

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES
September 7, 2017**

Wayne Rohner called the meeting to order at 5:40pm. and led the Pledge of Allegiance.
Committee Members Present: Bob Cooke, Wayne Rohner

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

A motion was made to approve the minutes from the August 2017 meeting along with the agenda for September 7, 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 October 5, 2017.

I. ITEMS REQUIRING ACTION:

**A. D'HUY ENGINEERING-J.T. Lambert Masonry Construction
Services-Invoice #46444 \$25,059.89**

Mr. Ihle stated this is for various line items related to the project. Mr. Rohner stated this all seems pretty standard.

**B. D'HUY ENGINEERING-Lehman Metal Wall Panel, Lehman Sinkhole
Investigation, Stormwater Review-Invoice #46443 \$1,011.35**

Mr. Ihle stated this is for services regarding the investigation of the metal wall panel we discussed earlier. If you remember on the side of the Lehman Intermediate wall there are panels which have come loose due to the wind. While a temporary hold has been placed on the panels we have asked D'huy to investigate this along with the sinkhole and stormwater review. This invoice is for services rendered thus far while we await a firm to come out and video/take pictures of inside the sewer line in attempt to view the extent of all the damage.

C. C.S.I. INTEGRATED SECURITY- Invoice #20173776p \$7,350.00

Mr. Ihle stated this invoice is for the intercom system at both High School North and Lehman Intermediate. This is for final payment. While all the components are in place C.S.I is doing some tweaking and is looking for the Finance Committee to approve and then the Board. If prior to the Board meeting, it is determined that not everything has been completed we will ask the Board to hold payment.

D. MASTERCRAFT SPORTS FLOORING INVOICES

- 1. E.S.E Gym Floor Repair \$2,800.00**
- 2. Lehman Middle School Sand & Finish \$23,000.00**
- 3. High School South Screen & Finish \$7,200.00**
- 4. High School North Screen & Finish \$5,800.00**
- 5. J.T. Lambert Sand & Finish \$23,000.00**

Mr. Ihle stated the gym floor repair for E.S.E. is for damage to the floor that occurred months ago. We believe an organization gouged the floor with athletic apparatus or equipment. Mr. Rohner asked if we reached out to the organization for repayment. Dr. Riker stated we had and they denied it and without enough evidence there was nothing more to be done. Mr. Rohner stated that in the future we should have a staff member give us a condition report when an outside organization uses our facilities. Mr. Ihle stated the rest of the invoices are for work that was Board approved on our gym floors. Mr. Rohner asked what is the life span now of the gym floors. Mr. Ihle stated there is no actual life span on the floors. Typically you may have to sand and refinish the floors every five to seven years. Two of the floors were fully sanded and the graphics were repainted. It is recommended that every year we screen and recoat all of the gym floors as preventative maintenance. We also began to screen and refinish our elementary schools gym floors. The elementary schools are being maintained with our in-house district staff. However we did not get to J.M. Hill or Middle Smithfield. Our plan is to screen and resurface the elementary schools floors every other year. We were able to complete the remaining elementary schools as well as the auxiliary gym here in High School South. Dr. Riker stated Mr. Ihle's staff did a great job. Some of those floors have not been done in years. Mr. Cooke asked did we not just repaint the High School North's gym floors. Did we redo those. Mr. Ihle stated the high school was just a screen and polyurethane recoat and that this procedure does not affect the paint at all. Lehman Intermediate's gym floor had a full sand and repaint. Mr. Rohner asked did we fix the issue of the floor boards separating. Mr. Ihle stated no, nature takes care of that depending on the season. When we did screen and resurface the floor it looked fine. It was tight where it needed to be.

E. HIGH SCHOOL NORTH/LEHMAN INTERMEDIATE EMERGENCY MOLD RESTORATION AND LOCKER REMOVAL-Replacement Rates

- 1. Mellon Restoration**
- 2. Servpro**
- 3. A.G. Mauro**

Mr. Ihle stated I am submitting these documents to show time and material rates for mold remediation and locker removal. The Board originally approved for Dr. Riker and Mr. Bader to move forward with this project. We have not received any invoices yet from these companies, however the District insurance agent has assured us that most, if not all of this work will be covered by our insurance policy.

F. D'HUY-Jones Masonry Certificate For Payment \$206,467.11

Mr. Ihle stated he would like the committee to review the certificate of payment for Jones Masonry. Mr. Cooke stated it appears as if 90% of the work is complete. Mr. Ihle stated that Mr. Ron Carr and Mr. Cory Fallon from D'huy engineering would like to go present a powerpoint presentation to explain allowances and describe all the work that has been done to date. D'huy engineering explained they had performed an initial investigation to try and identify all of the problems within J.T.L and Lehman and come up with ways to fix them. Unfortunately some defects during original construction could not be seen until demolition began and continued. Within this project we budgeted for an additional allowance amount of \$105 thousand dollars to cover any unknown issues that may arise in the construction process. As of now, with all of our findings, I think we will come in very close to the allowance amount of \$105 thousand dollars.

II. ITEMS FOR DISCUSSION:

A. DISTRICT SALE ITEMS BID RESULTS

Mr. Ihle stated I just wanted to share that the sale went very well. All of the items that have been purchased have been removed from the campus, including the trailer which did not sell but we were able to scrap. There is nothing in the High School South parking lot as of this time.

B. PUBLIC SURPLUS AUCTION

Mr. Ihle stated that when we began the conversation about selling items that were no longer of any use to the District it led to other items we were looking to dispose of. We were led in the direction of first trying to sell these items before disposing of them. We then contacted Public Surplus. Mr. Ihle's secretary stated Public Surplus is an auction website that works with many government agencies to auction items they no longer need. It is a buyer's premium so there is no cost to us the seller. Once the auction is complete, Public Surplus will collect all payments and send the District a check. At that point we will get in contact with the buyers and set up appointments for them to pick up their items at the various schools within

the District. Mr. Ihle stated we have contacted our attorneys and they have given us the ok to move forward with Public Surplus.

C. ENERGY PERFORMANCE-DATA MEETING

Mr. Ihle stated that we are working with Trane in regards to the energy performance investigation. If we were to continue moving forward we could see where the District may be able to save money. What Trane would like to do at this point is to install four to five meters at the north campus which would show kilowatts data and help determine where we may be using the most energy. At present everything on campus is run off of one meter. This would help them determine where most of our energy consumption is coming from. They can not calculate this information with the meter we currently have in place. If we were to accept Trane's agreement then the meters would become district property and in the future we could monitor energy consumption from an application on our computers and phones using this technology. Mr. Cooke asked if we had the meters installed could they be moved to other schools within the District. Mr. Ihle replied no, they would have to stay at the north campus. Mr. Cooke stated I do believe we need to be frugal with energy however, I could not justify spending fifty thousand dollars at this time. Dr. Riker asked if Trane was the sole proprietary or were there other companies involved. Mr. Ihle stated we had offered Schneider Electric the opportunity to work with us however they did not continue communications unlike Trane. Mr. Rohner stated can we put this item on the agenda for our workshop. Dr. Riker stated I have not seen that agenda so I do not know.

Mr. Rohner stated I am adding an addendum to this agenda. I would like to discuss this email from Bob Gress. It refers to issues he sees within the district regarding maintenance. Dr. Riker stated looking at item one in this email regarding the sidewalks at J.M. Hill. This should be a capital improvement project I do not know the extent of the damage if this a simple patch or if we need to tear up and rebuild the sidewalks. Mr. Ihle stated that it was a capital project, We were looking at performing this work in the spring. Our intent was to have two areas at the main entrance area patched for now. We have a skilled mason in the grounds department. The goal is to patch for now and then in the future look at pricing for replacing the sidewalk slabs where necessary. Mr. Ihle stated another topic are the dumpsters at J.M.Hill. While facing J.M.Hill and to the left rear of the building there is a corral within the parking lot. This appears to be for the placement of the garbage dumpsters. However the

current dumpsters do not fit inside the corral. According to the custodians those dumpsters have been outside of the corral on the grass for at least three to four years. I am going to investigate the corral and see if we could possibly eliminate the left side curb area in order to make space for the dumpsters we currently have. Mr. Ihle stated we are also currently looking into patching the holes on the marquee sign at J.M.Hill. Curtis and I would like to recommend eventually removing the current marquee and replace with a smaller one that is more in line with the other schools. Dr. Riker asked has the painting of the parking lot lines been done. Mr. Ihle stated yes, some areas within the District have been painted however with grounds now in the transportation department I do not know if they have finished the entire District yet.

Dr. Riker stated the concession stand was still a topic of discussion. Mr. Ihle stated D'huy is still investigating, the hope is for it to be on the next agenda.

Dr. Riker stated I know recycling is something Scott and I have discussed before as well as with Mr. Moran and how it fits into curriculum. I know there is recycling being done but I believe there should be more. Mr. Cooke asked is it possible to have a representative from Waste Management come here and speak. Mr. Ihle stated I did reach out to Waste Management and received information about our landfills and our tonnage of diverted waste from January 2016 to December 2016. It shows that our landfill had 104 tons diverted which is about 9.7%. I am speaking with the custodial supervisors about how we can improve those numbers as well as investigating what can be done in the elementary schools. Dr. Riker stated clearly recycling is being done but we need to improve it and if that means bringing Waste Management in to help guide us we can certainly do that.

Dr. Riker stated there are signs within the District that need to be replaced, however, this is a topic we have been addressing within this committee for some time. Mr. Cooke stated we missed the wooden signs down by the stadium. Mr. Ihle stated I reached out to the same company that replaced the other signs within the District and they gave us a quote to replace those signs.

Dr. Riker stated I would like to say we are looking at many items, most of which have taken years to manifest themselves, prior to Mr. Ihle's arrival. It is not as if Mr. Ihle and the Facilities Department have dropped the ball. For instance the E.S.E. pond has no gates within the fenced area so there is no intention as far as going around the pond to do any maintenance.

We are working with an environmental engineer to see about the amount of growth that should be there. I do not believe there is a cost to having someone locally come out and take a look. Mr. Rohner stated I would like to look at the development plan to see what maintenance should be done around there and if there is a fence why do we not have access.

III. PUBLIC PARTICIPATION-Limited to Property & Facilities Issues

Larry Dymond asked Mr. Rohner when you worked for the township didn't they require that some entity had to be responsible for the storm basin and didn't we have a joint agreement to maintain it up North. Mr. Rohner stated I do not know about that and as far as maintenance the developer may or may not have had a provision making that a requirement.

Mr. Dymond stated are we trying to get money back for recycling. Mr. Rohner stated no. Mr. Dymond stated perhaps that is something we could look into. As much as we recycle there might be value there.

Mr. Dymond asked why do we want to put meters up North is there concern up there. Mr. Ihle stated Trane would like to conduct a study for the District regarding repairs that could be made within the schools to save money. Currently we have multiple buildings on one meter. If we were to sub meter this we could determine which specific building may be having issues and what is causing the spike in energy. Mr. Beam stated Trane took all of MetEd's information for one year and noticed that there were spikes in energy consumption sometimes at three or four in the morning and with all the buildings up north on one meter it would be impossible to pinpoint the issue to a specific school. Trane installing multiple meters would help us to address this. Mr. Dymond asked does Trane have the ability to monitor humidity since we have had all the mold issues up North. Mr. Ihle replied the mold was not due to humidity. Several years ago the custodians would clean the lockers by spraying foam and then rinsing with a garden hose. This caused the water to remain between the locker and drywall causing the mold. As far as humidity is concerned we can change the setpoints within the different rooms, but that is a question that could be better answered by our maintenance personnel.

IV. MOTIONS:

- Motions A-F were approved to move forward to the Finance Committee.
- No motion was made to approve to move forward to the Finance Committee the energy performance data meters.

V. ADJOURNMENT-Meeting Adjourned at 7:21pm

Respectfully Submitted,
Rebecca Lopez
Committee Secretary