducing our carbon footprint. Mr. Gilliland said that the district has provided Mr. Crownfield with extensive data for his calculations. Mr. Crownfield has given the district the percentage of energy reduction he would like to see us achieve. Mr. Gilliland said that there are items that have been put in place through a systematic program over the years through out our district to reduce energy consumption. Ways of reducing energy consumption need to be put into a concrete plan that looks to the future. Mr. Gilliland explained that the idea behind this presentation was to show the board that there are opportunities out there for the district. He also noted that this year, there is \$4.2 million budgeted for energy. Next year's budget for energy will be \$4.6 million. Reducing energy consumption will reduce the district's energy cost.

Mr. Fazil said that the Broughal Middle School project has achieved the highest LEED credits possible for energy. He then explained the slides in his PowerPoint presentation. Mr. Fazil said that D'Huy Engineering, Inc. was qualified to help the district reduce energy consumption as there were LEED accredited professionals on staff, and D'Huy Engineering, Inc. also has extensive knowledge of our facilities. He then explained the SAVE methodology; Survey and analysis, Adjustment and implementation, Verification and reporting, and Education and collaboration. Mr. Fazil said the there were items that could be done with a minimal investment to reduce consumption. He explained reducing peak demand to lower costs, the consideration of renewable energy options such as solar power, power purchase agreements, and the deregulation of energy rates. Mr. Fazil said that this plan was not necessarily about upgrading facilities, but about making the administrators, teachers, and students more energy conscious.

Mrs. Dexter suggested getting community groups involved in the process and they may "help with no extra charge".

Mr. Fazil said that currently his firm is partnering with the Girls Scouts for energy education, and he has also met with Mr. Crownfield. He stated that these groups are volunteer groups, but asked the board to remember that their time is also limited. Mr. Fazil said that he had no problem partnering with community groups. He said that the plan's focus would not be about installing energy saving devices in district facilities because the technology is expensive.

Mrs. Dexter asked Mr. Fazil if his plan could be "packaged with his retainer agreement".

Mr. Fazil said that the retainer agreement could be extended to include this, however, it would be better to have a separate agreement especially in light of the fact that the district would prefer not to pay for any services. It may be feasible to provide the service with shared savings. This means there would be no risk for the district and the plan could be set up. Once the plan was in place over a five to six year period, it would become part of the way of doing business.

Mr. Amato asked if the program with Johnson Controls, Inc. was still in place.

Mr. Fazil answered that yes it was; most of the renovated buildings have the METASYS program with Johnson Controls Inc. He explained that the building's heating and cooling systems are tied into a computerized program where they can be controlled. The district has even gone as far as creating a "snow day button" so when school is closed for a snow day, the set points of the buildings will be lowered to 58 degrees instead of 68 degrees.

Mr. Gilliland said that all of the district's buildings were surveyed to find out which areas were occupied by staff on snow days. The set points in all other unoccupied areas of the building are then lowered. The district and D'Huy Engineering, Inc. regularly meet with Johnson Controls Inc. for ongoing program management and also to discuss energy improvement and to monitor the systems.

Mrs. Leeson asked if it would be possible to consider purchasing electricity through power purchase agreements. Northampton Community College has recently entered an agreement to purchase their electricity. She asked if the district was researching this option at all.

Mr. Fazil said that the district needs to look at purchasing electricity and analyze if this option would be beneficial. He suggested that a committee be formed and members from the community or school board could be included if that is what the board wishes.

Mrs. Leeson said that there was no question that energy consumption should be cut for both cost savings and ethical reasons.

Mr. Gilliland asked the board if there was a consensus for a desire for the district to pursue the energy optimization plan. He said that the details would be worked out.

The board agreed that Mr. Gilliland should pursue starting the plan.

Mrs. Dexter asked what the cost of the plan would be.

Mr. Fazil said that he would find a way to make it a minimal or no cost to the district, and perhaps set up as a shared savings plan. A formal proposal will be worked out.

Mr. Gilliland stated that this energy program needs to be a multi-faceted approach.

Mr. Gilliland explained item 4 on the agenda, Purchase of Plow Vehicle. He explained that the district has not purchased vehicles in quite sometime. Mr. Gilliland said that currently, the

district has three dump trucks, and all three of them have mechanical problems. Two of them should be able to be fixed, but the third is in such poor condition that it is not worth fixing. The trucks are not only used for snow removal, but also for transporting mulch and cut trees, towing, salting, and cleaning parking lots. Mr. Gilliland said that the dump trucks are vital for the daily operation of the maintenance department. He then explained the truck quotation from Day Ford Inc. and also the current tabulation of bids for snow removal. The contractor who was awarded the snow removal bid, Searock's Lawn Care, charges \$99 per hour for the same type truck the district is looking to purchase. Mr. Gilliland said that he recently held a meeting with Searock's Lawn Care and they said that they will try to commit equipment to help the district with snow removal. He said that the district will be submitting a list of vehicles and school buses to be replaced for the upcoming year. If approved, the truck would be delivered sometime in January 2010 or possibly sooner. Mr. Gilliland requested a commitment from the board on a figure for vehicle purchases so the vehicles can be ordered to be delivered in August or September. Typically, a vehicle purchased on state contract can take up to six months to be delivered; the dump truck the district wishes to purchase is already in stock. Mr. Gilliland asked the board to keep in mind that a "snow event" is not just a day, but can continue for a week. Schools such as Fountain Hill Elementary School must have the snow taken off site as there is no where to put it. Many times, the salting of parking lots continue for several days after it snows. Services for snow removal and salting will become very costly at \$99 per hour.

Mrs. Cann asked if this truck was "on the lot ready to go".

Mr. Gilliland answered that it was in route from the manufacturer. He said that the district needs three trucks to operate efficiently. Mr. Gilliland stated that if the other two trucks are able to be fixed and a third is purchased, the district would not have to pay a contractor as much for the snow removal services. The truck will be purchased out of capital funds. He noted that the maintenance department pickup trucks are plowing over the winter as well.

Mr. McKeon asked how bad the bus fleet was.

Mr. Gilliland answered that no school buses have been purchased in three years. Mr. Himmelberger has compiled a list of buses that should be replaced. This list includes the bus age, mileage, and condition of the school bus. Mr. Gilliland said that he would forward this list to the board for their review.

Mrs. Leeson questioned the timeline of delivery for the truck. She said that the end of January is halfway through the winter season. She believed that if the truck was delivered then, the district would not get much use out of it this year.

Mr. Gilliland said that it is possible the truck may be delivered as early as December.

Mrs. Leeson said the truck includes options that are not needed such as cruise control and tilt steering. According to her calculations, these extra options are costing approximately an additional \$1,100.

Mr. Gilliland said that these are state contract prices for the options and the district is subject to availability. This truck has these options because it is already on its way from the manufacturer. Mr. Gilliland also noted that on the quote, the total cost of options they do not need is approximately \$1,500, however, it would cost a lot more to try and get a truck without these options.

Mrs. Leeson noted that the truck is a 2010 model. She asked if there may be any 2009 model year leftovers at a lesser price.

Mr. Gilliland answered that there were not any 2009 models left for sale.

Mrs. Cann polled the board to ask if anyone had an objection to the vehicle purchase being placed on the Regular Board Meeting agenda.

Mr. Tenaglia said that the vehicle should be included in the budget for next year, but not this year.

Mr. Gilliland noted that the recommendations for future vehicle purchases that will be made later this year will be for 2010 model year vehicles as well.

Mrs. Leeson said that she agreed with Mr. Tenaglia, and the vehicles should be put in next year's budget.

Mrs. Cann said that she recommended the truck be purchased this year. If the truck is purchased, it would mean that less money would be paid to the contractor for snow removal.

Mr. Gilliland reminded the board that there is only \$35,000 in this year's budget for snow removal. If we have a heavy snow year, it is a good possibility that more money could be spent than what is budgeted.

Mr. Amato said that he would like to see the vehicle purchase put on the Regular Board Meeting agenda, but if it was going to be voted down, "just forget it".

After a poll of the board, it was decided that the vehicle purchase would be placed on the Regular Board Meeting agenda.

Mr. Gilliland reviewed agenda item A, Quotes for Emergency and Miscellaneous Site Excavating Services. He said that the administration is requesting authorization to use either Imperial Excavating or Senick Excavating based on the availability of the contractor for emergency excavating services.

Mrs. Cann asked if there was any additional charge for either contractor to be on "standby".

Mr. Gilliland answered that there was no additional charge. The administration is asking for these contractors to be approved so in the event an emergency arises, such as a sinkhole, the

contractor could be called immediately to make repairs instead of waiting for weeks while the job is bid.

Mrs. Cann asked if it was legal to approve the contractors now.

Mr. Majewski said that if the total emergency repairs for the year total less than \$15,400, quotes will meet school code requirements. If the total will exceed \$15,400, school code requires a formal bid process. The district could possibly be cited if the repairs exceed the threshold and the services are not formally bid. Mr. Majewski also said that it creates a liability issue if sinkholes appear and then remain open for three to five weeks while the project is bid.

Mr. Fazil asked Mr. Majewski if the emergency and miscellaneous site excavating services should be sent out for bid.

Mr. Majewski said that the services should be bid.

Mr. Fazil then asked permission to use either contractor until the services are bid in the event that emergency services are needed.

After a poll, the board granted permission to use either Imperial Excavating or Senick Excavating in the event emergency excavating services are needed until the services are formally bid.

Mr. Gilliland explained agenda items B [Authorization to Restore Capital Reserve Funds – Roof Repairs – Farmersville Elementary School – Change Order Deduct], C [Authorization to Restore Capital Reserve Funds – Roof Repairs – Asa Packer Elementary School – Change Order Deduct], and D [Authorization to Restore Capital Reserve Funds – Fire Alarm System Replacement – Asa Packer Elementary School – Change Order Deduct]. He said that all three of these projects were completed and credits are being processed to close out the project.

Mr. Gilliland then explained agenda item E, Proposed Cellular Tower – Transportation Department Yard Area. He said that Pyramid Network Services, LLC contacted our district to propose the leasing of land to install a cellular tower. The lease would be a five year term with a five year option to extend the lease. Mr. Gilliland said that Mr. Fazil was able to negotiate a price of \$18,000 per year. He said that he included additional pictures in the agenda packet of what the proposed tower will look like. The photos were taken from a tower that is located off of Linden Street behind the old Shell station that is located next to the 7-11.

Mr. McKeon asked if the district would be responsible for obtaining any permits for the installation of the tower.

Mr. Fazil answered that the phone company will be responsible for the permits. He also said that originally, the phone company wanted to use the green area out in front of East Hills Middle School to install the tower. Instead, a 250 square foot area inside of the Transportation Department yard area was chosen. Because this area is a grass island, it will never be used by the district.

Mr. Gilliland said that because of the close proximity of the power lines to the tower, there will be no need to dig up any of the yard area.

After a poll of the board, it was decided that these items would appear on the Regular Board Meeting agenda.

Mr. Gilliland explained agenda item F, Private Transportation Contract. He said that from his understanding, the parents have now agreed to transport the student.

After a poll of the board, it was decided that this item would appear on the Regular Board Meeting agenda.

Mr. Gilliland reviewed agenda items G [Freedom High School Construction Projects – PlanCon J Submittal] and H [Liberty High School Construction Projects – PlanCon J Submittal]. He said that these forms were required to be submitted in order to obtain final reimbursements from the state for these projects.

After a poll of the board, it was decided that these items would appear on the Regular Board Meeting agenda.

Mr. Gilliland explained that agenda item HH, Authorization to Expend 2007 Bond Funds – New Broughal Middle School – Incidental Fees and Charges – Change Order, is an additional expense for air quality testing. This testing is required in order to comply with the LEED requirements for certification. Mr. Gilliland said that this item was budgeted, but the specific account that the bill will be paid from must be increased.

Mr. Fazil said that there are numerous items that must be completed to achieve LEED certification that are not able to be waived for non profit organizations.

Mrs. Cann anticipated that the reimbursement for LEED certification will surpass the additional items that are being paid.

#### **AGENDA ITEMS FOR THE NOVEMBER 9, 2009, REGULAR BOARD MEETING –**

After discussion, the board committee agreed to bring the following agenda items to the November 9, 2009, Regular Board Meeting:

- A. Quotes for Emergency and Miscellaneous Site Excavating Services
- B. Authorization to Restore Capital Reserve Funds – Roof Repairs – Farmersville Elementary School – Change Order Deduct
- C. Authorization to Restore Capital Reserve Funds – Roof Repairs – Asa Packer Elementary School – Change Order Deduct

- D. Authorization to Restore Capital Reserve Funds – Fire Alarm System  
Replacement – Asa Packer Elementary School – Change Order Deduct
- E. Proposed Cellular Tower – Transportation Department Yard Area
- F. Private Transportation Contract
- G. Freedom High School Construction Projects – PlanCon J Submittal
- H. Liberty High School Construction Projects – PlanCon J Submittal
- HH. Authorization to Expend 2007 Bond Funds – New Broughal Middle School –  
Incidental Fees and Charges – Change Order

### **COURTESY OF THE FLOOR –**

Stephen Antalics, 737 Ridge Street, Bethlehem: Mr. Antalics asked if there were any items at the Old Broughal Middle School auction that may not have been included on the items for sale list. He was specifically asking about stained glass that may have been on the roof of the building.

Mr. Gilliland answered that there were no items that were not included on that list. Every item that was available was put up for auction. He was also told that the original roof contained stained glass, but an investigation revealed that there was only wire glass in the roof. There was no stained glass found.

Mr. Fazil said that two weeks prior to demolition, the roof was investigated again and there was no stained glass found. Mr. Fazil also said that there were certain items in the school that were wanted by members of the community. These items included handrails, toilets, and sinks. Two weeks prior to demolition, Mr. Fazil said he contacted these members of the community several times to come and collect the items. They did not return his phone calls, so at his own expense, Mr. Fazil had these items removed and placed in a job trailer. They were recently picked up.

Mr. Antalics thanked Mr. Fazil for having these items removed.

Mr. Gilliland said that the district has tried to hold auctions every year over the past few years. They have tried to find a central location to store auction items; this year the items are being held at the Rosemont Building.

### **OPEN FORUM –**

Mrs. Leeson suggested continuing the Board Human Resources Committee Meeting agenda items directly after the Facilities Committee Meeting Items.

It was decided that a short break would be taken and then the agenda items would be discussed.

The meeting was adjourned at approximately 8:08 p.m.

Minutes prepared by:

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Kristen M. Snyder, Secretary to the Director of Facilities and Operations

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Scott T. Gilliland, Director of Facilities and Operations