

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES  
MARCH 7, 2019**

Wayne Rohner called the meeting to order at 5:32pm and led the Pledge of Allegiance.  
Committee Members Present: George Andrews, Larry Dymond, Keith Karkut, Wayne Rohner

School Personnel Present: Curtis Beam, Brian Borosh, Matt Hirsch, Scott Ihle, Dr. William Riker, Robert Sutjak

A motion was made to approve the minutes from the February 7, 2019 meeting along with the agenda for March 7, 2019 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. Items added to the agenda, discussion of High School South and J.T. Lambert stage floors, HVAC for High School South rifle range and East Stroudsburg Elementary sprinkler system. Motion seconded, all approved.

**ANNOUNCEMENTS BY THE COMMITTEE:** The next Property and Facilities meeting is scheduled for April 4, 2019.

**I. ITEMS REQUIRING ACTION:**

**A. D'HUY ENGINEERING - INVOICE #48874 \$2,000.00 RETAINER SERVICES**

Mr. Ihle stated going forward this invoice will no longer be placed on the Property and Facilities agenda. This service has been Board approved therefore it will only be on the Board agenda moving forward..

**B. D'HUY ENGINEERING - INVOICE #48878 \$689.01 TRANE CONTROLS OVERSIGHT NORTH CAMPUS**

Mr. Karkut stated what service does this cover? What oversight is D'Huy performing? Josh Grice, from D'Huy Engineering, stated we were asked to be a part of the scope of work that Trane is performing at the North campus. We will be overlooking their progress in order to help justify the timeline of payments as the project moves forward.

**C. D'HUY ENGINEERING - INVOICE #48879 \$1,556.24 HIGH SCHOOL NORTH/LEHMAN INTERMEDIATE WATER HEATER REPLACEMENT**

Mr. Grice stated we are on track to have the bid opening next week. We have all pre-bid documents and are simply waiting for Trane to submit a proposal on their scope of work needed within the bid documents. Trane has various sensors and controls that will need to be tied into the water heater.

**D. D'HUY ENGINEERING - INVOICE #48776 \$7,793.98 RESICA ELEMENTARY ROOF REPLACEMENT**

No discussion.

**E. D'HUY ENGINEERING - INVOICE #48775 \$38,129.94 HIGH SCHOOL NORTH/LEHMAN INTERMEDIATE ROOF REPLACEMENT DESIGN & BIDDING & CONSTRUCTION PHASE SERVICES**

Mr. Andrews stated when we approved the agreement for retainer services did it include the 7% of the project fee. Mr. Grice stated yes it did. Mr. Karkut stated how do you structure your fees. Mr. Grice stated the fee structure is based on the retainer agreement. There are caps as to how much can be charged. Mr. Karkut stated for what we are paying your company we could hire an engineer on staff. Mr. Andrews stated I am not sure we knew what we were doing going into this retainer agreement. Mr. Grice stated the retainer covers all scopes of services and is in effect for 2-3 years. The fees we charge are pretty standard for the services we are offering. There is an entire team that works on bids for the District. You also receive a full time representative from our company on site at every project we are apart of. This fee is based off of what we estimate the lowest bid to come in at. We are usually pretty close but we do adjust pricing once the actual bid comes in. There will be a project manager on site from start to finish on the roof projects. Mr. Rohner stated we must speak with Lehman and Middle Smithfield Townships I am pretty sure they will require a permit for this work.

**F. SCRAPER SYSTEMS - SNOW REMOVAL SYSTEM FOR DISTRICT BUS FLEET FOR BOTH NORTH & SOUTH CAMPUS BUS GARAGES - \$58,516.00 - Robert Sutjak**

Mr. Sutjak stated there are only two companies that actually sell this equipment. This company provides these scrapers for buses while the other is strictly for tractor trailers. This unit has 15 inch brushes that will not break the strobe lights or antennas which are placed on top of the buses. This company is co-stars certified however it is was not budgeted for in my department budget. The one for the North garage would be stationary however the one for the South garage would be portable as we do not have any space to store a piece of equipment this big permanently. Mr. Schlameuss asked what is the current snow removal plan. Mr. Sutjak stated we currently have about eight drivers per lot that use snow rakes to clean off the buses. They also work in conjunction with the snow plow companies the District hires to plow. It typically takes about four hours to clean the buses. The concern is injuries while trying to clean. Last winter we had a bus driver fall on ice and dislocate his knee while trying to clean the bus. Mr. karkut asked if we are doing the installation. Mr. Sutjak stated the company would come and install. The District would be responsible for concrete work and electric up north. At the south campus it would simply be a matter of plugging in the equipment. Mr. Karkut stated I am concerned with the south campus not having a permanent installation. My concern would be equipment getting damaged from being moved back and forth.

**G. DISTRICT CAMERAS - Brian Borosh**

Mr. Borosh stated I proposed a replacement schedule of the surveillance cameras within the District. Last month we purchased and installed 19 cameras. Currently the north campus and Bushkill Elementary will be up for consideration to update their camera systems. I would like to purchase cameras for those buildings and have our maintenance department run the cables for it. Mr. Dymond asked how many schools are left in need of camera upgrades. Mr. Borosh stated last month the Board approved cameras in the TLC building as well as the south bus garage if maintenance can free up some time to install cables I expect that project to be completed by memorial day. As far as the north campus and Bushkill Elementary, after speaking with Mr. Grice the extent of that project would require the installation of cables to go out to bid. That would make the start date late summer or early fall. We are looking to add cameras to J.T.Lambert as well as East Stroudsburg Elementary. After which I believe by the end of the year we will have a pretty aggressive saturation of cameras throughout the building particularly in places where there was not cameras before such as stairwells. Dr. Riker asked are you looking for funding for this project. Mr. Borosh stated the cabling for Resica Elementary would come out of the technology budget. The cameras themselves would come out of what is called the initiative budget which is for items such as safety, key card access, etc. Moving forward the only items coming out of the capital reserve would be the installation of cables for Middle Smithfield. Sometime later in the year we will obtain bids for that building to install cameras in the entire building. At the time the cameras were originally installed analog was the standard but technology has since improved and we would like all the cameras within the District to operate with the same technology.

**H. NORTH BUS GARAGE GENERATOR UPDATE - Curtis Beam/Matthew Hirsch**

Mr. Ihle stated he asked Curtis Beam, maintenance supervisor, and Matthew Hirsch, maintenance technician, to speak on the history of the generator. They had close involvement with this unit. Mr. Hirsch stated back in October we received reports of the unit smoking heavily. The unit shut itself down. At which point we contacted Emergency Systems the company that services our generators. They diagnosed the engine and stated that the turbo blew on the engine. They did not look any further into this and we then ordered a turbo and installed in house to save labor costs. Once installed the unit still would not run so we contacted Emergency Systems again. Emergency Systems then contacted our John Deere representative who stated that when the turbo blew it caused the inner coil to fill with oil. Emergency Systems removed the inner coil, cleaned and reinstalled it. When they tried to run the engine it continued to make a noise at which point Emergency Systems stated that the engine was "shot". The diagnosis was that the crankcase became clogged which caused it to blow the seal and

burn up inside. Mr. Karkut asked if this is the first time Emergency Systems has been out to diagnose the engine? Mr. Hirsch stated no, they also came out once in March when the turbo blew and after observing them change the turbo out I was confident, that after they stated the only issue was the turbo again, I could replace it myself. Mr. Dymond asked what are the actual hours logged on the engine. Mr. Hirsch stated about 200 according to our monthly maintenance log. Mr. Karkut stated I am concerned with the National Fire Protection Agency standards where on page 8.3 it states routine maintenance testing shall be done as established by the manufacturer. Are we ensuring this is being completed. Mr. Beam stated we have manuals for the engine and there is testing that is done as well as alarms that alert the main office should anything begin to malfunction with the generator. Mr. Karkut stated according to Emergency Systems report it states the fuel lines were reversed and the pistons melted causing the engine to 'run away'. This happened in December we are now in March, my concern is why did this take so long to reach our committee with all the money we have been spending on a rental generator. Dr. Riker stated this was brought to the previous committee. Mr. Ihle stated we have been doing our due diligence and investigating if we had any recourse with either John Deere or Emergency Systems before we had to purchase a brand new engine. Mr. Ihle stated we are now bringing three proposals for a new generator motor to the committee. They are for a new John Deere 4045 engine. The first company was Engines Inc. at \$15,560.00, Winter Engine at \$17,736.00 and lastly Emergency Systems at \$24,022.00. Mr. Karkut stated that Emergency Systems quote may be so high because they are including a previous invoice. Mr. Ihle stated that he asked these companies to give him an estimate based off of a new motor and that Emergency Systems should not be including outstanding invoices within their quote. I was not then and am not now, aware that Emergency Systems included an invoice in within a proposal. It does not state that on the proposal. If this is true I would not have accepted the proposal, nor would I have submitted it to the Committee. It should solely be on the purchase of a new engine. Winter Engines is six thousand dollars cheaper. Mr. Hirsch mentioned that Winter also stated they could have the engine to us in 2 to 4r weeks. Mr. Karkut stated my concern is this a new John Deere engine is through Kohler so it is considered a part and we would only have a 90 day warranty. Mr. Karkut stated to Mr. Beam do you recommend Winter Engine. Mr. Beam stated yes I do and I would also like to say that during last year's winter storm, two of my employees, Matt Hirsch and Josh Teeple, did an awesome job of working on our generators. If it were not for them the District would have been in a very bad predicament. We also have started a preventative maintenance program and every month Matt keeps logs of such. I am very passionate about my job, the staff, the District and the students.

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

**A. MIDDLE SMITHFIELD ELEMENTARY - LABOR & INDUSTRY INSPECTION REPORT REVIEW**

Mr. Ihle stated I am following up on the Labor & Industry inspection we discussed at last month's Property and Facilities meeting. We now have received the full report which stated that we need to repair all of the roof leaks in the building as well as damaged ceiling tiles. For the repairs of the roof we are working with Garland Company who is making repairs to the roof as we speak. We have a warranty with Garland and they are completing these repairs at no cost to the District. We have also contacted an agency to perform indoor air quality testing throughout every room in the building. Mr. Rohner stated I do not see why you should begin mold remediation until we fix all of the roof leaks. Mr. Ihle stated I was not planning on beginning mold remediation, if necessary, until the roof was repaired. I am however, moving forward on Indoor Air Quality testing. Mr. Rohner stated we completed mold remediation in this building in 2015 and spent over three hundred thousand dollars. It amazes me we still have leaks in these areas. This is why we have hired Lyman & Ashe. Mr. Ihle stated I have submitted the L&I report to Lyman & Ashe.

**B. BID RESULTS - RESICA ROOF REPLACEMENT - Josh Grice**

Mr. Grice stated Tuesday we opened bids for the Resica roof replacement project. We had a base bid with two alternates. Alternate one was a thirty year warranty with alternate two being to fill in the existing skylight. For the project the basis was a garland roof however that did not stop contractors from bidding with a comparable roof. Mr. Rohner stated we had wanted to pick from different roofs, that never occurred. Mr. Grice stated I did a powerpoint presentation over six months ago as well as two other presentations where we did discussed different roof options and we settled on garland being the basis of design. C&D Waterproofing won the bid and in my opinion they are a reputable company.

**C. BID RESULTS - HIGH SCHOOL NORTH/LEHMAN INTERMEDIATE ROOF REPLACEMENT - Josh Grice**

Mr. Grice stated Tuesday we opened bids for the north roof replacement. We had a base bid for a 20 year warranty roof with an alternate of a 30 year system. Jottan Roofing won the project with a low bid of \$6,556,867.00 with an alternate of \$451,768.00. Mrs. Vanwhy stated why didn't we see alternate roof materials. Mr. Grice stated we have spoken about this multiple times and at some point a decision has to be made. With the Garland roof we are simply having that as a basis for quality. It did not stop any bidders from proposing a roof of comparable value.

**D. BID RESULTS - HIGH SCHOOL NORTH/LEHMAN INTERMEDIATE WATER HEATER REPLACEMENT - Josh Grice**

Mr. Grice stated we have not received any bids yet but we are hoping to have a bids opening next Monday. We are simply coordinating with Trane. We will forward the lowest bid to the Board meeting after we receive it.

**E. BID RESULTS - NORTH CAMPUS CABLING & SECURITY CAMERA PROJECT - Josh Grice**

Mr. Grice stated back in September, Mr. Borosh purchased cameras for the north campus. These bids were for the installation and cabling of those cameras. Three companies placed a bid and Guyette Communications came in the lowest at \$342,736.00. Mr. Borosh stated I have worked with Guyette at other schools and they are a reputable company.

**ITEMS ADDED TO AGENDA FOR DISCUSSION:**

Mr. Grice stated we have been working up measurements and drawings for the J.T.L. and H.S.S. stages should you go out to bid with these projects. Mr. Karkut stated why do you have to redo the specs when these stages are less than 10 years old. Mr. Grice stated we do not have the change orders for these stages. The plans do not match what is actually there. We would have to put this out to bid by May I'm not sure we have enough lead time to have this ready to begin in the summer.

Mr. Grice stated last month we spoke about an immediate need for air conditioning in the rifle range. I cannot recommend a system that does not allow fresh air in. Mr. Rohner stated what is wrong with bringing in two portable mitsubishi units. Mr. Grice stated as an engineer I can only recommend a system that would allow fresh air in. Mr. Rohner stated Mr. Ihle can get price quotes for portable units. Mr. Ihle stated we can obtain quotes. Our maintenance staff installed a portable air conditioning unit at J.T.L. last summer it was around \$2,500.00. Mr. Rohner stated I think this could be a permanent solution.

Mr. Beam stated I reached out to Burkhart & Horn to see if they could locate as-builts and stamped plans for the East Stroudsburg Elementary sprinkler system. They could not locate these plans. I reached out to a third party inspector who emailed me that they have since moved to a different location and could not located the stamped plans either. They believe there is a possibility the plans are in another building. I explained to them the urgency of locating these plans and am hoping to hear back soon. Mr. Karkut asked do we not have plans for the building. Mr. Beam stated we do but we are looking for stamped plans. We are checking all the pipes and noting any issues. This is not the responsibility of the Facilities Department. This falls under the Security Department and they have been in touch with Keystone Fire Protection who services our sprinkler system, to discuss this issue. Mr. Rohner asked when was the permit issued to begin construction on East Stroudsburg Elementary. Mr. Beam stated 2008. Mr. Rohner stated can we get a copy of that permit.

Mr. Ihle stated that the Smithfield boiler Superheat project has been completed.

### **III. PUBLIC PARTICIPATION**

None

### **IV. MOTIONS**

- A.** Motion was approved to move to the Finance Committee payment to D'huy engineering for retainer services invoice #48874 in the amount of \$2,000.00
- B.** Motion was approved to move to the Finance Committee payment to D'huy engineering for Trane controls oversight north campus invoice #48875 in the amount \$689.01
- C.** Motion was approved to move to the Finance Committee payment to D'huy engineering for the High School North/Lehman Intermediate water heater replacement invoice #48878 in the amount \$1,556.24
- D.** Motion was approved to move to the Finance Committee payment to D'huy engineering for the Resica roof replacement invoice #48776 in the amount of \$7,793.98.
- E.** Motion was approved to move to the Finance Committee payment to D'huy engineering for the High School North/Lehman Intermediate roof replacement design, bidding & construction phases invoice #48775 in the amount of \$38,129.94.
- F.** No motion made on the scraper systems - snow removal for District bus fleet for both North and South campus bus garages. Item was tabled to be put back on April P&F agenda.
- G.** Motion was approved to move to the Finance Committee the IntegraOne proposal of \$64,953.00 for the Resica camera project
- H.** Motion was approved to move to the Finance Committee Winter Engines proposal for a new north bus garage generator in the amount of \$17,736.00 contingent upon a delivery of 2-3 weeks. Mr. Dymond, Mr. Rohner, Mr. Andrews voted yes. Mr. Karkut voted no.
- I.** Motion was approved to move to the Finance Committee the recommendation of C&D Waterproofing as the lowest bidder for the Resica roof replacement project. This included a based bid of \$647,250.00 with the alternate of removing the existing skylight at an additional \$10,765.00 as well adding the alternate of adding the 30 year warranty at an additional \$9,700.00. Mr. Dymond, Mr. Rohner, Mr. Andrews voted yes. Mr. Karkut voted no.
- J.** Motion was approved to move to the Finance Committee the recommendation of Jottan Roofing as the lowest bidder for the High School North/Lehman Intermediate roof replacement project with base bid of \$6,556,867.00 with the 30 year warranty and a Garland roof at an additional \$451,768.00. Mr. Dymond, Mr. Rohner, Mr. Andrews voted yes. Mr. Karkut voted no.

**K.** Motion was approved to move to the Finance Committee the recommendation of Guyette Communications as the lowest bidder for the north campus cabling & security camera project with a bid of \$342,736.

**V. ADJOURNMENT** - Meeting adjourned at 8:29pm

Respectfully Submitted,  
Rebecca Lopez  
Committee Secretary