

Palmyra-Eagle Area School District
Building & Grounds Committee Meeting Minutes
Michael Eddy, Chairperson
Tuesday, May 10, 2022, 6:00 PM
P-E MS/HS - Community Center- 123 Burr Oak Street, Palmyra

I. **Call to Order:** The meeting was called to order by Committee Chair, Michael Eddy, at 6:00pm.

II. **Roll Call**

Present - Michael Eddy, Jean Reith and Zachary Rutkowski

Other Board Members Present - Kristiana Williams, Mitzi Roscizewski and Doris Parsons

Others present - EES Maintencet - Bill Lean, HS/MS principal - Kari Timm, EES principal - Katie Robertson

III. **Discussion and approval of agenda:** The agenda was reviewed and approved.

IV. **Agenda**

- A. **Approve April Minutes:** The minutes were reviewed from the April 12, 2022 meeting.
- B. **EES Roofing Update:** Mr. Lean reported that the roofing company would be in at 8 am tomorrow morning to take care of the issue.
- C. **EES Cameras:** Mr. Lean reported that the EES Camera project was completed.
- D. **HS/MS Roof repair update:** Mr. Lean reported that we need to insulate a pipe yet, however the drainage issue has been taken care of.
- E. **Bathroom Quotes review and discussion:** It was reported that the Middle School Bathroom renovation quote is on the board agenda tonight for approval.
- F. **Cleaning the gyms:** The committee asked if there is a plan to follow up and clean the gym after an event. At the moment the plan is to have Bill or Paul come in to take care of it. Bill is currently working on hiring additional help, however, these issues appear more during the winter sports season. The committee asked that a plan for cleaning the gyms after events be put together by the fall of the year.
- G. **Update on SP Complex Shot Put area:** Mr. Lean reported that the material has been bought. However, moving the material once there is difficult. Hoping to complete by the 23rd of May for the Regional track meet.
- H. **Custodian update:** Mr. Lean reported that we recently lost two (2) custodians and are currently looking to replace those positions. There was discussion regarding why the custodians left and if there was anything that we can do in the future to retain staff. In these cases there was nothing we could have changed to retain.
- I. **SP Complex field readiness for Spring Sports:** Mr. Lean reported that all has been completed.
- J. **Driveway crack sealing:** Needs to be put into next years budget. The last time the High School parking lot was fully sealed was in 2017. Crack sealing has been kept up with and completed in all parking lots each summer. The committee requested that a rotating plan (between buildings) be put into place to insure that funds are budgeted each year for the parking lot sealing. This should include annual crack filling.
- K. **Fertilizer for Athletic Fields:** Mr. Lean reported that the prices to fertilize the athletic fields have gone up \$3,000 from last year. However, it needs to be done. The committee requested that we look at creating a plan moving forward to purchase equipment to do the fertilizing ourselves.
- L. **Stand By Generator:** It was reported that it would cost \$3,700 to get the repairs done that are needed to the stand by generator. The work has been scheduled for next week.
- M. **Roof repairs for this summer:** No plan at this time.
- N. **AC/airhandler unit motor fire:** Mr. Lean reported that a motor shorted out in the airhandler unit at EES and started on fire, melted and kicked smoke down into the ventilation system, which required the school to evacuate. The motor was replaced last Friday afternoon. There was no known cause for the motor shorting out. All works well now and was been cleared by Chief Kugal today.

- O. Circulation pumps replacement at EES:** This maintenance was deferred from last December until now. The parts were budgeted last year and labor budgeted this year.
 - P. April 29, 2022 EES Incident:** Discussed in item N.
 - Q. HS/MS Greenhouse Update:** Ms. Timm reported that we have a new/updated quote for the greenhouse. A group visited Standard Process to get ideas for the greenhouse. They are looking at a 24x40 greenhouse to support our school size and classes, \$91,000 is current quote. We are looking to fundraise to pay for the project and break ground in May 2023. Mr. Timm would like to open a separate bank account with the school for this project, so that funds can be kept separate from other school funds.
 - R. PES Readiness Report:** The committee reported that with the Eagle Elementary incident, the thought was that Palmyra Elementary should be ready for use, just in case of a future incident in any of our buildings. Not to mention with the fact that the building is used by outside groups (Park and Rec, & Jefferson County Sherriffs) at the moment, PES needs to be kept in good working order. Committee recommendation is to do a room by room assessment/checklist. Mike Eddy brought a sample document to use, and stated that the school could tweak it as needed.
- V. Schedule next meeting:** June 14, 2022 @ 6pm
- VI. Adjournment:** The meeting was adjourned at 6:41pm.

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