

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

Wayne Rohner called the meeting to order at 5:33 pm and led the Pledge of Allegiance.  
Committee Members Present: George Andrews, Larry Dymond, Keith Karkut (via phone),  
Wayne Rohner

School Personnel Present: Brian Borosh, Scott Ihle, Chief Mill, Robert Romagno, Dr. William Riker, Robert Sutjak, Dr. William Vitulli

Non-School Personnel Present: Josh Grice

A motion was made to approve the minutes from the October 3, 2019 meeting along with the agenda for November 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. Motion seconded, all approved.

Prior to announcements by the committee there was discussion regarding the minutes of the previous meeting. Mr. Andrews stated were you able to get the information regarding the wrestling room from Josh Grice. Mr. Ihle stated that at this time, I have not received any information I did have conversations with St.Luke's. Mr. Karkut stated are you the main contact for St. Lukes? Mr. Ihle stated I have been in contact with St. Lukes. John Hauth from St. Lukes is to get back to the group that met with him but I have not heard back as of date. I am fine with being the contact person. Mr. Andrews stated at our last meeting, Mr. Dymond said he wanted labor and material costs listed along with the bids and Josh Grice stated that would not be possible. Mr. Ihle stated that Josh indicated this would not be likely, however I will speak with Josh again regarding that. Mr. Andrews stated at the last meeting we discussed having a separate meeting to review the 5-year capital plan. Mr. Ihle stated that Dr. Riker, Curtis and I have been reviewing, categorizing and prioritizing projects on the list. Dr. Riker stated if the committee is interested in seeing the work we have done so far you may. Josh and Scott have given your recommendations, however it is ultimately up to the committee to decide what is the priority.

**ANNOUNCEMENTS BY THE COMMITTEE:** The next Property and Facilities meeting to be determined.

**I. ITEMS REQUIRING ACTION:**

**A. THREE (3) YEAR DISTRICT WIDE INDOOR AIR QUALITY AGREEMENT**

1. **LaBella Associates - \$40,500.00**
2. **Hillmann Consulting - \$47,550.00**
3. **Compliance Management International - \$49,560.00**

Mr. Ihle stated I would like to bring to the committee's attention that LaBella's proposal of \$13,500 is based off of testing twice per year however the line items actually add up to \$14,016. After speaking with LaBella they informed me they do a large amount of work with their lab and due to that, receive a discounted price from them. They were reluctant however to state this in their proposal. Mr. Rohner stated as long as there is no hidden language in the contract stating that we will be charged more after the fact. Mr. Dymond stated are we required to test twice a year. Mr. Ihle stated we are not required to perform these tests, however we felt due to some past concerns it would be beneficial to do so especially in rooms where we have had active roof leaks.

**B. HIGH SCHOOL SOUTH STAGE REPLACEMENT INVOICE - Division 09 \$32,500**

Mr. Ihle stated this work is complete and is satisfactory. Mr. Karkut asked Dr. Riker have you looked at the floor? Dr. Riker stated I have not looked at the floor since the first time I was there. Mr. Andrews asked Mr. Ihle are you happy with the work? Mr. Ihle stated yes it is satisfactory to me.

**C. THREE (3) YEAR DISTRICT WIDE GENERATOR SERVICE AGREEMENT**

1. **Critical Systems - \$27,345.00**
2. **Winter Engines - \$34,359.00**
3. **Engines Inc. - \$39,200.00**
4. **Emergency Systems - \$41,336.55**

Mr. Andrews stated why is there such a difference in prices? Mr. Ihle stated these are the exact same proposals I presented at the last meeting. The committee asked me to check references on Critical Systems. I contacted Western Wayne, Stroudsburg and Pocono Mountain school districts. All three districts have used or continue to use Critical Systems. They were all satisfied with their service and would use them again in the future. Mr. Karkut stated if other school districts are satisfied with them than we can give them a shot. With that being said after year one if we are unhappy can we stop using them. Mr. Ihle stated the contract does not speak to that either way.

**D. RESICA ELEMENTARY FLOORING UPGRADE(S) CONCEPT BUDGET**

Mr. Grice stated we discussed this previously in July as a potential summer project. We are bringing it up again to see if the Board would want to move forward. We spoke about a few flooring options. One being luxury vinyl tile and V.C.T. being standard. We also budgeted for the carpet to be replaced with new carpet but I think we would want to cross that option out. Options two and three are hard surface and vary between 307 thousand versus 340 thousand dollars. Another option is L.V.T. which would add approximately an additional 83

thousand dollars in material cost. The cost for labor and installation would remain the same. Mr. Ihle stated we wanted to look at options for flooring such as L.V.T. because they do not require stripping and waxing. Therefore would reduce the costs of labor and materials required with maintaining the floor. We have installed L.V.T. in one classroom at Lehman Intermediate last year where we had experienced water damage and so far it has held up satisfactorily. That would be my recommendation. Mr. Andrews stated is it a lifetime warranty? Mr. Ihle stated I do not know the warranty but maintenance of the floor is simply dry and wet mop. Mr. Grice stated when we put the project out to bid we can list L.V.T. as an alternate and decide if we wish to go that route once the bids come in. Mr. Ihle asked Mr. Grice can you reach out to other schools that have used L.V.T. and see how satisfied they are with it. Mr. Grice stated I will reach out to Northampton school district they have L.V.T. Mr. Karkut stated how old is Resica, because J.T.L.'s carpet is in very bad condition. Mr. Ihle stated ideally I would like to see Resica, J.T.L. and Lehman all receive new flooring next summer. We simply picked Resica first due to mold concerns we had experienced there in the past. Mr. Grice stated that we can put this out as one big project encompassing all three buildings or we could put each building out to bid individually. Mr. Karkut stated if there is a cost savings to bid all three buildings together than we should do that. Mr. Ihle stated to Mr. Grice that we would like the bid specifications for all three schools at the next Property and Facilities meeting.

Mr. Dymond asked Mr. Grice are you making progress with the filtration system at Middle Smithfield and Resica Elementary? Mr. Grice stated that the projects we have been working on for 2020 are the liners for the north lagoons and now the carpets for Resica, J.T.L. and Lehman Intermediate as well as bus lot propane tanks and seal coating for the Middle Smithfield parking lots. The seal coating project was approved last month and we would like to get it out to bid so work can be done within this year's budget.

**E. EAST STROUDSBURG ELEMENTARY CAMERA PRICING**

**F. EAST STROUDSBURG ELEMENTARY CAMERA & CABLING INSTALLATION**

Mr. Borosh stated this will be the ninth out of ten schools we are installing cameras in. This item was not in our department's budget so the committee asked that I receive quotes so that it may be paid out of capital reserve. We had several companies submit bids and IntegraOne came in at the lowest bid. We also had to put bids out for the cabling portion of the project. Three vendors submitted and Guyette came in at the lowest. Guyette did the cabling for the north campus and we were very happy with their work. Should this get Board approved at the November meeting than I expect the installation to be completed by the end of the year.

Mr. Dymond stated there is an electronics room that has a sprinkler head. Would D'huy engineering have any recommendations for that room. My concern is

should the sprinkler go off the equipment in the room would be ruined. Mr. Grice stated the sprinkler would only go off if the fire was in the room which would indicate that the equipment was damaged anyway. Mr. Borosh stated we did obtain a price to fireproof the room. Mr. Dymond stated is there a way we could seal off that room or install a dry system to put out a fire. Mr. Grice stated I can look up the latest recommendations for chemical agents to put out a fire and come back with pricing.

**G. NORTH BUS GARAGE GENERATOR ENGINE REPLACEMENT -  
Invoice R347539 \$15,650**

Mr. Ihle stated that the generator replacement at the north bus garage is complete. I would like to share that Engines Inc. reported to me that they found fuel fittings in the wrong locations on the generator. They removed them and installed them correctly. I would like to make the committee aware that no one in the Maintenance Department removed or replaced any fuel fittings on the generator. I know there has been a lot of finger pointing regarding this but since I have been with the district; only one company has ever worked on this generator. It is unknown if these fittings being placed incorrectly is the cause for all of the issues we had with this particular generator, however there is the possibility of such. Mr. Dymond stated did Engines Inc. recently clean the generator. Mr. Ihle stated yes and they performed a load bank test.

**H. D'HUY ENGINEERING INVOICES**

- 1. Invoice 50134 \$25,000.20 - High School North Roof Replacement**
- 2. Invoice 50135 \$425.00 - High School North Roof Replacement  
Forensic Investigation**

Mr. Rohner asked are we actively documenting roof leaks. Mr. Grice stated there is a floor plan documenting phase dates and locations of leaks. We have identified some issues in the cafeteria. Mr. Ihle stated I am also documenting.

- 3. Invoice 50136 \$2,337.00 - Resica Elementary Roof Replacement**  
No discussion.

- 4. Invoice 50137 \$1,312.75 - Trane Controls Oversight**  
Mr. Grice stated the Trane controls are almost completed. They are wrapping up trainings and following up on conduction for the cooling tower.

- 5. Invoice 50138 \$840.00 - High School North/Lehman Intermediate  
Water Heater Replacement**  
No discussion.

**I. APPLICATIONS FOR PAYMENT**

- 1. C&D Waterproofing - Resica Roof Replacement \$26,318.25**  
Mr. Grice stated C&D still has an outstanding balance. They are wrapping up some roof trim.

**2. Jottan Inc. - High School North Roof Replacement \$286,863.89**

Mr. Grice stated Jottan is billing out phase one of the roof replacement. There is still about 5% left of labor to complete, mostly sheet metal installation.

**3. Trane - High School North/Lehman ATC Controls \$169,296.19**

Mr. Grice stated Trane still has about \$57,000.00 left of work to complete a lot of which is related to project management and training sessions. We still have about 10% in retainage being held.

**4. CRCS Inc. - High School South Camera Installation \$54,095.22**

Mr. Andrews stated have they completed this work. Mr. Grice stated yes they have. We are holding a retainage from them until we receive as-built drawings.

**J. BASEBALL BATTING CAGE QUOTE**

Dr. Riker stated that the original quote approved by the Property and Facilities Committee was removed from Finance once Tom McIntyre realized it was not a Costars vendor and it exceeded the bid threshold. It was never Board approved. This new vendor is Costars and it is about three thousand dollars less than the original quote.

**II. ITEMS FOR DISCUSSION:**

Mr. Karkut stated I would like to talk about the 5-year capital plan. There are many projects on this list that are outdated. Mr. Ihle stated that earlier this week I spoke with Rich Schlameuss and he requested that completed projects be placed back on the 5-year capital plan. Mr. Andrews stated in the next few weeks we should get together and discuss this.

**A. FIRE SYSTEMS**

Mr. Dymond stated I have given Lyman & Ash all of the information regarding all of the construction companies involved with East Stroudsburg Elementary. They are working on sending out a letter to them and hopefully we hear something from them. Mr. Rohner stated do we have stamped plans for the fire extinguisher system at East Stroudsburg Elementary. Mr. Dymond stated we do not and neither does Smithfield Township. I spoke with Ken Wolf and he searched for two days and could not find those plans. Mr. Goucher stated how do we want to proceed with repairing the fire suppression system. Mr. Dymond stated can we advertise for companies to come and look at the system and give us a quote. Mr. Grice stated typically the contractor of the building is the one who engineers the fire suppression system of a building. It may take a month or two for us to come up with the bid specifications. We may have to repipe and redo all the tie ins for the entire building. Mr. Dymond stated after speaking with a custodian I noticed that a number of fire extinguishers are expired. Chief Mill stated we are working on that. There is a fire extinguisher shortage. Mr. Goucher stated the District safety committee completed a walk thru of the south stadium

and requested smoke detectors be placed there. Would we want to wire an entire system or just purchase smoke detectors. Dr. Riker stated we are not required to have a fire system in the stadium so I think we will be fine with battery operated smoke detectors.

#### **B. CURRENT CAPITAL PAYMENTS**

Dr. Riker stated this is simply the capital payments document you are provided every month.

#### **III. PUBLIC PARTICIPATION**

Chief Mill stated I just want to thank the Board for approving the installation of the security cameras. They have been a tremendous asset to us in the schools.

Dr. Vitulli stated I would like to know if there is any chance of replacing the Cyber Academy's carpet when you replace J.T. Lambert's. Mr. Ihle stated my intention was to replace the carpet at the Cyber Academy as well as the entire pod.

Mr. Dymond stated have we investigated the storm water that is backing up at the TLC building entrance? Mr. Sutjak stated we have looked into it. The issue is when it rains it is washing dirt into the grates. We would need to run a pipe through a wall and dump the water.

#### **IV. MOTIONS:**

- A. Motion made to move to the Finance Committee, recommendation of LaBella Associates for the three-year district wide indoor air quality agreement in the amount of \$40,500.00. Motion seconded, all approved.
- B. Motion made to move to the Finance Committee payment to Division 09 in the amount of \$32,500.00 for the High School South stage floor replacement. Motion seconded, all approved.
- C. Motion made to move to the Finance Committee, recommendation of Critical Systems for the three-year district wide generator service agreement in the amount of \$27,345.00. Motion seconded, all approved.
- D. Motion made to move to the Finance Committee, recommendation of IntegraOne for East Stroudsburg Elementary cameras in the amount of \$113,844.00. Motion seconded, all approved.
- E. Motion made to move to the Finance Committee, recommendation of Guyette Communications for the East Stroudsburg Elementary camera and cabling installation in the amount of \$17,799.00. Motion seconded, all approved.
- F. Motion made to move to the Finance Committee payment to Engines Inc. in the amount of \$15,650.00 for the north bus garage generator replacement. Motion seconded, all approved.
- G. Motion made to move to the Finance Committee payment to D'huy Engineering for the following invoices:
  1. Invoice 50134 \$25,000.20 - High School North Roof Replacement

2. Invoice 50135 \$425.00 - High School North Roof Replacement Forensic Investigation
3. Invoice 50136 \$2,337.00 - Resica Elementary Roof Replacement
4. Invoice 50137 \$1,312.75 - Trane Controls Oversight
5. Invoice 50138 \$840.00 - High School North/Lehman Intermediate Water Heater Replacement

Motion seconded, all approved.

H. Motion made to move to the Finance Committee payment of the following applications:

1. C&D Waterproofing - Resica Roof Replacement \$26,318.25
2. Jottan Inc. - High School North Roof Replacement \$286,863.89
3. Trane - High School North/Lehman ATC Controls \$169,296.19
4. CRCS Inc. - High School South Camera Installation \$54,095.2

Motion seconded, all approved.

I. Motion made to move to the Finance Committee, recommendation of the purchase and installation of a baseball batting cage at High School South by Knight Athletics in the amount of \$23,650.00. Motion seconded, all approved.

**V. ADJOURNMENT** - The meeting adjourned at 7:18pm

Respectfully submitted,  
Rebecca Lopez  
Committee Secretary