

**EAST STROUDSBURG AREA SCHOOL DISTRICT –
PROPERTY AND FACILITIES MEETING MINUTES
December 2015**

A meeting was held at the Carl T. Secor Administration Center Thursday, December 14, 2015, and brought to order by Mr. Wayne Rohner at 5:36 p.m. Property and Facilities Committee members present were Mr. Bob Gress, Mr. Wayne Rohner and Mr. Ronald Bradley. A motion made by Mr. Bradley and seconded by Mr. Gress to approve the minutes from the October 1, 2015 meeting along with agenda for this meeting.

DISCUSSIONS

1. Mr. Rohner reviewed proposed Property and Facilities Committee Meeting Dates for 2016.
2. Mr. Gress would like to explore installing bollards in front of the High School South Cafe for safety and security reasons. The bollards would prevent a vehicle or school bus from going through the glass window.
3. Mr. Gress would like to replace paper signs used for directional purposes, and use permanent signage in our buildings. He feels the paper signs do not lend to a good impression of our facilities that are being used by either outside groups or during special events.
4. Mr. Bader reported that Mr. Eppley researched the replacement of the galvanized pipe at J.T. L in 2005. Mr. Eppley confirmed that the domestic water line was replaced. The line that was installed as part of the HVAC project in 2014 was black steel and copper piping used for moving water from the chiller to the school for heating/cooling purposes. Galvanized pipe was not replaced during this project. To put this issue to rest, Mr. Gress suggested checking to see if the galvanized pipe in question is still in the building.
5. Mr. Fisher reported that Resica, Bushkill, North Campus and Middle Smithfield schools all have roofing leaks to varying degrees.
 - Resica has three leaks that are not easily accessible. Maintenance will be looking into a short term fix since it is winter and will perform the repair in the spring. It should also be noted that the roof is also nearing the end of its life expectancy.
 - The roof at Bushkill is currently under warranty.
 - The infrared test at the North High School shows the areas that are currently leaking. They are near the elevated brick and window walls. This section of the roof needs to be replaced to prevent further damage. A contractor needs to be hired to address the immediate leaks and stop further damage. Mr. Bradley asked what this repair would cost? Mr. Fisher said, because of the layers of this roof, a cost is not easy to determine.
 - Middle Smithfield has structural damage. D'Huy had a structural engineer look at the beam. Plans have been drawn for the repair of the beam. We have five different warranties on the roof. We will continue to work through them. We need to address the current issues and have the beam replaced. Garland holds the warranty on the membrane and will use C & D Waterproofing to repair this section of the roof. Air quality testing has been performed by Quad Three. Mr. Rohner asked if copies of the report are available? Mr. Fisher said they were.
6. Mr. Fisher reported that the back side of Middle Smithfield does not have rain spouts. The water pools at the base of the building and washes away the wood carpet on the playground. Snow and Ice guards are also missing over the roof adjacent to the playground and doorways. This is dangerous and needs to be repaired for the upcoming winter. Bids should be received for installing new guards in the spring. Mr. Bradley is concerned that we have not kept up with maintenance. Mr. Gress said D'Huy put things in black and white, as we have been operating in maintenance mode. Mr. Fisher stated maintenance has been reinstalling the guards and it is now time to replace them.
7. Mr. Bradley would like to install the Basic Power Box that was removed from JMH at another school. He is also concerned that we are not utilizing the warranties on maintenance repairs throughout the district. This has been tabled till next month.
8. A review of the Capital Projects was given by Josh Grice of D'Huy Engineering. Mr. Bader stated we need to start identifying projects, so work can be completed during the summer months. Mr. Gress would like to hire an engineering firm, so we can start additional investigation work on these projects.

9. The Property and Facilities Committee was presented with the following payments
- Wind Gap Electric #13, Final
 - Myco Mechanical #17-18
 - Change Order Proposal for Wind Gap Electric #1,2,3
 - Change Order Proposal for Myco Mechanical #10
 - Field Turf , Final Payment
10. The following are recommendations by the Property and Facilities Committee. Motion was made by Mr. Gress. Motion seconded by Mr. Bradley and carried unanimously 3-0
- The Property and Facility Committee will continue to meet on the first Thursday of each month at 5:30 p.m., with the exception of June and July. Mrs. Oney, recording secretary, will now take roll call at each meeting.
 - Maintenance Supervisor will explore the installation of bollards in front of High School South Cafe.
 - Hire a contractor, not to exceed \$7,000, to address the immediate roof leaks at High School North; with Tremco being the recommended contractor to the Finance Committee for approval.
 - To have maintenance repair ice/snow guards and have new gutters installed at Middle Smithfield.
 - Approve the Five-Year Capital plan as submitted by D'Huy with the opportunity to make adjustments as needed to the Finance Committee.
 - To move payments and change orders to the Finance Committee.
 - To have Wayne Rohner, Committee Chair; Josh Grice; D'Huy Engineering; Chris Fisher and Jeff Bader review the proposed Capital Plan to identify priorities and to explore with D'Huy Engineering the development of proposals to define the scope of work for those projects.
11. Motion made by Mr. Rohner to adjourn the meeting at 7:25 p.m. Motion seconded by Mr. Bradley.

Respectfully submitted,
Kelli Oney, Recording Secretary