

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES  
January 8, 2020**

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

School Personnel Present: Brian Baddick, Curtis Beam, Sharone Glasco, Chief Mill, Dr. William Riker, Robert Romagno

Non-School Personnel Present: Josh Grice

A motion was made to approve the minutes from the November 7, 2019 meeting along with the agenda for January 8, 2020 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 February 5, 2020.

**I. ITEMS REQUIRING ACTION:**

**A. COMMITTEE VOTE ON PROPERTY & FACILITIES 2020 MEETING DATES & TIMES**

Mrs. Vanwhy stated does anyone have any issues with the dates listed. No one objected.

**B. D'HUY ENGINEERING INVOICES**

**1. Invoice #50474 \$2,337.01 - Resica Elementary School Roof Replacement**

Mr. Dymond stated does anyone know how the business office is keeping up with these invoices? It seems these same invoices keep showing up in our packets month after month. Dr. Riker stated this is a contracted amount. We have not finished paying. Mr. Andrews stated this project is 90% complete. The final payment will not be issued until the final checklist is complete. Mrs. Vanwhy stated Larry you sign the checks every week. Mr. Rohner stated there is an invoice number you can reference.

**2. Invoice #50475 \$1,312.75 - Trane North Campus Controls Oversight**

Mr. Andrews stated have we been seeing if the room temperatures are correct? I know I have received information that the consumer science room and guidance offices are either too cold or too hot. Mr. Beam stated I

was not aware of that. I will look into it. Mrs. Vanwhy stated this isn't the last payment. Mr. Beam stated Mr. Ihle left me notes stating there was a univent coil replacement due. When Trane was on site they replaced it however there was a leak in the coil. Trane is working to expedite the delivery of a replacement coil from the factory. The account manager will let us know exactly when the coil ships. Mrs. Vanwhy stated before final payment will we go to various rooms to make sure the temperature is correct. Mr. Beam stated we have a maintenance technician working on a handful of exhaust fans and there is a final punch list.

**3. Invoice #50473 \$9,500.06 - High School North Roof Replacement**

Mr. Beam stated currently a punch list being generated for High School North. The project itself will not be completed until they complete the Lehman side. We have had some leaks in the library and cafeteria however we think they may be based in the windows. Therefore we are having Mesko Glass come in, weather permitting, and test those areas. Mr. Grice stated this invoice is solely for construction services. We do suspect that some of the leaks we are experiencing are coming from the windows and not the roof as some of the drips are directly below the window line. The roofer has been back and everything seems tight from the roof perspective.

**C. APPLICATIONS FOR PAYMENT**

**1. Jottan Inc. - High School North Roof Replacement \$191,004.88**

Mr. Grice stated Jottan is the contractor that is billing for phase one of this project. Mrs. Vanwhy stated phase two is the other side of the building. Until we know for sure that there are no leaks do we want to pay this invoice. Mr. Grice stated we are still withholding a retainer for over \$200,000.00. There are still a few areas of stone placement on the roof that they have not spread out. Mr. Dymond stated I assume they had to add stone. Mr. Grice stated there is a certain rate per yard which is within the warranty.

**2. C&D Waterproofing - Resica Elementary Roof Replacement \$5,175.00**

Mr. Grice stated the contractor has a little bit left of flat roof over the kitchen to complete. They have 10% left to invoice but this is their billing to date.

**3. JBM Mechanical - High School North Water Heater Replacement \$230,850.00**

Mr. Grice stated this invoice is for the billing of their components. Trane is still working on their end. Mr. Andrews stated this was an emergency and it has taken over a year to complete. Mr. Grice stated Trane is hoping

to wrap up their controls over the next few days. Mrs. Vanwhy stated should this be completed by the next P&F meeting? Mr. Grice stated yes.

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

### **A. EAST STROUDSBURG ELEMENTARY SCHOOL STAMPED PLANS**

Mr. Beam stated we did locate the stamped plans The engineer Base Engineering was in possession of the plans and has given them to us. We gave a copy to Chief Mill and the Facilities office has a copy. Mr. Dymond stated we have the plans but we still do not know who the sub-contractor was yet. Neither the general contractor or plumber have responded to Lyman & Ash. Mr. Grice stated we have completed a walk through of the building with Oliver Fire Protection. They believe they should be able to perform spot repairs and a full pipe replacement will not be needed. Mr. Dymond stated do you have a fire code book because I would not want to spend money repairing the pipes and later find out they are not up to code. Mr. Grice stated I do have a fire code book. I do not believe what you have is out of date it just needs repairs. We can double check but I am confident there are no issues. Mr. Andrews stated is this something we would need to draft a request for proposal for. Mr. Grice stated I would like to see if we can find a vendor to complete this job rather than submit a request for proposal.

### **B. J.T. LAMBERT & HIGH SCHOOL SOUTH STAGE FLOOR UPDATES**

Mr. Beam stated both stage floors have experienced boards coming loose. It appears as if the screws were not the correct length. The contractor has come back to J.T. Lambert and made repairs but it is not finished. Our office is withholding payment until this is complete.

### **C. POTENTIAL SUMMER 2020 PROJECTS LIST**

Mrs. Vanwhy stated prior to Mr. Rohner returning to the Board, Mr. Andrews, Mr. Dymond and myself met with D'huy Engineering to try and narrow down some potential summer 2020 projects. The list includes the carpet replacement at Resica and J.T. Lambert. The replacement of the lagoon liners at the sewer plant, regrouting of the pool at High School South, the water filtration systems at Middle Smithfield and Resica as well as seal coating of parking lots at Smithfield. Mr. Beam stated I would like to add refinishing of the gym floors at High School North. Mr. Dymond stated are still having one of our custodians refinish the gym floors? Mr. Beam stated we have one of our custodians maintaining the non-competitive gyms however the North gym has to be sanded down to the bare floor due to the oil and tar from the roof that has leaked onto the floor. It is too big of a project for us to complete in-house. Dr. Riker stated to Mr. Grice are we going to continue to experience tar dripping onto the gym floor. Should we wait to refinish the floor? Mr. Grice stated we have reached out to local sheet metal companies to install drip pans so we are confident the tar can be contained if it has not already drained. Mrs. Vanwhy stated what is the issue with this gym floor? Mr. Beam stated it is a tongue and groove system and currently there are gaps within the floor. Back in 2013 when the floor was sanded it was left uncovered

too long and the boards expanded to its widest point so now when it expands and contracts it is causing gaps. In 2014 it was repaired but there are still issues. Mrs. Vanwhy stated this is not currently on the capital plan. Dr. Riker stated it is not but recently the Facilities Department has created a cycle to sand and refinish our gym floors, which had not been done before. Dr. Riker stated how often should we sand the gym floors. Mr. Beam stated a typical cycle is every 7-8 years. The cost for this project is estimated around \$40,000.00. Mrs. Vanwhy stated as far as the other projects go what about the controls for Bushkill. Mr. Grice stated we have decided to postpone that until we see how the North Campus controls are functioning for awhile. We are looking into the storm drain repair at the North Campus. We are going to have to relook at the videos we previously took. Mr. Dymond stated didn't we get core samples. Mr. Grice stated we did and we have a company coming to take some more over the next few weeks. Mr. Dymond stated I think we need them to sample more than 50 spots. Mr. Grice stated we can sample as many locations as you would like. I did not want to overspend. I thought 50 was a good amount. Mr. Dymond stated what about the J.M. Hill lighting project. Mr. Beam stated these are interior classrooms. We replace as needed.

#### **D. CURRENT CAPITAL PAYMENTS**

Dr. Riker stated this is just informational.

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

Dr. Riker stated this was the original capital plan we discussed with Mr. Grice back in 2015. Mr. Ihle, Mr. Beam and myself have just reformatted it. The projects are now separated not only by order of importance but building as well. There are projects shaded in gray that indicate they can be done in-house by our maintenance staff. My hope is that this will make it simpler not only to prioritize by building but also if we choose to complete certain tasks in-house it will allow the Facilities Department to budget for those projects accordingly. If there are projects you wish to see completed in the summer than we have to look at next year's budget and make sure to allocate funds when the Board approves the budget this year. Mr. Dymond stated the Facilities Department would have to see if they have the manpower to complete these projects in-house. Dr. Riker stated Mr. Ihle can let you know what can be completed in-house. The committee should focus on the projects they want completed and based off the dollar amount we can determine what can be completed or not.

### **III. PUBLIC PARTICIPATION**

None.

### **IV. MOTIONS**

- A. Motion was made to approve the Property & Facilities meeting dates for 2020. Motion seconded, all approved.

B. Motion made to move to the Finance Committee payment to D'huy Engineering for the following invoices:

1. Invoice #50474 \$2,337.01 - Resica Elementary School Roof Replacement
2. Invoice #50475 \$1,312.75 - Trane North Campus Controls Oversight
3. Invoice #50473 \$9,500.06 - High School North Roof Replacement

Motion seconded, all approved.

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

1. Jottan Inc. - High School North Roof Replacement \$191,004.88
2. C&D Waterproofing - Resica Elementary Roof Replacement \$5,175.00
3. JBM Mechanical - High School North Water Heater Replacement \$230,850.00

Motion seconded, all approved.

V. **ADJOURNMENT** - Meeting adjourned at 6:35pm.

Respectfully Submitted,  
Rebecca Lopez  
Committee Secretary