

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

Wayne Rohner called the meeting to order at 5:37pm and led the Pledge of Allegiance. Committee Members Present: George Andrews, Larry Diamond, Wayne Rohner, Lisa VanWhy

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

A motion was made to approve the minutes from the October 23, 2017 meeting along with the agenda for December 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 Property and Facilities Committee will establish meeting dates at this meeting.

I. ITEMS REQUIRING ACTION:

**A. D'HUY ENGINEERING - Invoice #46827 \$13,378.55 - J.T.Lambert
Masonry Professional Services**

Mr. Rohner asked if this was the final invoice. Mr. Ihle stated this was not the final invoice. It is for work completed to date with the exception of the punch list. Mr. Dymond asked if the project had come under budget. Mr. Ihle stated the project was on budget. Mrs. VanWhy asked where do we stand with the project. Josh Grice from D'huy stated under the initial design proposal we projected a certain number of weeks needed to complete this project however due to unforeseen conditions we had to extend the original time frame. We had to submit a supplemental proposal not to exceed \$21,000.00 and that is where the \$13,378.55 factors in. The project as a whole however has come in \$7,000.00 under budget.

**B. D'HUY ENGINEERING - Josh Grice - J.T. Lambert Masonry Project
Update and Punch List Review**

Mr. Grice stated there will be minutes, pictures, local inspection reports as well as as-built drawings coming to Mr. Ihle after we document all the conditions on site. Mr. Rohner asked are you receiving township inspection reports. Mr. Ihle stated we have received some not all. Mr. Grice stated the township has performed two inspections and will submit a

certificate of occupancy upon the final inspection. Mr. Andrews stated it appears from the attachment that landscaping is all that is left. Mr. Grice stated yes that is due to work where site walls were with shrubs or lifts being driven over lawn areas, resulting in ruts. Mr. Ihle stated we still have site wall lighting issues that I do not see on this list. Mr. Grice stated that has been documented and we are currently working on a graph being designed by our team to verify the site damage. Mr. Rohner stated to make sure that all inspection reports are being submitted to the township. Mr. Grice stated I believe Mr. Ihle already submitted a letter to the township. Mr. Dymond asked is there any warranty with this work. Mr. Grice stated there is a one year labor and materials warranty which is in the original contract as well as a bond. Mr. Ihle stated with the landscaping being needed; most likely this will not be completed until the spring even though recently there were good weather days where this work could have been performed, but I did not see any work getting done. Mrs. VanWhy asked will final payment be made before the landscaping work is done. Mr. Grice stated no, they will bill against the landscaping as well as repairs that the District made that Jones Masonry will reimburse the District. Mr. Rohner asked if there would be future billing for the landscaping to which Mr. Grice stated no. Mr. Rohner asked if Jones Masonry would do the landscaping. Mr. Grice stated they would subcontract.

C. D'HUY ENGINEERING - Invoice #46826 \$350.00 Lehman Intermediate Exterior Wall Panel Repairs Professional Services Deduct \$780.00 From Invoice (Paid Through Facilities Department) For H.S.N. Natatorium HVAC Assessment

Mr. Ihle stated that we received this invoice from D'Huy for services on the Lehman Intermediate panels. The additional fees on this invoice are associated with the H.S.N. Natatorium hvac investigation which are not considered to be part of the capital plan therefore \$780.00 of this invoice was paid out of the Facilities budget. Leaving an amount of \$350.00 to be paid for Lehman wall panel services.

D. D'HUY ENGINEERING - Josh Grice - High School South Stadium Concession Stand Drawing and Proposal

Mr. Ihle stated that several meetings ago the committee asked D'Huy to investigate the cost of building an exterior concession stand versus refurbishing the existing stand. Mr. Grice stated that we sketched out the exterior concession stand at the end of the field house and adjacent to the

fitness room. We drafted a cost associated for either option. We would like to review the scope and building materials before we give a final price. We did estimate the cost to build an outdoor concession stand but there are many variables including how to get utilities to the building. Mr. Rohner stated we have a lot to review before moving forward.

E. C&D WATERPROOFING - Invoice #4408 \$9,975.00 - Lehman Intermediate Exterior Wall Panel Repairs

Mr. Ihle stated the repairs were completed last week. Mr. Grice stated based on how the panels were originally installed we had to remove the top panels in order to get to the ones in the middle which were damaged. This invoice reflects taking apart six panels and reinstalling. Mr. Rohner asked what is the standard lifespan for the new panels. Mr. Grice stated I would not expect them to fail before any other component of the building. I believe this was an isolated incident and should not happen again.

F. KIWANIS - Request for “DRIVE CAREFULLY” Sign To Be Installed On Middle Smithfield Elementary Property

Mr. Ihle stated Principal Baker notified me that the Kiwanis Club would like to install a “Drive Carefully” signs along the entrance to the parking lot of Middle Smithfield Elementary. Mr. Rohner asked if they supply the signs do we install them. Mr. Ihle stated I assume they want us to install and supply the post as well. Mr. Rohner stated if they want to advertise they should supply the post as well. Mr. Ihle stated he would discuss with Principal Baker about Kiwanis furnishing a post as well as the sign and have the Grounds Department install the sign.

G. ESTABLISH DATES FOR 2018 P&F MEETINGS

Mr. Ihle asked the Committee if they were in agreement with keeping the P&F meeting on the first Thursday of every month.

II. ITEMS FOR DISCUSSION:

A. LEHMAN INTERMEDIATE SINKHOLE PROJECT UPDATE - Master Locators Scheduled For Storm Pipe Video Inspection On December 12

Mr. Grice stated he has not yet confirmed a time, but Master Locators is expected to perform their inspection over the course of two days. Mr. Dymond stated I would like to be notified when this work is taking place.

The other committee members stated they would like to be notified of this as well.

B. 5 YEAR CAPITAL PLAN - Submittal To Committee Members

Mr. Ihle stated that this document will be submitted every P&F meeting for committee review, project updates and opportunities for the committee to recommend the undertaking of any new projects. Mrs. VanWhy asked if anything on this list had been completed to which Mr. Ihle stated no. Mr. Rohner stated Lehman door #9 has been approved. Mr. Ihle stated it has, but work has not yet begun on that project. We are trying to coordinate that project during non school days so not to disrupt classes. I am asking the committee today if they are interested in D'Huy Engineering moving forward with investigating the North Campus roof replacement. Mr. Rohner stated I assume we can move forward with D'Huy preparing bid specs for this project. Mr. Grice stated we are looking at over 267 thousand square feet of roof so that budget of eight million includes any unforeseen conditions within the roof that may arise. The field conditions may be different from what is on the plans so we would like to do some core testing. Mrs. VanWhy stated we need to see options. We were only able to get 15 years out of this roof. MCTI's roof has lasted over 35 years. Mr. Grice stated if we want to move forward with a new roof I would advise moving forward sooner than later. If we wait too long to put this out to bid we may not get favorable bid responses and pricing. We may be limiting our options. Mr. Andrews asked could we get one more year out of this roof. Mr. Grice stated that while we may be able to wait until late fall to put this project out to bid for the summer I would caution that the roof will only get worse the longer we wait. We had a company conduct an infrared survey and they identified over 25 thousand square feet of wet material within the roof. Mr. Ihle asked the committee just to recap if we would like to move forward with the roof investigation. Mr. Rohner stated yes.

Mr. Rohner stated he would like Mr. Sutjak to provide to the committee the estimate from Benders Tree Service as well as the other two companies that provided estimates for the tree removal at J.M.Hill and Resica Elementary. Mr. Dymond asked if the ten thousand dollar fee for the stump removal included grinding. Mr. Sutjak stated that it did and Benders Tree Service would be back during christmas break to perform that task. Mr. Rohner also stated to Mr. Sutjak could you please replace a cap on a

conduit by J.M. Hill sidewalk going towards the dumpster. There is a utility pole conduit with a broken cap.

Mr. Dymond asked Mr. Ihle if he is familiar with the gas meter at J.M.Hill at the north end of the building. The service line is out near the sidewalk and it seems unsafe in this area. Mr. Ihle stated I will have a look at it. Mr. Dymond stated it is unprotected and a reckless snow plow may run it over and it could do damage since it is a main line for the whole town.

III. PUBLIC PARTICIPATION - None

IV. MOTIONS:

1. Motion was approved to move to the Finance Committee invoice #46827 payment of \$13,378.55 to D'Huy Engineering for J.T. Lambert Masonry Professional Services
2. Motion was approved to move to the Finance Committee invoice #46826 payment of \$350.00 to D'Huy Engineering for Lehman Intermediate exterior wall panel repairs professional services.
3. Motion was approved to move to the Finance Committee invoice #4408 payment of \$9,975.00 to C&D Waterproofing for the Lehman Intermediate exterior wall panel repairs.
4. Motion was approved to allow the Kiwanis club to post "Drive Carefully" signs along Middle Smithfield Elementary with the provision they supply the post.
5. Motion approved to continue the Property and Facilities meetings on the first Thursday of every month.
6. Motion was approved to have D'Huy Engineering begin investigating different roofing options for the North Campus roof replacement to bring back to the Property and Facilities Committee for review.

V. ADJOURNMENT - Meeting adjourned at 6:55 PM

Respectfully Submitted,
Rebecca Lopez
Committee Secretary