

EAST STROUDSBURG AREA SCHOOL DISTRICT

PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES

January, 2016

The chairperson, Wayne Rohner called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance. Secretary, Kelli Oney called the roll. Those present were Ronald Bradley, Bob Cook and Wayne Rohner.

A motion was made by Mr. Bradley to approve the minutes of the December 14, 2015 meeting along with the agenda for January 7, 2016 with the members of the Committee reserving the right to add to the agenda and take further action in the best interest of the District. Motion seconded by Mr. Cooke. All approved.

ITEMS OF DISCUSSION

1. Middle Smithfield Elementary

- a. Phase 1 - Mold Remediation, Repair Beam, Roof Repair. Wayne Rohner asked how the mold remediation was coming along. Chris Fisher reported IAQ continues to test the affected rooms. ServPro will be coming in over the weekend to remediate one room.
- b. Phase 2 - Proposals to remediate attic. Chris Fisher explained an Environmental Hygienist has been hired. He is suggesting removal of the attic insulation which contains the mold spores. If not removed the mold will continue to breed and will be re-visiting this same situation next year. The hygienist will suggest a plan for removal once the leaks are fixed and the truss is removed. Currently the worst of the insulation is covered in plastic to isolate the mold spores until removed.

2. North High School and Lehman Intermediate

- a. Chris Fisher is requesting to have roof repaired this summer. Chris stated, the roof needs to be repaired to prevent further damage. Ronn Bradley asked if we have a danger of the roof becoming more of a problem? Chris Fisher said, yes if we do not make repairs on the roof now. Once the repairs are made we will continue to monitor the roof. The roof replacement is part of the five year capital plan.
- b. Chris Fisher is requesting to examine contracts to fund pneumatic upgrades, which are also part of the five year capital plan.

3. Bushkill Elementary - Resica Elementary

- a. Buskill and Resica Elementary Schools each have three roof leaks. Chris Fisher stated we can make the necessary repairs at Resica and Buskill. Ronn Bradley asked if these are permanent fixes or temporary? Chris Fisher said, Buskill is permanent. Resica is temporary. Since this roof has reached it life expectancy, the roof will need to be replaced in the near future.
- b. Once the roofs are repaired, both schools will require IAQ testing in the areas where the leaks were present.

4. High School South

- a. Department of Labor and Industry has sited repairs to three elevators. The elevator by the art room has a sump pump that removes water in the shaft. The inspector wants the sump pump removed and the concrete flooring sealed. Curtis Beam, 1st Level Supervisor, has contacted L&I and requested an extension. He is also looking for additional information

regarding this citation. The shaft has always had water, so why is this an issue now? Ronn Bradley asked if the elevator is used? The elevator is used by the students and maintenance staff daily. Wayne Rohner asked for a copy of the report from L&I.

- b. Chris Fisher reported, in response to Mr. Gresses request to explore installing bollards outside the HSS Cafe. He said bollards are expensive to install. The sidewalks and pavement would need to be torn up and possibly move underground two gallon garbage cans placed outside the cafe to represent concrete planters. Since the sidewalks are 11.50 feet wide, Chris Fisher recommends using large concrete planters. Several concrete planters can placed several in front of the cafe. For the winter months we can flip them over, so they do not collect water. This would give us time to decide whether we fill them with stone or plants in the spring. The planters will serve as a visual deterrent, in addition to helping stop or slow down a vehicle.

5. District Wide

- a. Proposals are being obtained for inspection of bleachers.
- b. Proposals are being obtained for IAQ testing district wide.
- c. Maintenance of our security cameras district wide. Mr. Cook asked how many cameras are down? Jeff Bader stated an assessment of cameras district wide is being done, and was hoping to have the report for this meeting. Sharon Laverdure stated getting the security cameras and recording devices working is a high priority right now. Ronn Bradley asked if this was in line with upgrading the entrance to the administration building? Jeff Bader answered no. Upgrading entrance doors is a long term project. Ronn Bradley asked why are we not proceeding with bullet proof glass here and why was this dropped? Jeff Bader said as a district we need to have a comprehensive plan to look at all the buildings, not just the administration building. Ronn Bradley asked for a timetable on upgrading the entrance to the administration building. Jeff Bader said, we need to figure out what the best solutions are for the entire district. Dan Eppley had obtained pricing for here. The question is what's the best solution for our district? Safety is important here at administration, however upgrades can not be made at this building without upgrading our schools. Mr. Bradley said safety is very here at administration is important. Mrs. Laverdure said it is not about her safety, it is about the safety of the children. Our focus needs to be on all district buildings. We have the ability to change the security at our entrance door by securing the second door. This is more feasible than putting in bullet proof glass. Ronn Bradley stated he wants to start moving on this right away, we have waited long enough. Sharon Laverdure said she wants to make sure we have double entry in all buildings, not just here and once a plan is in place for that we will proceed.

6. Additional Projects Identified Five Year Plan

- a. Chris Fisher explained his goal is to bring items from the capital plan that we can manage or get started to this committee for approval.
 - i. Investigate the masonry work at JTL and repair of exterior brick wall at High School North.
 - ii. New and additional cameras at JTL. Ronn Bradley asked Chief Mills his opinion on our camera system. Chief Mills said we use what we have and do the best we can. JTL is the only system that is older, it has not been upgraded since it was built in 1989. Our elementary schools have newer systems. Sharon Laverdure stated it is important to make sure cameras are working at all of our schools. These repairs and upgrades are a priority.

- b. Chris Fisher reported the track at High School South needs to be upgraded. The track is seven years old and needs a new surface. This maintenance work is not completed, it will wind up costing more down the road.

7. Capital Reserve Projects

- a. Chris Fisher explained these items are already on the Capital Reserve list. These are normal business projects. They are bigger in scope, and that is why we are bringing them to this committee. Ronn Bradley asked are they into the five year capital plan? Chris Fisher said yes. However, they are the normal business projects that are time to do. Since they are bigger in scope we are bringing them to the committee for approval.
- b. Bushkill, JTL, and Resica replace worn carpet with VCT in designated rooms/areas.
- c. Stage curtains at JTL - Main Curtains are in good condition. The curtains behind them need to be replaced along with the stage. Curtains were inspected, it was recommended that they need to be replaced before the next inspection. Chris Fisher stated many schools are no longer replacing the entire stage with hardwood, which is very expensive. They are keeping the front section with hardwood and replace the back section with plywood painted black. This allows the props to be secured and the floor replaced easily when worn. Sharon Laverdure wants to make sure it does not jeopardize the overall arts program here in the district. Jeff Bader said the stage needs to be repaired and finished, we can iron out the details as we move forward. These are recommendations to the committee. At this time we are looking for direction to proceed so pricing can be obtained.
- d. Lehman, Resica, and ESE gym floors are dull. They just need to be screened down and refinished with a gym seal. Bob Cook asked if this was something we could do in house or do we need to bring someone in? Chris Fisher said it would be better to hire someone, it is a time consuming project. Wayne Rohner asked if we had a rough cost estimate? Chris Fisher said we will get estimates once I know you are in favor of completing the project.

8. 2015-16 Vehicles and Equipment

- a. Chris Fisher explained the maintenance van can no longer be inspected. Replacement cost is \$40,000. Two maintenance vehicles that are no longer operational can be scrapped for approximately \$400 each with Harry's U-Pull It. Arrangements can be made after board approval.
- b. A new gator is needed at the North Campus. The one we currently use was purchased from the contractor when the Campus was built in 1999. The old one can be kept until it no longer works and then get rid of it. Jeff Bader said or we could trade it in on a new one rather than having to disposed of when it no longer works.
- c. The grounds department is looking to purchase a slit seeder for \$12,000. Ronn Bradley asked what is a slit seeder? Chris Fisher explained we currently use a broadcast method to spread the seed. This method of seeding involves scattering seed, by hand or mechanically over a relatively large area, then applying a top dressing of dirt. The slit seeder cuts a small groove in the ground and drops the seed in the groove and then closes the ground. The germination time is faster and the grass will also have a stronger root system. It should increase our germination rate from approximately 50-90%. This method uses less seed which will save money. Jeff Bader noted these items are all included in our 2015-16 budget, no additional funds are needed.

9. Humidity in North Gym

- a. Chris Fisher reported last year the floor separated. Usually the issue is having too much humidity, our problem is caused by not having enough. The lack of humidity is causing the boards to break. One proposal from Trane has been received. Chris Fisher said, since this can't be don this winter we have time to research different methods to correct this. The floor can be monitored and records kept. It could be that we are drying it via our heating ventilation system or a result of our pneumatic system that needs to be replaced. Ronn Bradley asked if we could secure the floor? Chris Fisher said gym floors are designed to float allowing the wood to expand and contract.

RECOMMENDATION BY THE COMMITTEE

MOTION was made by Bob Cooke to recommend that the Finance Committee approve the following items and move them on to the board for approval. Motion was seconded by Ronn Bradley and carried unanimously.

1. Investigation of masonry work at JT Lambert.
2. Camera upgrades at JT Lambert.
3. Resurface of south track.
4. Investigation to repair of exterior brick wall HSN.
5. Repairs to HSN roof to Summer of 2016, obtain proposals.
6. Replace carpet to VCT flooring at Bushkill, JTL, and Resica in designated areas.
7. Replace JTL back stage curtain and repair and refinish stage floor.
8. Refinish gym floors at Lehman, Resica, and ESE.
9. Purchase a new maintenance van.
10. Scrap two vehicles with Harry's U-Pull It.
11. Purchase a gator for use at HSN.
12. Purchase a Slit-Seeder.

MOTION was made by Ronn Bradley to allow the Facilities Department to move forward maintenance items and capital reserve projects and report back to the Property and Facilities Committee. Motion was seconded by Wayne Rohner and carried unanimously.

1. Obtain proposals for phase 2 at Middle Smithfield Elementary School -- remediate entire attic space and Insulate areas that are currently not insulated.
2. Move forward with purchasing planters to use a bollards in front of HSS Cafe.
3. Obtain proposals for district wide IAQ testing.
4. Examine ESCO performance contract to fund pneumatic and other related upgrades at HSN/Lehman Intermediate Schools.
5. Repair roof leaks at Bushkill and Resica and test IAQ in areas of leaks.
6. Repairs to elevators as cited by Dept. of L&I.
7. Obtain proposals for Inspection of bleachers.
8. Investigate humidity in North Gym.

MOTION was made by Bob Cook to adjourn the meeting at 6:30 p.m.

Respectfully Submitted
Kelli Oney
Committee Secretary