

**Palmyra-Eagle Area School District**  
**Building & Grounds Committee Meeting Minutes**  
**Michael Eddy, Chairperson**  
**Thursday, May 14, 2020, 5:30 PM**  
**P-E MS/HS - Irvin L. Young Community Center - 123 Burr Oak Street, Palmyra**

- I. **Call to Order:** The meeting was called to order by Committee Chair, Michael Eddy, at 5:33 pm.
  
- II. **Roll Call - quorum (2) of this committee required to proceed**  
Present - Michael Eddy, Jean Reith and Zachary Rutkowski  
Other Board Members Present - Kristiana Williams and Mitzi Roscizewski  
Others present -Transitional Leader - Jeff Tortomasi, EES Maintenant - Bill Lean, Building & Grounds Director - Rich Wagner
  
- III. **Discussion and approval of agenda:** The agenda was reviewed and approved.
  
- IV. **Agenda**
  - A. **Review of minutes:** The minutes were reviewed from the June 8, 2019 meeting.
  
  - B. **Discussion of April/May Maintenance & Custodial Staffing and Work Completed:**  
Rich Wagner reported that in April the whole crew worked in all three buildings. The classrooms were cleaned as they would be in the summer. The floors are currently being waxed at Eagle Elementary. Once completed the crew will move to the High School to begin waxing the floors there. The floors at PES will not be waxed this year. The mowing equipment was made ready for the summer season. Currently hours have been cut for the yard crew as the sports fields do not need to be prepared for spring sports.
  
  - C. **Review of Summer Cleaning & Maintenance Schedule.**  
Rich Wagner reports that the cleaning crew still needs to clean the teachers desks and HS lockers. Additional projects for the summer include: painting projects, roof maintenance, filter changes, ongoing yard maintenance, moving PES to EES, and basic upkeep on North ballfields. Both PES and EES Playgrounds need wood chips. The committee requested that Rich get three quotes for wood chips.
  
  - D. **Discussion of Palmyra Elementary/Eagle Elementary Building Consolidation Logistics.**  
It was reported that by mid next week we should know about where teachers are going. Bill Lean will be finishing the desk inventory in the upcoming week. Then we just need to coordinate with the teacher to pick through what needs to be moved.
  
  - E. **Review of Annual Maintenance Contracts.**
    1. Roof Consultants - \$1,200/year - Ryan Sweeny - walks the roofs & gets 2% when we replace roofs as he seeks the bids. Currently no roofs on agenda, however, we are at risk for at least one roof issue. The committee advised Rich to schedule the Roof 11 Drain work to be completed, which was approved by the board earlier this school year. They also advised Rich to get a quote on roof 21
    2. Waste Management - \$1,338/month - will drop about 25% after the close of PES, Will bid again in December as the 3 year contract is up.
    3. Kone Elevators - \$158/month - for 7 months. The elevators must be inspected every 3 months - \$234.67/hr for any work that needs to be done. The contract is

up on 6/30/2020. The committee asked Rich to check with Whitewater to see if we could consolidate and get bids before 6/30/2020

4. SchoolDude (work order system) - Teachers request cleaning & maintenance needs through this computer program - Maintenance Essentials Pro - \$3,076.74/year. The Contract comes due at 7/1/2020. The committee asked if there are alternate options for this type program or if Skyward has an option that we can use.
5. Cummins Contract for Generator - 100% test - \$900 contract up 7/20/2020. Rich will try to bid this out.
6. Environmental Management Company - conduct asbestos checks, do air sampling when needed. This is an essential service. Currently, we are in a 3 year contract which does not come due until 2021.

**F. Review of Maintenance Projects for 2020-2021**

Rich Wagner reported that the following projects need to be done in the 2020-2021 school year: Roof replacement on #21, crack fill on asphalt at HS, PES and EES, Track bond, Fertilizing Fields through Insight FS - \$6,300/year on schedule for 6/1 and 10/1. The committee asked Rich to get bids to refinish the MS gym floor & HS gym (recommended by installation company).

**V. Adjournment:** The meeting was adjourned at 6:34 pm

**Respectfully Submitted,  
Traci Plotz  
District Administrative Assistant**