



**Office of the Superintendent
Millville Area School District**

To: MASD Buildings and Grounds Committee Meeting

From: Mr. Joseph Rasmus, Superintendent of Schools; Mr. Matthew McWilliams

Date: 8/29/22

Time: 6:30 PM ZOOM ONLY

Re: August 2022 Building and Grounds Committee Meeting

- **Transportation Plan Implementation 2022-23:**
 - Painting Lines in Parking Lots, Drop-Off Lane in Stadium Parking, Student Drop-Off Lane at Jr/Sr HS, Signage: All have been undertaken by B&G prior to the start of school.
- **Cafeteria Parking Lot:**
 - Drainage Issue: When experiencing heavy precipitation, a large pool of water collects in the parking lot outside of the H.S. cafeteria.
 - Review photos and video of parking lot.
 - Drainage issue, if not resolved will negatively impact parking capacity in cafeteria parking lot.
 - Supervisor of B&G ascertained THREE quotes to address water issue.
 - Review quotes from: 1.) Sokal Inc., 2.) G.M. Crawford Inc., 3.) Ayers Excavating LLC.
 - Next Steps and Timelines
- **File Bank: Enterprise Document Management:**
 - Return of File Plan: Timeline and Logistics
 - Elementary Gymnasium Vestibule to Rm 43
- **Acquisition of Propane Tanks:**
 - Tanks are currently owned by Koppy's Propane
 - Contract was awarded to Heller Gas and Propane.
 - Koppy's Propane is requesting to remove their tanks: 1.) 500 Gallon Tank (Behind Maintenance); 2.) 120 Gallon Tank (Stadium)
 - 500 Gallon - 80% Full; 120 Gallon Tank – 60% Full
 - Koppy's has requested the following to purchase: 500 Gallon: \$2425.00 and 120 Gallon: \$875.00
 - Next Steps
- **Removal of Trees adjacent Elementary Parking Lot:**
 - 6 Pine Tree: Since trees are dead, they pose a safety risk to faculty, staff, students, and community members. If trees were to fall, they could also impact the power lines outside of the elementary.
 - Review Quote from Quest Lawn Care for Tree Removal: Cut down all 6 trees, grind tree stumps to ground, and remove all debris: \$1800.00
- **PCCD Health and Safety Grant: Physical Plant Implications: Elementary Playground Fencing Project**
- **Payment to Clark Contractors for Use of 25 electric Scissor Platform Lift: \$1109.87: Change Order**
- **District Office Security Update**
- **Solar-Voltaic Follow-Up: McClure is interested in providing a presentation to the Board – Next Steps?**