

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES  
October 4, 2018**

Wayne Rohner called the meeting to order at 5:31pm and led the Pledge of Allegiance. Committee Members Present: George Andrews, Larry Dymond, Wayne Rohner, Lisa VanWhy

School Personnel Present: Michelle Arnold, Brian Borosh, Scott Ihle, Fred Mill, Daryle Miller, Denise Rogers

A motion was made to approve the minutes from the September 6, 2018 meeting along with the agenda for October 4, 2018 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 November 1, 2018.

**I. ITEMS REQUIRING ACTION:**

**A. FACILITIES DEPARTMENT REQUEST TO CREATE (6) ADDITIONAL FULL TIME MAINTENANCE II TECHNICIAN EMPLOYEES**

Mr. Ihle stated the Facilities Department is seeking to hire six additional employees with two of the employees focusing solely on HVAC repairs and preventative maintenance, including replacement of filters, belts, etc. The District currently has over 1,258 HVAC units, a filter count of over 2,200 and a belt count of 273. With our current staffing numbers it is difficult for us to maintain our units once a year. By hiring extra maintenance technicians the goal would be to maintain the District's units at least three times a year. Back in 2017 we received a proposal from Trane to replace filters and belts throughout the District. This service would be done at a cost of \$120,600 per year however it did not include materials (filters and belts). The cost savings of having this work done in house would be over \$7,291.00 annually. The second set of 2 employees would assist the ITECH Department by pulling camera wires throughout buildings within the District. As of September 2018 the District has over 893 open work orders. The third set of 2 employees would help us to maintain these work orders as well as perform projects in house

which we currently have to outsource simply because we do not have the time or the man power.

**B. TRANE - LEHMAN/HIGH SCHOOL NORTH ATC UPGRADE PROPOSAL**

Mr. Ihle stated this is the proposal we have been discussing over the last few meetings. The committee asked to not make a motion at the last meeting so they would have more time to review. We are now presenting this project again. Mrs. Vanwhy stated my concern is spending two million dollars upfront simply to get a discount. John Linn from Trane stated most school districts prefer to pay upfront to get the discount however if you want to pay as you go that is fine as well. We believe we can begin this project next summer. Mr. Rohner asked is this proposal based on your familiarity with the buildings or after seeing construction plans. Mr.Linn stated it is based off of having been to the buildings not just via construction plans. Mr. Dymond stated I was hoping to bid this project out. Mr. Linn stated you can certainly bid this out however this system currently runs on Trane controls so you would then have to teach employees two different systems and without specifications you would not know exactly what you are getting.

**C. D'HUY ENGINEERING - J.M. HILL CONCRETE REPLACEMENT INVOICE \$865.00**

Mr. Ihle stated this is for services rendered between July 28 through August 31.

**D. D'HUY ENGINEERING - HIGH SCHOOL NORTH ROOF REPLACEMENT INVESTIGATION INVOICE \$9,770.33**

Mr. Grice stated we have been developing plans and completed an infrared survey. We are currently working on flashing details and are on track to put this project out to bid before April 2019. This timeline is important because of building codes. After April they will become more stringent and more costly to the District. Mr. Andrew asked if we have decided what material we are going to use for the roof. Mr. Grice stated we can create an alternate listing. We do not have to decide at this moment in order to create a bid.

**E. HIGH SCHOOL SOUTH STADIUM PRESENTATION**

Ms. Rogers stated I am presenting a slide show of the various issues at the south stadium to show why we are in need of renovation. Ms. Rogers presented a powerpoint presentation showing various issues at the stadium and concession stand, including a restrooms stall without a door, dented and bent door jams, missing ceiling tiles, lights without covers, holes in restroom partitions and holes punched into ceiling above urinals. Ms. Rogers also stated there was a humidity issue in the weight room and it is causing the weights to get rusted. Due to this HVAC issue the weight room does not need any more moisture and the request for a water fountain would not be beneficial. The less water in that room the better. The students have access to two other fountains nearby and we also give out water. There are also issues with the HVAC in the rifle room making it very hot. Other issues include the concession stand. It is very congested when we have games as there is only one way in and out to the concession stand which is a safety hazard. The equipment inside the concession stand is also very old and does not always work. My hope would be to build a separate concession stand outside and use the extra space for locker rooms for our teams. Mr. Rohner stated is this something our shop class students could do in regards to building a concession stand. I know Pocono Mountain West had their students build a concession stand. Mr. Ihle stated these upgrades have been brought up before however at the time we were informed that we could not piecemeal the project. It would have to go out to bid.

#### **F. HIGH SCHOOL NORTH ATHLETICS SHED**

Dr. Riker stated I have spoken with the north campus Athletic Director, Chuck Dailey regarding the purchase of a shed for the north campus. There are a number of places where athletic equipment is being stored outside due to lack of storage space. According to Mr. Dailey there is a concrete slab already in place that a shed could be placed on. I am presenting this to the committee to see if you would be interested in Mr. Dailey obtaining three quotes to purchase a new shed in order to protect our equipment from the elements or possible theft.

#### **G. NORTH CAMPUS SECURITY CAMERA PRICING**

Mr. Borosh stated at the last meeting I discussed obtaining price quotes for security camera upgrades throughout the north campus. We sent out a request for quotes to 26 vendors and received 5 proposals. Integra came in with the lowest proposal. This proposal however does not include

installation. I am estimating that cost to be around 200 thousand dollars based off of what other districts have paid for similar services. There are some funds in my budget however this project is accounted for in the 5-year Capital plan. Therefore if you vote to purchase the cameras we have to keep in mind we must have the funds for installation. This price quote from Integra is just for hardware. After this installation the north campus should have full camera saturation.

#### **H. J.M. HILL PLAYGROUND REPLACEMENT**

Mrs. Arnold stated the J.M. Hill playground is over 20 years old. I have been in contact with Beyond Your Ordinary Recreation and this vendor has a playground on sale which can accommodate 20-35 children at a time. With this sale the playground, including demolition of the old playground, and installation the price would be \$29,536.00.

### **II. ITEMS FOR DISCUSSION:**

#### **A. 5-YEAR CAPITAL PLAN**

No Discussion

#### **B. D'HUY ENGINEERING - AGREEMENT FOR RETAINER SERVICES**

Mr. Rohner stated I would like to review this agreement until the next property and facilities meeting. Mr. Ihle stated this agreement was sent to our solicitors. They reviewed and asked D'huy to make some changes which D'huy has done. However with that being said we have not heard back from our solicitors yet to confirm that the contract is satisfactory.

#### **C. SOUTH STADIUM WATER FOUNTAIN INSTALLATION**

Mr. Rohner stated I placed this item on the agenda prior to Ms. Rogers presentation so there is no need to discuss now at this time.

### **III. PUBLIC PARTICIPATION**

Mr. Karkut stated I am appalled at the conditions with the south stadium and concession stand. This should be simple maintenance. There are issues with air conditioning in schools with some rooms being too hot or too cold as well as not being hot or cold enough. Mr. Karkut stated I also do not understand how J.M. Hill can request 30 thousand dollars for a playground when other schools have had to fundraise to obtain a playground. Dr. Riker stated 30 thousand dollars was the agreed upon

amount that the District could contribute as they have given that amount to East Stroudsburg Elementary and Resica Elementary.

#### **IV. MOTIONS**

- A. Motion was approved to move to the Finance Committee the request to hire six (6) additional full time maintenance employees.
- B. Motion was approved to move to the Finance Committee Trane's proposal for ATC upgrades at the North Campus.
- C. Motion was approved to move to the Finance Committee D'Huy Engineering invoice for J.M. Hill concrete replacement in the amount of \$865.00.
- D. Motion was approved to move to the Finance Committee D'Huy Engineering invoice for North roof replacement investigation in the amount of \$9,770.33.
- E. No motion was made regarding the High School South stadium upgrades.
- F. Motion was approved to have North Athletic Director Chuck Dailey obtain additional quotes for the North Athletics Shed.
- G. Motion was approved to move to the Finance Committee North Campus security camera upgrades, hardware only, by Integra One in the amount of \$430,392.02.
- H. Motion was approved to move to the Finance Committee J.M. Hill playground replacement by B.Y.O. in the amount of \$29,536.48.

#### **V. ADJOURNMENT - Meeting Adjourned at 755pm**

Respectfully Submitted,  
Rebecca Lopez  
Committee Secretary