

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES
November 3, 2020**

Lisa Vanwhy called the meeting to order at 531pm and led the Pledge of Allegiance.
Committee Members Present: George Andrews, Larry Dymond, Wayne Rohner, and Lisa Vanwhy

School Personnel Present: Billy Gouger, Matt Hirsch, Scott Ihle, Chief Mill, Robert Romagno, Dr. William Riker

Non-School Personnel Present: Josh Grice, Dave Rifendiefer

A motion was made to approve the minutes from the October 6, 2020 meeting along with the agenda for November 3, 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 to be determined due to Board reorganization meeting on December 1st.

I. ITEMS REQUIRING ACTION:

A. D'HUY ENGINEERING INVOICES

Mrs. Vanwhy stated these are simply D'huy Invoices. Are there any questions? Mr. Andrews asked these are just invoices for the last month? Mr. Grice stated some may go back to September. Mr. Andrews stated can we get a diary of charges. I have never seen them. Mrs. Vanwhy stated that is all in the retainer. Mr. Grice stated I can get you that information.

1. Invoice #51734 \$30,000.43 - High School North Roof Replacement

Mr. Andrews asked, is this the last payment? Mr. Grice stated no, Jottan will have at least one more invoice. Mr. Rifendiefer stated we are heading up north for a final punch list walkthrough with Garland.

2. Invoice #51735 \$15,250.00 - Resica Elementary/Middle Smithfield Elementary Water Filtration

Mr. Grice stated we will have the application to the D.E.P. for the filtration system out by Friday. We are just waiting on a District signature. Mr. Dymond asked did you find the paperwork you originally submitted to PA American? Mr. Grice stated yes, we did start an application for Resica. The application requested fixture counts so I am verifying what is listed and will submit the information back to PA American. We had line items for a wet tap which we no longer need. We also were under the

assumption that the township may want to use the water lines for other services but that may not be the case.

3. Invoice #51736 \$14,589.65 - High School North Sanitary Liner Replacement

Mr. Dymond asked, have the liners been put out to bid? Mr. Grice stated we delivered the D.E.P. application along with all the technical information the D.E.P. requested. We are awaiting feedback from the D.E.P. before we finalize the bid documents.

4. Invoice #51737 \$2,938.50 - J.T. Lambert/Resica Elementary Flooring Replacement

Mr. Grice stated those floors are complete.

5. Invoice #51738 \$4,639.55 - Transportation Building Underground Storage Tank Removal

Mr. Grice stated we dropped off the contract; we just needed a District Signature to give formal notice to proceed.

B. OTIS ELEVATOR SERVICE CONTRACT - 5 YEAR AGREEMENT - *Pricing list on page 7 of attached document.

Mr. Ihle stated that this is the proposed Otis contract agreement. The original contract was also a five year contract which expired on June 30, 2020. Due to covid related circumstances and delayed responses from Otis, we just recently received this document. It is similar to the past contract as related to preventive maintenance tasks. The original contract was for five years with a variable rate of 3.5% to 3.7% whereas the new contract is still for five years but with a fixed rate of 2.5% for the entire term of the contract. The District will see a cost savings with this new contract. Last year we paid 55 thousand dollars whereas this year we would pay 52 thousand dollars. You can find all the information on page 7 of this attachment. There you can see the chart that indicates the payments for all five years. I also want to say working with Otis; their response time servicing the equipment has been very good as well as their emergency call response. Mr. Dymond asked how long does it take to inspect and grease each elevator? Mr. Ihle stated I do not know the exact timing. Mr. Dymond stated well we have 12-14 elevators. Would it take them about a week? Mr. Ihle stated that he is unsure of actual labor hours involved, however I receive reports from Otis after every P.M. occurrence which indicates completed tasks and I have never had to request a return visit for inadequate work. Mr. Dymond stated I hope it takes them more than two hours to service all of those elevators. This is a lot of money.

C. APPLICATION FOR PAYMENT - Cope Commercial Flooring - Resica Elementary Flooring Replacement Payment No.4 \$18,193.50

D. CHANGE ORDER - Cope Commercial Flooring

Mr. Grice stated this is Cope Commercial Flooring's final payment. After all of their billing there is a change order which is resulting in a credit to the District in

the amount of \$26,170.00. Therefore they are only billing the retainage difference of \$18,193.50. Mrs. Vanwhy stated this is self explanatory.

II. ITEMS FOR DISCUSSION:

Mrs. Vanwhy stated Mr. Miller, Mr. Romagno and Mr. Ihle have provided each of us with monthly department summaries at my request. These summaries are not for discussion here but for us to review and should we have any questions to discuss them with each department prior to the property & facilities meeting.

A. HIGH SCHOOL SOUTH I.T. ROOM - Billy Gouger

Mr. Gouger stated we wanted to move forward with the fire suppression system in the I.T. room at the south high school. I did put this project out to bid and hope to receive the bids next week. I spoke with the maintenance supervisor about making the room airtight and whether that is something that could be done in-house by our maintenance staff. If we were to go with Keystone, their quote includes them obtaining permits from the borough for this project whereas Cintas is requiring us to obtain those permits. I did put this project out to bid once before but we never moved forward so those bids have since expired. Mrs. Vanwhy stated these bids need to be equal. We should be comparing apples to apples. If one company is including a permit then they all should. Mr. Gouger stated Cintas also informed me that they are not going to interconnect our systems. That would require computer programming they do not have therefore Keystone would still have to be involved with this project. Mrs. Vanwhy stated we can discuss this next month once you have more information for us.

B. D'HUY AGREEMENT FOR RETAINER SERVICES

Mrs. Vanwhy stated we have recently discussed the retainer which is why it is on the agenda. Mr. Andrews stated there is nothing to discuss as we are under contract until 2021. So we have a year to decide if we want to continue with D'huy Engineering. I believe Mr. Dymond wanted to put out a request for a proposal for a different engineer. Mr. Dymond stated I do not recall that. Mr. Andrews stated I believe the retainer states that we can request invoice statements. I have no idea what your company is charging the District for all of the projects you have been involved with over the years. Mrs. Vanwhy stated to Mr. Andrews there is a difference between the retainer fee and what the fees associated with projects. Mr. Grice stated the retainer states there is a project fee structure which lays out the fees for summer projects as well as other services. Mr. Andrews stated I want to know what we have spent? Mrs. Vanwhy stated to Mr. Andrews the business office can give you that information. It would be good for D'huy Engineering to give us a scope of the contract that we retain you each month for. Mr. Grice stated we can send that information.

Mr. Dymond asked, how much aggravation have we had with the hvac controls at Bushkill Elementary? Mr. Ihle stated this summer was not too bad. Now that the heating season is coming up we may have our usual issues but it is historically not as devastating or cumbersome as HSN/Lehman was. With that being said I do

not know how long you want to push that project off. Mr. Dymond asked do you have three top projects you had in mind for this summer Mr. Ihle? Mr. Ihle stated the Board has already approved the list of projects that will be completed this coming summer. The controls at Bushkill have not been approved for next summer, Dr. Riker stated I want to remind the committee that Mr. Ihle did prioritize all of our capital projects at one point and we went over which of those projects should be completed this coming summer. The Board voted on those projects. Mr. Ihle stated we also wanted one full heating and cooling season to pass so that we could see how the new controls were functioning at the north campus to determine if we would want to recommend those same controls for Bushkill. That is why it is not a part of the summer projects the Board approved for this coming summer.

C. HIGH SCHOOL NORTH ROOF

Mrs. Vanwhy stated I asked to put this on the agenda. I spoke with Lyman & Ash and asked where the District stands in regards to the north roof and I am not sure where we ended with that. Mr. Andrews stated we spoke with Lyman & Ash and I was under the impression they had not gotten all the documentation they needed. Mr. Grice stated I sent all of our documentation and photos for phase one to Lyman & Ash. I have not sent all of the phase two documents yet. Mrs. Vanywhy stated we hired Lyman & Ash for a reason and I want to know if we have a case to move forward with or not. There are other items that need our attention if we are not moving forward with this. Mr. Dymond stated they did mail letters to the contractors involved at the time. I guess they are looking for D'huy engineering to officially confirm if the roof was done poorly before they proceed. Mrs. Vanwhy stated Mr. Grice has already given his thoughts and ideas. It's up to Lyman & Ash now to say whether we have a case or not. Mr. Rohner stated do you believe the taxpayers should have to pay the 7.3 million dollars for the roof. Mrs. Vanwhy stated I believe Lyman & Ash should tell us if we have a case or not. If they feel they have something they could bring to the full Board then they need to do that already. I do not believe that is unreasonable.

D. CURRENT CAPITAL PAYMENTS

No discussion.

E. 5-YEAR CAPITAL PLAN

Mr. Ihle stated we have moved some items to the completed area on this list. For example Resica and the High School South stadium doors as well as the carpet replacement at J.T. Lambert and Resica; along with the handwash sink replacement at J.M. Hill have been completed. Mr. Andrews stated that some items on this list have to be moved over. They are not in the right column. I do not see north paving in the 2021 column. Mr. Ihle asked, are you speaking of summer projects? We can move any items over to any column if that is what the Board wishes to do. Mr. Andrews stated we are going to move forward with any paving until the storm drains are complete. Mr. Ihle stated we are not moving forward with the paving as of now, This list is for informational purposes. Mrs, Vanwhy

stated, remember we can add as many columns and go out as many years as we like. Mr. Ihle stated I will move the projects to the appropriate years for committee review during the next meeting.

Mr. Dymond asked Mr. Miller I thought you were going to get proposals for the purchase of a water wheel to water the fields? Mr. Miller stated that I am working on obtaining a proposal and am working with Mr. Hirsch. Mr. Dymond asked, you have a water wheel for the south campus already do we need a second one? Mr. Miller stated I did use the one we have at the south campus this year however it is very old and will need to be replaced at some point. Dr. Riker stated just so everyone is aware the water wheel was approved by the board about a year or so ago however it was never purchased. Mr. Miller stated we never purchased the water wheel as there was an issue with the supplier. The wheel I was looking to purchase at the time was based on our water supply at the time. Now I would like to purchase something bigger. Mr. Dymond stated all with D'huy moving forward with our lagoons we need that area cleaned up. Mr. Miller stated we will start working on that.

III. PUBLIC PARTICIPATION - None

Mr. Rohner stated I am still looking to receive energy bills for the District so that I can bring them to Northampton Community College so that they can analyze our energy consumption. Do I need a motion for that? Mr. Ihle stated that the request can go to the business office. Mr. Rohner stated they have a program where they can analyze our energy consumption and see where the District can reduce our bill. There are alternative energy sources out there we could be using. I would like to make a motion to receive our met-ed bills and propane bills. Mrs. Vanwhy asked what time frame are we looking for? Dr. Riker asked who will the invoices go to? Mr. Rohner stated there is a gentleman at Northampton, I do not recall his name. Mrs. Vanwhy asked should we request invoices from last fiscal year? Mr. Hirsch stated we may want to go further back to account for covid when the buildings were closed. Mrs. Vanwhy stated so we should request energy invoices from September 2018-September 2019.

IV. MOTIONS

A. Motion made to move to the Board payment to D'huy Engineering for the following invoices:

1. Invoice #51734 \$30,000.43 - High School North Roof Replacement
2. Invoice #51735 \$15,250.00 - Resica Elementary/Middle Smithfield Elementary Water Filtration
3. Invoice #51736 \$14,589.65 - High School North Sanitary Liner Replacement
4. Invoice #51737 \$2,938.50 - J.T. Lambert/Resica Elementary Flooring Replacement
5. Invoice #51738 \$4,639.55 - Transportation Building Underground Storage Tank Removal

Motion seconded, all approved.

- B.** Motion made to move to the Board payment for Otis Elevator Service Contract - 5 Year Agreement. Motion seconded, all approved.
- C.** Motion made to move to the Board payment of the following application:
 - 1. Cope Commercial Flooring - Resica Elementary Flooring Replacement Payment No.4 \$18,193.50
Motion seconded, all approved.
- D.** Motion made to move to the Board a change order from Cope Commercial Flooring. Giving the District a credit of \$26,170.00
Motion seconded, all approved.

V. ADJOURNMENT - Meeting adjourned at 6:34pm

Respectfully submitted,
Rebecca Lopez
Committee Secretary