



601 Wyoming Avenue
 Kingston, PA 18704
 Phone (570) 714 2431
 Fax (570) 714-7878

Meeting Minutes
 No. 07

Project Title: WVW School District Building and Grounds Meeting
Meeting Date: 4/1/2026 4:30 P.M.

Location: 201 Chester Street, Kingston, PA 18704
Subject: Meeting No.07

Attendance	Attendee Name	Company Name
Yes	Kyle Flynn (KF)	Apollo Group
Yes	Michael Answini (MA)	Apollo Group
Yes	Dave Cordes (DC)	WVW SD
Yes	Rick Kamus (RK)	WVW SD
Yes	Mark Kobusky (MK)	WVW SD
Yes	Josh Bellio (JB)	WVW SD
Yes	Charles Suppon (CS)	WVW SD
Yes	Robert Kachurak (RK)	WVW SD

Current & Upcoming Projects

1. High School – Domestic Water Tank Project

- Ongoing replacement and upgrade in progress.
- Receive engineering pricing.
- Apollo has contacted OHARA they are performing the evaluation at no charge with Ritsick. This project will be run through OHARA for Costars.
- We have scope and pricing from Ritsick to OHARA, waiting on NRG for control pricing.
- All pricing has been completed review by Ray ready for next steps.
- Apollo has copies of proposals on hand.
- OHARA is now under contract with Co-Stars. Apollo had an internal kick-off meeting with Mr. Keller. Submittals will be procured shortly. Apollo will schedule a formal kick off meeting when we have definitive ship dates.
- Requested a schedule from Ron Keller at OHARA.



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No. 07

2. State Street School – Site Flooding

- Investigating persistent water accumulation; develop mitigation plan.
- Apollo has had onsite meetings with contractors.
- Apollo received (3) bids, which were all above threshold. A&E Group is providing a design and Apollo will solicit public bids.
- Bids are due 10/14/25 publicly opened by district.
- Project complete in December holding 5% until the grass restoration is complete. KF will reach out to Brdaric Excavating when the weather changes.
- Spoke with JB he is going to monitor it and re-seed as needed.

3. State Street School – Drain Issues

- Complete.

4. Dana Street School – Roof Work

- District already has pricing, awaiting scheduling or contractor confirmation. (Phase 1)
- Apollo to receive pricing for an evaluation from Mr. Sobeck.
- Sobeck has proceeded with evaluations.
- Apollo submitted report to WVW Board in September. For Phase 2.
- Has the board approved this scope, planning for summer scheduling.
- DC spoke with Dmeck they will be starting the week of 3/9/26, if weather permits.
- Waiting on Dmeck to get on site, experienced some weather delays.

5. Chester Street School – Playground Repairs

- Complete

6. Wellness Center – Roof Repairs

- Scheduled maintenance and identified roofing issues to be addressed.
- Apollo will solicit bids.
- Apollo awaiting reports from Sobek.
- Complete, Sobeck is preparing pricing for bid documents.



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- Advertisement went out on 1/22/26. Prebid conference scheduled for 2/12/26 at 9 a.m.(virtual). Bids are due back to Apollo on 3/6/26 at 12 p.m.
- Bids are due this Friday 3/6/26. Apollo will receive and review.
- KF and MA will provide BID tabulation to board for review by Tuesday 3/10/26.
- RK agreed the project can begin before school is out for summer break
- Jen Bullock has all information for agenda to vote on awarding AH&T Contracting. Apollo has prepared the contract documents.
- Tentative kick off scheduled for the week of 4/27-5/1 with a start date of 5/4

7. Rectory – Roof Repair

- Proceeding with the required roofing work.
- Apollo will solicit bids.
- Sobeck has proceeded with evaluations.
- Complete, Sobeck preparing pricing for bid documents.
- Will be bid as a package with Wellness Center.
- Bids are due this Friday 3/6/26. Apollo will receive and review.
- KF and MA will provide BID tabulation to board for review by Tuesday 3/10/26.
- RK agreed the project can begin before school is out for summer break
- Jen Bullock has all information for agenda to vote on awarding AH&T Contracting. Apollo has prepared the contract documents.
- Tentative kick off scheduled for the week of 4/27-5/1 with a start date of 5/4

8. Middle School – Library Conversion

- Complete

9. Middle School – Grease Trap Pump Pipe Repair

- Complete.



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10. Middle School – Elevator Upgrade TKE

- TKE proposed elevator modernization
- WWV to agree on change request from TKE.
- TKE waiting for district to sign off on change request. Complete?
- Apollo and WWV to schedule sit down meeting to determine responsibility matrix for next steps. TKE can schedule install early summer.
- DC is contacting TKE for scheduled date to begin installation.
- **KF and DC will coordinate a meeting to review scopes within the next weeks.**

11. Dana Street School – Painting of Ceilings

- Complete

12. Feasibility Study

- CMTA was low bidder. They are actively working on assessment. They reached out to Apollo for documents, waiting on TKE to provide elevator assessment list. Sobeck is providing pricing to complete assessment of buildings' roofs not previously reviewed.
- Sobeck pricing was approved at last meeting. They are actively working on this scope and will provide assessments as completed.
- Still waiting on TKE for the existing condition list. KF followed up with TKE prior to meeting.
- **Apollo to review preliminary costs from CMTA. Apollo and CMTA to meet Monday 4/6/26.**

13. District Wide - Crosswalk Grant Submission

- Worked with Mr. Dicton and Mr. Wineck for budget pricing for a Safety Grant for Crosswalks within the district.
- Grant Presentation was completed early November, any updates. CS stated it looks good in the district's favor.
- **Everything is still in for review.**



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14. Middle School – Building Envelope Grant Project

- Open for discussion.
- KF will reach out to A&E Group Inc. for pricing for drawings and specs.
- Apollo is working through the final budget numbers currently. Discussed pricing will be broken down per floor.

15. Stadium and Gym Daktronics Project

- Apollo (KF) participated in scope review with Daktronics on 2/18/26 at 10am.
- Apollo completed “Budget” pricing for the scope of work.
- WVV Board requested that the Main Scoreboard is complete for graduation.
- KF reached out to Daktronics, final paperwork needs completion and they will be able to meet the request of district.
- Press box insulation complete, Mini Split install this week, Power for Main Scoreboard complete, Conduit to Main Scoreboard complete.
- Email from Daktronics’ main scoreboard will be on schedule for graduation.

16. Stadium Visitors Side Bleachers Project

- Apollo started to prepare budgets for replacement for the existing visitor side bleachers at Stadium.
- Full replacement cost is over budget.
- Apollo is looking for cost alternatives currently.
- DC to close visitor side bleachers until solution is found.
- Apollo has gone through multiple budget pricing for the replacement. Cost is not feasible.
- Apollo obtained demo bids, as well as concrete bids, DC has the bleacher number. We are going to remove existing, pour new concrete pad and install movable bleachers.
- WVV to vote and award as follows. 1. Emergency Demo to Bluestone Environmental for \$76,235.00 2. Concrete Pad for Bleachers to Elite Concrete and Excavation for \$24,495.00 3. District to purchase bleachers from Belson Outdoors through Co-Stars for \$62,346.94.



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17. Dana Street Radiator Cover

- DC requested pricing for radiator cover. Apollo received pricing from J&E Sheet Metal as per measurements and sketches.
- Pricing attached and for review.
- J&E Sheet Metal to visit site 3/6/26 to field measure and begin fabrication.
- Complete.
- **J&E Sheetmetal to visit site to measure the rest of radiators for pricing.**

Next Meeting: May 6 2026

Prepared By: Apollo Group, Inc.

Signed: *Kyle Flynn*

Date: 4/3/2026