

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES  
February 5, 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: Chris Fetherman, Barry Krammes, Ryan Moran, Chief Mill, Dr. William Riker, Robert Romagno, Denise Rogers, Robert Sutjak, William Vitulli

Non-School Personnel Present: Josh Grice, John Linn, Dr. Greg Menio

A motion was made to approve the minutes from the January 8, 2020 meeting along with the agenda for February 5, 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 March 4, 2020.

**I. ITEMS REQUIRING ACTION:**

**A. LYMAN & ASH INVOICES**

- 1. Invoice #3175 \$2,512.50**
- 2. Invoice #3178 \$6,440.00**

Mrs. Vanwhy stated these two invoices have been kicked back to Property and Facilities based off of my remarks at the last Board Meeting. I do not have any questions regarding them. Mr. Rohner stated I thought some of these items were on hold. I do not have any comments. Mr. Dymond stated these invoices are for research on some of the buildings and the E.S.S. fire system. Mr. Rohner stated I am going to make a motion to move these forward. I do not think taxpayers should have to pay for repairs.

**B. TRANE - J.T. LAMBERT T.L.C. BUILDING HVAC PROPOSAL  
\$31,100.00**

Mr. Ihle stated this is for the J.T.Lambert pod which houses the Cyber School and Transportation offices. This proposal is to install two new duct mounted coils. We currently do not have proper dehumidification in the building. Over the summer our maintenance department has set up portable dehumidifiers which helps to a degree but it is not a permanent solution. This project is currently not in the general operating budget nor the capital plan budget.. Should the committee decide to move forward they would have to decide if the funds for this would come out of the general operating budget or capital. Keeping in mind that if it is

funded out of the capital budget we can begin the work immediately whereas if it is to be funded out of the Facilities Department budget the Board would have to approve the allocation of funds into the budget for this project and it could not begin until July 1st. Mr. Andrews stated are we going to outgrow that building. If so, then is this worth it. Mrs. Vanwhy stated it was not being utilized before, now it is. Mr. Dymond asked Trane representative, Mr. Linn, didn't you replace two units back in 2015. Mr. Linn, from Trane, stated we did but we have humidification problems. Mr. Ihle stated those units appear to be working, however they may not be adequate for the space. Mrs. Vanwhy stated if the air conditioning was changed in 2015 what has changed since then. Mr. Ihle stated that the dehumidification was not a concern until the Transportation Department and the Cyber School were assigned to this space. Prior to that, the building did not have the population it has now. The area was used primarily for storage. The reason for this proposal is to improve comfort and the air quality. Mr. Vitulli stated that we have had cyber school there for over a year and a half. There are major humidity issues in that building. In the summer it can read 80 to 90 percent humidity. Mr. Ihle stated that the portable dehumidifiers which maintenance provides are not the permanent solution. Mr. Dymond stated can you raise the heat to bring the humidity down. Mr. Linn stated no because that is not how that system works. We also need to evaluate the drywall that is there. Pieces may need to be cut away, which are blocking access to the duct heaters. Mr. Dymond stated would you plan on doing this work in June or July. Mr. Linn stated ideally we would begin this work in April so that the students and faculty are not enduring another humid summer in the building. Mr. Ihle stated we need to determine where the funds for this project are coming from. If the committee chooses to pay for this out of capital funds then we can begin the project immediately. Should the committee decide to pay this out of the Facilities general operating budget then we would have to wait until the beginning of the new fiscal year, July. Dr. Riker stated keep in mind in order to keep the general operating budget at zero we do not want to add thirty thousand dollars. You have capital funds available to you. There is 14 million dollars in that account.

### **C. D'HUY ENGINEERING INVOICES**

#### **1. Invoice #50479 \$1,894.06 - Smithfield Parking Lot Improvements**

Mr. Grice stated at one point we discussed seal coating and a possible alternate bid of for chip sealing. We do not recommend chip sealing due to the high traffic in the parking lot. It is just not cost effective. We need to have this project completed within this fiscal year so we need to begin the bid process right away.

#### **2. Invoice #50547 \$3,067.25 - High School North Roof Replacement**

No discussion.

#### **3. Invoice #50548 \$2,337.00 - Resica Elementary School Roof Replacement**

Mr. Grice stated the punch list has been completed. All that is left is to distribute gravel on the flat roof as well as some minor items such as lawn restoration. We are still holding money from the contractor until all work is complete.

**4. Invoice #50549 \$787.65 - Trane Controls Oversight**

Mr. Grice stated this is for the Trane ATC switchover. Mr. Andrews stated is this for the hot water heater too? Mr. Grice stated that was part of it. Trane is wrapping up some work related to the hot water heater with exception to the nozzle in the cooling tower. That will be finalized in the spring once the controls in the building are complete. Mr. Ihle asked if JBM will be reporting to complete their work after Trane? Mr. Grice stated yes.

**5. Invoice #50550 \$3,450.00 - Resica Elementary/Middle Smithfield Elementary Water Filtration**

Mr. Ihle stated I received a phone call from the D.E.P. about a week ago inquiring of our plans for the filtration systems at these schools. Mr. Grice stated I have been in touch with a representative from the D.E.P. I assume they do not communicate with one another. I am working with a contact at D.E.P. regarding the permit process. We are planning on installing a green sand filter at both buildings. Mr. Rohner stated what is the overall cost of the green sand filter. Mr. Grice stated once we complete the bid process we can establish our fees accordingly. Mr. Ihle stated I would like to see this work begin as soon as possible. Mr. Grice stated we would have to wait until the summer to begin this work as it will impact water in the building. Mr. Ihle stated D.E.P. requires review of the filtration specifications before we proceed.

**6. Invoice #50551 \$525.00 - High School North Sanitary Liner Replacement**

Mr. Grice stated this liner is for the sanitary system up north. The D.E.P. is involved with this project and depending on their final assessment we may be able to simply replace what is already there or we may have to add a secondary system that requires leak detection. We are hoping to have their determination by the end of the week.

**7. Invoice #50552 \$210.01 - Smithfield Elementary Parking Lot Improvements**

No discussion.

**D. RESURFACE OF JAVELIN RUNWAY**

- 1. Worldwide Flooring & Construction \$23,200.00**
- 2. Nagle Athletic Surfaces \$24,990.00**
- 3. Miller Sports Construction \$40,727.50**

Denise Rogers stated we have been discussing repairing the javelin runway and adding a second long jump pit for quite some time. Adding the second long jump has been cost prohibitive so we are back to present just the resurfacing of the javelin. As you can see in the pictures there is a piece of the javelin that has been patched. It makes this area vulnerable to coming apart during use. Mr. Krammes stated every year we host a javelin festival where schools from all over the state come to participate. We need the runaway in good condition. Nagle Athletic submitted a proposal however my fear is in three years we will be back to square one. Worldwide Flooring has submitted a proposal using the material mondo. Mondo is quite expensive however with my connections with scholastic foundations Worldwide Flooring has agreed to give us a discounted price of \$23,200.00 as well as a grant for five thousand dollars which would eventually drop their proposal price to \$18,200.00. Mondo is also much easier to repair and is like a carpeted surface in how easy it is to replace therefore in the long run ends up being less expensive. Mr. Rohner stated what is the life expectancy of mondo. Mr. Krammes stated it depends on how well you take care of it. Dr. Menio stated I am a volunteer coach and would like to see this facility be great. My organization is willing to fundraise to help with costs. Mrs. Vanwhy stated where is the majority of the money coming from for this project? Dr. Riker stated you can pay for this out of capital funds unless you want to budget for it in the upcoming fiscal year. Mr. Ihle noted that it appears that none of the proposals presented are state contracted and that as presented, exceed the three proposal requirement and fall under the formal bid process. Mrs. Vanwhy stated what is the timeline needed for this? Mr. Krammes stated we would want this completed in time for championships. Installation would probably take about a week. Mrs. Vanywhy stated we are interested in doing this perhaps we can research if they are a Costars vendor and bring this back to the finance committee prior to the monthly board meeting.

#### **E. D'HUY ENGINEERING - HIGH SCHOOL NORTH WRESTLING ROOM SKETCH REVIEW**

Mr. Ihle stated that prior to this meeting some committee members and district staff determined there is an area on the Lehman Intermediate side that may be suitable for the wrestling room. Mr. Andrews stated it is the old auditorium that is no longer in use. Mr. Grice stated is this adjacent to the cafeteria? I believe that room is too small. Mr. Ihle stated I believe the athletic director has seen the room and believes it can be used. The wrestling coach stated we can use the room as a practice space so it does not have to be competition size. We can look at the costs to have mats placed within the space. Mr. Andrews stated the walls are movable and we would have to look at having permanent walls set up. Mr. Grice stated HVAC is also a factor.

**F. C&D WATERPROOFING APPLICATION FOR PAYMENT NO. 8 -  
RESICA ELEMENTARY ROOF REPLACEMENT \$32,230.50**

Mr. Grice stated this is the contractor's monthly payment request at Resica. We are holding a retainer fee and there is still a balance of \$74,000.00 to be paid. Mr. Dymond asked do we have any leaks at Resica? Mr. Ihle stated no.

**II. ITEMS FOR DISCUSSION:**

**A. D'HUY ENGINEERING - J.T. LAMBERT/RESICA ELEMENTARY  
CARPET REPLACEMENT**

Mr. Grice stated the last time I spoke to the committee they mentioned their interest in low maintenance flooring options. What we wanted to share was a luxury vinyl tile option, which has been installed in a room at Lehman Intermediate as well as in a room in East Stroudsburg Elementary. Our thoughts are to start a base bid for traditional VCT flooring which does require waxing with an alternate bid for the no wax option of luxury vinyl tile. While there is a price increase upfront with the luxury vinyl tile over time there would be a cost savings due to its low maintenance. There is also a bid strategy to consider. We are going to advertise to bid each item individually as well as together. We want there to be a cost savings but we also do not want to scare aware smaller contractors who may not be able to handle both buildings in one summer. The Board can decide what is more cost efficient. Mrs. Vanwhy stated so we could have two different contractors. Mr. Grice stated we could. Mr. Andrews stated are we keeping carpet in office areas. Mr. Ihle stated we are.

**B. D'HUY ENGINEERING - NORTH CAMPUS PARKING LOT CORE  
SAMPLES**

Mr. Grice stated we selected 12 locations throughout the site. We tried to touch upon areas from each parking lot and access road. If you think that is enough we can start with that and possibly in the future obtain more samples. Dr. Riker stated we may want to speak with Lyman & Ash prior to taking samples. We would not want to test 12 areas and Lyman & Ash recommends we test different areas. It may be best to coordinate with them.

**C. HIGH SCHOOL SOUTH BLEACHERS LEAD PAINT REPORT**

Mrs. Vanwhy stated these reports are from Mr. Sutjak and his research regarding the bleachers. Mr. Rohner stated how many times have we sandblasted down to the metal? Dr. Riker stated none. Mr. Dymond stated it is my belief we have sandblasted those bleachers at least twice. Mr. Sutjak stated it was just power washed and painted which is why the lead keeps showing up. Mrs. Vanwhy stated we have been discussing this since June. We need to take action regardless of the past. Mr. Dymond stated do we have a report from the D.E.P. Dr. Riker stated we did not receive a report from the D.E.P. however we have something in writing from Quad3. It is not a safety concern at the moment. However we do have to decide if we want to encapsulate the lead paint or sandblast to the metal. Mr. Dymond stated is this something we can have our staff do. Mr. Sutjak stated we

are dealing with lead paint we can not take care of this in-house. Mr. Grice stated if we are going to sandblast we need to put this out to bid and get a hazardous waste company involved. Dr. Riker stated we need to decide if we are going to sandblast down to the metal or powerwash and paint knowing that if we take the second option we may have to do it again in a few years. However there would be a significant price difference between the two and we could probably powerwash and paint multiple times and never reach the cost of sandblasting down to the metal. Mrs. Vanwhy asked Mr. Grice can you obtain a price quote for power washing and repainting. We do not need a motion for that.

**D. D'HUY ENGINEERING CAPITAL IMPROVEMENTS (2015) REVIEW**

Mr. Ihle stated I am providing the committee with three separate packets originated from the 2015 D'Huy Capital Projects Improvement Recommendations.

Mr. Ihle explained that these documents have been updated to include: Priorities, Needs vs. Wants and Projects which have been completed or those to be removed from the plan. In addition, I have identified which projects require further investigation, those that are in progress and projects which fall under the Grounds and Technology Departments.

Packet #1 is presented in order of projects per school/building and begin with what I determined can be accomplished in-house utilizing our maintenance staff. On the second page you will note the placement of a gray colored line. Below the gray line are projects which I believe should be contracted out (again, each project is listed in order of priority). This same format is provided for each building within this packet.

Packet #2 follows a similar format as Packet #1, however it is based on priority numbers 1-20 and therefore buildings will fall under priority sequence with number 1 being the highest of priorities. Again all projects placed above the gray line indicate projects which can be accomplished in-house and those below the gray line should be contracted out. Please note that the grouped priorities listed, (all one's, all two's, etc.), in this packet may not necessarily be in order of importance. An example of this can be seen on the fourth page of this handout at the very bottom; the lagoon liner replacement may be a higher priority number 1 than the replacement of 90 T12 fixtures noted at the far top of the same page, which is also a priority number 1.

Packet #3 is being provided so that if the committee agrees with the project priorities they may choose to use this spreadsheet to determine which projects will be completed in which years. An electronic version of this spreadsheet can be furnished to the committee..

What we are asking the committee to do is determine which projects they want to complete from these lists. Dr. Riker stated that he would ask the committee to prioritize these items based off of the importance of the project rather than simply looking at the cost of the project. Mrs. Vanwhy stated this is excellent. It puts everything into perspective.

**E. CURRENT CAPITAL PAYMENTS**

No discussion.

**F. 5-YEAR CAPITAL PLAN**

Mr. Ihle stated that this is the capital plan which is attached for every P&F meeting, however we have changed the format to make it easier to read. Nothing has been added or removed since last month's review.

**III. PUBLIC PARTICIPATION**

The coach at High School North stated there was talk regarding the tennis courts up north. I have checked on them recently and what was filled in the courts is starting to separate again. I am not sure if the courts are playable in this condition and with spring sports starting in March we need to find a permanent solution before this becomes a safety concern. Mrs. Vanwhy stated I will reach out to the Transportation Department.

**IV. MOTIONS**

A. Motion made to move to the Finance Committee payment to Lyman & Ash for the following invoices:

1. Invoice #3175 \$2,512.50
2. Invoice #3178 \$6,440.00

Motion seconded, all approved.

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

1. Invoice #50479 \$1,894.06 - Smithfield Parking Lot Improvements
2. Invoice #50547 \$3,067.25 - High School North Roof Replacement
3. Invoice #50548 \$2,337.00 - Resica Elementary School Roof Replacement
4. Invoice #50549 \$787.65 - Trane Controls Oversight
5. Invoice #50550 \$3,450.00 - Resica Elementary/Middle Smithfield Elementary Water Filtration
6. Invoice #50551 \$525.00 - High School North Sanitary Liner Replacement
7. Invoice #50552 \$210.01 - Smithfield Elementary Parking Lot Improvements

Motion seconded, all approved.

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

1. C&D WATERPROOFING APPLICATION FOR PAYMENT NO. 8 - RESICA ELEMENTARY ROOF REPLACEMENT \$32,230.50

Motion seconded, all approved.

No motion was made regarding the resurface of the javelin runway. It was discussed that Worldwide Flooring & Construction with a proposal amount of \$23,200.00 was over the bid threshold and further investigation would be needed prior to moving forward.

**V. ADJOURNMENT** - Meeting adjourned at 7:44pm