

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES
August 3, 2017**

Wayne Rohner called the meeting to order at 5:30pm. and led the Pledge of Allegiance.
Committee Members Present: Bob Cooke, Wayne Rohner

School Personnel Present: Jeff Bader, Curtis Beam, Scott Ihle, William Riker

A motion was made to approve the minutes from the July 2017 meeting along with the agenda for August 3, 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 September 7, 2017.

I. ITEMS REQUIRING ACTION:

A. D'HUY ENGINEERING- J.T. LAMBERT MASONRY CONSTRUCTION SERVICES-Invoice \$15,555.20

Mr. Rohner asked are we getting copies of surveys? Josh Grice from D'Huy Engineering stated he can give one document and that he will report workforce, weather conditions and hundreds of photos in one final binder. Mr. Rohner stated if you are meeting once a week then submit this information to Scott.

B. ASPEN PEST CONTROL-Two Year Service Agreement 2017/2018 & 2018/2019 \$13,704.00

Mr. Ihle stated you will note on this attachment it states this contract is for two calendar years and the price is per year as noted in paragraph two. The prices are guaranteed until 2019. Mr. Ihle asked if we want to enter the two year contract agreement. Mr. Rohner asked what have we done in the past? Mr. Ihle stated he is unsure of what we did in the past regarding the length of the contract, however Aspen Pest has worked with the District for over fifteen years and we are satisfied with their performance and response time. In my previous experiences with pest control contracts, this is adequate pricing.

C. OTIS ELEVATOR- District Wide Elevators 2017/2018 Service Agreement Total \$50,326.82

Mr. Ihle stated I received an invoice on June 10 from Otis Elevator. I did contact them about the verbiage regarding the details of the contract, including use of the term "bunnell", which we no longer have. I questioned why we have two different contracts with one stating bunnell as well as all other buildings and a separate one for Smithfield Elementary. They did inform me they could not combine the buildings as it is two separate contracts. I also asked them to explain the contracts and they stated they provide inspections, oil and grease components, provide state and federal inspections as well as service motors. What I am asking the committee is do we want to go forward with the contract or should I go back and ask for more information. I will say their service and response time is good, as well as their mechanics promptness. Mr. Rohner asked is this for the South High School when they refer to bunnell. Mr. Ihle stated the bunnell refers to all of the schools with the exception of Smithfield Elementary, which is why I asked for a change in the wording of the contract. Mr. Bader stated this looks like an extension of the contract we already have with Otis. This looks like an invoice under an existing contract. We need the original documents. Mr. Ihle stated I did ask Otis for the original contract but as of now they have not gotten back to me. Mr. Rohner asked is there an urgency to move this forward. Mr. Ihle replied I would say no due to the fact that this document states the contract expired in June but they are continuing to service our elevators. Mr. Rohner asked have we ever had any problems with them. Mr. Ihle replied since I have been here no. Mr. Beam stated any time I have had an issue with the elevators they have been here the very next day to take care of it. Mr. Rohner stated if this is just a continuation of the contract we already have with them I don't see why we can't move this forward and if there is an issue it can be brought up during next month's school board meeting.

D. JONES MASONRY RESTORATION-J.T.L. Masonry Project- Certificate for Payment \$476,341.20

Mr. Ihle stated this is the second invoice for payment from Jones Masonry for the J.T.L. masonry project. They are moving along at J.T.L., on Thursday there was an electrical issue that was rectified. Windgap electric came out and temporarily relocated the transfer switch and conduit. On Friday UGI will come out and disconnect the gas allowing Jones to work on the wall. Mr. Ihle stated there are eight by eight blocks that are being

replaced in J.T.L that are not a perfect color match to the existing brickwork, therefore D'Huy is sending a vendor to come and take samples to create a tint that would match. Also on the site walls we currently have nine light fixtures near the walkway. During the construction meeting it was asked if we want to replace these antiquated lights with LED lights. We agreed and the cost of the fixtures are \$1,078. Jones has also completed all of the double hung windows lenth work. To date there has been no township inspection, however, I have spoken with the project manager and he informed me that he is taking photos and conducting inspections himself. Mr. Rohner stated so if he is documenting the project and giving the approval to move forward then in the future if there are any issues we know who to go to. Mr. Grice stated that was the intention of having a full time inspector. Mr. Rohner stated once we get the township permit please make sure they give you a full list of the inspections they want. Mr. Cooke asked did the issue with Windgap Electric hold us up at all. Mr. Grice stated that while it did impact work, they were still able to complete other parts of the construction while waiting to resolve the issue.

II. ITEMS FOR DISCUSSION

A. H.S.S. EXTERIOR DIRECTIONAL SIGNS

Mr. Ihle stated the signs are in place and look good. They were installed on Thursday and they are all matching.

B. MASONRY PROJECT UPDATE

Mr. Ihle stated we just discussed this so we can move forward.

C. J.T. LAMBERT-Floor Covering

Mr. Ihle stated Curtis and I took a tour of all the floors, offices and classrooms at J.T. Lambert. We noticed how bad the carpet was on those floors. They are stained beyond what any carpet cleaning would be able to accomplish. There are also ripples and tears. There is about forty thousand square feet of carpet that would need to be replaced. My recommendation is replacing the carpet with VCT. This would alleviate any problems if there were and future water leaks. Also in the past when shampooing the carpets you would have to worry about mold, this would allow for a much easier clean up, reducing the potential for must and mold. Mr. Rohner stated carpet is cheaper than VCT. Mr. Ihle replied it may be but in the long run VCT will be easier to maintain and have a longevity that carpet does not. We would be able to replace a single tile if

needed and not worry about carpet staining as well as wear and tear. Mr. Cooke stated during summer clean up have we come across areas that have rips and tears in them. Mr. Ihle stated yes and the ripples may not be able to be restretched due to the age of the carpet. Mr. Bader stated perhaps we should get a price for both carpet and VCT so we can get a better understanding of the magnitude of this project. Mr. Cooke stated back in 2011 we had flood there and replaced a good deal of carpet. How much of that held up? I know nothing lasts forever but can we get two more years out of this carpet. Mr. Beam stated the flood was actually in 2009. Mr. Ihle stated the new carpet we replaced is not included in the scope of this project. We inspected each floor to determine which areas were still in good condition. Mr. Bader stated perhaps this is a project that could be phased over time. Mr. Ihle stated if the Committee would like we can come back with prices for VCT and carpet.

D. 5 YEAR CAPITAL PLAN

Mr. Bader stated this is an update of the capital projects over the last two years as well as the current year. We updated the plan for the J.T.L. Masonry project and now that we have all the bids in those numbers have been adjusted. Overall there has been a reduction of over \$400,000 that is now freed up for other projects, however, we still have committed to more projects than we have money for, leaving us in need of over \$600,000. What I am asking the Board, is do we want to allocate additional resources moving out of our fund balance or borrow. We need to begin looking at projects scheduled for next year and determine what projects are a high priority. Dr. Riker stated clearly this is a three year project. What I believe we are saying is we are looking for a specific number to allocate to projects. Mr. Bader stated every year we try to allocate the same amount of money over the course of five years for the five year plan. Dr. Riker stated that averages out to around two million dollars per year, so it may be beneficial for the Finance Committee to hear from us. Would we want to allocate two million every year to the capital plan and how are we are going to fund those last four years of the plan may be a better direction for the Finance Committee to take. Mr. Cooke stated I do not know where we stand as a Board but perhaps we should try and recoup some of losses from shoddy construction work before we begin to spend any more money. Dr. Riker stated my response is when you look at assets in the District compare it to maintaining a home. Recouping any funds from shoddy work may take a long time in the meantime there is

maintenance within the district that needs to be done regardless of any other outcomes. What is the amount of money that would be a fair percentage to put into your home for annual maintenance. I would ask the same question when it comes to the district. The idea is for the Board to commit to reinvesting money and maintain the quality of the District over a five year time span and unfortunately some of that maintenance may be reconstruction, through no fault of our own. Mr. Rohner asked what is our deadline to decide. Mr. Cooke asked should the Finance and Property & Facilities committees get together and discuss this. Mr. Bader stated we can put this as a topic on our workshop.

E. PROPANE FUELING STATIONS UPDATE

Mr. Bader stated both propane fueling stations have been installed. They will be filled up this week if they are not already, everything tested out well. Forty-two out of fifty-two buses will be running on propane. Mr. Rohner asked did we get certification. Mr. Bader stated we will get a letter from each station. Dr. Riker stated the Transportation Directors had over one hundred emergency crew members doing a retraining on emergency response and I believe he is having a class with the drivers. Mr. Rohner asked how many buses do we have in total? Mr. Bader stated we have one-hundred-ten. This year fifty two buses will be converted to propane and our hope is for the rest to be converted next year.

III. PUBLIC PARTICIPATION

Mr. Cooke stated at J.M.Hill the marquis is rotting away. Mr. Ihle stated that this is due to birds and squirrels attempting to nest and hide food. Mr. Beam stated I spoke with Jones Construction and they will be giving us a price for this repair. Mr. Rohner stated I thought we had a mason on our crew. Mr. Beam replied this is not masonry. It is a different kind of material.

Mr. Cooke asked what is going on with the equipment for sale? Mr. Ihle stated our bid opening is Monday. Those items will go to the highest bidder and what does not sell will be disposed of.

Dr. Riker stated we are encountering an issue with our use of facilities policy. Currently the policy does not have any limit on usage so technically one organization could have a monopoly on a facility for an entire year. Do we want to impose any limits? Mr. Rohner asked has there been an issue? Dr. Riker stated it is currently not an issue but would we want one

organization to have a monopoly on our facilities. Also moving forward we need to determine if we want the community to have use of our playgrounds and tracks and if we open it to the public at what point should they be open until, what signage should we have. People have asked that question and on the one hand of course it is for our students but at the same time we have to protect against vandalism and destruction. Mr. Rohner stated it is public property the law conveys it should be used for the public. My thought is it should be used by the public. There are cameras there and anyone who vandalizes it should be held accountable. Dr. Riker stated I think we need to decide the times it would be open to the public. Mr. Rohner stated it should close at dusk. Mr. Ihle stated that in the recent past we have encountered teenagers riding their bikes on the football field and that may be something we encounter again. Dr. Riker stated I understand your position about making the facilities open to the public but with that comes the risk of high cost repairs, as long as we understand that. Mr. Rohner stated have we encountered that? Dr. Riker stated we have not had the facilities open to the degree you are stating. Mr. Bader stated maybe you are thinking the playgrounds are less of a risk then say the track or football field. We may have to look at different levels here, for instance making the playgrounds open but not the track and field, rather than an all or nothing issue.

IV. MOTIONS

1. Motion was approved to move to the Finance Committee payment to D'Huy Engineering for J.T.Lambert masonry construction services in the amount of \$15,555.20
2. Motion was approved to move to the Finance Committee payment for Aspen Pest Control two-year service agreement in the amount of \$13,704.00
3. Motion was approved to move to the Finance Committee payment to Otis Elevator 2017/2018 service agreement in the amount of \$50,326.82.
4. Motion was approved to move to the Finance Committee payment to Jones Masonry Restoration for the J.T.L Masonry Project in the amount of \$416,341.20

V. ADJOURNMENT: Meeting adjourned at 7:07pm

Respectfully Submitted,
Rebecca Lopez
Committee Secretary