

EAST STROUDSBURG AREA SCHOOL DISTRICT -- PROPERTY AND FACILITIES MEETING MINUTES

A meeting was held Thursday, AUGUST 7, 2014 and brought to order by Mr. Robert Cooke at 5:30 p.m. at the Carl T. Secor Administration Center. Property and Facilities Board Members present were: Mr. Robert Cooke, Mr. Gary Summers, Mr. Ronald Bradley. A motion was made by Mr. Summers and seconded by Mr. Bradley to approve the minutes from the June 5, July 1 along with the agenda for this meeting, August 7, 2014.

ANNOUNCEMENTS

A Property and Facilities meeting is scheduled for 5:30 p.m. Thursday, September 4, 2014 at the Carl T. Secor Administration Center.

DISCUSSIONS

1. Mr. Eppley gave an update on the following projects:
 - HVAC Project at JTL is moving along. A recommendation by the Property and Facilities Committee will be moved to the Finance Committee to use Super Heat to pump out the underground fuel tank so it can be removed at a cost is \$5800. The fuel oil will be reused at Middle Smithfield Elementary. It was noted that the site will be secured during this process.
 - The bidding process for the concrete project at Bushkill Elementary will go out August 14. The project is slated to begin August 18, 2014. The project will be completed in three phases during a 60 day period starting with the front of school then the bus area finishing with the back of the school. Since Lehman would not be completed until December of 2014, it was decided to postpone this project until spring of 2015.
 - Contracts have been received for JTL concrete work. A recommendation by the Property and Facilities Committee will be moved to the Finance Committee to use Midlantic Engineering for construction inspection and materials testing services at a cost of \$6000. As requested by the Property and Facilities Committee Finish samples were made available with the coarse finish being recommended.
 - The LandTek Group has removed the fencing at the High School North Track. Survey work has started. Restoration of the retention pond needs to be completed before the track is done. The district has an old mower that no longer can be used; the contractor is willing to barter his services for the mower. The Property and Facilities Committee is recommending that the School Board accept the proposal of swapping an old mower at the North Campus as payment for services rendered to repair the pond. It was recommended to take the fence to the scrap yard.
2. Mr. Bader stated that he is awaiting two proposals to repair the gym floor at High School North. The cost of this project will be covered by our insurance less our deductible. For safety reasons, until this project is completed, our sports programs will be utilizing the Lehman Intermediate Gym.
3. Ms. Gail Kulick, representing the Resica Playground Committee reported the following:
 - Construction will take place August 20-24, 2014.
 - Fundraisers have been scheduled and vendors have agreed to a net 30 day payment plan.
 - The Committee is working with Brian from Rosemary Brown's office to enable support from Middle Smithfield Township. Brian has also been in contact with PDE and Mr. Bader regarding the guidelines for bidding requirements.
 - The Property and Facilities Committee recommends to the Finance Committee that the Business Office releases funds from the open purchase order for the payment of mulch that has been received for the playground.
 - Mrs. Karen Conway confirmed that Leathers and Associates carry general liability insurance and all volunteers will complete a waiver form. Copies of all documentation and paperwork received have

been forwarded sent to Mr. Bader. The Property and Facilities Committee recommends that we enlist the services of our insurance company, at an approximate cost of \$400, to inspect the playground once it is complete. The District will be responsible for upkeep of the playground and Mr. Eppley has received a long-term care guide from Leathers and Associates.

4. Mr. Eppley reported that we currently have five vehicles, two compressors and one fork lift which need to be disposed of. Mr. Bader stated that the School Board has given their approval and he is currently researching the most equitable way to dispose of this equipment.
5. Mr. Eppley asked for approval to purchase two vehicles with four wheel drive and plowing capabilities. The district is currently short on vehicles and employees are using their own vehicles and getting paid mileage. A five year plan to replace worn vehicles is being planned. Mr. Summers requested to see a spreadsheet showing the five year plan. A recommendation will be moved to the Finance Committee to purchase one vehicle this year.
6. The folding partitions at JT Lambert Intermediate School are in need of repair. Mr. Eppley would like approval to have Modern Fold repair them at a cost of \$5000. Modern Fold also informed Mr. Eppley that several items at JTL are in need of maintenance to prevent possible injury. They include the electric gym door, electric basketball backstops, mat mover and manual bleachers. The cost for preventative maintenance and repair is \$8000. Mr. Bader will contact the insurance company to see what type of preventative maintenance they recommend. Mr. Summers would also like to see a maintenance contingency plan for prioritizing needs. The Property and Facility Committee recommends this be moved to the Finance Committee.
7. Mr. Eppley reported that the boilers at Bushkill Elementary have not be maintained, just serviced. Due to the age of the boilers they have become ineffective and are in need of repair. A recommendation by the Property and Facilities Committee will be moved to the Finance Committee to use Super Heat to repair the boilers at a cost of \$9800 each. Service agreements have been secured with Aspen Pest and DES-CPR, Inc. They both have kept their costs the same as last year. The Property and Facilities recommended soliciting an RFP for Snow Removal for the 2014-15 year. This recommendation will be moved to the Board for approval on August 18, 2014.
8. Update on the JMH Chiller Unit– The decibel level was tested by TRANE and was under the threshold at the school and property in question. This concern has been addressed and resolved as far as the Property and Facility Committee is concerned.

PUBLIC PARTICIPATION - Limited to Property/Facilities Items of Discussion

No public participation

ADVISORY RECOMMENDATIONS

No recommendations were made

ADJOURMENT

Mr. Robert Cooke adjourned the meeting at 6:55 p.m.

Respectfully submitted,
Kelli Oney, Recording Secretary