

GENERAL SERVICES MEETING 10/24/2022 04:00 PM

1. Call to Order

Call to order the October 24, 2022 General Services Meeting.

Reminder that this meeting is being recorded and Live streamed.

Minutes

Mr. Rizzo called the meeting to order at 4:00 p.m.

2. Roll Call

We will go around the room and state your name and affiliation.

Minutes

Members in Attendance: Lindsay Drew, Maria Memmi, Michael Rizzo, and Terry Singer

Members Absent: Robert Bennett

Citizen Advisors in Attendance: John Fowler, Julie Goolsby, and Sofia Vidalis

Non-Voting Members in Attendance: Michele Agee, Mark Anderson, Sheryl Pursel, and Stacy Winslow

Staff/Public in Attendance: Jared Nicholson, Theodore Vedock of Hammel Associates Architects, and Tawnja White

3. Approval of Summary Minutes

Summary Minutes are attached. Can I have a motion to approve.

Minutes

Following a motion by Mrs. Memmi, and a second by Mr. Singer, the Minutes were approved.

4. Unfinished Business

4.a. Update on Elementary Facilities Study

1. RLPS Elementary Facilities Study update -

1. Next Meetings:

1. 10/3 - Verify programs/concepts

2. 10/20 - Review concepts
3. 11/8 - Final report draft review
4. 11/15 - Attend Ad Hoc Facilities Meeting for overview and Q&A
5. 11/21 - Final report/presentation at Board meeting

Minutes

Dr. Winslow shared a brief history of the elementary facility study and the following for moving forward:

- the district changed to a different architect firm - RLPS
- verified programs and concepts for the architects understanding of what the district is looking for
- review of concepts - RLPS shared some thoughts on our existing buildings
- next steps for community engagement should the board determine that this is a project that the district is going to pursue
- RLPS to join the ad hoc facilities committee meeting later this month to provide a final report overview and answer any questions they have
- A final report and presentation for the board meeting on 11/21/22

4.b. Update on Parking Lot Projects

Softball Field Parking Lot

- We have completed the topographical survey of the softball field parking lot area and are finishing the proposed layout.
- We are proposing 63 parking spaces including 3 accessible and 2 motorcycle space.
- We are recommending an 8' asphalt trail along Cocoa Avenue and area looking at potential "best connections" to the existing walkways.
- We are showing a 3,315 sq. ft. reduction in the impervious area with the revised layout.
- Once approved by the District, we will review the proposed layout with Township officials to determine what, if any, approvals may be required.
- We will present our findings to the District to determine "next steps".

Memorial Field Parking Lot and Drainage Improvements

- We have completed the topographical survey of the Memorial Field Parking Lot and area around the Home Dugout and are finishing the proposed parking lot layout and drainage improvements.
- We are proposing 17 parking spaces including 1 accessible and 1 motorcycle space.
- We are recommending eliminating the gravel parking area along the east side of School Plaza from the parking lot north to the paved asphalt area

- We are showing a potential 1,500 sq. ft. reduction in the impervious area with the revised layout.
- Once approved by the District, we will review the proposed layout with Township officials to determine what, if any, approvals may be required.
- We will present our findings to the District to determine “next steps”.

Minutes

Mr. Anderson shared the following:

Softball Field Parking Lot

- provided a sketch of the softball field layout
- shared where it is to be extensively regraded
- stormwater impact has been offset
- students to be encouraged to stay on the walkway until they arrive at the street for crossing
- allows for 62 to 65 parking spaces with two motorcycle spaces along with the full handicap piece
- documents to arrive later this week for review and completion of dates for bidding
- in final stages

Memorial Field Parking Lot and Drainage Improvements

- currently just stone - re-layered that way by contractor that ran the new power lines
- reconfiguring that lot
- water runs down from the alley and then runs through the dug out
- looking to contour in such a way that it pushes the water over to the swale and not into the dug out
- looking at options, avoiding trip hazards, and at zero impact with stormwater
- plans arriving later this week for district review and move forward

4.c. Concession Stand Update - Mr. Anderson

Minutes

Mr. Anderson and Theodore Vedock shared the following:

- received final drawing to reflect changes to the concession stand and QAQC review
- bid document provided will need dates added for bidding and then site visit
- a finalized invitation to bid, finalized construction dates, and add comments from the district is needed
- there will be a final structural drawing to reflect the 2018 code changes
- final set of documents to be provided by November 7th board meeting

4.d. Retention Basin Update

High School Retention Basin

- Sinkhole Mitigation Contract and Specifications – The draft contract and specifications are complete and in final review. We will provide the final draft for the District to review and develop a schedule for bidding for approval by the District. We propose to advertise the project on Penn Bid.
- As-built Survey and Plan – We have completed the as-built survey, field view and as-built analysis.
 - The analysis compared the “design condition” of the basin capacity, out structure geometry and configuration and outflows to “as-built condition” of the same components.
 - The analysis revealed that the discharge from the detention basin exceeds design outflows for the all design storms (1-100 year storms).
 - Notable differences between the design condition and as-built condition observed include:
 - The emergency spillway elevation is 0.7-feet lower than the design condition.
 - The inlet grate is 0.42-feet lower than the design condition.
 - 48-inch outlet pipe slope is 0% (instead of 2.73% as designed) and the invert is 1.58-feet lower than the design condition.
 - The top of berm elevation on the north embankment is well below the design elevation of 397.25, roughly about 1’ lower on average. It essentially forms a second spillway over the embankment in the as-built condition.
 - The two rectangular orifice appear 2.5-ft high by 1.5-ft wide per our survey photo but were modeled in the design to be 18-in high by 40-in wide. The design detail appears to show the orifice was supposed to have the taller dimension going up and down.
 - We are evaluating corrective measures that will need to be implemented to correct the deficiencies and will provide them to the District for review when complete.
 - Once approved by the District, we will review the proposed corrective measures with Township officials to determine what, if any, approvals may be required.

Minutes

Mr. Anderson shared the following:

- Rettew is in final review
- conversation with Township afterwards regarding 2 issues
 - original drawings and spillways don't line up
 - an outfall pipe that has no pitch
- hoping to meet with the Township prior to Thanksgiving

4.e. Capital Plan Review

Minutes

Mrs. Pursel shared the following:

- Looking at proposals for
 - auditorium upgrades
 - gym refinishing at the high school
- Six busses expected last year but due to supply chain issues have now come in and are in final phase before arriving to transportation - will trade in old busses once replaced by the incoming six
- Library dehumidification process at the middle school is complete

5. New Business

5.a. High School Coils - Trane Contract - Mr. Anderson/Mr. Kressley

Minutes

Mr. Anderson and Mr. Kressey from Trane shared the following:

- due to the COVID protocol - 100% outside air was being brought in to purge the rooms between 3 and 5a.m. every morning - no longer occurring
- during that process a heat wheel failed that caused the coils to freeze in late January 2022
- looked at different options for repair
- will be submitted to insurance unknow what will be reimbursed at this time
- more than a coil replacement - 3 energy recovery units on roof of high school, 2 of which sustained damage to the indoor hot water coil
- likely a blip in the energy supply caused this issue - looking for resolutions to be made aware of this prior to damage happening going forward
- proposal of afterhours installation
- looking to notify the bboard with a memo prior to and then discuss at the Finance meeting and Board meeting on 11/21
- the high school winter heat will not be compromised in the meantime

Following a motion from Lindsay Drew and a second by Maria Memmi, the HVAC repairs item is approved to move to the Finance Committee for further discussion during the November 21, 2022 meeting.

6. Public Comment

Minutes

There was no public comment for the committee.

7. Adjournment

Minutes

The meeting was adjourned at 5:01 p.m. with a motion from Ms. Drew followed by a second from Mrs. Memmi.