

# EAST STROUDSBURG AREA SCHOOL DISTRICT

## PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES

June 2016

The chairperson, Wayne Rohner called the meeting to order at 5:35 p.m. and led the Pledge of Allegiance. Secretary, Kelli Oney called the roll. Those present were Bob Cooke, Wayne Rohner and Bob Gress.

A motion was made by Bob Gress to approve the minutes from the May 5, 2016 meeting along with the agenda for June 9, 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 Cooke. All approved.

ANNOUNCEMENTS - The next Property and Facilities meeting is scheduled for 5:30 p.m. Thursday, August 4, 2016 at the Carl T. Secor Administration Center.

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### ITEMS REQUIRING ACTION

#### 1. TRANE Proposals and Contracts -

- a. **Software Upgrades at Bushkill Elementary** - Scott Ihle quoted a price of \$1,687 to upgrade the existing FX controller to take care of software fixes. This will allow us to alarm extensions alerting personnel when the equipment would go down.
- b. **Alarming of Boilers, Coolers and Freezers** - Scott Ihle reported once the software is upgraded, Trane can then work with the IT department to set up emailing to personnel should the boilers, coolers and/or freezers go down when the school is unoccupied. This is the last school to be set-up. The cost is \$1,265.
- c. **Service Agreements** - Trane has provided proposals for service agreements at our 10 schools, and provided two options: three-years and five-years. Bob Gress asked if we received prices from any other companies, since the amount is over the bid threshold. Jeff Bader stated, not sure we would be able to obtain bids, since TRANE is typically a proprietary system. Bob Gress asked if any of these components will need to be replaced in the next 3-5 years. Sterling Colburn from TRANE stated none of the HVAC equipment has reached life expectancy. They all have 15-20 years left on them. Wayne Rohner asked how long have we been working with TRANE. Scott Ihle stated 25 years. He also said John Romansky, our maintenance employee, expressed that we have an excellent rapport with TRANE. Their technician, John Coledo is always willing to help, either by phone, remote computer access or site visits at a moment's notice. Wayne Rohner asked why the big jump in price in year two? Sterling Colburn said the chiller at JTL comes off warranty and at that time all the components district wide will be on the same schedule. Jeff Bader recommendation is if we do not see ourselves moving away from TRANE we should go with the five-year agreement. Bob Gress asked if all the upgrades over the next five years were included. Sterling Colburn said yes. Bob Gress feels comfortable with the five-year agreement if TRANE would be willing to perform the upgrades at Bushkill at no cost to the district.

#### 2. High School South Stadium -

- a. **Interior Repairs** - Ben Brenneman started out by saying thank you to the committee members for their support in the athletics program. Since we are unable to undergo a complete renovation, we looked at what we could do to improve the facility. We focused on cost effective, smart decisions to improve some of the areas in the stadium. Curtis Beam

developed a price list of upgrades to include lighting, ceiling tiles, bathrooms and concession stand. Our lighting fixtures are out of date. Parts are not available and repairs are hard to make. Bob Gress said a complete renovation would be too much, the stadium should be kept nice. Can upgrades be made without the building becoming ADA compliant? Lights we will save money on quickly, I have no problem replacing them and I realize some need to be replaced because of safety. Most of this work is ongoing maintenance. These upgrades are needed and it is not costing a lot of money. Scott Ihle stated these costs are just for materials not labor. Bob Cook said we have qualified employees that can do the job. Jeff Bader said this project needs to go out to bid. The total cost is over the bid threshold. Scott Ihle replied that this would triple the cost. Curtis Beam asked if the improvements could be broken down one at a time and paid for as individual maintenance repairs. Jeff Bader stated since this project was submitted as one proposal, we would not be able to break it apart. We will need to have specs drawn up, and hire an engineer. Bob Gress stated the kitchen area is not in good shape and these repairs are needed. Wayne Rohner said he would look into this further confirming we can't break the work apart and make the maintenance repairs ourselves. Sharon Laverdure asked if we could look at energy efficiency programs and perhaps get a grant to replace the lighting. Let's tie up loose ends and see how we can complete this project in a cost effective way.

- b. **Repair of Outside Stadium Fence** - Scott Ihle reported the entire front fence that runs along the railings is thinner than on our ramps and stairs. The fencing needs to be secured around the bleacher section first level and the top rail needs to be tightened. These are safety issues. We have received a price of \$2,900 from American Fence and would like to move forward with these repairs.
- c. **Rifle Range** - The backstop on the rifle range needs to be repaired. The bullets over the years have compromised the steel backstop. The bullets are now going into the steel. Eventually they will go completely through and could enter the weight room. Scott Ihle received three quotes. Wayne Rohner asked why the difference in price? Curtis Beam said Van Fleet was the lowest because they want to fill the holes with welding and were very reluctant to repair the backstop the way he asked. All the contractors were asked to cut out the compromised steel and replace it. Children are behind that steel and we need someone to repair it right. We also do not want a bullet ricocheting off the weld and hitting someone. Rim Rock was the next lowest price and gave a proposal based on removing the steel. Curtis feels comfortable with Rim Rock or Moeller. Bob Gress asked if we can go with a higher quote. We should have our solicitor look into this. Jeff Bader said he would contact our solicitor. However, since it is not a bid it should be ok. Ben Brenneman will close the range until the repairs are made. Scott noted proposals were received for lead abatement and removal. The third company was not interested because the project was too small. We would like to move forward with Alicon.

- 3. **High School South Aux. Gym Repair** - Scott Ihle reported traces of asbestos was found. Miller Flooring has contracted with Plymouth Company to remove and abatement of the gym floor at a cost of \$227,135. Three quotes were received for air monitoring during the abatement phase. EHS is the lowest. Quad 3 is currently working for us, they are very reliable and informative. Jeff Bader said since this is a professional service, we need to justify the not taking the lowest proposal. Plymouth recommended both EHS and Element Environmental Solutions. Jeff Bader stated it appears that each proposal is using different number of days, tests and unit values. EHS may not be the lowest. We need to take another look to make sure we are comparing the proposals apples to apples.

4. **Middle Smithfield** - Scott Ihle reported the School Board approved the RFP for mold abatement at Middle Smithfield in the attic area. We are waiting for the RFP to go out. We will also need to have the insulation removed and new installed. The proposals received so far are over \$20,000 and will need to go out to bid.
5. **Light Fixture Replacement at HSN/LIS** - Scott Ihle would like to have 63 existing metal Haliade ceiling light fixtures replaced with new LED fixtures in the Cafe'. Not only will they provide better lighting, but energy savings. We received a quote of \$19,196 from Friedman Electric, a co-star company. Our maintenance employees will install the new lights. Curtis Beam replaced a fixture in the Cafe, and if you look at the old light next to the new LED light you can see the difference. Wayne Rohner asked why can we do this lighting project in house, and not the Stadium. Jeff Bader said smaller projects can be done by our maintenance department. The stadium was submitted as one project, not individual projects. Wayne Rohner would like to see the school code and research this further.
6. **Scissor Lift** - Scott Ihle reported we have \$12,000 in our 15-16 budget to purchase a lift. We discussed last month that we found a used lift for \$4,000, however we were unable to inspect it since it was rented at the time. When the lift returned both Curtis Beam and I went to inspect it. We found the unit unsatisfactory. Curtis Beam visited United Rental in Wilkes-Barre and found a lift for \$7,000 in good condition. The lift has 206 hour on it. Our current lift has 700 hours. At this time we are seeking to purchase this lift. With the purchase of this lift we would be able to house one at the North Campus and one at the South Campus. Bob Gress would rather have us purchase a new one. Curtis Beam replied a new one is \$20 -30,000. United Rental is including new wheels, new drivetrain and new basket on top. Bob Gress asked Curtis if he felt comfortable getting in this used piece of equipment and extend it fully. Curtis Beam responded yes. Bob Cook was semi-comfortable with this purchase, considering the cost it makes the most sense.
7. **Certification of Payment** -
  - a. Jeff Bader, Bog Net is getting paid for reimbursements, drawing fees, and bond.
  - b. Garland/C&D - Jeff Bader explained the work was board approved and completed. We had a miscommunication with the contractor. The work was presented by C & D Waterproofing, however they were the sub-contractor. Garland was the contractor and billed out the work. So we now need to approve payment to Garland. Wayne Rohner wanted to make sure the work was complete. Scott Ihle said yes.

## **ITEMS OF DISCUSSION**

1. **Seasonal Employees** - Scott Ihle reported, we have moved forward with hiring four seasonal employees. Steve Flystra was assigned to painting projects, two students will be assigned to Daryle Miller as ground workers and one student will be assigned to Curtis Beam to help Fred Lesoine with masonry work. We received very few applications.
2. **Bleacher Inspections** - Scott Ihle reported Deglar Whiting inspected the main gym bleachers at both High Schools prior to graduations. They will return to inspect the rest of the equipment. We are awaiting them to inspect the mat mover. Curtis Beam said it has a tear in the straps. The mats were taken down until they can be inspected and repaired. Wayne Rohner asked if we will get certificates of inspection. Scott Ihle said we will get a report of certification not a "Certificate."

## **PUBLIC PARTICIPATION**

1. Gary Summers asked about the plan for Safety district wide. Are we developing a plan, if so, how long will it take and who will be working on it? He also understood that Property and Facilities Committee members are roaming in schools. Wayne Rohner said he and Ronn Bradley will continue to visit schools and chief of police. Gary Summers stated he is concerned that we do not have individuals roaming the schools on their own. This type of visits should be done as a committee, via a work plan stating who will be attending. Wayne Rohner said he did not tour the school alone, he had security escort him. When he was at JTL none of the three principals were able. Property and Facilities meets in August and Safety and Security is to be on the agenda. It is understood Chief is looking at Risk Assessment. Gary Summers stated we should not move ahead with any single project until a district-wide plan is presented by Chief Mill and the Board has a chance to review it. Chief should be the only one visiting the schools regarding risk assessment. Wayne Rohner said he does have an interest in seeing the buildings and will continue to do so. He wants to see the school without advance notice to get a better perception of safety and security. Gary Summers stated Wayne should contact the principal and make an appointment before entering any school. Bob Gress agreed that principals should be contacted ahead of time. Sharon Laverdure agreed as well and stated if you are entering the school you need to make arrangements first with the principal first.
2. Judy Summers asked what kind of warranty do we get with Miller Flooring. Sharon quoted last month's minutes to say the floor would last at least 50 years. Scott Ihle said he would look into the answer and provide it at a future board meeting.
3. Trane agreed to include the upgrades to Bushkill with signed five-year service agreements.

MOTIONS - Bob Gress made the following motions, seconded by Bob Cook and approved by all.

1. Motion to move forward with TRANE's proposal for the software and alarming upgrades along with accepting the five-year service agreement. Bob Gress would like to see if the costs for the upgrades and alarming of Bushkill Elementary be included. Sterling Colburn confirmed the fees would be waived for the upgrades and alarming.
2. Motion to move forward with HSS stadium fence repair for \$2,900. Upgrades to the interior of the stadium will be researched further.
3. Motion to move forward and award Rim Rock fabrications to repair the HSS rifle range. Work is subject to solicitor approval for not accepting the lowest proposal on concerns over the vendor.
4. Motion to move forward and accept proposal from Miller Flooring for the HSS Aux. Gym Floor.
5. Motion to award EHS environmental air testing at HSS Aux. Gym Floor project, subject to verification of pricing.
6. Motion to move forward starting the RFP process for Attic Insulation at Middle Smithfield Attic.
7. Motion to replace light fixtures at HSN and Lehman Cafe.
8. Motion to move forward the purchase the scissor lift from United Rental at a cost of \$7,000.
9. Motion to pay Bog Net and change the vendor from C&D Waterproofing to Garland and pay for the services rendered.
10. Sterling Colburn stated, Trane agreed to include the upgrades to Bushkill with signed five-year service agreements.
11. Meeting adjourned at 6:54 p.m.

Respectfully Submitted  
Kelli Oney  
Committee Secretary