

DUNMORE SCHOOL DISTRICT

**REGULAR MEETING
FEBRUARY 20, 2024**

The Regular Monthly Meeting of the Dunmore Board of School Directors was held **Tuesday, February 20, 2024, at 7:00pm** in the High School Cafeteria. The Work Session was also held **Tuesday, February 20, 2023, at 5:00pm** in the Board Room. Mr. Coleman presided.

I. ROLL CALL OF DIRECTORS

MR. BUTLER	PRESENT
MR. COLEMAN	PRESENT
MR. HALLINAN	PRESENT
MR. HUNT	PRESENT
MR. KRANICK	PRESENT
MS. LIBASSI	PRESENT
MS. MCDONOUGH	PRESENT
MR. MURACCO	PRESENT
MR. TALLO	PRESENT

ALSO PRESENT: Mr. Marichak, Mrs. Lopatka, Atty. Michael Dempsey

***** PUBLIC DISCUSSION – None**

II. APPROVED MINUTES

Motion by Mr. Hallinan seconded by Mr. Hunt to approve the MINUTES of the Regular Meeting January 17, 2024.
ALL PRESENT WERE IN FAVOR

III. COMMUNICATIONS

A. Motion by Mr. Butler seconded by Mr. Hallinan that permission be granted to Following for the use of District facilities/equipment:

- 1. Dunmore Biddy Basketball use of DHS Gym for two games on 2/27 two (2) games & 2/29 for two (2) games both dates 7:00pm to 8:00pm.**
- 4. Jog for Jude use of DSD Trail 4/20/24 starting at 6:30pm.**
- 5. "Girls on the Run" use of the DECS facilities.**
- 6. Seniors vs. Faculty Basketball Game 4/2/24 DHS Gym.**

THIS IS SUBJECT TO CONSIDERATION AND APPROVAL DURING CONSTRUCTION

The use of District facilities is subject to the conditions established by the Dunmore School District and may not conflict with any regularly scheduled activity.

ALL PRESENT WERE IN FAVOR

OTHER COMMUNICATIONS

B. Motion by Mr. Muracco seconded by Ms. McDonough to approve the dedication of the New Fitness Room in memory of Michael Sandone. There will be a ceremony after the Project is completed.

ALL PRESENT WERE IN FAVOR

C. Motion by Ms. Libassi seconded by Mr. Kranick to enter into an agreement with ProCare Therapy for School Psychologist Services at a rate of \$110.00 per hour.

ALL PRESENT WERE IN FAVOR

D. Motion by Mr. Tallo seconded by Mr. Hunt to approve the 2024-2025 School Calendar. (See attached)

ALL PRESENT WERE IN FAVOR

E. Motion by Mr. Butler seconded by Ms. Libassi to approve an agreement with Hemmler & Camayd for the engineering and Architecture Services regarding the implementation of Safety gates to control traffic on Campus. (See attached)

ALL PRESENT WERE IN FAVOR

IV. PERSONNEL

A. Motion by Mr. Hallinan seconded by Mr. Butler to accept the Personnel Reports.
ALL PRESENT WERE IN FAVOR

B. Motion by Mr. Kranick seconded by Mr. Hallinan to appoint Spring Sports Coaches effective immediately. For Job Description and employment Terms, please contact the Office of the Superintendent. (See attached)

ALL PRESENT WERE IN FAVOR

C. Motion by Mr. Muracco seconded by Ms. Libassi to appoint Ashley Sunseri, AEVIDIUM Club Advisor effective immediately. Terms are defined in the Agreement with the Dunmore Federation of Teachers.

ALL PRESENT WERE IN FAVOR

D. Motion by Mr. Tallo seconded by Mr. Hallinan to appoint Carol Verrastro and Caroline Gentile PCA's for Track and Field 2024 season. Terms are defined in the Agreement with the Dunmore Educational Support Personnel Association.

ALL PRESENT WERE IN FAVOR

E. Motion by Mr. Butler seconded by Mr. Hunt to appoint Christian Golden, to the position of Maintenance employee. Terms are defined in the Agreement with the Dunmore Educational Support Personnel Association, pending Clearances.

ALL PRESENT WERE IN FAVOR

F. Motion by Mr. Muracco seconded by Ms. McDonough to accept letter of retirement from Kim Nole, Elementary Teacher effective date June 7, 2024.

ALL PRESENT WERE IN FAVOR

DUNMORE SCHOOL DISTRICT

2024-2025 School Calendar

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			T-5		S-3	

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			T-20		S-20	

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
			T-22		S-22	

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			T-18		S-18	

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
			T-15		S-15	

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
			T-21		S-21	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
			T-19		S-18	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
			T-21		S-21	

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
			T-20		S-20	

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
			T-21		S-21	

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
			T-5		S-5	

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



SCHOOL CLOSED

TEACHER IN-SERVICE (NO SCHOOL FOR STUDENTS)



FIRST AND LAST DAY OF SCHOOL



1/2 DAY FOR STUDENT

Professional development for Staff

TEACHER IN-SERVICE DAYS

KINDERGARTEN STUDENTS ONLY PM-ORIENTATION

7TH GRADE STUDENTS PM- ORIENTATION

FIRST DAY OF SCHOOL FOR ALL STUDENTS

LABOR DAY

COLUMBUS DAY

VETERANS DAY

THANKSGIVING VACATION

WINTER VACATION

MARTIN LUTHER KING DAY

TEACHER IN-SERVICE DAY

PRESIDENTS DAY

SPRING VACATION

MEMORIAL DAY

LAST DAY OF SCHOOL & GRADUATION

AUGUST 26 & 27

AUGUST 27

AUGUST 27

AUGUST 28

SEPTEMBER 2

OCTOBER 14

NOVEMBER 11

NOVEMBER 28 - DECEMBER 2

DECEMBER 24 - JANUARY 1

JANUARY 20

FEBRUARY 10

FEBRUARY 17

APRIL 18-21

MAY 26

JUNE 6

PROFESSIONAL DEVELOPMENT DAYS 1/2 DAY FOR STUDENTS 11:15 AM DISMISSAL FOR JR/SR HIGH SCHOOL AND 11:30 AM DISMISSAL FOR ELEMENTARY CENTER; 9/18, 10/31, 11/20, 12/11, 1/15, 2/26, 3/19, 4/16, & 5/14 (T=187 S=184)

IF ADDITIONAL DAYS ARE NEEDED THEY WILL BE ADDED TO THE END OF THE SCHOOL YEAR

(4) WEATHER DAYS ARE BUILT IN - IF NOT USED WE WILL BE OFF FRIDAYS IN MAY (5/9, 5/16, 5/23 & 5/30)

Vehicular Access Control Project
for the
Dunmore School District
Dunmore, PA



Proposal for Architectural and Engineering Services

January 23, 2024

To: Mr. John Marichak, Superintendent of Schools
Dunmore School District
300 W. Warren Street
Dunmore PA 18512

From: Brian D. Doran AIA LEED AP
Principal

Re: Vehicular Access Control Project

John,

On behalf of **hemmler + camayd architects** I would like to express our gratitude for the opportunity to submit our team's proposal for designing the Vehicular Access Control Project for the site and campus access. Our team consists of the following consulting engineers: Civil: Reuther + Bowen, PC. Below is our proposed scope and fee for design services:

Scope of Work:

- Explore and determine access control for the school district for vehicles.

Phase 1

Schematic Planning:

1. Review sessions with the client to determine and validate proposed location for gating the campus
2. Site planning options
3. Cost estimate

Phase 2

Construction Documents Phase:

1. Upon completion of the schematic planning phase and with approval from the district, the construction documentation phase will proceed and include the completion of design and detailed drawings and specifications for bidding, building permit and construction.
2. Coordination of the engineering disciplines for the building design.
3. Coordination of the site development with the civil engineer.
4. Construction documents (drawings and specifications)

Phase 3

Bidding Phase:

1. Assist in responding to Requests for Information - RFI's
2. Release addendums as needed for clarifications or responses to questions during the bidding process or pricing phase
3. Assist in value engineering

Construction Administration:

1. Respond to contractor's questions during construction
2. Review shop drawings for conformance to the construction documents
3. Conduct on-site bi-weekly construction meetings
4. Approve applications for payment
5. Address field conditions promptly
6. Coordinate close out documentation for owner including owner manuals, required trainings

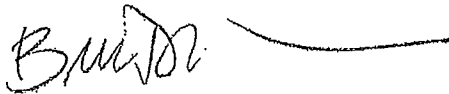
Fee Structure:

Team:	Discipline:	Fee:
H+C	Architecture	\$9,500.00
Reuther Bowen	Civil	\$6,000.00
GPI	Electrical	\$3,000.00
TOTAL FEE:		\$18,500.00

Notes / Exclusions:

1. Hazmat investigations

Please feel free to contact me with any questions or concerns.
Respectfully submitted,



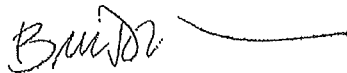
Brian D. Doran AIA LEED AP
Principal

cc: file
Gary Muracco, Dunmore School District
Antoinette Lopatka, Dunmore School District

ACCEPTANCE

If you find the referenced terms agreeable, please return a signed copy of this Proposal/Agreement to: **hemmler + camayd architects**, 512 Lackawanna Avenue, Scranton, PA 18503. Until such time that a formal AIA (B-141) (B-151) Agreement is executed, your signature below represents your acceptance of this proposal as our contract as well as your formal authorization directing **hemmler + camayd architects** to proceed with the work, incur expenses and submit invoices for payment within thirty (30) days.

Thank you for your interest in the project and in our firm. On behalf of **hemmler + camayd architects**, I can assure you that our Professional Team will provide you with an excellent design and a high level of professional service.

ARCHITECT:


Brian D. Doran AIA LEED AP
Partner

01/23/2024

Date

Signature

Date

Printed Name

hc architects' Hourly Personnel Rates as of January 2024 are:

PERSONNEL	HOURLY RATE
Principal	\$ 160.00
Registered Architect	\$ 125.00
Senior Designer/Senior Tech	\$ 110.00
Designer / Tech	\$ 80.00
Graphic Design	\$ 65.00
Clerical Support	\$ 45.00
<i>NOTE: Consultants' Rates will be added.</i>	
REIMBURSABLES:	
Printing (8-1/2" x 11")	\$ 0.46 / Page (black & white)
	\$ 1.10 / Page (color)
Printing (8-1/2" x 14")	\$ 0.52 / Page (black & white)
	\$ 1.10 / Page (color)
Printing (11" x 17")	\$ 0.58 / Page (black & white)
	\$ 1.90 / Page (color)
Plots (black & white)	
• 9" x 12"	\$ 0.75 / Plot
• 12" x 18"	\$ 1.35 / Plot
• 17" x 22"	\$ 1.75 / Plot
• 18" x 24"	\$ 1.75 / Plot
• 24" x 36"	\$ 2.70 / Plot
• 30" x 42"	\$ 3.93 / Plot
Plots (color)	
• 9" x 12"	\$ 2.50 / Plot
• 12" x 18"	\$ 4.12 / Plot
• 17" x 22"	\$ 8.25 / Plot
• 18" x 24"	\$ 8.25 / Plot
• 24" x 36"	\$ 16.50 / Plot
• 30" x 42"	\$ 24.06 / Plot

OTHER DIRECT COSTS:

Federal Express/ UPS Overnight Letters	@ Current Rates
Travel	\$ 0.65.5 / Mile (Sixty-five and a half cents per mile)
Fax	Direct Cost
Photographs	Direct Cost
Hotel / Meals	Direct Cost

NOTE: All Reimbursable Expenses will be charged at cost + 10% handling and administration

INVOICES: Invoices will be submitted monthly as the work progresses.

GENERAL CONDITIONS

1. **Acceptance or Rejection of Proposal:** This proposal shall be valid for a period of thirty (30) days from the date thereon. Acceptance thereafter shall be conditioned on H+C's reaffirmation of the proposal. If, upon submission of this Proposal to Client, Client fails to return a signed copy to H+C and Client knowingly allows H+C to proceed with the work, such services shall be deemed performed pursuant to the Proposal and these General Conditions, which shall be binding the same as if the Proposal were fully executed.
2. **Formal AIA Owner - Architect Agreement/Contract:** Unless otherwise stipulated in the Proposal, upon acceptance of this Proposal by Client, Client agrees to enter into a formal AIA B104-2007 "Standard Form of Agreement between Owner and Architect for a Project of Limited Scope" that will address all terms and conditions between the parties.
3. **Basic Services:** It is understood that this proposal covers only basic architectural, engineering, and construction observation services to be performed by H+C's personnel and consultants, as detailed in the previously outlined Scope of Work portion of this Proposal. For other services, the Client shall contract with other firms / individuals separately.
4. **Permits, Approvals and Fees:** Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including the building permit as noted below, the Client shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities. The Architect will provide drawings and specifications required to seek such approvals, and assist Client in securing approval as per Agreement. The securing of zoning approvals shall be the responsibility of the Owner.

Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by governmental agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

5. **Unauthorized use of Architect's Drawings and Specifications:** The use of drawings and specifications for construction that do not contain the seal of the Architect is strictly prohibited. Any such use shall be deemed as unauthorized use and the Client agrees, to the fullest extent permitted by law, to indemnify and hold the Architect harmless from any and all damage, liability or cost, including reasonable attorneys' fees and cost of defense, arising from such unauthorized use.
6. **Right of Entry:** Client agrees to provide rights of entry and access to the project site as necessary for the completion of H+C's services.
7. **Hazardous Materials:** Unless otherwise stipulated in the Proposal, H+C shall have no responsibility for the discovery, presence, handling, removal, or disposal of hazardous materials or underground structures at the Project site.

- 8. Payments:** Invoices submitted by H+C to Client are due and payable in full upon receipt without retainage and payment shall not be contingent upon receipt of funds from third parties. If an invoice remains unpaid for more than thirty (30) days from the date of the invoice, a service charge of one and one-half percent (1-1/2%) per month, eighteen percent (18%) per annum, shall be assessed on all unpaid amounts dating from the date of this invoice.
- 9. Extra Work: Fees and Reimbursable Costs:** For extra work or services beyond those described in this proposal, the Architect shall be reimbursed at the hourly rates listed in the Fees and Costs portion of this Proposal. Reimbursable costs shall adhere to the schedule of reimbursables as outlined in the Fees portion of this proposal and also include photographic material (if required) and other reproduction costs.
- 10. Option to Cancel:** It is understood that either party has the option to cancel this agreement at the conclusion of any phase. The Client shall then only reimburse the Architect for work performed up to the date of cancellation.
- 11. Exclusivity:** The Architect's Services consist of those services performed by the Architect, the Architect's employees, and the Architect's consultants. The Architect shall assume no responsibility for work performed for the Client by other firms or individuals not in the employ of the Architect.
- 12. Consistency of Terms:** The Architect's Designated Services covered under the Terms of this Agreement are based upon information supplied by the Client. The Architect's fees are based upon an understanding that the scope of work and terms shall remain consistent with the information contained within this proposal. Selection of the Architect to perform the work shall signify the Client's acceptance of the terms set forth herein. Any Client initiated changes to the herein described scope of work and conditions of the Architect's performance of services shall, of necessity, result in renegotiations of the Terms of this proposal and contract between Owner and Architect and the issuance of a written amendment which shall become part of the contract.
- 13. Services Not Included:** In addition to the limitations described under Item 3 Basic Services, the following services are not included as Architect's Basic Services under the terms of this Proposal:
- Providing any other service not otherwise included in this Agreement.
- 14.** underground structures at the Project site.
- 15. Payments:** Invoices submitted by H+C to Client are due and payable in full upon receipt without retainage and payment shall not be contingent upon receipt of funds from third parties. If an invoice remains unpaid for more than thirty (30) days from the date of the invoice, a service charge of one and one-half percent (1-1/2%) per month, eighteen percent (18%) per annum, shall be assessed on all unpaid amounts dating from the date of this invoice.
- 16. Extra Work: Fees and Reimbursable Costs:** For extra work or services beyond those described in this proposal, the Architect shall be reimbursed at the hourly rates listed in the Fees and Costs portion of this Proposal. Reimbursable costs shall adhere to the schedule of reimbursables as outlined in the Fees portion of this proposal and also include photographic material (if required) and other reproduction costs.
- 17. Option to Cancel:** It is understood that either party has the option to cancel this agreement at the conclusion of any phase. The Client shall then only reimburse the Architect for work performed up to the date of cancellation.
- 18. Exclusivity:** The Architect's Services consist of those services performed by the Architect, the Architect's employees, and the Architect's consultants. The Architect shall assume no

responsibility for work performed for the Client by other firms or individuals not in the employ of the Architect.

19. Consistency of Terms: The Architect's Designated Services covered under the Terms of this Agreement are based upon information supplied by the Client. The Architect's fees are based upon an understanding that the scope of work and terms shall remain consistent with the information contained within this proposal. Selection of the Architect to perform the work shall signify the Client's acceptance of the terms set forth herein. Any Client initiated changes to the herein described scope of work and conditions of the Architect's performance of services shall, of necessity, result in renegotiations of the Terms of this proposal and contract between Owner and Architect and the issuance of a written amendment which shall become part of the contract.

20. Services Not Included: In addition to the limitations described under Item 3 Basic Services, the following services are not included as Architect's Basic Services under the terms of this Proposal:

- Providing any other service not otherwise included in this Agreement.

SPRING SPORTS COACHES

2024 SEASON

Head Baseball Coach – Mike Hallinan ✓

Assistant Varsity Baseball Coach – Nick Valvano ✓

Jr High Softball Coach – Colleen Ross ✓

Assistant Track and Field Coach – Melissa Delfino ✓

Assistant Track and Field Coach - Frank Montaro ✓

RESOLUTION

CONCERNING INTERMEDIATE UNIT BUDGET

Section 914-A (6) (i) Act 102 of 1970, requires that the Intermediate Unit budget shall be approved by "at least a majority of the school districts comprising the Intermediate Unit."

At a meeting on February 20, 2024, by a vote of

9 to 0 with 0 abstaining and 0 absent, as recorded in

the minutes, the members of the Board of Directors of

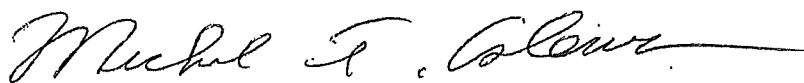
Dunmore,

a member of

Northeastern Educational Intermediate Unit 19,

approved ☒ or disapproved _____ the budget of the Intermediate
(check one)

Unit for the fiscal year July 1, 2024 to June 30, 2025.



President

Attest:



Secretary

SEAL

Instructions: Each school district will file one copy of this form with the intermediate unit office and it shall be made part of the intermediate unit budget file to confirm compliance with Section 914-A (6) (i) Act 102 of 1970.

Cleveland Brothers Equipment Company, Inc.
Engine Monitor Service Agreement

Customer/Owner: Dunmore School District Jr / Sr High School
Billing Address: 300 West Warren Street
Dunmore, PA 18512
Contact: Gary Muracco PH: (570)561-6433 FX: (570)343-1458
Email: muraccog@dunmoreshooldistrict.net

Within the scope of this agreement, Cleveland Brothers Equipment Company, Inc., (CBEC) agrees to perform Preventive Maintenance Service and provide necessary materials as defined in Appendix A of this agreement, entitled "Cleveland Brothers Inspection and Preventive Maintenance Checklist." Said services and materials will provide the customer assurance that the standby equipment has been properly serviced according to the factory recommendations, and that barring interim component malfunction, the equipment will function properly, according to its designed purpose.

The terms of this agreement shall extend for a period of **April 1, 2024 – March 31, 2025**, and shall include (one) Service visits per unit within the specified year.

The standby unit(s) included within the scope of this agreement are:

<u>Make/Model</u>	<u>Serial Number</u>	<u>Location</u>
Olympian D200P4	F4135A/001	Jr. / Sr. High School

This agreement provides routine Preventive Maintenance only, as described in Appendix A of this agreement. Emergency service or any other work, parts, or materials required, but not part of this agreement, is the responsibility of **Dunmore School District** (Owner), who may have such work performed by CBEC, by issuing a purchase order for parts and labor at CBEC standard service rates prevailing at the time of the performed work.

Upon completion of each service call the customer will receive a written report detailing the condition of this equipment, as well as recommendations for any corrective action required. CBEC can provide written proposals for any such repairs for customer's consideration, if necessary. No additional service or repairs will be made without the customer's advance consent.

Dunmore School District (Owner), by its duly authorized representatives, hereby authorize CBEC, Inc to enter the facility at any reasonable time, according to the arranged schedule for the purpose of servicing and maintaining the equipment covered herein.

It is agreed that CBEC, Inc., will not be responsible for any damages direct or consequential, unless such damage is due to negligence on the part of CBEC, Inc. During the course of service of each unit, all equipment being serviced will be locked out as per OSHA requirements, and therefore rendered temporarily inoperative. In the event that this equipment is needed in an emergency, CBEC will use all reasonable means available to return the equipment to operation as quickly as possible. In the event that such circumstances should arise, CBEC will not be responsible for any damages or losses resulting from the equipment being unavailable for use.

Further, it is agreed that upon completion of all services, the customer is responsible for assuring that all service work has been completed to the customer's satisfaction, and that the equipment has been left in a condition that will allow it to function on demand, in particular that start controls are in the "Automatic" or "Remote Start" position, and that the Generator Circuit Breaker is in the "Closed" position.

All invoices submitted to the owners by CBEC will be paid within thirty (30) days of receipt. In the event of failure of the owner to pay such bills within thirty (30) days, CBEC shall have the right to terminate this agreement, without further responsibility or obligation on the part of CBEC. In the event, that CBEC must employ an attorney to collect any delinquent payments from the owner, the owner agrees to pay, in addition to all amounts due, reasonable legal fees and other costs of collection.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by its duly authorized representatives on the day and year above written.

Contract for: Dunmore School District

PM2 Service: \$1210.00 ☒ (check if accepted)

ATS Service: \$375.00 ☐ (check if accepted)

Please check the appropriate box(s) and sign and or note your purchase order and return.

Customer/Owner Representative

Date

PO#

Scott Graver

Scott Graver – CBE Power Systems

February 15, 2024

Date

Return to:
Cleveland Brothers Equipment Co., Inc.
Energy and Transportation
441 Highway 315
Pittston, PA 18643
email: sgraver@clevelandbrothers.com

Appendix A

Cleveland Brothers Equipment Company, Inc.

Inspection and Preventive Maintenance Checklist

Preventive Maintenance Level 2 Services shall consist of the following:

- ♦ Replacement of Engine Oil and Oil Filters.
- ♦ Replacement of Engine Fuel Filters (if applicable).
- ♦ Replacement of Coolant System Filters (if applicable).
- ♦ Legal Removal and Disposal of Waste Oil and Used Filters.
- ♦ Lubrication of Grease Points: Fan Drive, Generator Bearing, Governor Linkage.
- ♦ Inspection of Air Cleaner Element(s) and Restriction Indicator.
- ♦ Laboratory Analysis of Oil and Coolant and Basic Fuel Samples.
- ♦ Coolant Level Check and Adjust (up to 2 gallons).
- ♦ On-site measurement of Glycol and SCA Concentration.
- ♦ Check of Jacket Water Heater Operation.
- ♦ Load Test and Specific Gravity Test of Starting Batteries (Lead Acid).
- ♦ Cleaning of Battery Terminals / Application of Corrosion Inhibitor (Lead Acid).
- ♦ Measurement of Battery Voltage During Cranking.
- ♦ Measurement of Alternator Output, in Volts DC.
- ♦ Check of Battery Charger Operation.
- ♦ Test Operation of Generator Starting Controls.
- ♦ Test Operation of Engine / Generator Protection and Alarm Systems.
- ♦ Visual Inspection of Engine / Generator Set Components.
- ♦ Check of Generator Air Gap, Inspection of Rotor and Stator.
- ♦ Inspection of Slip Rings and Brushes, or Exciter, whichever applies.
- ♦ Inspection of Generator Connections and Line Circuit Breaker.
- ♦ Measurement of AC Voltage and Frequency, adjustment as needed.
- ♦ Calibration of Analog Type Voltage and Frequency Meters.
- ♦ Check of Terminal Connections in Control Panel, Voltage Regulator, etc.
- ♦ Check of Remote Annunciator operation, if so equipped.
- ♦ Visual Inspection of Automatic Transfer Switch(es).
- ♦ Inspection of Fuel Day Tank System, if so equipped.
- ♦ Combustible Gas Leak Test of Fuel Lines for Natural Gas and LP Engines.
- ♦ No-Load Operational Test of Engine.

Preventive Maintenance Level 1 Inspections shall consist of the items listed above, *with the exception of Oil and Filter replacement.*

This is the standard Preventive Maintenance Program for Standby Generators and Industrial Engines. This program can be amended to suite specific requirements of individual equipment. Any such amendments shall be agreed upon in advance and documented in writing as Appendix B of this Preventive Maintenance Agreement.

Appendix B

Cleveland Brothers Equipment Company, Inc. Amendments to Preventive Maintenance Agreement

It is agreed by both parties (the undersigned) to make the following amendment(s) to "Cleveland Brothers Inspection and Preventive Maintenance Checklist" (Appendix A):

I. Additions to Appendix A:

Automatic Transfer Switch (ATS) Annual Service to be conducted on one switch during regular hours. This service will include cleaning of the cabinets; recording all voltage, amperage and frequency measurements, both utility and emergency; inspect all wiring and connections for integrity and signs of overheating; lubricate required mechanisms and test of automatic start function and emergency load transfer. Only work allowed to be completed un-energized will be completed. Upon completion of the test the customer will receive a written report for each transfer switch detailing the condition of this equipment, as well as recommendations for any corrective action required. Overtime or Sunday Hours available at applicable rates.

Basic Fuel Sampling included with the following tests:

1. ASTM D1298, API Gravity @ 60deg F
2. Density, Kg/m³
3. ASTM D2709, Water and Sediment, %
4. ASTM D7220, Sulfur Content, ppm
5. Bacteria, CFU/ML

**Cleveland
Brothers**



Dunmore School District Jr / Sr High School
300 West Warren Street
Dunmore, PA 18512

Services offered by Cleveland Brothers

- *24-hour emergency service on all makes and models of generators, transfer switches, associated equipment and switchgear*
- *We strive to maintain under four hours response time to your facility.*
- *Customer service agreements are available, tailored to your specific needs for all makes and models of generators and transfer switches.*
- *Install, setup and test rental generators (10KW to 2000 KW available)*
- *Install, setup and test rental transfer switches.*
- *Load Bank testing/megger testing to keep your equipment in top shape.*

Contact information.

For 24-hour emergency service — call 570-891-1667. If after hours call 1-800-538-1020 and the technician on call will call back within 30 minutes.

Key contacts:

Shop Supervisor	Stacia Edmondson-Gaughan	570-891-1667 (office) 570-209-1773 (mobile)
Billing	Lori Ann Gallagher	570-891-1669 (office)
PM Contracts / Concerns	Scott Graver	717-480-6933 (mobile)
Inside Sales Rep.	Shelley Coble	717-350-6774 (mobile)

If you have any questions or if you need any further information, feel free to contact me.

Sincerely,
Scott Graver
Parts and Service Sales Representative
sgraver@clevelandbrothers.com

Prepared by
Shelley Coble
Inside Sales Representative
scoble@clevelandbrothers.com

FEBRUARY SUPERINTENDENT'S NOTES 2/20/24

- Our senior art students won WNEP's annual "Paint the Plow" Contest. We won the fan favorite award garnering the most votes. We competed against districts that were significantly larger than ours.
 - Students who did a great job were:
 - Alexa Marone, Anna Belko, Grace Burrell, Cailey Waters
- Pennsylvania Music Educator's Festival participation
 - District Band:
 - Emma Renard, John Silvi, Loren Spudic, Aiden Walsh and Krithika Krishnan
 - Emma, John, Loren and Aiden will advance to Region IV Band at Honesdale High School this month.
 - District Chorus:
 - Conor Roberts, Geanna Kichner, Emma Renard and Julianna Argurst
 - Emma will represent Dunmore at Region IV Chorus
 - Emma Renard will also represent Dunmore at District Chorus
- WVIA Artists of the Week
 - Geanna Kirchner for performing arts
 - Grace Burrell for visual arts
- Mock Trial
 - Dunmore as Defense defeated Forest City as Prosecution in the first round.
 - Best Advocate awarded to Megan Gilhooley
 - Best Witness awarded to Emma Renard.
 - Our team lost in a close match in the 2nd round to Honesdale.
- Congratulations are in order for Emma Renard for some HUGE accomplishments this week.
 - Emma participated in PMEA District 9 Orchestra at Wyoming Valley West High School, where she earned 2nd chair cello. She will advance to Northeast Regional Orchestra in March. Emma is the first Dunmore student to qualify for all three PMEA Region festivals (band, chorus and orchestra)! Emma was also awarded the prestigious William Gasbarro Scholarship, given each year to a PMEA District 9 musician who intends to major in music education. Way to go, Emma! Buck Pride!

- G. Motion by Mr. Tallo seconded by Mr. Muracco to accept letter of resignation from Vince Fedor, Track and Field Coach effective immediately.
ALL PRESENT WERE IN FAVOR
- H. Motion by Mr. Kranick seconded by Ms. McDonough to accept letter of resignation from Allison Mendola, Dunmore Running Club Moderator effective immediately.
ALL PRESENT WERE IN FAVOR
- I. Motion by Mr. Hunt seconded by Mr. Muracco to create an Assistant Cross Country Coach position.
ALL PRESENT WERE IN FAVOR

V. EDUCATION

- A. Motion by Mr. Kranick seconded by Ms. McDonough to establish and to post for a Moderator of the "Best Buddies Club" in the Jr/sr. High School.
ALL PRESENT WERE IN FAVOR
- B. Motion by Mr. Hallinan seconded by Mr. Tallo to update Policies; 202 Eligibility of Nonresident Students, 217 Graduation, 254 Opportunity for Military Children & 810 Transportation.
ALL PRESENT WERE IN FAVOR

VII. FINANCE

- A. Motion by Mr. Muracco seconded by Mr. Tallo to approve the following payrolls:
1/19/24, 2/2/24 & 2/16/24;

1/19/24	\$429,070.64
2/2/24	\$423,759.19
2/16/24	<u>\$431,984.23</u>
	\$1,284,814.06

ALL PRESENT WERE IN FAVOR

- B. Motion by Mr. Hunt seconded by Mr. Butler to approve the following reports for Month (s) JANUARY 2024;

Treasurer's Report
Real Estate Tax Collector's Report
Activities Reports
Wage Tax Collector's Report

ALL PRESENT WERE IN FAVOR

- C. Motion by Mr. Kranick seconded by Ms. Libassi to approve LIST OF BILLS;
\$628,963.81.

ALL PRESENT WERE IN FAVOR

- D. Motion by Mr. Butler and seconded by Mr. Hallinan to approve the attached resolution For the NEIU #19 general operating budget for 2024-2025 in the amount of \$19,677.83. (No increase from prior year) (See attached)

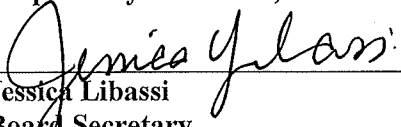
ALL PRESENT WERE IN FAVOR

- E. Motion by Mr. Hunt seconded by Mr. Tallo to grant permission to the Business Administrator to contract for the purchase of Natural Gas and Electricity Supply Service.

ALL PRESENT WERE IN FAVOR

- F. Motion by Mr. Kranick seconded by Mr. Muracco to approve a parent transportation Contract with Jeffery Bess for the 2024 lacrosse season at a rate of \$0.67 per mile.
ALL PRESENT WERE IN FAVOR
- G. Motion by Mr. Tallo seconded by Mr. Hunt to approve payment to Three Lynns LP In the amount of \$10,963.74 for a tax refund due to reassessment for the years 2023-2024. Documentation of the calculation is attached, along with stipulation.
ALL PRESENT WERE IN FAVOR
- H. Motion by Mr. Butler seconded by Mr. Hallinan to approve Capital Project payments;
Scranton Electric Heating & Cooling
- | | |
|--------------------|--------------|
| - Plumbing | \$27,241.00 |
| - Mechanical | \$19,339.00 |
| Cleveland Brothers | \$8,582.00 |
| Urban Electric | \$84,492.00 |
| Spano | \$397,080.00 |
- ALL PRESENT WERE IN FAVOR
- I. Motion by Mr. Tallo seconded by Mr. Muracco to approve Preventive Maintenance Contract with Cleveland Brothers for High School generator at a cost of \$1,210.00 for The year. (See attached)
ALL PRESENT WERE IN FAVOR
- VII. NEW BUSINESS – Mr. Hallinan asked about Gym floor.
- VIII. PRESIDENT’S REPORT –None
- IX. SUPERINTENDENT’S REPORT – See attached
- X. ADJOURNMENT
Motion by Mr. Butler seconded by Mr. Kranick to adjourn to meet in Regular Session or at the call of the CHAIR.
ALL PRESENT WERE IN FAVOR

Respectfully submitted,



Jessica Libassi
Board Secretary