

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES
MARCH 2017**

Ron Bradley called the meeting to order at 5:30p.m. and led the Pledge of Allegiance.
Committee members present: Ronn Bradley and Bob Cooke

School personnel present: Michelle Arnold, Jeff Bader, Curtis Beam, Scott Ihle, William Riker

A motion was made to approve the minutes from the February 2017 meeting along with the agenda for March 6, 2017 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, all approved.

ANNOUNCEMENTS BY THE COMMITTEE: The next Property and Facilities meeting is scheduled for April 6, 2017.

I. ITEMS REQUIRING ACTION

A. HIGH SCHOOL SOUTH SWIMMING POOL BOILER-Paul Taylor-Super Heat, Inc-Replace Heat-Discussion

Mr. Scott Ihle stated that at the last Property and Facilities meeting there was discussion on whether to replace the heat exchanger in the boiler at the High School South swimming pool or to replace the entire boiler. He invited Mr. Paul Taylor from Super Heat to come speak and explain why he recommended simply replacing the heat exchanger rather than purchasing a brand new boiler. Mr. Taylor stated that replacing the entire boiler would not be of much benefit considering that the heat exchanger is the primary component of the unit and that the cost comparison of purchasing a new heat exchanger versus replacing the entire boiler would significantly increase the cost, however the efficiency rating would be the same. We would not be gaining anything and that is why I recommend replacing the heat exchanger which is in the current boiler as opposed to purchasing an entire new boiler. Mr. Bradley then asked how old was the boiler. Mr. Ihle replied that it is from 2003. Mr. Bradley then asked what was the longevity on this current boiler. Mr. Taylor stated that if we were to replace the current heat exchanger with a new one, we could get about another fifteen to twenty years of use out of the current boiler. Mr. Ihle then stated that if they did nothing the boiler could stop working today or a year from now. There would be no way of predicting when. Mr. Taylor also stated that with the current boiler, with the exception of the heat exchanger, the rest of the components are not very expensive. It would be cost efficient to replace the

heat exchanger itself, which could run for twenty years. Should other parts go bad, you have access to other similar boilers that you could switch parts out of. If you were to replace the boiler entirely it may not be as user friendly in that aspect. Mr. Bradley then stated that he would recommend going with Mr. Taylor's recommendation based off his experience. Mr. Ihle then stated that he did not have the necessary three quotes to move forward with the motion as HT Lyons would only quote for replacement of the entire boiler and not just the heat exchanger. At that time Mr. Jeff Bader stated that if we cannot get three price quotes then we can ask the company to write a letter stating that they declined to give a quote. Mr. Bradley asked is a declined quote considered a quote. Mr. Bader replied that he believed so as long as there are no other companies available to give quotes. A letter from HT Lyons stating that they declined to quote would suffice as a third quote.

B. GYM FLOOR MAINTENANCE

Mr. Scott Ihle stated that Mastercraft Flooring submitted proposals for work on the gym floors of J.T.Lambert, High School North and South as well as Lehman Intermediate. He also stated that they were CoStars affiliated so additional quotes from other companies would not be necessary. The recommendations by Mastercraft for Lehman Intermediate and J.T.Lambert would consist of full sanding and refinishing of basketball courts which consists of removing and repainting graphics as well as lines. The recommendation for High Schools North and South would consist of solely screening and recoating the floors. Mr. Cooke then stated that why was it that the High School North floors seem to constantly have work done to them. He asked weren't the floors just painted. Mr. Ihle replied the High School flooring recommendations are simply for a screen and recoat. They would not sand the floor and have no effect on the existing life of the wood floor nor affect the painted lines and graphics. In the past, there has been a lack of maintenance being performed on the floors and we are trying to get a program in place for the maintenance of the floors. Mr. Bradley then asked how often are the floors to be maintained. Mr. Ihle replied my recommendation throughout the district would be to screen and recoat the floors every other year, with the exception of J. M. Hill Elementary, the floors have not been maintained in years. Mr. Bradley then asked do we have any idea as to why they have not been maintained. Mr. Cooke replied that he does not know why.

C. ADMINISTRATION CENTER EXTERIOR SIGNAGE-Deb Stone

Interiors-Replacement of Two Double Sided Damaged Signs \$1,1510.00

Mr. Ihle stated that in the parking lots of the administration building there are two exterior signs made of the same material and of the same proportions that need to be replaced. The first being located at the corner of Vine and N. Courtland Streets. The sign itself was not bad shape, although it is dulling and aging. The concern was that the arrow directing visitors to visitor parking was facing straight up as opposed to facing to the left to bring visitors down to the parking lot on Vine Street. It is a misdirection of the signage

and needs to be corrected. The second sign is located as you are entering the parking lot itself. It is bowed out of the frame and the material is not something that can be pushed back on. The sign itself is very weathered and cannot be fixed in-house. The other concern is that visitors unfamiliar with the administration building may not be aware if they are at the right location, therefore it is proposed to put the address of the administration building on the sign to make it more user friendly. Mr. Bradley asked if the current signs were made of wood. Mr. Ihle replied they were made of fiberglass and would be replaced with fiberglass or metal. Mr. Cooke stated that there are other signs around the campus that are out of sync with most of the signs. If we are replacing exterior signage these should be replaced as well, in particular one sign by the stadium that was made of wood and did not look professional. Mr. Ihle then asked, if by the same would he want them to match the look of two signs being discussed that are being replaced, Mr. Cooke stated yes.

D. J.M.HILL REMOVAL OF SUGAR MAPLE TREE-Singers Tree Service \$850.00

Mr. Ihle stated at J.M.Hill there are four or five sugar maple trees and one in particular needs to be cut down. The one being recommended to be removed he took a photo of and highlighted to show that most of the branches are broken off and are losing bark. This tree is not in good shape and it is the recommendation of Singers Tree Service that the tree be removed as it is not salvageable. If you were to cut just the branches you would have to cut so many that essentially you would be left with a stump. These trees are off the street and are hanging over onto the sidewalk, grass area and parking lot. Mr. Bradley then asked are there children walking under this tree to which Michelle Arnold, J.M.Hill Principal, replied yes there are, in fact every time there is a storm branches fall down into the parking lot. Mr. Ihle then asked if Mrs. Arnold would agree with the recommendation to cut down the tree, Mrs. Arnold said yes she agrees. Mr. Bradley then asked if there were other trees that needed to be cut to which Mr. Ihle replied not that he is aware of. The other trees were not dying and that they simply needed to have their branches trimmed. Mr. Cooke asked if the stump of the tree being cut down would be removed as well since there are children that run around that area. Mr. Ihle replied yes.

E. CERTIFICATE FOR PAYMENT-D'HUY Engineering J.T. Lambert Design and Bidding for Masonry Repairs \$16,000.00

Mr. Ihle stated that the certificate for payment invoice of \$16,000.00 was for the J.T. Lambert design and bidding for masonry repairs. Mr. Bradley then asked if the Natatorium was safe at this point since he knew this was a priority. Mr. Ihle then stated that the natatorium was a priority and included in the cost of this project. At the moment, however, he could not answer the question of safety but felt that it would not be a safety issue prior to repairing it during the summertime timeline. Mr. Bradley then asked if they were looking to repair as soon as school lets out in June. Mr. Ihle responded that they were looking to start this project in the summer but first they would have to put it out to

bid. Bids will be received and reviewed on April 4th, 2017. Mr. Bradley asked if there were any questions. Mr. Cooke stated no.

F. J.M. HILL NEW PLAYGROUND-Michelle Arnold

Mrs. Arnold stated that, about this time last year she approached the committee to secure a promise to fund the replacement of the J.M. Hill playground. The existing one is over twenty years old and not in wonderful shape. I have looked at many different companies and this company offered the least expensive playground. Today they gave me a quoted price of \$29,959.00 until March 24, 2017. With installation, it will fit into the current footprint that we currently have and hold a capacity of 35-40 children. I originally wanted to have a playground with a capacity of 65-70 children. Unfortunately, that is out of our price range. The installation takes about three to five days but first we need to have the existing material, footing and playground removed. Mr. Bader asked whether this vendor is Costars or if not. Based on this amount, this item has to go out to bid. Mrs. Arnold then replied that she did not have that answer. She also stated that she had met with the borough in hopes of sharing the cost of this project but they politely declined. Mr. Bader asked if Ms. Arnold had the funds for this project or was she asking the board to fund it. Mrs. Arnold then replied that the Board gave her a preliminary budget of thirty thousand dollars, and she cannot ask the PTA to hold any more fundraisers for this as all the monies raised currently go towards field trips and supplies for the children. The borough, it seemed, would not offer funding since they were disappointed that the playground would not be open to the public at all times especially during school hours. Mrs. Arnold also stated that prior to installation the site would need to be cleaned and the existing playground, which is probably concreted in, be removed. Mr. Bader stated that from a liability standpoint, this should be done either in house or contracted out as opposed to asking for volunteers. Mr. Cooke stated if we are going to contract this out, then it needs to be added to the cost. Mr. Bradley asked if anyone knew how much it would cost to remove the old playground. Mr. Ihle replied that he did not have an answer. Mr. Bradley stated that at this time we do not know if this company is CoStars affiliated or what the cost of removing the old playground would be. There are too many variables here that are not being answered. Mr. Bader asked if the committee would be comfortable with moving this to the Finance Committee contingent upon them getting all the information regarding costs and Costars affiliation. Mr. Cooke replied that he would be comfortable with that as long as the information was provided to the Finance Committee as he trusted their judgement.

II. ITEMS OF DISCUSSION/UPDATES

A. J.T. LAMBERT-Stair Tower Masonry Columns, options 1 and 2 (Attachment VII-A)

Mr. Ihle stated that D'Huy Engineering submitted two different options for the J.T. Lambert Intermediate School stair tower masonry columns. There are three of them and

the cast stone is deteriorating, which would be fixed in this current project. What D'Huy is proposing to the Board is which option would the Board want to go with, either option 1 or 2. Option 1 would keep the current layout of the towers with the opening in the middle. According to D'Huy option 1 would have a slightly higher potential for water to enter due to the opening in the middle whereas option 2 would be to go straight across. Mr. Bradley then stated I'm more inclined to go with option 2 since it seems to be more foundationally secure and option 1 presents the current structure we are having an issue with. Mr. Cooke stated that he would go with option 2, as well, since it seemed to have a stronger and cleaner appearance.

B. H.S.S. STADIUM REPAIR/UPGRADES-GAK Construction Overview and Ballpark Numbers

Mr. Ihle stated that approximately two months ago GAK Construction was asked to come back with pricing for renovations at the High School South stadium. At this time according to GAK, the prices they have come back with are simply "ballpark" figures. However, to replace the concession stand with a new stand alone including foundation, is estimated to cost about \$80,000. This price, however, does not include upgrades for electric, plumbing or gas lines. To replace equipment would require an additional \$20,000.00. He also stated that GAK came back with two different options for the replacement of the stadium hallway ceiling. The first being to install a new ceiling over the existing hallway drop ceiling which currently has bad insulation. This would have a cost of \$30,000.00. If we were to instead replace the entire ceiling, it would raise the cost to \$45,000.00. It is my recommendation to simply install a new ceiling underneath the existing one which would be less expensive and keep the existing ceiling in place would and act as additional insulation. Mr. Ihle also stated that it should be noted these quotes from GAK are strictly "ballpark" as they are not inclusive of items such as paintings, HVAC, faucets, exit signs, door grates is also proposed. Repairing of the men's and women's restrooms is also proposed. GAK gave us a figure of \$7,000.00 to fix the men's restroom and \$10,000.00 to repair the women's. This includes replacement of lights, plywood ceilings and partition stalls. Mr. Ihle stated according to Athletic Director, Ben Brenneman, in regards to the ceilings, they are low and at times individuals are reaching up and punching holes in them. Mr. Bradley asked why was there a price difference between the men's and women's restrooms for the same work. Mr. Bader replied that there were more stalls to replace in the women's restroom. Mr. Cooke asked where was the funding for this project coming from and with this amount of money, wouldn't we have to put this out to bid. Mr. Bader replied that this would have to come out of Capital Funds Project although at the moment it was not apart of the capital five-year plan. They would have to put these projects out to bid as well with the first two projects having to go to bid as prevailing wage jobs. Mr. Bradley stated that we are already at \$80,000.00 and do not have any set or firm numbers. Mr. Bader stated that the idea was to give you a

“ballpark” figure so that the committee could decide if they want to move forward with a project like this. Mr. Cooke stated that he has a hard time working with “ballpark” figures and there was a long way to go before we move forward. When we first started talking about this project, we were at \$23,000.00. Mr. Bader replied that the original quote was with some work being done in-house. If this project were to go out to bid it would all be contracted work and not done in-house.

C. 5 YEAR CAPITAL PLAN UPDATE-Jeff Bader

Mr. Bader stated that he had updated projects which were completed in 2015-2016 and looked at projects as were currently scheduled going forward. He also stated that he did add in the refinishing of the gyms floors and replacement of the pool boiler heat exchanger. If the committee decides to go forward with these two projects, there was money already accounted for them. As you can see, in terms of what has already been committed and what we have funding for, we are about half a million dollars short for what was currently in the five-year plan versus what has been added along the way over the last couple of years. What is not in there is \$30,000.00 for the J.M.Hill playground, if we choose to move forward with that. There is also nothing in the plan for the H.S.S. stadium repairs. As we look at capital needs, we will need to decide if we are going to try and raise funds or cut some projects out. Mr. Cooke stated that he was not ready to move on with the stadium repairs as the figures were too far up in the air. I cannot figure out how to adjust capital projects when I don’t know what the definitive numbers are. Mr. Bradley stated that there are too many variables at this point. We have no idea what we are looking at in terms of cost.

III. MOTIONS

1. Motion to move forward with Super Heat pool boiler heat exchanger replacement-approved.
2. Motion to remove the sugar maple tree and grinding the stump at J.M.Hill-approved.
3. Motion to approve Certificate for Payment for D’Huy-approved.
4. Motion to unify all exterior signage-approved.
5. Motion to pick option 2 for the J.T. Lambert Masonry Columns-approved.
6. Approval of new playground at J.M.Hill-postponed until it can be determined if vendor is Costars affiliated.
7. Requested definitive concession stand and other stadium repair pricing before moving forward.

IV. ADJOURNMENT-Meeting adjourned at 7:15 p.m.

Respectfully Submitted,
Rebecca Lopez
Committee Secretary