

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING**

**July 11, 2017**

**Carl T. Secor Administration Building – Board Conference Room**

**5:30 P.M.**

**Minutes**

- I. The Chairman, Robert Gress, called the Finance Committee meeting to order at 5:30 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.
- II. Board Committee members present were: Robert Gress, Gary Summers and Lisa VanWhy. Ronald Bradley was absent.

School Personnel Present: Jeff Bader, Brian Borosh, Larry Dymond, Jerry Hughes and Patricia Rosado.

**III. APPROVAL OF AGENDA AND MINUTES**

Motion was made by Lisa VanWhy to approve the agenda for July 11, 2017, and with members of the Committee reserving the right to add to the agenda and take further action in the best interest of the District. Motion was seconded by Gary Summers and carried unanimously, 3-0.

Motion was made by Gary Summers to approve the minutes of the June 19, 2017, meeting. Motion was seconded by Lisa VanWhy and carried unanimously, 3-0.

**IV. ITEMS FOR DISCUSSION:**

- a. PlanCon K 2017 Series AA Bonds  
Mr. Bader said that once the refunding is done on the bonds, a PlanCon K must be completed to send to PDE in order to process reimbursement on the current projects. Mr. Summers asked if this form has to be filled out often. Mr. Bader said that a Plan Con K form must be filled out each time we refund a bond.
- b. 2017-18 School Calendar Printing  
Mr. Bader said that last year, the Board held a discussion about whether or not the District should continue to print the calendar. At that time it was decided to go ahead and print them, but to raise the issue again before the 2017-18 calendars were printed. Currently, two quotes have been received, one from Scranton Printing in the amount of \$4,320 and one from Sun Litho in the amount of \$4,410. The question is does the Board want the calendars printed. At Debbie Kulick's suggestion, a request was submitted to Lehigh Valley Health Network (LVHN) inquiring if they would pay for the printing of the calendars. LVHN sent an email saying that the printing of the calendar does not align with their current focus areas in the Community Health Needs Assessment; therefore, are unable to approve our request. Mrs. VanWhy asked how many calendars remained at the end of the school year. Patricia Rosado said about 20 calendars were left over out of the 9,000 that were ordered. Mr. Gress said that the issue is not if the district will have a calendar. The question is do we want to print it. He suggested that this item be placed on the

Regular School Board meeting agenda in order for all members to discuss and decide. Mr. Bader said he will place the printing of the calendar to be done by Scranton printing on Monday's agenda.

c. Propane Fueling Stations Update

Mr. Bader handed out some pictures of the South Lot tank installation. They were able to go down 24 to 30 inches for the utility trench at the South Lot and the tanks were installed with no problem. The pump is not connected at the North site yet. During the last two days, the concrete pad was installed and the tank is scheduled for delivery. They will then start the work on the tank. No problems were encountered with rocks. Mr. Gress asked what was the excavation cost. Mr. Bader said it was included with the cost. Mr. Gress asked where was it included because the paperwork said that the cost did not include site work or trenching. Mr. Bader said that the excavation for the utilities was included in the original bid specifications and was Sharp Energy's responsibility. It was excluded from the JT1 proposal for the additional electrical work. Mrs. VanWhy said it was for the electrical conduit. Mr. Gress asked about the prevailing wage rate for this project and asked why is there a change order. Mr. Bader said that this work will be done at prevailing wage. Mr. Gress said this work was forgotten; therefore, now shows up as a change order. Where is the quote to do this work? I would like some clarification on how this will be paid through prevailing wage. Mr. Bader said the paperwork showed that it was based on prevailing wages. Mr. Gress said there should be a form that is filled out on all construction projects. Mr. Gress said this work should be part of quotes and not part of the original bid. Who is the engineer and why didn't he see this. Mr. Bader said there is no engineer on this project. Mr. Gress said he cannot believe there is no engineer. Who will sign off on this area of the project? Mr. Bader said that he and Mr. Sutjak will oversee all necessary paperwork. Mr. Gress asked who will be inspecting the footer and unit pad. Mr. Bader said all work will be inspected by the Department of Labor & Industry as well as district personnel.

d. Smithfield TIF

Mr. Summers said Chuck Leonard informed him that they have chosen an individual from Smithfield Township to serve on the TIF Committee. He expects to hear from the Committee regarding the date of the meeting that will take place in about 4 weeks. He will inform everyone when he has further information. Mr. Gress said he will place this item on next month's Finance Committee Meeting Agenda.

e. Property & Facilities Items

i. JTL/LIS Masonry – D'Huy Engineering - \$5,120.00

Mr. Bader said that D'Huy Engineering submitted the invoice for the last payment for the JTL/Lehman Masonry Project design and bid work.

ii. JTL/LIS Masonry – Jones Pay App #1 - \$385,162.20

Mr. Summers asked if this item that was submitted from Jones Masonry is a Change Order. Mr. Bader said that it is not a change order, but their first pay application for the project. Mr. Bader said that he was not at the Property & Facilities meeting last week, but understands that it did not get on the agenda and was presented at the meeting for their review. The Property & Facilities Committee was reluctant to make a recommendation since they had not seen it ahead of time and decided to send it forward to the Finance Committee for review without a recommendation. Mr. Bader said he is recommending that this item be forwarded

to the Board for their consideration and approval. Mr. Summers asked when was this project started. Mr. Bader said it began on June 22<sup>nd</sup>. Mr. Gress asked if the project is progressing and will it be done by the time classes resume. Mr. Bader said that someone from D'Huy Engineering will be present at Monday's Board meeting to bring an update on the projects and answer any questions.

iii. RES Door Access –Gilbertson Change Order - \$3,432.00

Mr. Bader said that Gilbertson submitted a Change Order to upgrade the access control software, which was maxed out with the additional doors added with the swipe card access at Resica. The change order will allow us to go from the current 64 door max to 96 doors. Mr. Gress asked how were these doors missed. Mr. Bader said there was a change in who was overseeing the access control system in the past year and when Brian Borosh took over, he found out that the current software would not accommodate the additional doors. Mr. Summers asked if the last version of the Five-Year Capital Plan included access control system for Resica and Bushkill Elementary and all doors. Mr. Bader said it did, but the amount of doors was exceeded. Mr. Summers asked if this amount completes the project. Mr. Borosh said all but two doors will be completed because they have to be licensed. Mr. Summers asked once this change order is done, is the project complete at Bushkill Elementary and Resica Elementary. Mr. Borosh said if it is approved by the Board, the project will be done by July 20<sup>th</sup>. Mr. Summers asked if the Board will need to approve this change order. Mr. Borosh said yes. Mr. Summers said that he would like to know at the next meeting how much this project cost. He would like a total of all projects as they are completed this way what was budgeted can be compared to what was actually spent. Mr. Gress said the current invoice says \$3,432 but what was the original price. Mr. Bader said that at the last meeting, he communicated to the Property & Facilities Committee the Finance Committee's desire to have them update the 5 year Capital Plan.

iv. BES Fire Alarm Panel – CSI Invoice - \$27,000.00

Mr. Gress asked if this item was approved. Mr. Bader said it was approved for a total of \$27,000. Mr. Summers asked where will he find this project on the Five-Year Capital Plan. Mr. Bader it will be under Fire Alarms. Mr. Summers said he sees on the plan, there is an item for the fire alarms for J.T. Lambert Intermediate and Resica Elementary. Mr. Borosh said he believes that it should be for Bushkill Elementary and not Resica Elementary; therefore, it is most likely a typo. Mr. Summers asked if the alarms are also being done at J.T. Lambert Intermediate. Mr. Borosh said they were done and approved. Mr. Bader said the project was approved in August 2016 but they could only do work when students are not in. Mr. Gress asked who was in charge of this project. Mr. Bader said it was Eric Forsyth but now it is Scott Ihle.

v. New Maintenance Truck – Faulkner Fleet Group - \$38,104.10

Mr. Bader distributed an updated list of all the vehicles in the district. The Maintenance Department would like to purchase a new service truck. Mrs. VanWhy said a vehicle was recently purchased. Mr. Bader said this is a different truck that has a utility body and is designed to haul parts and equipment. Mr. Summers asked if this truck will be added as an addition or replacement. Mr. Bader said it is an additional truck. Mr. Summers asked if the list they received is current. Mr. Bader said that it is and they are currently using Vehicle #77 Bucket

Truck to haul items but there are limitations to what can be done with it. Mr. Gress asked if the current year's budget includes this truck. Mr. Bader said it does and it is being purchased with a Costar price.

vi. JTL Masonry Electric Service Relocation

Mr. Bader said that the Property/Facilities Committee did not act on the Wind Gap Electric item but was forwarded directly to the Finance Committee since it was tabled at the previous Board meeting. Mr. Rohner had original concerns with this item but now feels it can be forward for Board approval. Mr. Gress asked if the district obtained quotes from Wind Gap Electric because the district is supposed to get quotes. Mr. Summers said he thought we did. Mr. Bader said that the amount is under the threshold to obtain quotes. Mr. Gress said that no quotes were included with this item. Mr. Summers asked if the Property/Facilities Committee is approving this item. Mr. Bader said that to his knowledge they are. Mr. Gress said who will call to find out about the change order and prevailing wages because nothing has quotes. Mr. Bader said all information is included. Mr. Gress said we need to get training on when to get bids. We need a purchasing agent so this person makes sure things are being done correctly. Mr. Summers asked if this item was placed on agenda last month. Mr. Bader said it went to the Property/Facilities Meeting and then to the Finance Committee and finally to the Board. Mr. Summers asked if the total bill is for \$9,740. Mr. Bader said he is correct.

**V. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION**

- A. Mr. Larry Dymond said that the work that Wind Gap Electric is taking the brick down for the gas lines and not ripping them out for the project at J. T. Lambert Intermediate School. Why are lines being moved? They should lay brick around the pipes. The food should be located elsewhere and instead place a temporary line. \$9,700 to rip out a temporary line is outrageous. Bricks are being removed around the windows and two rows are being put back in. When they put the bricks back in, they will patch them with cement that may settle over time to possibly form a crack in the wall. He hopes the district has a warranty on this job. Mr. Gress said that we have an engineering firm that is handling the projects. He hopes the brick matches what was in place. D'Huy Engineering will be present at Monday's Board meeting to answer any questions. Mr. Summers said the district hired D'Huy Engineering to oversee and manage these projects.

Mr. Dymond said that the black top that was drilled contained mud after just 2 inches of drilling. Did you see the report from the engineer on this item? Mr. Gress and Mr. Summers said that nothing was provided to them as of yet.

Mr. Dymond said that at J. T. Lambert and Lehman Intermediate there is no drainage but leaks. There is no back fill. Mr. Gress asked if this item was discussed at the Property/Facilities Committee. Mr. Bader said they did and it will be discussed at Monday's Board meeting. Mr. Gress said that all items will be discussed with D'Huy Engineering on Monday. Mr. Dymond said the district does not have permits for J. T. Lambert and Lehman Intermediate's work. Mr. Gress said they are not needed. Mr. Dymond said they are for laying bricks. Mr. Bader said that District has the permit for the Lehman work, but they are waiting on J.T. Lambert. Mr. Gress asked if the work started without the permits. Mr. Bader said the work can begin but can only go so far until the permit is issued. Mr. Dymond asked if the district is paying money to D'Huy Engineering to oversee the projects. Mr. Summers said

they are. Mr. Dymond said hiring them does provide a lot of benefits. The district needs someone to be at the site every day. The five-year plan needs to be revised and work should not be substandard. Mr. Gress said some items are also a result of not have preventive maintenance and items should have been done properly. This would have avoided the massive items that currently need to be worked on.

- B. Mr. Bader said that he spoke to Ryan Moran regarding the printing of the Code of Student Conduct. Mr. Moran feels that if they only provide the Code of Student Conduct electronically, many parents/guardians will not sign off on it. Mrs. VanWhy asked if the district receives a signed paper by each student. Mr. Bader said he is not sure the percentage for students who return the form. Mr. Gress said we should make every attempt to collect the form. Mr. Bader said it's more likely the parents/guardians will read it if they have it in their hands. Mr. Summers suggested that Mr. Moran inform the students if the form is not returned and signed by the first marking period, there will be consequences. Mr. Gress said the students are not given consequences for not submitting any other similar item. Mrs. VanWhy asked what impact would it have if a signed form is not received. Mr. Gress said Chris Brown, Solicitor, said there would be impact when a student is being discipline. Mr. Summers said it can be a legal issue. Mrs. VanWhy asked how many students would this affect. Mr. Bader said he will have to check with the schools. Mrs. VanWhy wondered if other districts print their Code of Student Conduct. Mr. Dymond suggested using Black Board Connect like is done with emergency closings. Mr. Gress said that the number was previously changed; therefore, many parents/guardians will not answer the phone. Also, some individuals cannot carry their cell phone during their work hours. Mr. Dymond said that Eric Forsyth has a report of how many calls went through or not. Mr. Gress said another issue is that some individuals do not update their phone number. Mr. Borosh said that with the new student system, Sapphire, the parent/guardians have the ability to change their number.
- C. Mr. Summers asked Mr. Bader to inform the Property/Facilities Committee to discuss the Five-Year Capital Plan at their next meeting in order to update it. Discussion should include revisions, cost, how much was completed and what needs to be done. Once all information is obtained, the Board will see how much money will be needed and what approval will need to be made by the Board in order to complete all projects. Mr. Bader said he will relay this message to the Property/Facilities Committee again.
- D. Mr. Summers said he does not believe the Finance Committee should approve the payment of Jones Masonry Restoration Corporation's Pay Application #1 since the Property/Facilities did not review or approve it. The Finance Committee is not prepared to move it forward to the Board. He recommends that this item be placed on the agenda with no committee approval; in order for the Board to discuss and take action.

**VI. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Gary Summers to recommend that the Board consider for approval the following items: Motion was seconded by Lisa VanWhy and carried unanimously, 3-0.

- a. PlanCon K for GO Bonds Series AA of 2017.
- b. Invoice #46202 from D'Huy Engineering in the amount of \$5,120 for services rendered as part of the JTL and Lehman Masonry projects.
- c. The change order from The Gilbertson Group in the amount of \$3,432 for the Resica Door Access project.
- d. The invoice from CSI in the amount of \$27,000 for the Bushkill Elementary Fire Alarm Panel project.
- e. The proposal from Faulkner Fleet Group in the amount of \$38,104.10 for a new Maintenance truck.

The Committee Members suggested that the following items be brought to all Board members for discussion and review, without any committee recommendation:

- a. Printing of the 2017-18 School Year Calendar.
- b. Printing of the 2017-18 Code of Student Conduct.
- c. Pay Application #1 from Jones Masonry Restoration in the amount of \$385,162.20 for the JTL/LIS Masonry Project.

**VII. NEXT MEETING – August 8, 2017**

Motion was made by Gary Summers to adjourn. Motion was seconded by Lisa VanWhy and carried unanimously, 3-0.

**VIII. ADJOURNMENT: 6:20 P.M.**

Respectfully submitted,

Patricia L. Rosado  
Board Secretary