

NORTHERN TIOGA SCHOOL DISTRICT

110 Ellison Road  
Elkland, PA 16920

Minutes – Buildings & Grounds Committee Meeting  
October 23, 2023

The Northern Tioga School District Buildings & Grounds Committee met for a committee meeting in the Board Room at 110 Ellison Road, Elkland, PA 16920. The meeting was called to order by Superintendent Kaufman at 6:07 PM.

Board Committee Members in attendance: Greg Cummings and James Moyer(for Jean Kohut) Absent: Ed Bonham and Jean Kohut.

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

- Summary of Cowanesque Valley High School Restroom Project
  - Daren discussed some of the highs and lows that occurred during the project. The contractor was behind schedule and the sub-contractor used for the wall tile was insufficient. A secondary sub-contractor had to come in to finish the tile work and redo the original sub-contractors work. When the floor was torn out, there were not any barricades blocking the hole in the floor, which caused a safety concern. As well, the proper precautions were not taken, causing Silica Dust to be airborne, which caused cleaning issues towards the end of the project. The floor contains small dark spots which look like dirt, but upon verification with the contractor it is part of the floor pattern. G.R. Noto, the electrical company, was fantastic and Daren would recommend using them again. Kimble did a great job with the plumbing and HVAC work. JC Orr was willing to correct any issue found on the punch list. Lastly, the project ran into the school year, but only by a few days. However, the contractor was flexible about working on the weekends to finish up.
- Summary of McClure project at Cowanesque Valley High School
  - Daren discussed that there were a few hiccups throughout the project, but overall things ran smoothly. Communication with the contractor had to be reevaluated, once this discussion occurred there were not any other issues. The contractor had to re-install several valves as they were installed incorrectly the first time. Balancing will be completed next week. One more walk-through will then be completed with the contractors for the project close out.
- Summary of McClure project at Williamson High School
  - Daren informed us that balancing was completed on August 20<sup>th</sup>. There were 2 air leaks found that are to be sealed next week. They will then check the balancing again. Daren also mentioned that the filters on the rooftop units are very high. He has requested a catwalk, or steel stairs to be installed for safety purposes. One more walk-through will be completed with the contractors for project close out.
- Elkland Sign Project
  - Daren received quotes on creating and installing signs for the Administration Building and Clark Wood Elementary School. The signs would help direct individuals to the correct office. It was also discussed to get a quote for directional signs to show the way to each office from the road.

- 5-Year Capital Plan
  - Daren provided an updated version of the 5-year plan to the committee. The plan referenced the completion of the 2022/23 projects. Daren stated he is still waiting on quotes for replacing the gang bathroom sinks at Westfield Area Elementary School and installing the reheat VAV over Clark Wood Elementary School office. Kathy also noted that the VAV project and the replacement of the train gas rail on boilers is already in the 2023/2024 budget.
  - A few items on this plan were discussed: Westfield Area Elementary School - build up with gravel roof's 5&6 warranty, will expire on January 11, 2024. The roof was inspected by Budget Roofing over the 2023 summer and there are no concerning issues at this time. It was discussed the cost to renew the warranty was not worth it and instead would be more economical to have repairs completed for a \$1,500.00 fee, as needed/if needed, until the complete roof is replaced on the 24-25 budget year. It was mentioned to Daren to get quotes on repairing the Cowanesque Valley High School and Williamson High School auditorium seats together and separate to see if a better price would be given. Lastly, there was discussion regarding the improvements for the sports complexes. The committee would like to make upgrades in a cost-effective way while being equal to both ends of the district. This discussion will continue as we move closer to the 2024/2025 school year.
- Other Business
  - A small discussion occurred regarding more security at the business office, once an individual comes through the office, they have direct access to Clark Wood Elementary School. Some ideas were to create a second buzz to get into the office, and the possibility of a transaction window.

The meeting adjourned at 7:53 PM.

Brittany Mondock  
Board Secretary