

**MEETING MINUTES**  
**NORTHERN LEHIGH SCHOOL DISTRICT**  
**SLATINGTON ELEMENTARY SCHOOL**  
**ADDITIONS AND RENOVATIONS**  
**PRELIMINARY PLAN SUBMISSION**  
**NOVEMBER 13, 2009**  
**DEI PROJECT NO. 29000**

**ATTENDEES:**

Jim Mazeika  
Adam Smith  
Jay Clough  
Eric Gianelle  
Mike Kelly  
Doug Taylor

**REPRESENTING:**

Barry Isset Associates (BIA)  
Barry Isset Associates (BIA)  
KCBA Architects (KCBA)  
KCBA Architects (KCBA)  
KCBA Architects (KCBA)  
D'Huy Engineering, Inc. (DEI)

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**PURPOSE:**

The purpose of the meeting was to review the preliminary land development (LD) submission prior to BIA submission to the Lehigh Valley Planning Commission (LVPC).

**INTRODUCTIONS:**

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1. DEI attended the meeting which was conducted at the office of KCBA. Schematic site issues were discussed as BIA is preparing for their November 25, 2009 preliminary LD submission to the LVPC. All site information will be further reviewed/discussed with the NLSA at an upcoming Design Team Leadership meeting.
2. BIA noted that the preliminary cut-fill analysis is as follows (it appears that the site will be unbalanced and will require the import of fill material):

2.1	Cut	=	3500 cy	at	new bus loop
2.2	Fill	=	1300 cy	at	new DAO
2.3	Fill	=	5400 cy	at	new classrooms
2.4	Fill	=	TBD	at	additional parking
2.5	Balance	=	0 cy	at	proposed basin

It should also be noted that the cost impact of the cut/fill cannot be fully evaluated until after the geotechnical survey is completed. The survey is scheduled to occur on Friday, November 20 and Saturday, November 21, 2009.

**KCBA/DEI**

3. DEI suggested that KCBA evaluate if the existing site retaining wall can be utilized at the science courtyard. Jay is in agreement, re-use will reduce construction cost, time and simplify phasing at the classroom addition. KCBA's structural engineer is reviewing. DEI will provide a cost analysis of salvaging the wall.



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4. The existing site grading will necessitate greater exposure of the south facade of the District Administration Office (DAO) and classroom addition which will require either site retaining walls or an increase of the exposed south facing elevation. KCBA agreed to maximize the mowable slope adjacent to the DAO and classroom addition in an effort to minimize site walls and the extent of exposed foundation at the building elevations (maximum slope 3:1 to 4:1).
5. BIA noted that the 13 parking spaces currently available at the stone parking lot are required to be relocated elsewhere on site. The majority are being placed at the parent drop-off as visitor and handicap spaces. The 4 spaces that cannot be facilitated at this location are being proposed at the north of the DAO as an additional administration or others parking spaces.
- KCBA/BIA** 6. DEI noted that dumpster locations must be established. The dumpster currently located in a grass area as well as any others should be located on a concrete pad in the final design. KCBA and BIA are requested to coordinate the locations with NLSD.
7. KCBA noted that an ADA accessible ramp is required from the exit door of the existing level, adjacent to science courtyard (southwest corner of existing building) to provide access to the western end of the parent drop-off. In addition, a site wall will be required to resolve the grading adjacent to the existing building foundation.
- KCBA/BIA** 8. Based on the revised grading at the main building entry and scope of work required at this location, it was determined that the existing sidewalk and curb require replacement. The extent of the replacement should be at the north side of the parent drop-off only. Any other replacement must be addressed as alternate bid items.
- KCBA/BIA** 9. The existing science courtyard includes 2 steps from the building to the courtyard elevation. Code will require the addition of a ramp or similar. It was determined that the existing asphalt within the courtyard is in poor condition and requires replacement. A new concrete courtyard surface will be provided and raised to eliminate the steps. In addition, a new 2'-0" x 2'-0" storm drain will be added to ensure the draining of this area. Additionally, the NLSD has requested that the existing greenhouse be saved and relocated to the new courtyard.
- KCBA** 10. It is proposed that the playground equipment will be placed within the center of the bus loop area. This will provide for maximized efficiency of the proposed loop, allow for improved observation of students during recess and shift the play area away from classroom view as requested by Linda Marcincin. Additionally, include a lockable gate at bus entry. Any proposed playground equipment must be addressed as an alternate bid item.
- KCBA** 11. KCBA will evaluate the potential of thru-wall flashing modifications where new grades are raised at the existing building facade. DEI is in agreement with the



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need to avoid burried thru-wall flashings and compromising the integrity of the wall system.

**UTILITIES:**

- KCBA**            12.    DEI noted that a new fire service line will likely be required from Shadow Oaks Lane to the mechanical room. KCBA to further review including obtaining the flow and pressure information of the existing service to confirm if fire pumps may need to be added to the project.
- KCBA/BIA/  
SHA**            13.    DEI noted that KCBA's MEP consultant preliminarily indicated that the existing sanitary line size may not be large enough to facilitate the new toilet room plumbing located in the new classroom addition. If new sanitary lines are required, KCBA/BIA should consider routing within the parent drop-off drive at the south side of the building since reconstruction is required. Note: This work is not included in the project budget. Scope verification is requested from the Design Team.
14.    KCBA noted that an area adjacent to the existing transformer be reserved for a chiller.
- KCBA**            15.    KCBA is to confirm if the existing transformer is being used for new construction or if a new transformer is required.
16.    The location of the existing propane tank (used to power emergency generator) must be further evaluated.

**APPROVALS:**

17.    BIA abbreviated LD schedule is as follows. (Note: The LD information will be added to the milestone schedule):
- |       |   |            |
|-------|---|------------|
| 17.1  | Preliminary LD (LVPC)                       | 11/25/09   |
| 17.2  | LCCD E&S and NPDES                          | 12/10/09 * |
| 17.3  | Meeting with LVPC                           | 12/17/09   |
| 17.4  | LCCD E&S and NPDES<br>review letter         | 12/31/09   |
| 17.5  | Preliminary LD re-submission                | 2/4/10     |
| 17.6  | LCCD E&S and NPDES<br>resubmission          | 2/25/10 *  |
| 17.7  | Meeting with LVPC<br>(preliminary approval) | 2/25/10    |
| 17.8  | Slatington Borough submission               | 3/10/10    |
| 17.9  | Final LD (LVPC)                             | 3/10/10    |
| 17.10 | Meeting with LVPC                           | 3/26/10    |
| 17.11 | LCCD E&S and NPDES<br>review letter         | 4/7/10     |
| 17.12 | Slatington Borough<br>final approval        | 4/12/10    |



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| 17.13 | LCCD E&S and NPDES<br>(final submission) | 4/16/10 * |
| 17.14 | LCCD E&S and NPDES<br>(final approval)   | 5/27/10 * |
| 17.15 | Record plans                             | 6/3/10    |

\*The LCCD E&S and NPDES approval is the critical path activity in meeting the bidding schedule in conformance with PDE PlanCon requirements and commencement of construction in July 2010.

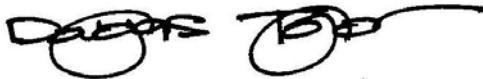
**BUDGET:**

18. DEI reminded KCBA/BIA that the project's site budget is conservative and therefore site features must be functional to meet the Owner's program requirements; however should not be excessive. Considerations include, but are not limited to the following:

- |      |  |
|------|--|
| 18.1 | Reduce width of stairs from parking lot to main entrance.                    |
| 18.2 | Attempt to balance cut/fill.   |
| 18.3 | Minimize site walls and area of concrete plazas, etc.                        |
| 18.4 | Any work at existing parking lot should be considered as add alternate work. |
| 18.5 | Minimize site disturbance.   |
| 18.6 | Minimize maintenance to the NLSD.  |

Anyone taking exception to the statements in these Minutes, including omissions, shall notify DEI in writing within three days of receipt.

Respectfully Submitted,  
**D'Huy Engineering, Inc.**



Doug Taylor, Associate AIA, AVS  
Senior Project Manager

**DISTRIBUTION:**

Attendees  
Greg Derr / NLSD

DST/dak  
29000/ MM 111309



**D'HUY Engineering, Inc.**