

Mr. Rasmus called the August 29, 2022 MASD Buildings and Grounds Meeting to order at 6:32 p.m.

Present were Joseph Rasmus, Edward Sanders, Whitney Holloway, William Berger, Heather Maustellar, Susan Farr, Susan Myers, Matthew McWilliams, Noah Adams, and Chelsea Rosenberger.

#### TRANSPORTATION PLAN IMPLEMENTATION 2022-23

Millville Area School District collaborated and presented a new transportation for the 2022-2023 school year. Mr. Rasmus discussed the success of the transportation program for the beginning of the school year. As part of the implementation, Matt McWilliams has been working to paint lines and hang signage to realize the tenants of the plan.

#### CAFETERIA PARKING LOT

Mr. Rasmus explained about an issue taking place in the High School Cafeteria parking lot. When there is heavy precipitation, the High School cafeteria parking lot has a drainage issue and creates “pools” of water covering a large portion of the lot.

For a reference, Noah Adams pulled up the camera view of this happening on August 22, 2022 during a school board meeting where there was heavy rain. The video showed that within 20 minutes, the puddle was very large.

- Members of the Millville Education Association have shared their concern that with the already limited amount of parking and the added propensity of rain making puddles in the parking lot, there will not be enough space to park and therefore remain on time for the school day.
- Mr. Rasmus remarked that there is quite a bit of parking in the student parking lot, but there is still a concern.
- Mr. McWilliams, Director of Buildings and Grounds, garnered 3 quotes from vendors to rectify the issue. The goal was stated was that the Committee would discuss and potentially give to the board one quote for their approval.
  - Two quotes (Sokol, Inc. and Crawford) were presented and explained by Mr. McWilliams as “worst case scenarios” written to cover the costs if there were a lot more issues found than could be seen initially, being that some potential issues may not be known until the digging starts.
  - Mrs. Myers asked about putting a camera down the hole in the parking lot to see problems before any contractor starts. Mr. McWilliams explained that Mr. Brent Crispell (previous director of Buildings and grounds) and Mr. Monroe had tried to that before but could only get down about 5 feet in the hole. Mr. McWilliams was concerned that the district would pay for someone to try this options, and it may not be possible to get any further down in the hole.
  - Mr. McWilliams also mentioned that the inlet box next to the Greenhouse is starting to go bad, and the parking lot is starting to cave in near the Greenhouse.
  - All of the aforementioned quotes would be for a project timeline of about 2 weeks. Each contractor would try to do the project over the weekend. For cafeteria supplies, Mr. McWilliams would have to coordinate the project around the delivery.
  - Mr. Rasmus stated that there is space in the student parking lot, and the teachers would be amenable to moving them out for the time being.
  - Mr. Berger discussed the differences between the quotes, citing differences in pricing and materials. Mr. McWilliams questioned Crawford wanting to leave the parking lot with stone for some time to let it pack down, and coming back later to finish the project.
  - After discussion on the differences between the 3 quotes, Mr. Berger shared his belief that the best price and overall best quote would be one from Sokol, stating his desire to present this option to the entire school board, with the pricing to not exceed what is written on the quote.
  - Mr. Rasmus asked if Sokol would be able to complete the project in the 2 week timeframe. Mr. McWilliams answered that it would, and that it would start after the board’s final approval.

#### FILE BANK: ENTERPRISE DOCUMENT MANAGEMENT

- Mr. Rasmus shared that all MASD files would be coming back from File Bank soon, stating that the administrative team would be discussing the categories of files and categorizing of the files.
  - File Bank would be bringing the files over several days, not all at once.
  - In preparation for the meeting, Mr. Rasmus followed up with File Bank. File Bank had the following delivery dates available: 9/8, 9/9, 9/12. They would be coming during the school day, as opposed to at night or on the weekend. When they arrive in the district, the plan will be to store the files in the Elementary Gym vestibule, putting the mat down and the boxes on top to be taken to room 43 at the Elementary school. Putting them in this space would allow staff to go through them and destroy what can be destroyed. After it is sorted and cleaned up, the administrative team would be coming back to discuss where the files would be permanently stored.

- Mrs. Maustellar asked if there would be space in room 43 to sort the files and move them around. Mr. McWilliams explained that a path had been made so that things could be moved easily and sorted.

#### ACQUISITION OF PROPANE TANKS

- Background on High School Propane tanks:
  - Mr. Rasmus explained that the propane tanks behind the High School are owned by Koppy's Propane. Last year, the school district chose to go with a different provider for propane, and Koppy's has asked to take the propane tanks back from the high school if the district does not purchase them from the company.
- Mr. McWilliams provided the email from Koppy's Propane with the proposed pricing for the acquisition of the tanks. He shared that the district does not have the equipment necessary to transfer the propane to a new tank.
- Mr. Berger asked what type of liabilities would be included in purchasing these.
  - Mrs. Holloway, the Business Manager, stated that the district already owns 2 tanks.
  - In answer to this, Mr. Berger stated he did not see an issue moving forward with the purchase.
- Mrs. Maustellar stated her concern with the fact that the district put it out for bid and went for the cheapest price.
- In closing, Mr. Berger asked that we put the purchase on the board meeting for September 12, 2022.

#### REMOVAL OF TREES ADJACENT ELEMENTARY PARKING LOT

- Mr. Rasmus explained that there are 6 pine trees adjacent to the Elementary parking lot present a safety issue if the trees fall. They also would impact the power lines outside of the elementary school.
- Mr. McWilliams garnered a quote to cut down all 6 trees, grind the tree stumps to the ground, and remove all debris for a total of \$1,800. He believes that this is a decent price for the entirety of the work.
- After a brief discussion, Mr. Berger said he is comfortable moving forward with this on the next board agenda.

#### PCCD HEALTH AND SAFETY GRANT: PHYSICAL PLANT IMPLICATIONS: ELEMENTARY PLAYGROUND FENCING PROJECT

- Mr. Rasmus shared with the committee that the district is the recipient of a PCCD Grant for Health and Safety. In the past, the district has used this grant towards the School Resource Officer agreement, mifi units during the pandemic, etc. Mr. Rasmus shared some of the grant language used in the parameters of the grant.
- Over the next 2 days, the administrative team would be writing the grant application and submitting it for Board approval at the next meeting. Mr. Rasmus explained that these grants are dictatorial, and the district has to follow the tier guidelines closely.
  - In Tier 1, the district would like to fence in the Elementary playground. The goal of this would be to create a barrier for an intruder. Mr. Rasmus explained that most schools are going with this plan.
  - Some other items on this grant include changing the door handles, putting alarms on the doors when they are left open, etc.
  - Mr. Rasmus believes that it is a good idea to move forward with the fencing in of the playground space.
  - In preparation for the meeting, Mr. McWilliams did some measurements and pricing he was able to garner with what other school districts are doing. He has called 8 fencing contractors, but has not heard back from some yet.
  - One fence option would have 1200 feet; other option would be about 800 linear feet. Mr. McWilliams was still trying to get some numbers depending on the size of the fence.
  - Mrs. Maustellar stated that she would like to see a visual plan of these options. For clarification, Mr. Rasmus explained that there would be 3 sides to the fencing, mentioning that eventually, there would need to be discussion about additional fencing to potentially include the basketball court as well.
- Mr. Rasmus stated that the district would have to put this project to bid due to the nature of the plan. This would be to discuss the potential of including this project on the grant proposal.
- Mrs. Maustellar asked in regards to the rest of the proposal if the district already had alarms on the doors.
  - Mr. Adams answered that the district has alarms on the doors that have key FOB access. Other doors without access readers do not have alarms and could be left propped open.
- Mr. Berger stated he feels comfortable giving the go ahead to move forward with the fencing plan.
- The Committee discussed the priorities under the "Tier 1 Options" for our District under the PCCD grant.
  - Based on those considerations, the committee agreed with the need to focus on the Elementary school fencing project and more pylons for the parking lot.
  - Mr. Rasmus addressed a concern saying that if needed, there would be some money left in ESSERS that could be used for overages from these projects.

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- He shared that at one point, the administration had discussed hiring another CMSU Prevention Specialist but decided against that for a variety of factors.
- There would also be some money left over from what was set aside to go towards the Designated Substitute salaries for the school year.
  - Mrs. Holloway added that there would be about \$80,000 left for some of this if needed.
- Mr. Berger asked that if the district does enclose the basketball court in the future, does that also close off access to the Softball field.
  - Mrs. Davis answered that there would be access on either side of the fence. Mrs. Davis then asked the committee to sign an agenda to upload as evidence for the grant application submittal.

### PAYMENT TO CLARK CONTRACTORS FOR USE OF 25 ELECTRIC SCISSOR PLATFORM LIFT: \$1109.87: CHANGE ORDER

- Mr. Rasmus and Mr. McWilliams explained that the lift that the district currently has is not sufficient to run conduit in the high school gym. Due to this, Mr. McWilliams stated that we were not able to meet the needs of the contractor. Therefore, he had to use a scissor platform lift from Clark Contractors at an additional cost of \$1,109.87.
- After a brief discussion, the committee approved moving forward with the payment.

### DISTRICT OFFICE SECURITY UPDATE

- Mr. Rasmus gave some background on the district office doors project. The district had a contractor putt in proximity access points on the District Office doors. However, being that the doors are residential, they are not functioning in the same way as the doors in the other buildings.
  - Mr. Adams stated that because the doors are residential, there were issues with the doors not closing appropriately once the access points were installed. The contractor came back to replace the door handles in hopes that this would rectify the issue. However, the lock on the front door had a push button and anyone exiting from the front door would have to engage the lock in order to secure the door would be locked from the outside. Prior to this, visitors were walking into the District Office without being granted entry because it was always unlocked.
  - The contractor came back and made the lock change which seems to be working now, and the door is remaining locked.

### SOLAR-VOLTAIC FOLLOW-UP: MCCLURE IS INTERESTED IN PROVIDING A PRESENTATION TO THE BOARD?

- Mr. Rasmus shared that Alyssa Wingenfeld (McClure) reached out to see if the board was interested in seeing a presentation for the follow up from their previous conversation.
  - Previously, the board didn't look upon this favorably. So, Mr. Rasmus is seeking clarity on the board's desire to see this report from McClure.
- Mr. Berger asked if we have heard back from Schneider.
  - Mr. Rasmus explained that Mr. Wardecker from Schneider reached out to Ms. Rosenberger to set up a meeting with administration.
  - Mr. Rasmus asked if we could look into the contract made with Schneider and the exclusivity. Mr. Berger said the board would need to see the contract before moving forward.
- Mr. Rasmus mentioned that there has been discussion about the Multi-stack, stating that the district needs to look into next steps because ours is currently nearing the end of its life.
  - We need to look into this because it is nearing the end of its life.

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CLOSING STATEMENT

- In closing, Mr. Berger asked if anyone has yet reached out to the Books about their land.
- Mr. Rasmus answered that he would reach out to them within the next few days.

ADJOURNMENT

The meeting adjourned at 7:45 pm.

Chelsea Rosenberger  
Assistant Board Secretary