

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES - High School
South Auditorium
August 11, 2020**

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

School Personnel Present: Matt Hirsch, Scott Ihle, Dr. William Riker, Rob Romagno

Non-School Personnel Present: Josh Grice, Dave Rifendiefer

Mrs. Vanwhy stated we have a few items that Mr. Andrews wanted added to the agenda. He emailed me about the north gyms as well as the wrestling room. Mr. Ihle stated those items are already on the agenda. Mr. Rohner stated I want to discuss the health and safety plan for our District. I would like to discuss the placement of plexiglass. Mr. Andrews asked is that a Property & Facilities item?

A motion was made to approve the minutes from the July 1, 2020 meeting along with the agenda for August 11, 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 September 1, 2020.

I. ITEMS REQUIRING ACTION:

A. APPLICATION (S) FOR PAYMENT

**1. Guyette Communications Industries - J.T. Lambert Camera
Installation App.3 \$39,456.60**

Mr. Rifendiefer stated at J.T. Lambert we have 100% camera saturation.

**2. Lehigh Valley Flooring - J.T. Lambert Flooring Replacement App.3
\$110,270.70**

Mr. Rifendiefer stated that the floor is set to be complete by the end of next week minus the final punch list. Dr. Riker stated I would like to bring up the J.T. Lambert flooring and the fact that the vestibules were not included in the tiling project when the floor was originally bid. There is currently carpet in the vestibules and the question is whether we would want the carpet replaced. What is left in the retainer could cover the cost to purchase and install carpet tile flooring in all but two vestibules. Mr. Rifendiefer stated the contractor can purchase

enough tile for all 15 vestibules however the retainer would only cover the installation of tile in 12 of the vestibules. The District would be responsible for the demolition and installation of tile for the last two vestibules. Mr. Ihle stated our maintenance crew is capable of installation of the new carpet tiles for the remaining vestibules. Mrs. Vanwhy stated we will have the flooring company purchase tiles for all 15 vestibules as well as demo and install in 13 of the 15 vestibules. The District will demo and install the flooring for the remaining two vestibules.

**3. Cope Commercial Flooring - Resica Elementary Flooring
Replacement Payment No.3 \$73,746.50**

Mr. Rifendiefer stated that the floor is 100% complete however the contractors are returning on site next week to complete the punch list items that are left. This has all been coordinated with the principal and staff.

**4. Jottan Inc - High School North/Lehman Intermediate Roof
Replacement Payment No.8 \$809,515.90**

Mr. Rifendiefer stated that the roof is under 100% base sheet in all areas as well as 100% cap sheet. We did experience some roof leaks on Tuesday due to the heavy rainstorm we experienced in the area. The majority of the leaks were found in the through wall flashing particularly in the perimeter of the gym hallway where the existing flashing is currently being replaced. There are no leaks in the gym itself. There were also some leaks in the third floor hallway. The reason being there were four existing drains which were clogged and water was able to enter through the base sheet. We were able to unclog the drains and the plumber replaced the drains. The drains were clogged with the existing roof pitch and were blocked beyond the elbow. There were also some leaks in the natatorium that were coming in through the metal roof. I heard it leaked into the pool and we found that indeed it was leaking into the center of the pool. We also had some leaks in the Library where water is infiltrating the wall and getting in through the existing wall flashing. It appears those leaks have been going on for a long time and we are finding that there may be issues beyond the wall flashing. Water may be getting in from the top and making their way into voids. Other areas where there were leaks were the cafeteria window walls which we had Mesko Glass investigate. In the high school library we found five rooftop units leaking. The maintenance supervisor and I have investigated and are working on a plan to have these sealed up. Mr. Dymond asked can we put a system in place to check roof drains? Mr. Ihle stated we do have a plan. Roof drains throughout the district are checked three times annually. Mrs. Vanwhy stated regarding the leaks is this something we have to repair. Mr. Rifendiefer stated there was no permanent damage. The leaks were centered in the middle of the classroom and the custodians were extracting water. There was not any water stuck behind the wall. Mr. Dymond asked, going back to the window system, if this is not a roof problem is this something we can go after the original contractors for? Mr. Rifendiefer stated it appears there were deficiencies with the original installation.

Mr. Ihle stated Lyman & Ash were present when we completed the window investigation.

Mr. Rifendiefer stated regarding Resica Elementary we also had a few leaks. We had a few leaks in the flat roof area. We have reached out to the roofing company and are awaiting their response. The flat roof is still under warranty.

**5. S&G Asphalt Service, LLC- Smithfield Elementary Parking Lot
Payment No.1 \$30,172.05**

Mr. Rifendiefer stated that the parking lot was 100% complete.

B. D'HUY ENGINEERING INVOICES

1. Invoice #51366 \$33,000.48 - High School North Roof Replacement
No discussion.

**2. Invoice #51367 \$414.13 - High School North Roof Replacement
Forensic Investigation**
No discussion.

**3. Invoice #51368 \$3,688.44 - High School North Sanitary Liner
Replacement**
Mr. Rohner asked what is the status with the lagoon system? Mr. Grice stated currently we have gone through the application process with D.E.P. D.E.P. requested some additional groundwater samplings and we are processing those and expect a 2-3 week turnaround time. They also have requested geotechnical reports which the District did not have records for. Which we had to obtain. We do not anticipate D.E.P. approving the application prior to December. Therefore with that timeframe in mind we anticipate putting this project out to bid by February, with a bid approval by March and an installation by summer of 2021.

4. Invoice #51369 \$404.88 - Smithfield Parking Lot Improvements
No discussion.

**5. Invoice #51370 \$2,201.35 - J.T. Lambert Intermediate Security
Camera Installation**
No discussion.

**6. Invoice #51371 \$17,600.60 - J.T. Lambert/Resica Elementary Flooring
Replacement**
No discussion.

7. Invoice #51372 \$1,335.75 - High School South Pool Grouting
Mr. Dymond asked what the status of the pool was? Mr. Grice stated as you may remember the pool was on the agenda last month. We received

bids and hoped to place this on the Board agenda for approval however we have since found that there are significant piping issues within the pool that need to be addressed prior to the pool being regrouted and re-tiled. We have reached out to an aquatics design company and they recommended the replacement and cleaning of the pipes. Our hope is to get this project back out to bid with this new information as a summer 2021 project.

C. TRANE - TERMINATE MONITORING & VERIFICATION SERVICES

Mr. Ihle stated in June 2011 the District entered into a Performance Contract Agreement with Trane for the Resica project which included chiller replacement, propane conversions for boilers, lighting retrofit, building envelope and building automation system. This agreement was to verify that this project would result in energy cost savings to the District. You will see the actual Cost Savings per the 2018-2019 year was \$118, 078.00. The cost of this service to the district is \$8,500 per year which has exceeded the guaranteed energy savings throughout the past seven years. Also, we can add additional savings to this due to Trane inadvertently not billing us the \$8,500 for the past several years. Mr. Rohner stated I see this is for Resica. Do we have one for the north campus? Mr. Ihle stated we do not. Mr. Rohner stated I would love to get three votes in order to obtain copies of MetEd bills. Northampton Community College has a program for energy savings and they would like to see our invoices. Mr. Ihle stated that the cost savings have held true throughout the past seven years, It is my recommendation that the District terminate these services .

D. TRANE PAYMENT REQUISITION - Invoice 310624463 \$51,524.86

Mr. Grice stated this is a progress payment for the north A.T.C. project. This is not a final invoice as they still have a retainage for \$283,000.00. At this point we have had a conference call with all parties involved to review any outstanding items which have been addressed. The retainage is enough to cover any punch list items that may come up. Mr. Rohner asked if they fixed the climate issues in the classrooms. Mr. Grice stated I have not heard of any issues in the classrooms. Mrs. Vanwhy stated it may be hard to determine at this time since we have not been in school.

E. RECOMMENDATION FOR COMMITTEE TO APPROVE BIDDING OUT FOUR (4) HAND WASH SINKS AT J.M. HILL ELEMENTARY

Mr. Ihle stated back in March at our Property & Facilities meeting we had a discussion regarding the replacement of the 4 hand wash sinks at J.M. Hill. Proposals were submitted to replace the existing Bradley units with new Bradley units and this project was recommended to be put out to bid. The committee wanted to seek less expensive units and an option for stainless steel. During the meeting Mr. Grice suggested that if we do not replace the units with the same or similar design we want to ensure that an alternative style is compatible with the plumbing which is already in place. We are now revisiting this due to covid, the

current sinks in place are not operating at 100% and it is going to take longer for students to wash hands during the lunch period. Mr. Dymond stated himself and Mr. Andrews went to look at those sinks not that long ago and there were only two faucets that did not work. Mr. Ihle stated we have been repairing the sinks over the years however with time the parts are becoming obsolete and are harder to find. These sinks are original to the building. Mr. Andrews stated I am more concerned with the students at the north campus. It would be difficult to enforce social distancing if we were to send all the students to restrooms to wash hands prior to lunch. Mr. Ihle stated my concern is the elementary students at the high school level the students are more adult. Mr. Dymond asked why would we replace the sinks with Bradley sinks if they are obsolete? Mr. Ihle stated the old design system is obsolete, not Bradley itself. If we chose the same design we would not have to change out plumbing or walls. Mr. Rohner stated this addition was done in 1992 why would we buy Bradley if it will be obsolete in 20 years. Mrs. Vanwhy stated everything becomes obsolete after 20 years. Mr. Dymond asked what if we replace one sink and if there are two good faucets left we could swap them out rather than purchase four sinks? What was the original price for four sinks? Mr. Ihle stated it was \$29,200.00. Mr. Dymond stated that is a lot of money. Perhaps we could get a price for one and have our maintenance crew switch out faucets for the others. Mrs. Vanwhy stated we need to make sure we have handwashing stations. Mr. Dymond stated I think we should just purchase one. Mr. Ihle stated if we purchase one it will fall under the threshold of three written proposals which will allow us to move forward without Board approval. Mr. Ihle stated I will move forward with purchasing one sink. I have been researching purchasing sinks and the soonest we would receive them would be the end of October, closer to November. In the meantime the Sherman Theater has six units available to rent. It would cost the District about \$300 per week. They have four washing stations per unit and should suffice until we can purchase a permanent one. These units would be distributed to High Schools South and North, Lehman Intermediate and Middle Smithfield Elementary. Mr. Dymond stated how is it possible we do not already have sinks in place in the cafeterias? Mr. Rohner stated because it is not mandated by the government. Mr. Ihle stated my thought is even with the installation of these sinks some students will still have to wash their hands in the restroom prior to eating lunch. Mrs. Vanwhy stated have you considered hand sanitizer. Mr. Ihle stated all of the buildings are equipped with hand sanitizer currently however the C.D.C. is recommending handwashing versus hand sanitizer for lunch time.

**F. GUYETTE INVOICE #0000028515 \$17,799.00 - BILLING FOR
INSTALLATION OF CAT 6 CABLE, JACKS, PATCH PANELS & PATCH
CORDS FOR EAST STROUDSBURG ELEMENTARY CAMERA
PROJECT**

Mrs. Vanwhy asked any questions? Mr. Dymond asked did we approve this awhile back? Mr. Ihle stated I do not know about that however what I do know is this was Board approved for the purchase of materials. Guyette should have

invoiced the District sooner but it must have been an oversight on their part. Dr. Riker stated this was Board approved in November of 2019. Mr. Dymond asked is this a request for additional money? Mrs. Vanwhy stated this was part of the original proposal. Mr. Ihle stated there was a delay in billing on Guyette's due to an oversight on their part. Mr. Dymond stated I would like to see back up paperwork. Mrs. Vanwhy stated it is in the board briefs for 2019.

II. ITEMS FOR DISCUSSION:

A. HIGH SCHOOL SOUTH SWIMMING POOL REPAIRS/RE-GROUT

Mrs. Vanwhy stated we already discussed this.

B. HIGH SCHOOL NORTH/LEHMAN INTERMEDIATE WINDOW SYSTEMS REPLACEMENT

Mr. Ihle stated after our Property and Facilities meeting last month, I requested that A.G. Mauro's proposal be removed from the Board agenda. Upon further investigation we believe this project should be postponed. The flashing is not in place above the systems and we may want to consider providing a new concrete or masonry curb at the bottom of the system underneath the window framing in order to lift the aluminum up off grade to protect the bottom from potential water intrusion and puddling. I am bringing it back to the committee to ask if they would like D'huy Engineering to begin creating bid specifications before it is replaced.

C. REVIEW OF POTENTIAL SUMMER 2021 PROJECTS

Mrs. Vanwhy stated I emailed you all this list of potential summer projects already and I believe we have spoken about all of these projects. Dr. Riker stated I think the list presented here are projects that due to the nature of the work need to be done in the summer. I do not foresee us completing all of these projects on this list however what we are asking the committee to do is prioritize 5-10 projects that they would like to see completed next summer. This will allow us to give D'huy Engineering some direction as to where to begin. If you see the ones at the top of this list are what we have deemed a higher priority than those at the bottom. However the committee can choose to prioritize any of these projects as they wish. Keep in mind some of these we know will be completed next summer already such as the pool and north lagoon liners. Mr. Andrews asked do we have a monetary amount listed with these projects? Dr. Riker stated you have more projects than the District has money. Keep in mind that whatever direction the committee gives is really just to provide guidance for us to move forward to do research to come back with the costs associated with these projects. You may later find out the costs for the project and decide you no longer want to proceed. Mr. Rohner asked why do some of these projects have an asterisk on the end? Mr. Ihle stated the asterisk indicates that these particular projects are currently on the 5-year capital plan.

D. RESICA - PA AMERICAN WATER

Mr. Ihle stated I wanted to bring this up to ask the committee if we are still entertaining PA American Water as an option along with the filtration system for Resica Elementary or are we pursuing a filtration system option only. Mr. Grice stated we started the application process just to get them aware of the District's interest. I think in the long term a public supply may be a good idea. Mrs. Vanwhy asked is there a fee to obtain information? Mr. Ihle stated I did receive information in 2018 from PA American which I shared with the committee. At that time there were no fees associated. Mr. Andrews asked what about the tank's backwash going back into the system? Mr. Grice stated the township has confirmed for both sites that they are able to accommodate the backwash into the system. The difficulty with Resica is the sewer and grinder pumps are located on opposite sides of the filtration system. You will have ongoing removal costs. Dr. Riker stated my recommendation is to include PA American Water as an option to be included in the summer 2021 projects list.

E. MIDDLE SMITHFIELD ROOF UPDATES

Mr. Dymond stated we had a few leaks at Middle Smithfield with the storm. Are we working with the contractor? Why are the leaks not fixed? Mr. Grice stated Middle Smithfield is unique in that we may have a storm and get a few leaks and the next storm we have there will not be any leaks. There is no consistency. It is almost trial and error. It has been very difficult to pinpoint, short of removing the entire facade of the building and then rebuilding to identify the entire scope. Unfortunately we are responding rather than addressing because we simply do not know where the leaks are coming from. Mr. Dymond asked if the contractor was coming back to fix the issue? Mr. Ihle stated we have made repairs through Garland Roofing and we think a lot of the leak issues could be within the three walls areas atop the roof. Back in March I had attended a hearing with Labor and Industry regarding the repairing of leaks at Middle Smithfield and was granted an extension until September 30, 2020. Mr. Grice is speaking with Jottan about making repairs as well. Mr. Grice stated we have been speaking with Jottan to make repairs to the wall assembly. Where the shingles meet the metal roof. That area is not a Garland location of installation so Garland would not repair it under the warranty and it is not under warranty by the original contractor either. Mr. Dymond stated I believe the statute of limitations is 12-13 years, can we go back to the contractor? Mr. Grice stated we have been granted multiple extensions by Labor and Industry but we do have to get this issue fixed. I am not sure they will grant us another extension. Mrs. Vanwhy asked what is Labor & Industry requiring of us to satisfy them? Mr. Grice stated I am thinking that they are asking us to fix the leaks which they are aware of. Mrs. Vanwhy asked if we do not know exactly what Labor & Industry wants how can we correct this? Mr. Ihle stated Labor & Industry wants us to correct every single leak.

F. 5-YEAR CAPITAL PLAN

Dr. Riker stated the capital plan is a fluid list that you have a say in as a committee. I think the summer projects are a great way to look at prioritizing this

list. What I think the Board needs to consider is that we have no process to replenish the capital funds. It may be worth considering, when doing the general operating budget, to initially put a dollar amount for replenishing the capital funds. We have more projects to complete than funds. For example we no longer lease our school buses therefore at some point we will need to replace these buses. If you were to trade in 10 busses over the next year that's a million dollars that would be needed. It would be nice to look at putting money aside for the capital reserve.

G. CURRENT CAPITAL PAYMENTS - No discussion

H. HIGH SCHOOL NORTH/LEHMAN INTERMEDIATE GYM FLOOR REPLACEMENT & HIGH SCHOOL NORTH WRESTLING ROOM PROGRESS REPORTS

Mr. Ihle stated at Lehman Intermediate the materials are on site. Miller Flooring will return next week to begin installation. High School North - The flooring against all four walls has been sealed and polyurethaned so that the bleachers can be put back in place. They will begin sealing the remainder of the flooring next week and then move forward with lines and graphics painting. Regarding the wrestling room, all of the renovations have been completed on the Facilities and Grounds Departments' end. The mats for the floor and walls are expected to be delivered in 6-8 weeks and will be overseen by the Athletics Department. Mr. Andrews stated there was an issue with the displacement of some staff with the creation of the wrestling room. Dr. Riker stated I understand the Athletic Director may have been displaced but we found an office for him. The only costs I am aware of is the addition of a window in a door.

Mr. Rohner stated I want to bring up the issue of plexiglass in the District. What steps are we taking to provide a shield for every office in the District? What kind of access will parents have to the front desk? Dr. Riker stated our first approach is to install social distancing markers. I think one of the things we are trying to get our administrators to realize is the need to minimize the amount of visitors we allow into our buildings. When someone does have access to our buildings are we able to minimize or change procedures to allow for six foot social distance without the need for barriers in every location. Mr. Rohner stated what is the latest with PIAA in regards to concession stands. They are going to need plexiglass up north. Dr. Riker stated each of these concession stands will have a window with plexiglass. Mr. Rohner asked what about the north concession stand with the open window? Mr. Ihle stated if that has not already been completed it will be shortly. Dr. Riker stated to be clear we are not going to wrap the entire concession stand in plexiglass. At this point we are not even sure if spectators will be allowed at the games. Mr. Rohner asked so if I am a parent I can not watch my child play? Dr. Riker stated the cameras we have installed at the stadium allow for live streaming the events. Families will be able to watch from home. Mr. Rohner stated I also want to discuss the shower heads in the locker rooms. There is no

room for social distancing with the shower heads we have there currently. Can we install the mounted shower heads? Dr. Riker stated you can. I know the plan is to stagger athletes within the lockers to allow for social distancing. Mr. Rohner asked why we can't be proactive? Mr. Andrews stated it could be over a hundred thousand dollars. Mr. Rohner stated I do not care. Mr. Andrews stated some people do. Dr. Riker stated this can definitely be a suggestion. Mrs. Vanwhy stated we can not get it done within two weeks. Mr. Rohner asked, what are we doing as a District to clean? Mr. Ihle stated we are using fogging/misting machines for sanitization needs throughout the District. We have purchased several dozen. We also moved all of our third shift custodians to first and second shifts, eliminating the third shift in order to accommodate our needs pertaining to Covid cleaning and sanitizing recommendations. We have our custodians sanitizing touchpoints four times a day in every building during school/business hours. This is in addition to our general cleaning and sanitizing which takes place during our second shift. Mr. Rohner asked have we purchased upgraded HVAC filters? Mr. Ihle stated we have placed our orders for such, however due to the high demand, we are unsure of a delivery date. Mr. Rohner stated I do not care how much it costs and I want fogging done on our busses.

III. PUBLIC PARTICIPATION - None

Mr. Dymond stated this may not be related to Property & Facilities however I want to say I think we need to set up a meeting with the Director of Transportation and Blue Bird and have a conversation to see what they can offer regarding zonar and possible outsourcing back to them. Currently the Transportation department can access the programs from home so there is no need for a second dispatcher.

Mr. Dymond stated I also want to speak about salt. Is there anyway we can not use salt on our concrete? Mrs. Vanwhy stated this is a safety issue. Mr. Ihle stated I believe what is being used is ice melt. In the past salt was obtained through the bid process with the IU 20. It is my understanding that there are several districts which bid with the IU 20 and the majority determine what materials they will accept. Mr. Rohner stated that if that is the case then I do not want to participate in the program. Dr. Riker stated I think what Mr. Ihle is saying is the company that makes the ice melt; we may have not a choice in, however we can clearly state if we want ice melt or salt. Mr. Ihle stated I am not involved in the bidding process. Dr. Riker stated there is nothing that states the committee needs to participate in the consortium. Mr. Romagno stated I just want to make the committee aware there is no longer a listing of salt on the bid sheets. It is strictly ice melt.

IV. MOTIONS

- A. Motion made to move to the Board payment of the following applications:
1. Guyette Communications Industries - J.T. Lambert Camera Installation App.3 \$39,456.60
 2. Lehigh Valley Flooring - J.T. Lambert Flooring Replacement App.3 \$110,270.70

3. Cope Commercial Flooring - Resica Elementary Flooring Replacement Payment No.3 \$73,746.50
4. Jottan Inc - High School North/Lehman Intermediate Roof Replacement Payment No.8 \$809,515.90
5. S&G Asphalt Service, LLC- Smithfield Elementary Parking Lot Payment No.1 \$30,172.05

Motion seconded, all approved.

- B.** Motion made to move to the Board payment to D'huy Engineering for the following invoices:
1. Invoice #51366 \$33,000.48 - High School North Roof Replacement
 2. Invoice #51367 \$414.13 - High School North Roof Replacement Forensic Investigation
 3. Invoice #51368 \$3,688.44 - High School North Sanitary Liner Replacement
 4. Invoice #51369 \$404.88 - Smithfield Parking Lot Improvements
 5. Invoice #51370 \$2,201.35 - J.T. Lambert Intermediate Security Camera Installation
 6. Invoice #51371 \$17,600.60 - J.T. Lambert/Resica Elementary Flooring Replacement
 7. Invoice #51372 \$1,335.75 - High School South Pool Grouting
- Motion seconded, all approved.
- C.** Motion made to move to the Board the recommendation to terminate monitoring and verification services with Trane for Resica Elementary. Motion seconded, all approved.
- D.** Motion made to move to the Board payment to Trane for invoice#310624463 in the amount of \$51,524.86 for the ATC controls project at the north campus. Motion seconded, all approved.
- E.** Motion made to move to the Board payment to Guyette Communications for invoice #0000028515 in the amount of \$17,799.00 for installation of cat 6 cable, jacks, patch panels & patch cords for East Stroudsburg Elementary camera project. Motion seconded, all approved.

V. ADJOURNMENT - Meeting adjourned at 8:20pm.

Respectfully submitted,
Rebecca Lopez
Committee Secretary