

EAST STROUDSBURG AREA SCHOOL DISTRICT

PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES

April 2016

The chairperson, Wayne Rohner called the meeting to order at 5:45 p.m. and led the Pledge of Allegiance. Secretary, Kelli Oney called the roll. Those present were Bob Cook, Wayne Rohner, Bob Gress and Ronn Bradley.

A motion was made by Ronn Bradley to approve the minutes from the March 3, 2016 meeting along with the agenda for April 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 Bob Gress. All approved.

ANNOUNCEMENTS - The next Property and Facilities meeting is scheduled for at 5:30 p.m. Thursday, May 5, 2016 at the Carl T. Secor Administration Center.

ITEMS REQUIRING ACTION

1. Update from D'Huy from Josh Grice

- a. **HSS Library Window Project** - Bognet Incorporated was the lowest bidder at \$129,900. D'Huy recommends them for this project. Pending formal board approval, they should be under contract before the end of the school year, with work starting once the students are gone. They will be replacing the triangle window and three wood clad windows, due to water infiltration. The water seems to be coming from the bump out roof and roof edge. The bid included the roof edge, windows, insulation, and membrane. Wayne Rohner requested a copy of the bid letter and scope of the work be forwarded to him.
- b. **North Paving Project** - Four bids were received below the estimate. Northeast Contractors are the apparent low bidder at \$132,021. Wayne Rohner requested a copy of the bid letter and scope of the work to be forwarded to him.
- c. **5-Year Capital Plan Update** - A summary of the selected projects was handed out and Josh Grice explained the timing and execution of them. So, far in 2016, we are moving ahead with four projects: library window at HSS, surveillance camera systems, North campus paving repairs and fire alarm/security systems. Seven additional projects have been added for consideration that have come up over the course of the year and should be addressed. HSS track coating was one of the additional projects, and has already been board approved. Jeff Bader explained changes in the projects selected were because of the scope of the work. Some projects were moved back to next year so they can be combined with other projects or venues such as ESCO to help save costs. Sharon Laverdure asked why the gym floor at HSN is not a first priority. This floor is a potential issue with children getting hurt. Jeff Bader stated, the question we are trying to answer is why is the floor having these issues after all these years? Bob Gress stated he agrees with Sharon, someone is going to get hurt. Hire someone to find out the answers now. It is a safety issue. Jeff Bader stated that we are investigating the floor and once a cause is found we will proceed. Ronn Bradley, asked if these projects listed are the recommendations of Mr. Bader and Mr. Ihle? Jeff Bader answered yes. Bob Gress asked

why we are not combining projects? By combining like projects such as surveillance cameras with fire alarm and security system, this would help with costs and installation. Why have a school torn up twice? Jeff Bader stated we are not ready to move forward with the cameras at this time. We need to move everything to virtual and have work that needs to be completed before we can move forward. Josh Grice stated JTL has severe masonry work to be completed. A site visit with a mason determined additional investigation is needed. Many of the cast stone accents are cracked and could fall at some point. D'Huy is recommending hiring skilled mason with equipment to look closer at the 20 locations in question at JTL and the exterior wall at HSN Natatorium during the summer. This would be half of the overall proposal. Following the investigation we would receive a written report of repair solutions, budgeting, and photos to show what is needed to repair these areas. Once the report is in hand, we can dial in on a scope of work and budget accordingly. The fee for this investigation work is \$48,900. Josh Grice is suggesting the committee select several of the additional projects of consideration, and D'huy can prepare proposals for review at the next meeting. Wayne Rohner would like to receive information on ESCO. Josh Grice stated he would get the information, and basically you finance the project out of the energy savings received from upgrading. Using ESCO is not always less expensive, and seldom cheaper than going out to bid.

2. **Seasonal Employment** - Scott Ihle is proposing to hire four summer time employees to help with painting, maintenance and grounds work over the summer. Bob Gress stated we decreased staff because the buildings were new and needed less maintenance. He also felt the intent of proposing a four-day work week this summer was to increase productivity. So, why do we need to hire? Scott Ihle explained the proposal is to hire three high school students, one from MCTI with mason experience, two to help with grounds and maintenance, and one adult to help with inside painting. Bob Gress stated that if we have projects that need to be done we should bid them out. Bob Cook responded by stating if we need seasonal employees and if they can get the work done, let's move forward. Scott Ihle stated he would hope the students would want this kind of work. Maintenance employees have other work to complete, right now changing of air filters is time consuming. Seasonal help would give us a jump start. Bob Gress stated we need to have regular preventative maintenance of our equipment. Filters need to be changed on a regular basis, so let's hire a company to change them, without proper maintenance our equipment will not have the longevity it should have.
3. **Trane Proposals/Agreements**
 - a. **Resica Elementary** - Scott Ihle explained the service agreement ended February 2016. TRANE's proposed service agreement for Resica is \$1,546 for the period of March 1 - June 30, 2016. This timeframe will align Resica with the rest of the agreements TRANE has with the district.
 - b. **Two proposals to set up Tracer SC Alarm - email notification.** The notification system at JMH includes boiler alarms sent by email to designated recipients for \$2,530. North Campus adds alarming extensions for boilers, freezers, and coolers for \$3,795. Sensor installation, setup, and XT model for boiler #2 and #3 alarms need to be done before the proposal can be complete. Bob Cook confirmed this is a one time cost.
4. **Inspections of Bleachers and Athletic Equipment** - Scott reported the bleachers in our High Schools have not been inspected and understands this should be done yearly. For safety reasons, it is recommended we complete the inspection before graduation.

5. **North Campus/Resica Water Tower Bids** - Jeff Bader reported two bids were received, Pittsburg Tank at \$92,000 and Southern Corrosion at \$69,000. Wayne asked to see a copy of the bid outline and if we were responsible for permits. Curtis Beam stated we would need an electrical permit to run power. Ronn Bradley asked what the recommendation is. Scott Ihle met with Southern Corrosion and they seemed good to work with. They did not try to sell us anything more than we asked for. Jeff Bader stated the bid included emptying and cleaning the tank, install a mixer that will turn the water to prevent freezing, install safety cables and replace ladders in the wet tank area.

ITEMS OF DISCUSSION

1. **Upgrading of Exterior Door at JMH** - Scott Ihle reported door #8 has been ordered as well as the new cylinders to upgrade the key system at JMH.
2. **HSS Elevator Pit** - Scott Ihle reported the Department of Labor and Industry granted us an extension through June 30, 2016.
3. **Purchase of a Scissors Electric Lift** - Curtis Beam explained this lift would be used for primarily changing lights. We currently move one lift between the North and South campuses. A new lift would cost approx. \$18,000. We are currently looking at a used lift with low mileage for \$4,000. The funds are currently in the maintenance budget.

PUBLIC PARTICIPATION

1. Linda Balmoose asked if the air quality tests taken at Resica were available. Scott Ihle stated the results came back fine to occupy the school. Three more tests will be taken to give complete peace of mind.

MOTIONS

1. Motion was made by Ronn Bradley to accept the bid from Bognet Construction for the South High School Library Window Replacement Project and move to the Finance Committee. Motion seconded by Bob Cooke and carried unanimously.
2. Motion was made by Bob Cook to accept the low bid from Northeast Site Contractors for the North campus paving repairs and move to the Finance Committee. Motion seconded by Wayne Rohner. Ronn Bradley is not in favor of this bid and feels the entire board should review the bid. Bob Cooke noted we need to move it to Finance Committee for discussion, they will move the bid to the board for further discussion. Motion unanimously carried.
3. Motion was made by Bob Cooke to engage D'Huy to provide a masonry investigation at JTL. Motion seconded by Ronn Bradley, unanimously carried.
4. Motion was made by Bob Cooke to proceed with the proposal to hire four seasonal employees. Motion seconded by Ronn Bradley, unanimously carried.
5. Motion was made by Bob Cooke to proceed with the alarm notification systems at JMH and HSN as submitted by TRANE, and move to the Finance Committee the payment of the TRANE service agreement for Resica. Motion seconded by Ronn Bradley, unanimously carried.
6. Motion was made by Ronn Bradley to accept the bid from Southern Corrosion Engineered Tank Care for the North campus and Resica water tower repairs and move to the Finance Committee. Motion seconded by Bob Cooke, unanimously carried.
7. Motion was made by Bob Cooke to recommend using Deglar-Whiting to inspect the bleachers at HSS and HSN at a cost of \$17,150. Motion was seconded by Ronn Bradley. Ronn Bradley asked

if Deglar-Whiting was the low quote. Scott Ihle stated he received three quotes. Modern Fold at \$52,000 and Turner Insulation at \$9,900. Scott Ihle stated he did not feel comfortable with Turner, since they were unable to needed information when asked. His recommendation is Deglar-Whiting. Ronn Bradley questioned the large difference between the quotes. Jeff Bader stated it is probably because Modernfold is a larger company that primarily handles movable walls and doors, where Deglar-Whiting is a company focused on servicing and installing this type of equipment. Motion unanimously carried.

8. Jeff Bader would encourage the committee to have D'Huy provide proposals for additional projects. It will be of no cost to the school, however it will provide more information on the scope of the work. Motion by Bob Cook to have D'Huy provide proposals for the HSN gym humidification, Resica-Bushkill Elementary Schools atrium leaks at the May 5 meeting. Motion seconded by Ronn Bradley, unanimously carried.
9. Wayne Rohner made a motion to adjourn the meeting at 6:58 p.m. Motion seconded by Bob Cook, unanimously carried.

Respectfully Submitted
Kelli Oney
Committee Secretary