

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES
April 4, 2019**

Wayne Rohner called the meeting to order at 5:36pm and led the Pledge of Allegiance.
Committee Members Present: George Andrews, Larry Dymond, Keith Karkut, Wayne Rohner

School Personnel Present: Curtis Beam, Billy Goucher, Scott Ihle, Robert Sutjak

Non-School Personnel Present: Megan Schwalm, Mike Peters, Jay Armitage, Rafael Torres

A motion was made to approve the minutes from the March 7, 2019 meeting along with the agenda for April 4, 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. Mr. Karkut stated he took issue with the minutes not detailing all that he stated regarding the John Deere engine warranty. He wished to amend the John Deere engine motion to include a two year warranty. Mr. Rohner stated that could be discussed when the item is presented in the agenda. Mr. Karkut also stated he would like to add to the agenda updates on the Smithfield and J.M. Hill playgrounds. Motion seconded, all approved.

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

I. ITEMS REQUIRING ACTION:

**A. MIDDLE SMITHFIELD ELEMENTARY INDOOR AIR QUALITY REVIEW
HILLMAN CONSULTING - Rafael Torres**

Rafael Torres from Hillman consulting presented to the committee the results from the indoor air quality testing at Middle Smithfield Elementary. Mr. Torres stated that he sent an industrial hygienist to test every single classroom including the library, gym and cafeteria. Essentially every room with occupants. The results came back favorable for the District. The mold spore counts in the classrooms were low and in some places undetectable when compared to the mold spore counts outside of the building. We did have room 209 show a slight elevation of a common mold spore. However after retesting the room the second test deemed the conditions favorable. I spoke with Mr. Ihle regarding the results and testing and am very confident that this building is clear of any mold spores. Mr. Karkut stated when you are testing for mold spores do you sample the air above the ceiling tiles. Typically we do not test those areas as that would be considered an unoccupied and unconditioned space. In order to test you would have to remove every single ceiling tile. Testing for spores is not an exact science as there are no state regulations however what the industry does is compare guidelines. We test the outdoor spore count and compare it to the indoor spore count. If the indoor count is lower than the outdoor count than we deem the room to be clean. Of

course it does fluctuate with the season and some people are more sensitive to the environment than others but generally these guidelines are good indicators if the air is clean or not. Mr. Karkut stated will your company be performing our District bi-annual indoor air quality testing as well. Mr. Torres stated yes we hope to begin that soon. Our plan is to conduct these tests twice a year. Mr. Karkut stated is there a better time of year to perform these tests. Mr. Torres stated there is no good or bad time to test as it is a snapshot in time of the air quality however we do hope to perform these tests at least once in the summer when there are no students in the building.

B. HIGH SCHOOL NORTH LED LIGHTING DISCUSSION GRAYBAR

ELECTRICAL SUPPLY - Meghan Schwalm, SODEXO - Michael Lutte

Ms. Schwalm stated at the north campus site there has been talk about switching over to LED lighting. There is a high wind velocity at that campus and ballasts are constantly blowing out. Not only is energy savings a concern but safety and security is as well. You currently have high pressure sodium light fixtures which make it hard to detect facial recognition on the cameras. We can increase energy savings not only by extending the life cycle of your lamps but also by installing a control system that would allow you to control what hours the lamps would be at full brightness or even a motion sensor detector that would help to cut down electricity costs. This motion sensor also helps security cameras detect any movement that would be occurring. There is a back end process rebate that we would procure and process for you. It would be around 10% spread over four years. Mr. Dymond stated we need to have a Board work session and discuss all of the different options presented here. Mr. Grice stated this discussion is phase one of a case study to get a better understanding of what this project would entail. We would need to put this out to bid. Ms. Schwalm stated I would like to do a full audit of every fixture so that we can create a more accurate proposal. Mr. Karkut stated does your proposal also include the installation of lights. Ms. Schwalm stated we do not install the lights. You would need to obtain a contractor for installation.

C. NORTH BUS GARAGE GENERATOR MOTOR PROPOSALS

Mr. Karkut stated my concern with going with Winter Engines, and why it was not passed at the finance committee meeting, is that they do not offer a two year warranty on the John Deere engine. The reason they are able to obtain the engine so quickly is they consider it a part and therefore only offer a 90 day warranty as opposed to a brand new engine with a two year warranty. Dr. Riker stated I would like to point out that the rental fee for our temporary generator is \$2400.00 a month so we may want to make a decision on this. Mr. Dymond stated I would like to get rid of the temporary generator that Emergency Systems is providing so that we are not paying a rental fee. Dr. Riker stated with the direction of the Board we had our solicitor send a letter out to John Deere to see

if they could honor some sort of warranty since this engine is relatively new. We are currently awaiting a response. Mr. Karkut stated if we get rid of the temporary generator what happens if the pumps fail. Mr. Beam stated the North bus garage operated without a generator until 2014. Mr. Dymond stated I propose we table this discussion for thirty days to see how John Deere responds to our solicitor and in the meantime we remove the rental generator.

D. HIGH SCHOOL SOUTH RIFLE RANGE AIR CONDITIONING PROPOSALS

Mr. Andrews asked are these quotes all for the same model. Mr. Beam stated yes the vendors have assured me this is the exact same model. Mr. Dymond stated is there a chance that our maintenance staff could install this themselves. I personally do not care which brand we purchase as long as it is the correct amount of BTU's. Mr. Beam stated we have done this work before. I believe we can purchase and install a unit ourselves for under \$5,000.00.

E. SCHOOL BUS SNOW SCRAPER SYSTEM PROPOSAL

Mr. Sutjak stated we updated the proposal to include two base mounted units. We also have a permanent place for the unit that will be used for the south campus over in J.T.Lambert. Mr. Sutjak stated the purpose of these snow scrapers is to make snow removal easier for our drivers and eliminate injuries that occur when they do attempt to remove snow from the roofs of the buses. Mr. Dymond stated what if we have decks on either side of the buses and then had them use brushes to clean the roofs so we do not run the risk of messing up the antennas on the buses. Mr. Ihle stated that a concern with placing a deck is that you have to remove snow from the decks and stairs before you can begin to clean the buses, so essentially it would be adding more work and still running the risk of injury.

F. D'HUY ENGINEERING - INVOICE #48976 \$8,943.76 HIGH SCHOOL NORTH/LEHMAN INTERMEDIATE WATER HEATER REPLACEMENT - BASIC SERVICES

Mr. Grice stated JBM was the lowest bidder. They have done work for the District before. They are currently in the process of obtaining the tanks needed for this project. Dr. Riker stated the Board gave us permission to move forward with this project because it is an emergency. Mr. Andrews stated if we gave permission for this project I would like to see what we are getting. Mr. Ihle stated the Board approved the system that is being installed at the last board meeting. Mr. Grice stated it could take about six weeks before the tanks are in. Dr. Riker stated perhaps in the future we should add lead time to the bids because a six week waiting time is unacceptable considering that this replacement is an emergency. The water heater could fail at any moment. Mr. Grice stated beyond the order time there is only so much that can be done. This is a delicate installation we are

working around a current heating system. It is not like we can shut down the current heater and run without hot water.

G. D'HUY ENGINEERING - INVOICE #48974 \$5,499.99 RESICA ELEMENTARY SCHOOL ROOF REPLACEMENT - BASIC SERVICES

No Discussion

H. TREE REMOVAL AT HIGH SCHOOL SOUTH BASEBALL FIELD PROPOSAL - Robert Sutjak

Mr. Sutjak stated down by the walker site at the baseball field we have two dead trees we need to have removed. Mr. Karkut stated I have a question about these proposals. Singers tree service states they are removing two dead elm trees while the others say to remove one cherry tree and one sycamore. We should be making sure they are not removing the wrong trees. Also, when we were obtaining prices for this work did we factor in volume. Would we have gotten a better price had we negotiated the price for more trees that needed to be cut down. I am concerned that Dunkelbergers Tree Services only gave us pricing to remove two trees while Benders Tree Service gave us pricing to remove three.

I. HILLTOP AUCTION - Robert Sutjak

Mr. Sutjak stated the other week I was at High School North and saw one of our lawn mowers not being used. After asking our staff about it I was informed that it had not been used for over 14 years. What I am proposing is we auction it off at Hilltop Auction. The auction will be held this weekend and we are going to place a bid minimum of \$2,000.00. The District also has a zero turn mower which has a blown engine and is of no use to the District. I am proposing we place that one to bid at the Hilltop Auction as well.

Mr. Rohner stated how is the clean up going at the north campus regarding the D.E.P. irrigation system. Mr. Sutjak stated the clean up has been completed. I did speak with the representative from D.E.P. and he requested a forestry plan with the sprinkler system so that when there is overflow in the lagoon it would flow into the forest. However after speaking with the representative they did state it would be difficult to find a company that did that kind of work in this area. Mr. Rohner stated is D.E.P. superseding our permit. If we are in compliance with the program they approved I do not want them to change it. Can we locate the maintenance plan and see what is part of the permit approval process and documentation. We should not be in violation.

II. ITEMS FOR DISCUSSION:

A. EAST STROUDSBURG ELEMENTARY CERTIFICATE OF OCCUPANCY & CERTIFICATE OF COMPLIANCE - Wayne Rohner

Mr. Ihle stated Mr. Rohner asked for our department to provide a copy of the permit for East Stroudsburg Elementary fire sprinklers. We could not find a copy of the permit however we did find the certificates of compliance and occupancy. Mr. Rohner stated I struggle with accepting the fact that records are no longer available for our school. The taxpayers should not have to pay for something that is only nine years old. Mr. Ihle stated we also reached out to the township and they do not have a copy of the permit either.

**B. TREE REMOVAL AT HIGH SCHOOL SOUTH BASEBALL FIELD PROPOSAL
- Robert Sutjak**

Mr. Sutjak stated the proposal you are looking at is simply to inform the committee of work that has already been completed. There was a tree over the bleachers at the baseball field which we felt had to be taken down immediately due to safety concerns. At first we felt our grounds crew could take of this in-house but upon further inspection it was beyond our capabilities so we had to outsource this work. We did seek out three proposals and Benders Tree service came in the lowest. Mr. Rohner stated there should never be an emergency with a tree needing to be cut down. We must be proactive. Perhaps every few years the District should hire an arborist to look at all of our trees and see which ones need to be cut down. We need to start implementing preventative maintenance. I know for a fact that tree has been hanging over the bleachers for quite some time and should have been taken care of a while back.

C. HIGH SCHOOL SOUTH & J.T. LAMBERT STAGE FLOOR DISCUSSION

Mr. Ihle stated in October of 2017 we submitted two proposals from Mastercraft Flooring regarding the stage floors at High School South and J.T.Lambert. The committee at that time asked for us to seek out local vendors instead. We did that however the local vendor, who was awarded the bid, upon starting the project realized it was out of their expertise and backed out of the project. I reached out to Mastercraft to see if they would be interested in completing the work they originally submitted a proposal for and I never received a call back. My secretary reached out to Miller Flooring and Northeast Contractors and submitted a Request for Proposals. To date neither company has reached back out to us.

D. SAMPLE VEHICLE REPLACEMENT SCHEDULE/BUDGET - Dr. Riker

Dr. Riker stated as you are aware we have purchased a lot of vehicles within the District however we currently do not have a vehicle replacement schedule. What I am asking the committee to think about is do we want to run a vehicle until the end of its life cycle and then hope to get some monetary compensation by sending it to a junkyard or do we want to begin compiling a list of the vehicles and determine a mileage or years in service date that we would want to trade in the vehicle and get a better deal for a replacement. By creating a vehicle

replacement plan this would allow us to think ahead to the future and budget accordingly.

E. EAST STROUDSBURG ELEMENTARY SPRINKLER SYSTEM PHOTOS AND ACCURATE LOGS OF ANY DAMAGE - Chief Mill

Mr. Goucher stated we recently had Keystone Fire Protection conduct our five year inspection on the pipes and sprinkler system. Keystone stated to me the biggest issue with our pipes is the installer over cranked the pipe with such force that it spread the threading. There were also fittings that were welded that should not have been welded. There is some external rust on the pipes but they did not find any internal rust. Mr. Andrews stated could the external rust be coming from humidity. Mr. Goucher stated we have pulled some wet tiles however in order to check the entire building we would have to wait until school is no longer in session. We have already asked Keystone to give us a price to check the pipes in the entire building.

F. LYMAN & ASH - Michael Sweeney

Mr. Rohner stated Lyman & Ash will give the Board an update on April 16, 2019.

ITEMS ADDED TO AGENDA FOR DISCUSSION:

Mr. Karkut stated I would like to give an update on the J.M. Hill and Smithfield Elementary playgrounds. J.M. Hill playground opened yesterday and the kids enjoyed it. Smithfield playground is still awaiting for its permit to be signed by the township supervisor.

Mr. Karkut stated I understand we have a company performing repairs on our roof leaks. I spoke to one our custodians and a secretary at one of our schools and they stated to me the leak was repaired incorrectly. After speaking with Lyman & Ash we are aware that our statute of limitations may be running out. We need to ensure we are documenting every leak. We must be aggressive with repairing every single leak. Principal Livingston stated to me that in one of her kindergarten classes there has been excessive leaks and no one has addressed this. Dr. Riker stated Principal Livingston has never brought this to my attention. Mr. Ihle stated we are in constant communication with our staff regarding leaks and this particular room has never been brought to my attention. Dr. Riker stated I have emails with Principal Livingston regarding leaks and no where is this room mentioned.

Mr. Dymond stated at a recent conference in Philadelphia I saw one of our school buses on display. I asked the representatives there if they were aware of tire issues and rotor problems with the buses. We need to start documenting any issues with our buses to see if we can get some type of reimbursement. My

concern is I have heard there is an issue with the buses rolling back. Mr. Sutjak stated we have warranties on our bluebird buses and we received reimbursement. I also met with a braking company and they are giving us six sets of high heat brake shoes and they believe that will fix the braking issue.

III. PUBLIC PARTICIPATION - None

IV. MOTIONS

- A.** No motion needed.
- B.** No motion needed.
- C.** Motion was made to table the purchase of a new generator for 30 days. Motion to remove the temporary generator at the north bus garage effective immediately. Motion seconded all approved.
- D.** Motion was made to move to the finance committee the purchase and installation of a ductless 36 k AC BTU unit. Installation of the unit to be performed by the District Maintenance staff. Purchase and installation not to exceed \$4,000.00. Motion seconded all approved.
- E.** No motion was made regarding the school bus snow scraper system proposal.
- F.** Motion was made to move to the finance committee payment of invoice #48976 to D'Huy Engineering in the amount of \$8,943.76 for the High School North/Lehman Intermediate water heater replacement - basic services. Motion seconded all approved.
- G.** Motion was made to move to the finance committee payment of invoice #48974 to D'Huy Engineering in the amount of \$5,499.99 for Resica Elementary roof replacement - basic services. Motion seconded all approved.
- H.** Motion was made to move to the finance committee the payment of \$500.00 to Benders Tree Service. Motion seconded all approved.
- I.** Motion was made to approve two north campus lawn mowers to be placed at the Hilltop auction with a minimum bid of \$2,000.00. Motion seconded all approved.

V. ADJOURNMENT - Meeting adjourned at 9:23pm

Respectfully Submitted,
Rebecca Lopez
Committee Secretary