

NORTHERN TIOGA SCHOOL DISTRICT

110 Ellison Road
Elkland, PA 16920

Minutes – Buildings & Grounds Committee Meeting
March 22, 2023

The Northern Tioga School District Buildings & Grounds Committee met for a committee meeting in the Superintendent's Office at 110 Ellison Road, Elkland, PA 16920. The meeting was called to order by Superintendent Barnes at 5:02 PM.

Board Committee Members in attendance: Greg Cummings, Ed Bonham, and Jean Kohut.

Administrators Present: Superintendent Barnes, Kathy VanSchaick, and Daren Bryant.

- Skid Tanks for Gas at Locations
 - Daren proposed the district obtain three 500-gallon gas fuel skid tanks from Superior to place next to the diesel skid tanks. Superior stated they would put the tanks in for free, as long as the district agrees to purchase the fuel from them. The district currently is purchasing their diesel fuel from Superior. This gas fuel would supply all district equipment, excluding the maintenance trucks, and would eliminate the need to drive to fill up. Superior also offers a discount if the district purchases fuel in bulk. Board Committee members agreed this is good idea and gave Daren the o.k. to proceed.

- 5-Year Capital Plan
 - Daren provided a proposed 5-year plan to the committee to discuss.
 - Several items on this plan were discussed, mainly for the 2022/23 and 2023/24 school years as follows:
 - 2022/23 School Year:
 - Hot Water Tank project will be completed by March 23, 2023 at Westfield Area Elementary School.
 - The Badge Reader project is being worked on right now as materials are being delivered. This is being paid for by the PCCD Grant. After all buildings are complete, all of the programming will be done at one time.
 - Classroom HVAC Upgrade project (McClure) at R.B. Walter and Cowanesque Valley High School is scheduled during the summer months.
 - Gang Bathroom Upgrade project (Foor) at Cowanesque Valley High School is scheduled to start after school is over for the 2022/23 school year, and will be complete before the start of the 2023/24 school year.
 - Seal Coating of Parking Lots: Daren explained he has added Seal Coating of Parking Lots to every year of the 5-year plan because it is important to maintain the parking lots to have them last longer. He has estimated the following schedule: Cowanesque Valley High School in the 2022/23 school year, Williamson and R.B. Walter in the 2023/24 school year, Clark Wood Elementary School in the 2024/25 school year, Westfield Area Elementary School in the 2025/26 school year, and the Administration Building in the 2026/27 school year. Daren has reached out to request new quotes for seal coating. Kathy VanSchaick asked if the Board members would like to designate the cost under the Buildings and Grounds budget, and they agreed.

- 2023/24 School Year:
 - Exterior Brick Roof Leak: Kathy asked the committee if they would like to fund this project out of the general fund and get the project started sooner than the 2023/24 school year. The Board members agreed the leak needs to be fixed now, instead of it possibly causing more damage and getting more expensive to fix later on. Daren will reach out to the contractor and inquire about them starting sooner. This item will be moved from the 2023/24 list to the 2022/23 list.
 - Building Automation Phase II: Daren has a meeting scheduled on March 31, 2023 with NRG to walk the buildings and come up with a plan and cost for Phase II.
 - Playground Fencing at Clark Wood Elementary School: Increases the safety of the students. This would complete all fencing around both playgrounds at Clark Wood Elementary School.
 - Gutter and Downspout on Gymnasium Roof at Williamson High School: Daren is going to check if these were part of the scope of work from the project completed 2 years ago and will let the committee know the result.
 - Fence for Walkway between the Music wing and New wing at Cowanesque Valley High School: Daren is waiting for an actual quote for this. The committee requested Daren ask for a railing work quote as well.
 - Replace Auditorium Seats at Cowanesque Valley High School: This would be replacing all of the seats with fabric, not plastic.
 - Roofs 1-7 (Clark Wood Elementary School & Administration Building) Restoration: The warranty expires 09/03/2023. Daren explained this warranty cannot be extended past September 3, 2023. After reviewing the costs, Daren expressed the option to use Budget Roofing would be the more economical option. Kathy stated she was aware this repair was coming, so she moved most of the carryover amount to increase the fund balance, which could be used to cover the expense for this restoration. After this restoration is completed, Westfield Area Elementary School will need to be done, and then it is believed all schools will be complete for a while.
 - Tennis Court Upgrade (Cowanesque Valley High School): This project would be at the same location and would be a complete upgrade.
 - Convert All Generators from Diesel to Nat. Gas (District Wide): Diesel generators are going through 30 gallons of diesel every hour and are under max load. Natural gas will be more economical and would not have to worry about running out of.
 - Install Reheat VAV in RTU over Clark Wood Administration Staff Office: Daren stated he is expecting a quote for this by March 31, 2023. The committee requested Kathy budget this in the 2023/24 school year.
 - Recaulk Skylights (Clark Wood Elementary School & Administration Building): The committee agreed to move this item to the 2022/23 school year and get it taken care of as soon as possible.
 - Replace Gas Train Boiler with Siemens integrally Regulated Boiler (Williamson High School): Daren state the current boiler is obsolete, however, it is functioning 100%. The committee requested Kathy to build this in the 2023/24 budget.
 - Pavement Repairs (All Locations): This item is on every year to allow to keep up with all pavement repairs to make parking lots safe and stable.

More items were briefly discussed and reviewed for the 2024/25 – 2026/27 school years and will be revisited after more information is available.

- 23-24 Equipment Request
 - Maintenance Equipment: Daren presented a list of maintenance equipment the department is requesting for the 2023/2024 school year, totaling \$91,250.00. This list did not include a new maintenance truck as discussed below. The committee agreed this Equipment Request is o.k. to present for approval at the next Board meeting.
 - Custodial Equipment: Daren presented a list of custodial equipment the department is requesting for the 2023/2024 school year, totaling \$62,500.00. The committee agreed this Equipment Request is o.k. to

- Maintenance Vehicles
 - The district currently has three maintenance trucks. Daren stated the inspection on the 2000 F-350 gas dump truck expires May 31, 2023 and will not pass inspection. His suggestion is to purchase a dump trailer that all trucks can pull behind and sell the dump truck on municibid. The 2012 diesel truck could also possibly be traded in for a gas F-350 open utility body, which would provide a savings to the district by switching from diesel to gas. This purchase is not on the Maintenance Equipment request list. Daren will get a trade-in value on March 24, 2023 and will add this to the list.

- Williamson High School Gymnasium Light Conversion to LED
 - Daren went over a handout listing the current fixtures and costs versus the department's suggestion of converting associated with the gymnasium lighting at Williamson High School. If the Board members approve the recommendation of converting to LED, with a cost of \$4,257.20, there would be fifteen less fixtures (35 down to 20) to maintain, energy consumption would drop from 7,560w to 4,000w, and lumens would increase from 406,000 to 453,920. This conversion would also include a 10-year 100% free replacement warranty. This is not included in the 5-year plan, as the cost is less than \$5,000.00. The committee agreed to issue a Purchase Order for this and get this done now.

- Kubota Snowplows
 - Daren explained the need for 6' snow plows for Westfield Area Elementary School and Williamson High School. Currently, both schools have 5' snowplows. Daren contacted AJ's in Mansfield, PA and can purchase (2) 6' used snowplows for \$1,500.00 each. The committee agreed to purchase the snowplows and sell the 5' snowplows.

The meeting adjourned at 6:24 PM.

Kelly Sherman
Board Secretary