

EAST STROUDSBURG AREA SCHOOL DISTRICT

PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES

AUGUST 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 Ronn Bradley, Bob Cooke, Wayne Rohner and Bob Gress.

A motion was made by Bob Gress to approve the minutes from the June 9, 2016 meeting along with the agenda for August 4, 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, September 1, 2016 at the Carl T. Secor Administration Center.

ITEMS REQUIRING ACTION

1. CSI

- a. **SERVICE SUPPORT AGREEMENT** - Scott Ihle quoted a price of \$ 55,980 for a one year service support agreement with CSI. Ronn Bradley wants to know if CSI is responsible for maintaining our camera system? Many of our cameras have been out for four years. Jeff Bader stated this covers items such as fire alarms, intercoms, CCTB, access control, intrusion, and upgrades to the existing FX controller to take care of software fixes. The comprehensive end covers panels, wiring smoke heads, and bi-yearly inspections. We also receive a \$10 per hour discount on all labor with the contract. Bob Gress asked if we currently have a contract? Jeff Bader responded no. Wayne asked if we have any current issues. Jeff Bader said none that we are aware of. Scott Ihle said the inspections just took place and no repair tickets were issued. Wayne Rohner would like a full 30 days to review contracts. Jeff Bader said this should have been available in advance and feels we can hold off making a decision until September. Bob Gress thinks we should wait and research other companies. Bob Cook appreciates our discussion and would like to know why Eric Forsyth is in charge. This is not an Administrative Service. Scott is presenting this he should oversee the project. Eric is not even here. Dr. Riker will look into this.

- b. **FIRE ALARM PANEL PROTECTION PROPOSAL for JTL and Bushkill** - Wayne Rohner asked Scott Ihle if he compared the two proposals. Scott Ihle said yes. Bob Gress is concerned that we are having work done throughout the district and do we have a plan for like work to be done at the same time. Jeff Bader stated this is part of the Five Year Capital Project. Other than Bushkill all of our buildings currently use Notifier Systems. He further explained when a fire alarm is activated, it singles out the area and sends a notifications. The system also sends out monthly testing. Bob Gress asked when this work would be done? Alarm testing would be disruptive during school hours. Jeff Bader said we have used CSI to replace the HSN panel and we had no issues with installation. Jeff Bader also said he contacted several vendors and had them tour the sites independently. Both CSI and Vector Security spected out the same panel with similar quotes. Bob Gress would like to see a discount on the CSI support agreement if we use them for this project. Jeff Bader stated CSI lowered their quote when they realized other companies were bidding against them.

2. **RESICA ELEMENTARY ATRIUM ROOF** - Scott Ihle stated C& D WaterProofing will repair the roof leak at a cost not to exceed \$5,000. We need to get this project done ASAP so we can start mold abatement.
3. **RFP - SNOW REMOVAL 16-17 SEASON** - Scott Ihle asked permission to go out to bid.
4. **CERTIFICATE OF PAYMENT** for Bognet, HSS library repairs. Jeff Bader reported this project is completed as of this week. We are waiting for D'Huy to review the punch list. Wayne Rohner asked if the Borough of East Stroudsburg has been inspecting this project. Scott Ihle will check to make sure they have.

ITEMS OF DISCUSSION

1. NORTH CAMPUS

- a. **PAVING PROJECT** - Scott reviewed the change order and explained Northeast Site Contractors will be removing existing soil and replacing with modified stone and PVC drainage. The water underground was not foreseen at the start of this project. Wayne Rohner confirmed the area is noted for poor draining soil due to a high water table. He also asked to see the original contract and plans. Bob Gress asked if we are cutting our curb size back, should we not be receiving a credit. Jeff Bader thinks they had adjusted the cost to include that, but he would double check. Bob Gressed also asked if we cut the curb size down, will it hold up. Wayne Rohner stated if it does not, than the contractor and/or the engineer would be held accountable. Jeff Bader agreed. Wane Rohner would like to make sure if we have an engineer that his stamp is on the plan. Wayne Rohner asked for the original specs and plans so he can compare them to the change order.
- b. **LEHMAN SCOREBOARD** - Scott Ihle reported a new scoreboard was installed to replace the one that was damaged by wind.

2. HIGH SCHOOL SOUTH

- a. **TRACK RESURFACING** - Scott Ihle reported this project is complete. Wayne Rohner asked Scott Ihle if the work was done to his satisfaction. Scott Ihle said yes.
 - b. **RIFLE RANGE** - Scott Ihle reported Rim Rock has completed repairing the five plates of steel on the back stop. Two final steps will be handled by the grounds employees, painting, and installing new sand.
 - c. **OLD MAIN Gymnasium FLOOR** - Scott Ihle reported the gymnasium is currently under construction. They started tearing up the floor on Monday, August 1. Miller Flooring should start installing the new floor around August 20 and be finished by the second week of September.
3. **WATER TOWERS** - Scott Ihle reported the tower project is complete except for the mixers in each tank. Installation is set for August 23.
 4. **IAQ TESTING RESULTS** - Scott Ihle reported air quality testing at Middle Smithfield, Bushkill, and Resica came back favorable.
 5. **JTL FENCE REPAIR** - Scott Ihle reported he has been working with Daryle Miller on this project. We received proposals from three contractors (The Service Team, Lehigh Valley Fence - Bob Fence.) American Fence was the lowest, however their was a \$12,000 difference between them and the next proposal. Because of this difference, we will investigate this more and report back in September.

6. **RECYCLING UPDATE** - Bob Cooke stated that he asked for an update on how we are doing as a district with our recycling. Waste Management provided us with a report. Bob Gress feels we should be doing better and would like Waste Management to perform an audit of our garbage. They can provide us with data telling us what we are throwing away that could be recycled. Scott Ihle said we can look into this.

7. **SAFETY AND SECURITY** - Ronn Bradley reported that the committee is looking at upgrades and updates to our schools and administration building so we feel safe and comfortable. We are looking into this with Chief Mill and outside sources to bring us to a safer and more secure atmosphere. Our agenda is to make sure our children, administration, and staff feel safe. Ronn Bradley gave a brief background on his expertise in this matter. Chief Mill reported that he is performing a comprehensive study on each building within our district. This assessment includes immediate needs and secondary needs. Some buildings are in great shape and need simple adjustments. Dr. Riker will be updated as each building is completed. Dr. Riker added that the reports he has seen so far are thorough and expressed an urgency in keeping this information confidential. We will continue to work in silence, until an actual product is developed. The last thing we want to do is make the district vulnerable.

PUBLIC PARTICIPATION

1. Lisa Van Why felt it is very important for the engineer to sign off. She noted this is a civil engineer project and we need to protect ourselves in the future if something was not designed correctly.

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

1. Motion to postpone a decision on the CSI agreement until the September meeting.
2. Motion to accept the proposal from C&D proposal for Rescia Elementary Roof Repair at a cost not to exceed \$5,000 and send to the Finance Committee for approval.
3. Motion to move forward with RFP Snow Removal for the 16-17 year with an additional two-year option for renewal.
4. Motion to move to Finance to pay Bay Bognet for work completed.
5. Motion to approve the change order for the HSN paving project, once clarification is received on curb reduction and the engineer signs off on the site plan.
- 6.

Meeting adjourned at 7:03 p.m.

Respectfully Submitted
Kelli Oney
Committee Secretary