

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES
October 23, 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: Curtis Beam, Scott Ihle, Daryle Miller, Robert Sutjak

A motion was made to approve the minutes from the October 9, 2017 meeting along with the agenda for October 23, 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 Committee Meeting To Be Determined.

I. ITEMS REQUIRING ACTION:

A. D'HUY ENGINEERING

- 1. Invoice \$8,944.76 J.T. Lambert Masonry Investigation/Professional Services**
- 2. J.T. Lambert Request For Additional Construction Administration Fees**

Mr. Ihle stated that while this was the final invoice, there would be a request for additional construction administration fees. Ronn Carr from D'Huy Engineering stated there was a contract for essentially 12 weeks however, due to issues that were uncovered after the project began the project has been extended 4 additional weeks. He stated the fee was \$6,000.00 a week at 72 weeks. With these additional 4 weeks there is an estimated 3 additional weeks left in the project. We estimate we are over budget \$14,000.00. Accounting for additional fees and time this would require a total of an additional \$16,000.00 to cover these costs. Mr. Ihle stated this is all worded in the original contract. Mr. Rohner asked if this is for 12 weeks? Mr. Carr stated to clarify we have not invoiced weekly, we have invoiced hourly. We will do a final punch list by the end of next week and I am expecting the project to be completely done at that point. Mr. Rohner stated this contract is for \$21,000.00 what is the \$72,000.00 for? Mr. Carr stated we are looking for an adjustment not to exceed \$93,000.00 which is in the wording of the original contract.

B. RECOMMENDATION-The P&F Committee Vote On The December Meeting To Be Held Thursday, December 7, 2017 At 5:30pm In The Carl T. Secor Administration Building-Board Room

Mr. Ihle asked the committee to approve the next P&F meeting. Mr. Rohner stated we should have committee members by then. Mr. Cooke stated if that is what you want I will recommend. Mr. Rohner stated if we need to change after the fact we can.

C. C&D WATERPROOFING-Proposal \$9,975.00-Repairs to Lehman Intermediate Metal Wall Panels (Capital Project)

Mr. Ihle stated as you may recall in previous meetings where we discussed one of the exterior Lehman walls which has some metal panels that have blown off. We have since contacted D'Huy Engineering to investigate. We also contracted C&D Waterproofing to look at the damage and temporarily stabilize the panels. We recently received a quote to permanently correct the damage. This amount is under the three quote requirement and will be paid out of capital funds if we were to move forward with this project. Mr. Cooke stated no question it has to be done.

D. A.G.MAURO-Proposal \$21,350.00-Lehman Intermediate #9 Exterior Door & Frame Replacement (Capital Project)

Mr. Ihle stated this proposal was presented at our February meeting. It was decided at that time to be put on hold due to a discussion about investigating the security of our entrance doors. I am bringing it back to the P&F Committee to recommend that we move forward with replacing this door as the two double door frames are rusted out at the bottom of and the frame is shifting. The integrity of door is being comprised everytime we open and close the door and it is becoming a safety concern. Mr. Rohner asked is salt the culprit for the door erosion? Mr. Ihle stated yes and we have informed the custodians to sweep the salt away from the door so that this does not recur. Mr. Cooke asked is this not a part of the five year plan. Mr. Ihle stated we did add it to the plan a few weeks ago so this would be a capital project. Mr. Cooke asked what is the difference between the two alternate prices on the quote? Mr. Ihle stated that to eliminate the mullions would be more beneficial for us while performing any potential future repairs and also eliminates a center post which allows more access for larger item deliveries into the school.

E. JONES MASONRY RESTORATION-Certificate For Payment-\$131,478.50 J.T. Lambert Masonry Project

Mr. Ihle stated after this payment there will be a remaining balance of \$110,108.50 for project completion. There may be some changes to that number due to the fact that during the construction process there were some minor damages that Jones Masonry will cover the cost of. These damages include flood light damage, fifteen broken window screens, exterior water valve damage and also while removing existing lights from the site front ramp site wall, the contractor's cut the electrical wires too short which now has resulted in our staff being unable to install the new light fixtures in this area. We will attempt to repair these issues in house and if successful, Jones will be charged for materials and labor. Mr. Cooke stated I would rather see Jones Masonry repair these items themselves rather than our maintenance crew. Mr. Rohner stated I am just happy they will be paying for the damages out of time and material.

II. ITEMS FOR DISCUSSION

A. 5 YEAR CAPITAL PLAN

Mr. Ihle stated at the last meeting we discussed the capital plan regarding the High School North & Lehman Intermediate roof however there was a distinct error made in regards to cost with this project. At the last meeting the capital plan indicated the cost would be one million dollars to replace the roof. I have since learned that was the estimated cost to only repair the roof based off of a survey conducted back in 2014. After speaking with Josh from D'huy Engineering the actual cost to replace the roof including engineering fees may be as high as eight million dollars. Therefore we have revised the capital plan accordingly, spreading out the costs between the years 2017-2018 and 2019-2020 at a cost of four million each year. Mr. Cooke stated what is it we are supposed to do with the capital plan tonight that was discussed at the Board Meeting. Are we supposed to be rearranging years, prioritizing projects?

B. TRANE-Energy Performance Update/Discussion

Mr. Ihle stated also affecting the capital plan is the Trane energy audit. There is currently an investigation as to which projects we can pull out of the capital plan in order to possibly pay for the Trane performance audit. This is a two fold project. The next line item in question would be the meters. If Trane was to put a dollar amount on the energy savings to the District it could be in the range of seventy-five to one hundred thousand

over the next twenty years. Mr Cooke stated the purpose now is to see what projects are necessary and what can be moved. Mr. Rohner stated we know the roof is a necessity but that is a big jump from one million to seven million. Mr. Cooke stated I know Bob Gress is concerned with the pool and cracks in the pool. I see here on the capital plan its priority number five. Mr. Beam stated I was not aware of any cracks.

C. DISTRICT RECYCLING PROGRAM UPDATE

Mr. Ihle stated I just wanted to bring you up to date with where we were with all ten schools and the recycling program. With the exception of East Stroudsburg Elementary there is recycling being done in every classroom, common areas and office spaces. We will also be adding thirty-six containers to East Stroudsburg Elementary classrooms. I also left a voicemail for Jennifer Smith from Waste Management asking how we could enhance our recycling program and so far have not heard back from her. Mr. Cooke stated if East Stroudsburg Elementary has not already done so I would recommend an assembly for the children on recycling. I know I witnessed last year the teachers cleaning out their classrooms for the end of the year and a lot of recycling was not being done. There was not enough recycle bins which meant the teachers were tossing items that could of been recycled into the dumpster.

D. TRANSPORTATION-Bob Sutjak-Tree Service

Mr. Sutjak stated there are dead pine trees in the parking lot of J.M.Hill as well as the surrounding areas of J.T.Lambert and Resica Elementary. I spoke with Daryle Miller and Dr. Riker and asked Bender's Tree Service to give us a price to cut down the trees. There was also discussion at the C.O.A. to allow employees to pick up the wood rather than have Bender's Tree Service dispose of it. Many people expressed interest in the wood and not having Bender's dispose of it would save us money. Mr. Cooke stated I have a problem with allowing employees to take the wood. What would happen if all of the wood is not taken. We are then left with an eyesore and safety hazard. Also when would the tree service cut the trees down. Mr. Sutjak stated we are looking to have it done when the children are not in school. Mr. Rohner stated I would like to see two more quotes from other contractors. Mr. Sutjak stated he would get more quotes but to keep in mind that the tree by J.M.Hill is critical to cut down as it is rubbing against the window of the building.

III. PUBLIC PARTICIPATION- None

IV. MOTIONS

1. Motion was approved to move to the Finance Committee payment of \$8,944.76 to D'Huy Engineering for the J.T.Lambert Masonry Investigation/Professional Services.
2. Motion was approved to move to the Finance Committee the request by D'Huy Engineering additional construction administration fees for the J.T.Lambert Masonry Investigation.
3. Motion was approved to hold the next P&F meeting on December 7, 2017 in the Carl T. Secor Administration Building board room.
4. Motion was approved to move to the Finance Committee payment of \$9,975.00 to C&D Waterproofing company for repairs to the Lehman Intermediate metal wall panels.
5. Motion was approved to move to the Finance Committee payment of \$21,350 to A.G.Mauro for the Lehman Intermediate #9 exterior door and frame replacement.
6. Motion was approved to move to the Finance Committee payment to Jones Masonry Restoration in the amount of \$131,478.50 for the J.T. Lambert masonry project.

V. ADJOURNMENT-Meeting Adjourned at 6:56pm

Respectfully Submitted,
Rebecca Lopez
Committee Secretary