

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES
September 1, 2020**

Lisa Vanwhy called the meeting to order at 5:33pm and led the Pledge of Allegiance.
Committee Members Present: George Andrews, Larry Dymond, Wayne Rohner, and Lisa Vanwhy

School Personnel Present: Brian Baddick, Matt Hirsch, Scott Ihle, Dr. William Riker, Rob Romagno, John Rosado

Non-School Personnel Present: Josh Grice, Dave Rifendiefer

A motion was made to approve the minutes from the August 11, 2020 meeting along with the agenda for September 1, 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 October 6, 2020.

I. ITEMS REQUIRING ACTION:

A. D'HUY ENGINEERING INVOICES

1. Invoice #51482 \$24,500.27- High School North Roof Replacement

Mr. Rifendiefer stated the roof is about 90% complete. The flood coating and gravel install is finishing. We are finishing the first phase punch list and in the third week we will begin the second phase punch list. Once that is completed I will reach out to the Lehman Township inspector to give final inspection for phase two. The contractors have gotten all materials left over moved into the auxiliary parking lot. They will clear out the area behind the gym and there is a safe and clear path for students to walk when school is in session.

2. Invoice #51483 \$980.00 - High School North Roof Replacement Forensic Investigation

Mr. Rifendiefer stated I plan on scheduling a meeting with Lyman & Ash regarding taking a few photos. The current leaks are part of window systems and roof top units. Three to four rooftop units pulled in water. I had the maintenance supervisor seal those units but we have not had a significant rainfall to test it.

3. Invoice #51484 \$4,657.28 - High School North Sanitary Liner Replacement

Mr. Grice stated that with the overall project schedule we are still looking at an approval date of December 2020. We anticipate putting the project out to bid in February and are on track to have the project begin in the summer of 2021. We recently received the water test results from Prosser Labs and the results came in with the requirements for the application process. We are still waiting on the D.E.P. to determine whether this is a maintenance project or a construction project. This is important because based on the amount of earth disturbance will determine the permits that are required. If this is deemed a maintenance project then we do not need permits. If it is a construction project then that starts a whole new application process. We are trying to set up a meeting with D.E.P. to discuss a final determination. Mr. Dymond asked are we doing excavation work on the wetlands? Mr. Grice stated yes there will be some minor excavation as well as adding additional detection systems that you currently do not have which help to determine if the liner has been breached. It is a leak detection. It is a collector system that would collect water effluent into a pipe.

4. Invoice #51485 \$709.10 - Smithfield Parking Lot Improvements

Mr. Rifendiefer stated the parking lot project is complete.

5. Invoice #51486 \$602.05- J.T. Lambert Intermediate Security Camera Installation

Mr. Rifendiefer stated the camera project is complete.

6. Invoice #51487 \$5,877.00 - J.T. Lambert/Resica Elementary Flooring Replacement

Mr. Rifendiefer stated we have a few punch list items left. Since we have moved forward with the vestibules at J.T. Lambert the contractors will begin that after the punch list. When that is all completed I will inform Mr. Ihle.

7. Invoice #51488 \$909.49 - High School South Pool Grouting

No discussion.

Mrs. Vanwhy then asked, are there any updates on the Resica water? Mr. Grice stated Middle Smithfield township confirmed they can accept the backwash. We know at Resica if we are going to have some issues with pump capability. We will provide a new well pump so we know the pumping capability and gpm depending on the flow. Initially I thought it was a 100 gpm pump with four filters however we are seeing the gpm at only 30. So we are unsure if the pump that is there is performing at 100 gpm or if there is really only a 30gpm pump with filters. That is the reason why we want to purchase a new pump entirely so we know for sure.

A brand new pump would also allow us to control the filter selection and help the District save money on filters. Mr. Rohner asked, what is the overall cost? Mr. Grice stated I will get you a project cost either this week or next based on the discussion on the filters as this will affect the cost. Mr. Andrews asked will it cost around three hundred thousand dollars to have PA American tie into the system? Mr. Grice stated I believe the three hundred thousand dollars was just an estimate for their portion. I do not know if that included permits or road construction. I can tell you it will cost over six hundred thousand dollars to get public water however we are still pursuing that as an option.

Mrs. Vanwhy asked what about the window systems up north? Mr. Grice stated, looking at the list of board approved projects those systems will be included in a summer or future project. What we need to do is come up with a bid alternative or scope of work that defines the roof related areas so that we know the cost. The cafeteria and north library areas for repair need to be identified as that will affect the cost as well. Mr. Dymond stated the cafeteria doors also need to be replaced. Mr. Grice stated that will be included in the project.

**B. MILLER FLOORING COMPANY - 70% Progress Invoice #15478 -
Lehman Intermediate Gym - \$159,558.00**

Mr. Ihle stated all of the demolition on the gym floor and installation of the new floor up to three feet away from the bleachers on either side of the gym has been completed. The next steps are to continue to install the new flooring and then apply two base coats. When it has dried they will put the bleachers back in place and begin sanding, polyurethaning, graphics, and line painting. Mr. Andrews asked how long do you think this will all take? Mr. Ihle stated I think it will be close to the end of the month or into October before completion. There is some curing time as well but I believe they are moving along nicely. Mr. Andrews stated the big problem we have is if it rains the students can not use the gym. I thought we would be done sooner. Mr. Ihle stated we had a late start to this project. The committee was aware this would run into the school year. This should not be a surprise. The High School floor should be completed by the end of September. Dr. Riker stated there is an auxiliary gym the students can use if need be.

C. APPLICATION (S) FOR PAYMENT

- 1. Jottan Inc - High School North/Lehman Intermediate Roof
Replacement Payment No.9 \$688,435.55**
- 2. Lehigh Valley Flooring - J.T. Lambert Flooring Replacement App.4
\$49,649.50**

Mrs. Vanwhy asked, is there any discussion about these invoices? This is not the final payment there is still a retainage. Mr. Andrews asked, I thought we were keeping 10%? Mr. Grice stated the way the contract is set up it states that 10% retainage is held up to the project is 50% complete. Once a project is past 50% completion the retainage is dropped to 5% if all

that is left is a punch list. Mr. Andrews stated if all that is left is 5% due to a punch list what is the incentive for the contractor to finish the work. Mr. Grice stated the incentive is the performance bond the contractor has. They are contracted by the bond to finish the work. Mr. Rohner asked how long is the performance bond in effect? Mr. Grice stated it is good for one year from the final payment date.

Mr. Dymond stated just so everyone is on the same page we want to have Lyman & Ash write a letter regarding the Middle Smithfield Elementary window units. They were not put together right and we need the attorney's to reach out to the contractor to have it fixed. Mr. Grice stated I am happy to set up a meeting with everyone to discuss all of the buildings.

II. ITEMS FOR DISCUSSION:

A. PLEXIGLASS BARRIER

Dr. Riker stated it was brought to my attention that the support staff union wanted to purchase plexiglass barriers for additional areas throughout the District. These were purchased through membership funds and not taxpayer money. Mr. Rosado stated after meeting with Mr. Zall, Mr. Baddick and Mr. Moran, we were told to rethink how we deal with the public and students. However the union felt our front desk secretaries were not being protected. Therefore we decided to purchase 19 plexiglass partitions. One for each front desk reception area and secretary. We also purchased one for the transportation office secretaries as they have bus drivers entering the office constantly. We spoke with the food services director who had purchased some plexi's for the cafeterias and we were able to piggyback off of her bid pricing. We appreciate that the District supplied the staff with masks and face shields however we felt the secretaries needed more protection. Mr. Andrews stated the District decided on a plan and you decided that was not good enough. Mr. Rosado stated we just feel at times it is not always possible to keep six feet apart. Mr. Andrews stated we are happy you purchased the plexiglass. I am just not sure if it was done in the right way. Mr. Rohner stated I support the district paying for this and not the union.

B. PROJECT UPDATES

- 1. High School North Gym Floor**
- 2. Lehman Gym Floor**
- 3. High School North Wrestling Room**

Mr. Ihle stated we already discussed the gym floors. The wrestling room project is complete. Mr. Andrews asked do they have to paint the room? Mr. Ihle stated to my knowledge the painting has been completed. Mrs. Vanwhy stated I would like to say good team work in getting a wrestling room for the north campus. We were able to get them a room with minimal costs.

C. CURRENT CAPITAL PAYMENTS

No discussion.

D. 5-YEAR CAPITAL PLAN

Mrs. Vanwhy asked do we have any money left after this roof project? Mr. Dymond stated I think we need to have a work session. Mrs. Vanwhy stated the J.M. Hill wash sinks, what is the status? Dr. Riker stated you approved the purchase of one sink which the board has approved. Mr. Ihle stated the proposal was approved and the contractor is ordering materials. We are also looking to gather information for other schools that do not have hand wash sinks currently within the cafeteria areas. Mr. Andrews stated the sinks that were rented from the Sherman Theater are not worth much. They allow for four people to wash their hands however that is impossible with social distancing. Dr. Riker stated part of the health and safety plan is having two people wash their hands at the sink and two others in the restroom to allow for social distancing. Mrs. Vanwhy asked, have we gotten any further with the handwash investigation? Mr. Ihle stated that is what we are currently working on. Mr. Andrews stated that should be a priority. Mr. Ihle stated it is, along with additional priorities.

Dr. Riker stated I have spoken with Mr. Miller, Mr. Romagno and Mr. Ihle about cleaning up our schools even further. We have some equipment and supplies that are not usable and broken. As you can see we have collected these items and determined their usefulness. Board policy 706.1 regarding equipment states that the superintendent may dispose of these items however for the sake of transparency I wanted to bring this to the committees attention and ask would we want to have a public sale, sealed quote or just discard the items. Mr. Rohner stated I am in favor of just discarding these items. Dr. Riker stated I will bring you a list of items either monthly or every other month to discard. It does not require a motion or board approval. I just want to bring it to your attention. Mrs. Vanwhy stated that it is good to know. I am always getting asked why items are being thrown out. Dr. Riker stated that could be why so many items are being kept in storage. People may be afraid to dispose of anything.

I. PUBLIC PARTICIPATION - None

II. MOTIONS

- A.** Motion made to move to the Board payment to D'huy Engineering for the following invoices:
1. Invoice #51482 \$24,500.27- High School North Roof Replacement
 2. Invoice #51483 \$980.00 - High School North Roof Replacement Forensic Investigation
 3. Invoice #51484 \$4,657.28 - High School North Sanitary Liner Replacement
 4. Invoice #51485 \$709.10 - Smithfield Parking Lot Improvements
 5. Invoice #51486 \$602.05- J.T. Lambert Intermediate Security Camera Installation

6. Invoice #51487 \$5,877.00 - J.T. Lambert/Resica Elementary Flooring Replacement
 7. Invoice #51488 \$909.49 - High School South Pool Grouting
Motion seconded, all approved.
- B.** Motion made to move to the Board payment to Miller Flooring Company for Lehman Intermediate Gym. Invoice #15478, 70% progress in the amount of \$159,558.00. Motion seconded, all approved.
- C.** Motion made to move to the Board payment of the following applications:
1. Jottan Inc - High School North/Lehman Intermediate Roof Replacement Payment No.9 \$688,435.55
 2. Lehigh Valley Flooring - J.T. Lambert Flooring Replacement App.4 \$49,649.50
Motion seconded, all approved.
- D.** Motion made to move to the Board the recommendation to reimburse the East Stroudsburg Area School District support staff union \$2,482.00 for the purchase of 19 plexiglass partitions. Motion seconded, all approved.

III. ADJOURNMENT - Meeting adjourned at 6:40pm

Respectfully Submitted,
Rebecca Lopez
Committee Secretary