

**BETHLEHEM AREA SCHOOL DISTRICT  
BOARD FACILITIES COMMITTEE  
MEETING MINUTES  
MONDAY, OCTOBER 3, 2011**

Mrs. Michelle Cann, President of the Board of School Directors, called the meeting of the Board Facilities Committee to order at 6:03 p.m. on Monday, October 3, 2011, in the Dining Room of the Education Center. Present were School Board members William Burkhardt, Benjamin Tenaglia, Michele Cann, Michael Faccinetto, Irene Follweiler, and Eugene McKeon. Also present were Dr. Joseph J. Roy, superintendent of schools; Dr. Jack Silva, assistant superintendent for education; Mark Stein, director of facilities and operations; Arif Fazil, district engineer, D'Huy Engineering, Inc. (DEI); Ann Behers, operations manager; and representatives from the press.

The following items were discussed:

**COURTESY OF THE FLOOR TO VISITORS –**

None.

**DISCUSSION ITEMS –**

Mr. Stein explained item number two on the agenda, Energy Update. He showed the board a PowerPoint presentation and said that in March 2011, the Board adopted the energy policy which defines the roles and responsibilities for energy management initiatives. It outlines his responsibilities as the director of facilities, as well as the parts of principals, teachers and custodians. Mr. Stein then explained the benchmarking data and showed the district's energy portfolio. He said that fifteen of the district's schools qualified for the Energy Star label before any energy initiatives were implemented. Since then, five more schools have qualified, and currently, nine buildings have achieved the Energy Star rating. He explained that education and culture change would be large factors in helping the district to achieve savings. Mr. Stein explained best practices, temperature set backs and curtailments; he also showed the district's current energy costs, energy consumption and natural gas consumption. He stated that the district is continuing to move forward with the energy management plan and implementing better practices and procedures to achieve savings.

Mr. McKeon said that he has noticed that in New Jersey, some street lights have solar panels attached to individual poles. He asked if this was a feasible option for the district's parking lot lights and suggested that they should be considered as an option.

Mrs. Cann said that energy committee was still in need of a board member to join, and if anyone was interested, to please let her know.

Mr. Stein then explained item number three on the agenda, Rosemont Building Lease Discussion. He said that the district has been contacted by different organizations requesting to lease the building. He said that the district needed to review its options and reviewed the pros

and cons of each option. Mr. Stein noted that currently, the building is mothballed, but is used for storage of excess items owned by the district. If the building were to be leased, there would be some disrepair items, code requirements and a zoning issue with the parking lot that would need to be addressed. He said that Mr. Fazil has spoken to the city code inspector to see what issues would need to be immediately addressed. Initially, it was thought that it would be a much larger project to fix the items that would need to be brought up to code, but it was found out that all that would need to be done is to have a city safety housing inspection completed and obtain an occupancy permit. There could be ADA issues down the road for the tenant to deal with should a customer or client that they are serving have accessibility issues.

Dr. Roy said there are two reasons that the leasing of the Rosemont building is being reviewed with the board again. One was the district received the clarification from the City of Bethlehem that there would not extensive upgrades required in order to obtain an occupancy permit, and the second was that there are possibly two organizations interested in leasing the building.

Mrs. Cann asked if either of the parties may possibly be interested in buying the Rosemont building.

Dr. Roy said that both parties may be interested in buying the building.

Mrs. Follweiler asked what was stored in the building and how much of the building was consumed by storage.

Mr. Stein said that the entire first floor and basement areas are filled with SPARK furniture, technology items; there are also auction items stored in the multi-purpose room.

Mr. Faccinetto asked if storage space within the district was a concern as it was noted on the matrix that if the building was rented, the district would lose its storage space.

Mr. Stein said that with the hopeful sale of auction items, the number of items that would need to be stored should be cut in half. If the Rosemont building were rented out, it may be possible to disperse the items that are not being auctioned throughout the district.

Mr. Burkhardt asked if the trailers that were located at Rosemont have been removed and if the land at the rear of the building has been restored.

Mr. Fazil said the trailers have been removed, but there is still a zoning/parking issue that would need to be addressed at the rear of the building.

Mr. Burkhardt asked if the lessee would be responsible for addressing the zoning issue and paying for the repairs.

Mr. Stein said that these repairs will be negotiated as part of the lease.

Mr. Burkhardt said that he was concerned that the district would have to invest quite a bit of money into the building in order to obtain the occupancy permit.

Dr. Roy said that he did not want to invest a substantial amount of money into the building. If a lease can be negotiated so the district does not have to put a lot of money into the building, a stream of revenue will be created. It is possible that the revenue can then be used to address other capital needs throughout the district. Dr. Roy said that an occupied building is better than an unoccupied building.

Mr. Fazil said that although the zoning issue is an item that has to be addressed, it may be possible to obtain a variance depending on the use of the building.

Mrs. Cann suggested keeping a space, such as Rosemont, in case the district has an emergency at one of the buildings and students need to be temporarily relocated. She said that she understood the building was smaller, but the Rosemont building was a place that could be used to house a portion of the students.

Mr. Tenaglia said that there is also space at Broughal Middle School that could be used as well.

Mr. Faccinetto said that he believed that if the building can be leased, the district should pursue it given the condition of the budget and economy.

Mr. Tenaglia asked what the going rate was for commercial storage space per square foot.

Mr. Stein answered that he did not know the rate per square foot for commercial storage.

Mr. Tenaglia said that because the district was not using all 34,000 square feet of the building for storage, this should be investigated because \$18,000 was being spent by the district for utilities and other items.

Mr. Stein asked what direction the board wished the administration to pursue.

After a poll of the board, it was decided that the administration should pursue leasing the building.

For item number four on the agenda, Information Items, Mr. Stein said that he would like to provide an update to the board on the sinkholes. Two have been fixed, and there are still six open. There have been no new sinkholes since the last report.

Mr. Stein then explained agenda item A, Private Transportation Contract. This item was an item that appears on the agenda yearly to approve the private contracts.

Mrs. Follweiler asked if this was the same contract that a memo was sent to the board on. She asked because the IU has transportation available.

Mrs. Cann confirmed that this was the same contract.

Mr. Stein said that in certain cases, there are unique circumstances that make transportation outside of the IU's purview.

Mr. McKeon said that sometimes it is cheaper to contract with a private individual rather than to use the transportation provided by the IU.

Mr. Stein said that agenda item B, Reappointment of Auctioneer to Sell Surplus Property, was to reappoint the auctioneer that has been providing services to the district for the past ten years. He noted that a copy of the contract was handed out to the board this evening. The contract is a standard contract; it included commission, labor and expenses. Mr. Stein said that this is a worthwhile service to address the surplus equipment throughout the district.

Mr. Tenaglia asked if the contract included a buyer's premium.

Mr. Stein said that the contract included a buyer's premium of ten percent. He explained that a buyer's premium is a premium that is paid by the buyer to the auctioneer in addition to the fifteen percent premium that the district pays. This premium helps to keep the auctioneer's commission down.

Mr. Tenaglia said that he would like to see this service bid and see proposals from other auctioneers.

Mr. Stein said that he has already surveyed other auctioneers, and they all have the same contract structure. He noted that the auctioneer that is being recommended has a large following of "scrappers"; this is the advantage of using an established auctioneer. Mr. Stein also said that the auctioneer has done a great job with the district's past auctions.

Mr. McKeon asked if this was the same auctioneer that was used for the Broughal Middle School auction and if the contract was comparable to past year's contracts.

Mr. Stein answered yes, this was the same auctioneer, and the contract was exactly the same as previous years. He said that the \$200 technology fee has been waived, and also, the amount of advertising has been reduced to save additional money.

Mr. Burkhardt asked what happens to the items that are not sold at the auction.

Mr. Stein answered that part of the auction process is to have the items that are not sold disposed of.

After further discussion, Mrs. Cann requested that Mr. Stein provide the board with the names and pricing of other auction companies prior to the Regular Board Meeting.

**AGENDA ITEMS FOR THE OCTOBER 17, 2011, REGULAR BOARD MEETING –**

After discussion, the board committee agreed to bring the following agenda items to the October 17, 2011, Regular Board Meeting:

- A. Private Transportation Contract
- B. Reappointment of Auctioneer to Sell Surplus Property

**COURTESY OF THE FLOOR TO VISITORS –**

Steven Antalics, 737 Ridge Street, Bethlehem – Mr. Antalics said that he was impressed with the PowerPoint presentation on energy savings. He then commented on the temperature of the Education Center Dining Room and the accuracy of thermometers.

**OPEN FORUM –**

Mr. McKeon asked if the heights of the solar panels at Freedom High School were marked. He also asked if the height of every panel was the same as they appeared to be sloped.

Mr. Fazil said that the height of each panel is the same; they are not sloped. The panels appeared to be sloped because of the way the parking lot is sloped. Mr. Fazil said that there would be signage put up for the height restrictions. The low ends of the panels are eight feet high, and the high points are thirteen feet high. Any vehicles that enter the lot should not have any problems, and the trucks have the aisle ways to use for access and deliveries.

The meeting was adjourned at approximately 6:52 p.m.

Minutes prepared by:



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



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Mark Stein, Director of Facilities and Operations