

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES
November 1, 2018**

Wayne Rohner called the meeting to order at 5:30pm and led the Pledge of Allegiance.
Committee Members Present: George Andrews, Larry Dymond, Wayne Rohner, Lisa VanWhy

School Personnel Present: Scott Ihle, Irene Livingston, Fred Mill, Kieran Pryor, and Robert Sutjak

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

I. ITEMS REQUIRING ACTION:

A. D'HUY ENGINEERING - AGREEMENT FOR RETAINER SERVICES

Mr. Ihle stated that an addition was made to the agreement since presented during the last meeting. The hourly rate has been added. Mr. Grice stated there is a price breakdown of capital projects as well as summer projects fees, depending on the time of year the project falls. The fees also vary depending on the level of involvement. Some years ago we prepared for the District a 5-year capital plan. This service would allow for us to help with those projects without incurring multiple fees.

B. D'HUY ENGINEERING - J.M. HILL CONCRETE REPLACEMENT REIMBURSABLES - INVOICE #48351 \$1,726.10

Mr. Grice stated Advantage Engineering Construction tested the concrete on site to ensure it was of adequate quality. They submitted their report which I will submit to Mr. Ihle. This invoice is to cover those expenses. Mr. Ihle stated I would like to provide an update on this project. The work has been completed however the curbing at the bus drop-off location is of concern. The appearance seems as though it has been patched in multiple areas and below. My recommendation is to have the company demo and repour the concrete curbing. Mr. Grice spoke to Northeast

Masonry and discussed providing the District with a warranty. However we do not have all of the details as to what that would cover. We have not paid them for the project as of date. My suggestion to the committee is to not accept a warranty and simply have the work redone. Mr. Grice stated the borough has provided a certificate of occupancy for this project.

C. D'HUY ENGINEERING - HIGH SCHOOL NORTH/LEHMAN ROOF REPLACEMENT INVESTIGATION - INVOICE #48017 \$8,179.67

D. D'HUY ENGINEERING - HIGH SCHOOL NORTH/LEHMAN ROOF REPLACEMENT - INVOICE #48391 \$1295.33

Mr. Grice stated these two invoices are related to the North/Lehman roof investigation. Our original contract included a fee for both an infrared survey and roof investigation. The infrared survey for some reason was invoiced directly to the District rather than thru D'huy so we have adjusted our billing. We have determined that we are satisfied with the survey and have adjusted the invoice to reflect the work already completed. There is still one final invoice which I will submit once we have a completed report of our findings

E. FACILITIES DEPARTMENT REQUEST FOR PURCHASE OF ONE JOHN DEERE SIGNATURE SERIES X738 TRACTOR PLUS ATTACHMENTS - STATE CONTRACT #4400011369 - QUOTE ID:18288122 \$17,708.42

Mr. Ihle stated this tractor is for snow removal at High School South. This tractor has been budgeted for within the Facilities Department. It would also come with a hard cab as well snow blower. I have asked that custodian supervisor Kieran Pryor speak on the need of this tractor for his department. Mr. Pryor stated we currently have two tractors that we currently maintain ourselves. One is sixteen years old and the other is six years old. During a snowstorm it typically takes the custodians four to six hours to shovel snow off of the sidewalks. This purchase is also very important in order to expedite the snow removal as we are one of the schools which has a public sidewalk which must be kept clear.

F. FACILITIES DEPARTMENT REQUEST TO PURCHASE A 2018 FORD TRANSIT 250 VAN - RAY PRICE COSTARS #426951 - \$28,534.00

Mr. Ihle stated I want to start this conversation by saying this purchase has been budgeted for in the Facilities Department budget. This vehicle would be a replacement to the current van the department has which

needs so many repairs that the cost to complete those versus the value of the vehicle would not be worth it. My recommendation would be to take the old van to Harry's U-Pull It where the District could possibly receive a couple of hundred dollars for it.

G. SMITHFIELD PLAYGROUND - IRENE LIVINGSTON

Principal Livingston stated the Smithfield P.T.O. has been fundraising for six to seven years in an effort to purchase a new playground for our school. They currently have over \$14,000.00 raised and are requesting an additional thirty thousand dollars from the Board to purchase a new playground.

II. ITEMS FOR DISCUSSION

Mr. Ihle stated before we begin our discussion I would like to bring up the Trane proposal the committee passed through to the Finance Committee. at the last meeting. The Finance Committee asked for D'huy to help oversee this project and possibly provide a full time project manager as well as providing a payment schedule. I want the committee to be aware that we are meeting next Monday to go over the scope of D'huy's involvement as well as creating a milestone service schedule for payments.

A. LEHMAN INTERMEDIATE SCHOOL GYM FLOOR REPAIR UPDATE

Mr. Ihle stated since our original findings pertaining to the gym floor water damage, there has been findings of some additional damage which has spread several more square feet. The insurance company is aware of this and they have agreed to cover the additional cost to repair.

B. LYMAN & ASH

Michael Sweeney, an attorney from Lyman & Ash, stated he was looking forward to working with the District. Dr. Riker stated should the attorney's want to conduct a walk-thru of the buildings to ensure they coordinate that with Mr. Ihle and his staff. He also stated that lengthy walk-thru investigations may not be necessary. His hope is based off of the documents they currently have and building construction dates. The attorney's should be able to determine if litigation is even possible. Mr. Sweeney stated there are other factors to consider including the date of discovery of an issue. That may impact our statute of limitations.

C. 5-YEAR CAPITAL PLAN

Mr. Ihle stated there have been some adjustments regarding the cost of the cameras for the District.

D. HVAC PREVENTATIVE MAINTENANCE SCHEDULE

Mr. Ihle stated that the Maintenance Supervisor has put together this schedule of Preventative Maintenance of district wide HVAC equipment.. Once the two new maintenance personnel come on board they will be responsible for adhering to this schedule. The second pamphlet the supervisor made shows the room numbers as well as filter sizes and quantity of univents. This will allow our department to keep record of all preventative maintenance performed.

III. PUBLIC PARTICIPATION - None

IV. MOTIONS

- A.** Motion was approved to move to the Finance Committee the D’huy Engineering agreement for retainer services, pending a meeting with Thomas McIntyre prior to the Finance meeting.
- B.** Motion was approved to move to the Finance Committee payment to D’Huy Engineering in the amount of \$1,726.10 for the J.M. Hill concrete replacement reimbursables.
- C.** Motion was approved to move to the Finance Committee payment to D’Huy Engineering in the amount of \$8,179.67 for High School North/Lehman roof replacement investigation.
- D.** Motion was approved to move to the Finance Committee payment to D’Huy Engineering in the amount of \$1,295.33 for the High School North/Lehman roof replacement investigation.
- E.** Motion was approved to move to the Finance Committee request to purchase one John Deere Signature Series X738 tractor plus attachments Quote ID:18288122 \$17,708.42.
- F.** Motion was approved to move to the Finance Committee request to purchase a 2018 Ford Transit 250 Van - Ray Price Costars #426951 \$28,534.00.
- G.** Motion was approved to move to the Finance Committee request for \$30,000 from the District for the purchase of a new playground for Smithfield Elementary.

V. ADJOURNMENT - Meeting adjourned at 6:59pm

Respectfully Submitted,
Rebecca Lopez
Committee Secretary