

## **EAST STROUDSBURG AREA SCHOOL DISTRICT – PROPERTY AND FACILITIES MEETING MINUTES**

A meeting was held Thursday, September 4, 2014 and brought to order by Mr. Robert Cooke at 5:43 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 and Mr. Roy Horton. A motion was made by Mr. Summers and seconded by Mr. Bradley to approve the minutes from the August 7, 2014 meeting along with the agenda for this meeting, September 4, 2014.

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### **ANNOUNCEMENTS**

A Property and Facilities meeting is scheduled for 5:30 p.m. Thursday, October 2, 2014 at the Carl T. Secor Administration Center.

### **DISCUSSIONS**

1. Mr. John Stevens of Strunk-Albert Architects was present to answer questions regarding optional proposals by Myco Mechanical at J.T. Lambert Intermediate School.
  - a. The first option is to re-pipe our two older two pumps with two new Victaulic pump packages and valves at a cost of \$10,859.78. This is not a requirement or safety issue. These pumps are functioning however, they are 20 years old. This would streamline parts and service and all pumps will now be the same. If this work would be completed at a later time it could cost up to 50% more. The Property and Facilities Committee recommends to the Finance Committee and Administrative Board that this work be completed. Mr. Stevens will get the needed work order change to Mr. Bader ASAP.
  - b. The second option is to replace the HVAC shelving units in the classrooms with new at a cost of \$95,463.75. The current units are 20 years old and the color of the new units will not match perfectly. Mr. Stevens stated this is just an option, the shelving units are serviceable. The Property and Facility Committee agreed not to proceed with this option.
2. Mr. Eppley reported that along with Mr. Bader they will review our comprehensive and preventative contracts with Communication Systems Inc (CSI). We recently removed the phone system from the contracts and they are being revised. Once we receive the new contracts they will be reviewed to see if they are equitable for the school district to keep.
3. Mr. Eppley reported that Bushkill Elementary will need to have wire pulled to enable use of the installed short throw projectors. Currently when all or most of the projectors are being used they blow the fuses. ESE, JMH and Middle Smithfield schools are all hardwired and will not require additional work.
4. Mr. Eppley would like to bring in a professional to test the well at the North Bus Garage. The filters are being changed constantly due to build up, which indicates something is not right. The water has been tested and is safe. To insure well-being we are currently bringing in bottled water for drinking purposes. A professional can assess whether it is a problem with the well housing or the water. The Property and Facilities committee recommends that Mr. Eppley proceed in engaging professional services.
5. Mr. Eppley reported that an energy curtailment test is scheduled for Friday, September 19, 2014 from 3-4 p.m. at our North Campus, High School South, JTL, Resica and the Administrative Building. He explained that we participate in an Energy Curtailment Program and during peak demands we agree via notification to reduce our power usage in exchange for a reduction in our electric costs. We will be bringing down unnecessary electric usage such as HVAC, lights, computers, etc. in these facilities. All schools have been notified.

6. The generator at High School South by shipping and receiving has a hole in the radiator. The cost for repair is \$4900. The Property and Facilities Committee recommends repairing this generator as long as they warranty has expired.
7. A five year replacement plan for maintenance vehicles has been developed. Mr. Eppley would like to purchase two vehicles this year. The maintenance budget has the funds to replace one. The cost for gas vehicles is approximately \$40,000. As proposed by Mr. Horton the committee would like to see the district purchase diesel instead of gas vehicles. The Property and Facilities Committee recommends this proposal to Finance Committee for approval to the Administrative Board.
8. Mr. Summers asked Mr. Eppley to update the committee on two projects.
  - a. JTL – The underground oil tank has been pumped and removed. The HVAC project is on schedule and the contractor is doing an excellent job.
  - b. Norm Fish has completed the work at Smithfield Elementary. He graded between the sidewalk and roadside and put in a draining well. As far as we can tell it is working, however we have not had a heavy rain yet.

**PUBLIC PARTICIPATION - Limited to Property/Facilities Items of Discussion**

- Mrs. Featherman noted that Resica Elementary appears to be in need of cement work on their sidewalks and curbing. Mr. Eppley addressed that question noting that we now have a mason on staff. He has been working throughout the district. Repairs have been made to JTL, North High School and Lehman and he will be going to Resica.
- Sharon Laverdure stated that Mr. Eppley is doing a great job as Director of Facilities. She also noted that the lawn crews really do a fantastic job keeping up with our fields for sporting events.
- Mr. Cook stated that we started late due to a prior Executive Session Meeting.

**ADVISORY RECOMMENDATIONS**

No recommendations were made

**ADJOURNMENT**

Mr. Robert Cooke adjourned the meeting at 6:40 p.m.

Respectfully submitted,  
Kelli Oney, Recording Secretary