

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES  
JULY 6, 2017**

Wayne Rohner called the meeting to order at 5:35pm. and led the Pledge of Allegiance. Committee members present: Bob Cooke, and Wayne Rohner

School personnel present: Curtis Beam, and William Riker

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

**I. ITEMS REQUIRING ACTION:**

**A. CSI-BUSHKILL ELEMENTARY NOTIFIER ALARM-First Payment  
\$27,000.00**

Mr. Rohner asked if this was a partial payment. Mr. Beam replied yes, this is the first payment. There will be \$38,500 due upon completion.

**B. 2017 GMC SAVANA COMMERCIAL CUTAWAY MAINTENANCE VAN  
PURCHASE \$38,104.00**

Mr. Beam stated this is the same type of van we purchased last year and it was budgeted for this year to purchase. Instead of driving the District's bucket truck everyday to service the various schools within the District this van would give us more space. Allowing our maintenance workers to operate more efficiently, giving us more space. We already have two Savana GMC vans now that we currently use. Mr. Rohner asked are these used all the time. Mr. Beam responded yes they are. Mr. Cooke asked is the company we would be purchasing the van from affiliated with CoStars. Mr. Beam replied yes they are.

**C. D'HUY ENGINEERING J.T.L. MASONRY DESIGN & BIDDING FINAL  
INVOICE \$5,120.00**

Mr. Beam stated this is the final bill for the J.T.L Masonry preparation work. Mr. Rohner asked is this invoice solely for design and bidding? Mr. Beam stated yes.

**D. GILBERTSON GROUP-Resica Access Control ProWatch Software  
Proposal \$3,432.00**

Mr. Beam stated this is for card access. This software will allow access to 96 doors. Currently the District has 64. The software would be similar to Bushkill's and allow for easy access. Mr. Cooke stated he did not have any questions.

**II. ITEMS FOR DISCUSSION:**

**A. MASTERCRAFT FLOORING UPDATE J.T.L. & LEHMAN**

Mr. Beam stated Mastercraft sanded down the floors to the bare wood and placed graphics on the floor for both schools. Mastercraft is getting ready to place the final coats of polyurethane. He also stated both of the floors look good, all of the water damage in J.T.L is gone. The floor is smooth and they are just touching up the floor graphics. Mr. Rohner asked if they are oak or maple. Mr. Beam replied the gym floors are both maple. Mr. Rohner then asked if the youth group FC Pocono ever paid ESE for the damage they caused to the gym floor in March. Mr. Beam stated the repairs to the gym floor at ESE have not been done and he did not know where FC Pocono stood with the District but he will look into it.

**B. DISTRICT EQUIPMENT**

Mr. Beam stated we have put the bucket truck, maintenance van, gator, tractor, two trailers and the camper on the District website for sale. There is also an ad running in the Pocono Record newspaper advertising this. People may submit a sealed bid by August 7th and whoever has the highest bid will win the item. Mr. Rohner asked if we do not get any bids for the items can we dispose of the items properly before the start of school? Mr. Riker stated all of the items posted online went through a legal review. Mr. Rohner asked out of curiosity are we going through all of this because it is a requirement or because someone wants us to. Mr. Riker stated I do not want anyone pointing the finger at staff or board members stating that we gave away something they would have been happy to purchase. Also I want to recommend us using the digital signs to advertise the items. Mr. Riker also stated we our giving ourselves a month, all of the items are down at the shop for the public to view.

**C. UPDATE-J.T.L. Masonry Project & Lehman Storm Pipe  
Investigation/Metal Panel Repairs-Josh Grice D'HUy Engineering**

Mr. Grice stated there was a metal facade at Lehman Intermediate that has detached from the wall. We had C&D Waterproofing investigate. The masonry project at J.T.L. is well underway and they have completed demolition at both the J.T.L and Lehman sites. The wall located near the outside freezer at J.T.L has been stripped of brick and steel framing. The backup wall has been stripped and is being prepared to install the correct brick. Mr. Rohner asked when did the construction begin. Mr. Beam stated June 12. Mr. Grice stated that at J.T.L. a lot of repairs are underway involving new flashing above window heads. The brick has been removed from the membrane flashing and new stainless flashing is being installed. They are also working on the brick site walls. Those walls have been stripped of brick. They have done a lot of demolition work and a lot of research has been done to match the mortar color. A lot of prep work has been done before they began on Lehman, mostly being related to the wall sloping out. At this point the scaffold is moved out of the way so they can start work and completely demo. There is insulated water proofing and there will be some spot repairs made to places where the insulation didn't adhere to the steel conduit properly. We are pleased with the progress. Mr. Rohner asked if the township is involved. Mr. Grice stated that the Township has reviewed the drawings but does not know the extent of the onsite observations. It may just be a third party review of the documents. Mr. Rohner asked if they do not want to be held accountable. Mr. Grice stated as the engineer of record we will be responsible. It is not uncommon on a project of this scope to have a full time inspector. Once I get that paperwork I will know for sure. The Township has been reviewing these documents for weeks and nothing has been concealed. Mr. Rohner stated that he will reach out to Lehman Township. Mr. Grice stated we have a permit for Lehman and are still waiting for the J.T.L permit. This is with Base Engineering. My feeling with Lehman is that I doubt they will be on site. Mr. Rohner stated I can guarantee that will change. Dr. Riker asked if the issue with the electric at J.T.L. has been resolved. Mr. Grice stated it was tabled. That item has to do with some conduits that go to the generator and freezer as well as a sensor. Mr. Rohner stated that was not a part of the bid specs. Mr. Grice stated we were not anticipating that work. Mr. Rohner asked who did this demo work. Mr. Grice stated that work has not yet occurred. Jones Masonry would agree to have the work performed under them if we feel the board may take a while to grant authorization. Mr. Rohner stated I understand but in my past experience I would not want to keep the project moving if it is going to cost the District

millions. I want to see why we are doing a change order. Mr. Grice stated I understand and I would have no problem speaking in front of the Board. We did not expect or specify that this contractor originally perform this work. Mr. Rohner stated it is clearly noted on the construction drawings. It should be on plans submitted for approval and these inspections should occur. Mr. Grice stated we did not indicate this work on the bid documents.

There is a proposal with Northeast Contractors to investigate the storm pipe system. These photos were taken earlier in the year. The pipes and the two inlets run toward the parking area. As you can tell at the paving there were some previous repairs. I pulled a drawing from the project and what the profile would be. From the insulation pipe there is plastic corrugated pipe. The clean soils are an acceptable back cushion but there was no stone present. In excavation, typically stone helps minimize the chances of settlement. Currently there is earth backfill which could be more prone to settlement. It would need to be properly compacted, what we found was all back soil backfill and quite a few larger stones and rocks which could lead to settlement. This asphalt bottom inlet box is open to earth and behind it there is no chamber or floor where the pipe enters. The inlet box is not mortared properly or at all so water bypasses that inlet. Mr. Rohner asked is that occurring. Mr. Grice stated yes. The workers could tell that pipe joints were not sealed properly. The joint was slightly open. There are companies that perform pipe inspections with a camera on tracks and they can run more cameras down and determine if these joints are seated properly. Mr. Rohner asked what was the water level. Mr. Grice stated we did not encounter standing water when it was excavated. The trench has been backfilled. I did not feel it was necessary to leave open. Pipe connections are not seated completely and gaskets could be damaged or missing therefore leading to a higher potential of voids and lead to settlement.

Also at the Lehman stair tower near the gym side there are four exterior wall panels at mid span which are bowing out from the wall. C & D Waterproofing gave a proposal to do the initial investigation. The metal panel system has a track system screwed with fasteners. A permanent fix would require dismantling from the top down and reinstalling the panels. Right now we have temporary fasteners installed to hold the panels in place until we decide how to move forward.

Mr. Grice stated we just sent an invoice to Jeff Bader and we are looking for the first payment for Jones Masonry to be put on the agenda for the Finance Committee. Mr. Rohner asked what is the amount? Mr. Grice stated it is an invoice for \$385,000. Mr. Rohner asked if Jones Construction is the general contractor. Mr. Grice stated Jones is the primary contractor. Mr. Rohner stated so when Jones Masonry submits the bill you need to forward the information to us. What I need is to have this information to review prior to moving forward. I need to see it on the Property and Facilities agenda so I can have an opportunity to review.

### **III. PUBLIC DISCUSSION**

Larry Dymond asked how many conduits are in the way. Mr. Grice stated maybe six between power and communication. Mr. Dymond stated I think the issue was sticker shock. Mr. Rohner stated it was not sticker shock it was about who is responsible for the work. Mr. Beam stated the generator backs up the outdoor freezer that is used by food service. Mr. Dymond asked did anybody asked local companies for prices. Mr. Beam stated Windgap Electric installed it so they have all the specs. They would need to run a separate cable for temporary power to the freezer. The wires come from the boiler room and are attached to the brick that needs to be removed. Mr. Dymond asked does the District use any one else. Mr. Beam stated we have used Ken Miller. We also used Lombard and Light, but they are not around anymore. Mr. Dymond stated maybe we should use him. Mr. Beam asked should I check with Ken Miller. Is that going to have to come back to P & F meeting in August? Mr. Grice stated hearing that this could extend into August maybe we could get this to the Finance Committee who could then pass it along to the Board for the next Board meeting. Mr. Rohner asked Mr. Beam if he could receive a quote from Ken Miller. Mr. Beam stated he would call him.

### **IV. MOTIONS**

1. Motion was approved to move to the Finance Committee payment for CSI-Bushkill Notifier Alarm, first payment \$27,000.00
2. Motion was approved to move to the Finance Committee the purchase of the GMC Savana Commercial Cutaway Maintenance Van-
3. Motion was approved to move to the Finance Committee payment for the Gilbertson Group-Resica Access Control ProWatch Software Proposal \$38,432.00

4. Motion was approved for the conduit removal for the JTL Masonry Project, not to exceed the price quoted by Windgap Electric. Seeking a price from Ken Miller, motion to approve a purchase order in the amount not to exceed \$9,740.00 to perform the electrical scope of work
5. No motion was made to move to the Finance Committee the Jones Masonry Invoice of \$385,000.00-Bob Cooke stated they would not vote because they did not have time to review it.

**V. Adjournment-**Meeting adjourned at 6:39 pm