

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

**NOVEMBER, 2014**

A meeting was held **Thursday, November 6, 2014** and brought to order by Mr. Robert Cooke at 5:40 p.m. at the Carl T. Secor Administration Center. Property and Facilities Board Members present were: Mr. Robert Cooke, and Mr. Ronald Bradley. A motion was made by Mr. Horton and seconded by Mr. Bradley to approve the minutes from the October 2, 2014 meeting along with the agenda for this meeting, November 6, 2014.

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## **ANNOUNCEMENTS**

The Property and Facilities Committee will not meet in December. A January date will be set following the Board Reorganization Meeting, Tuesday, December 2, 2014. Any forthcoming matters will be taken to the School Board Meeting, Monday, December 15, 2014 at 7 p.m.

## **DISCUSSIONS**

- 1) Mr. Bader presented a proposal from D'HUY Engineering, Inc. to provide engineering services to replace the damaged snow guard system, gutters and downspouts at Bushkill Elementary School. Their estimated fee for performing design, bid, construction and administration services is \$17,300. The estimated cost of repair to the building is \$60,000. Mr. Bader is still in conversation with the original engineering company TAS, regarding their responsibility for the installation of the improper product. The Property and Facilities Committee recommends this proposal to the Finance Committee.
- 2) Mr. Eppley updated the committee on the installation of a water filtration system at the North Bus Garage. Leon Clapper submitted a quote to remove the old system and copper piping and replace with a new twin softener units at a cost of \$6,245. DEP has approved the changes. The Property and Facilities Committee recommends this proposal to the Finance Committee. Mr. Horton abstained from the recommendation, due to his business relationship with Mr. Clapper.
- 3) Mr. Eppley received a proposal from Emergency Systems Service for a planned inspection/maintenance service on our 18 generators at a cost of \$12,795. The contract includes a discount on parts and labor. The Property and Facilities Committee recommends this proposal be moved to the Finance Committee, noting not to add the fuel sample analysis.
- 4) Mr. Bader presented an additional cost proposal from the ELA Group for the inclusion of the bleacher/grandstand area at the North High School Stadium. Cost for the additional work is \$7800. Mr. Eppley stated that Lehman Township along with the Conservation District approved the plans. We are currently waiting for approval from PADEP. The Property and Facilities Committee recommends this proposal to the Finance Committee.
- 5) For security and safety reasons Mr. Bradley requested Mr. Eppley obtain a quote to install an electric latch on the inside door at the main entrance of the Administration Building. Anyone entering the building would need to swipe his or her ID badge or use the intercom system. Once inside security would release the second door for final admittance. General Supply quoted a price of \$4,680 to add this hardware. Mr. Bradley would like to install bulletproof glass for the outside door. Mrs. Laverdure commented that she too is concerned about safety however, bulletproof glass in this door is not necessary. In addition, we would need to consider our other buildings and their entrance doors. It is not a justifiable expense. The Property and Facility Committee asked that Mr. Eppley obtain the quote for the bulletproof glass, and then pass both quotes to the Finance Committee for a decision.
- 6) Mrs. Laverdure explained the Resica School Park Agreement between ESASD and Middle Smithfield Township lapsed. This Intergovernmental Agreement is for joint use of the recreational facilities located District Property. Mrs. Laverdure and Mr. Eppley met with the township supervisors and we will continue with the agreement as is. The new agreement will continue to roll over as long as there are no notices of disapproval from either party.

- 7) Mr. Catrillo presented a proposal by the High School South, School Improvement Committee. The proposal is to install an LED sign outside the school, for improving communication in our community. NEPA Credit Union is underwriting the cost of the sign. The only cost to the district would be running power and electricity. Mr. Catrillo asked for permission to proceed with this project, noting that they will need obtain permits and apply for a variance from the Borough of East Stroudsburg. Mr. Bader asked if the Credit Union was planning to donate the money to the school or donate the sign. If they donate the funds, three bids would be required. The Property and Facilities Committee gives permission to proceed, asking the committee to keep them informed on this project. Mr. Cooke will share this project with the School Board.
- 8) The Property and Facilities Committee recommends to the Finance Committee that payments are made to Myco Mechanical, Field Turf USA, and Kolbolt. Mr. Bradley is requesting copies of the warranties on these projects.
- 9) Mr. Eppley reported on the following:
  - a) The food service lift at JTL is unsafe to use and needs replacing. The lifts at Bushkill and Resica need to be serviced.
  - b) We have purchased a Zero-Turn mower and a Gator for the North Campus out of the facilities budget.
  - c) The irrigation system at the North Campus needs to be re-routed. Because of multiple leaks, it is recommended that we abandon the current system that runs under our new track and field and created a new supply line to the fields. The Property and Facilities Committee approves this recommendation.
  - d) Kolbolt Construction submitted an additional cost proposal to replace a small section of walkway at Bushkill. Originally, the plan was to patch this walkway; since we have a pitch difference, they recommend we replace it at a cost of \$3000. Mr. Horton noted that the cost would be more if we had to bid this project out at a later time. The Property and Facilities Committee recommends that we proceed immediately and that the change order be forwarded to the Finance Committee.
  - e) Three quotes were received to replace the broken pavement, fill potholes and install a speed hump at the North Campus. F&F paving was the lowest at \$8,000. Mr. Eppley noted that we have to move on this project due to the time of the year. Blacktop will not be available to purchase much longer. The Property and Facilities Committee recommends using F&F Paving to the Finance Committee. Mr. Eppley will contact F&F Paving to see when the cut off is for purchasing blacktop.

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

- Mr. Silvoy requested a report on our recycling program. Mr. Eppley was not aware of this report. He will call Waste Management to see if one is available. Mr. Horton would like us to investigate the cost of purchasing a cardboard baler. We would off-set the cost of the baler by selling the cardboard. Mr. Silvoy noted concern over the additional work for this type of recycling program.
- Mr. Silvoy asked about the outcome of our brown out in September. Mr. Eppley reported that we did not receive the report yet, however it should be favorable since the district was closed that day. Mr. Silvoy also noted that lights are not being turned off inside our schools at night. Mr. Eppley stated the custodians do turn lights off in schools that do not require third shift custodians. Mr. Cooke stated we track our electrical usage and are in a declining pattern. Mr. Horton noticed at the North Campus that parking lot lights are on between 11-11:30 p.m. Mr. Eppley said the lights go off at midnight and come on at 5 a.m. daily.

**ADJOURNMENT**

Mr. Robert Cooke adjourned the meeting at 7:17 p.m.

Respectfully submitted,  
Kelli Oney, Recording Secretary