

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES - Zoom Meeting
January 5, 2021**

Lisa Vanwhy called the meeting to order at 530pm and led the Pledge of Allegiance.

Committee Members Present: Larry Dymond, Sharone Glasco, Wayne Rohner, and Lisa Vanwhy

School Personnel Present: Matt Hirsch, Scott Ihle, Daryle Miller, Robert Romagno, Dr. William Riker

Non-School Personnel Present: Josh Grice, Dave Rifendiefer

A motion was made to approve the minutes from the December 8, 2020 meeting along with the agenda for January 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 February 2, 2020.

I. ITEMS REQUIRING ACTION:

A. J.M. HILL ELEMENTARY - PROPOSED:

- 1. Redesign Of Principal Office**
- 2. Redesign Of Room 107**
- 3. Installation Of Sink/Sink Base/Countertop In School Main Office Area**

Mr. Ihle stated that the current layout within the Principal Office is an open concept. A new wall will be constructed, dividing the area while adding an office area for the dean of students. Two doors and a frame will be installed in the current principal's office. This will allow for better communications between the Principal and the Dean of Students. A second proposal is to redesign room 107. The proposal is to configure the current space into two offices, a conference room and a waiting room. The new walls proposed would be 8ft high, while the current ceiling height is 9ft. This allows us to maintain the current lighting and HVAC design. Mrs. Vanwhy asked who is doing the construction? Mr. Ihle stated this work can be done by our maintenance staff. Mr. Rohner stated why we don't get D'huy to create floor plans and obtain permits. Mrs. Vanwhy stated we are just discussing if we should move forward with this project at this point. Mr. Ihle stated the costs for this project is not to exceed six thousand dollars and Principal Reese has funds available in her budget for this, however the work must be completed within this fiscal year. Mr. Ihle stated that the final item on this list is for the addition of a sink and sink base in the main office area. Mrs. Vanwhy stated, is there plumbing there? Mr. Ihle stated that we have access to plumbing. Mrs. Vanwhy asked if the sink was included in the six thousand dollar budget? Mr. Ihle stated it is and that six thousand dollars is on the high end. Mr. Rohner

stated I would support this and recommend having D'huy put an engineer stamp and have the borough meet our timeline for permits. Mr. Grice asked would we want this project included under the other capital projects work we have going on for J.M. Hill and include it under one bid. Ms. Glasco stated that this should be kept separate since it is being paid for from a separate budget.

B. GENIE PORTABLE LIFT - MODEL AWP 305

- 1. Action Materials Handling Specialists \$10,078.19**
- 2. Industrial Products \$10,543.07**
- 3. Grainger \$12,000.00**
- 4. 611 Form**

Mr Ihle stated this is for the Maintenance Department. We currently have a lift in High School South however it is not considered a portable lift. It is very cumbersome and also above the 6ft 8inch door height, therefore it must be tilted backwards in order to access other buildings. The reason for this purchase is to transport and use a lift throughout the district. This lift is currently budgeted for within the Facilities Department general operating budget. Mr. Rohner asked how is the lift currently anchored? Mr. Hirsch stated the lift has out-riggers that hook into an x pattern that click in before going up or down. Mr. Dymond asked, what are we going to do with the old lift? Mr. Ihle stated we will keep the old lift at High School South so that we can maintain the lights in the gym and auditorium as well as other uses within the school

A. D'HUY ENGINEERING INVOICES

- 1. Invoice#52059 \$3,340.52 - High School North Roof Replacement**
- 2. Invoice#52060 \$9,600.06 - Resica/Middle Smithfield Elementary Water Filtration**
- 3. Invoice#52061 \$1,315.00 - High School North Sanitary Liner Replacement**
- 4. Invoice#52062 \$1,175.40 - J.T. Lambert/Resica Elementary Flooring Replacement**
- 5. Invoice#52063 \$1,258.30 - Transportation Building Underground Storage Tank Removal**
- 6. Invoice#52064 \$3,534.97 - Lehman Intermediate/Bushkill Elementary Flooring Replacement**
- 7. Invoice#52065 \$300.00 - High School North/High School South Hand Wash Stations**
- 8. Invoice#52066 \$599.38 - J.M. Hill Elementary Entrance Vestibule Renovation**

No discussion.

C. TERP CONSULTING INVOICE#7690 \$500.00 - East Stroudsburg Elementary Consultant Fees

Mrs. Vanwhy asked what exactly is this invoice for? Dr. Riker stated this gentleman was hired by the district through Lyman & Ash to conduct a visual inspection of the East Stroudsburg Elementary sprinklers back in June. I did

question receiving this invoice in December when the work was done in June. I received an email from Ms. Lynch of Lyman & Ash stating that on that day Mr. Hopkins participated in a phone call which lasted about an hour and 52 minutes as well as sending them an email. This resulted in billing the district for two and half hours of work. Ms. Glasco stated we need transcripts so we can understand what was discussed and what was charged. Dr. Riker said that Ms. Lynch stated in her email, Mr. Hopkins participated in a phone conference with Lyman & Ash. She did not provide any further details. Mrs. Vanwhy stated I think what we are questioning is why there is very little information on this invoice. Ms. Glasco stated when you look at the invoice it just says elementary consulting fee. It could be clearer. Mr. Dymond stated I agree there should have been more details but I think they were working with a tight deadline. Mr. Rohner stated we need to pay these invoices within 30 days. We should not be discussing a September invoice in January. Dr. Riker stated this invoice was just received by the District. Mr. Rohner stated I do not see a receipt date on this. Ms. Glasco asked, why are paying this? Shouldn't the attorney pay the consultant fees and then we just pay one bill to the attorney? Mrs. Vanwhy stated this is a separate issue. Ms. Glasco stated we need our invoices to have more clarity.

D. GROUNDS DEPARTMENT WATER WHEEL - Daryle Miller

- 1. Site One Landscape Supply \$15,532.80**
- 2. CFS Irrigation Supply \$16,284.00**
- 3. Brookdale Fruit Farm Inc. \$16,300.00**

Mr. Miller stated we have been talking about obtaining a new water wheel for some time. We have received three quotes for a Kipco B140 water wheel which the Grounds Department will use at J.T.Lambert to irrigate the fields in the summer when we need water. Mrs. Vanwhy asked, was this budgeted for? Mr. Miller stated this was brought to Property & Facilities in the past however the wheel was not purchased because there were questions about the original wheel. The original wheel discussed in the past was too small for what we needed. Mr. Dymond stated this seems like a big jump in price for a sprinkler. Mrs. Glasco asked whose budget is this going to come out of? Mr. Miller stated this will be paid out of the Grounds Department budget. Mr. Dymond stated every year our fields die and we spend a lot of money on grass seed and fertilizer. I hope this will save us a lot of money in the long run.

II. ITEMS FOR DISCUSSION:

A. HIGH SCHOOL NORTH/LEHMAN INTERMEDIATE ROOF PROJECT - Facilities Is In Receipt Of The Certificate Of Occupancy From Lehman Township.

Mr. Rifendiefer stated we have obtained the certificate of occupancy. Mrs. Vanwhy asked, was there a punch list? Mr. Rifendiefer stated yes and almost everything has been completed. Mr. Rohner asked is the certificate from BUI Lehman Township? Mr. Rifendiefer stated yes it was completed by a third party inspector.

B. CURRENT CAPITAL PAYMENTS - No discussion.

C. 5-YEAR CAPITAL PLAN - No discussion.

Mrs. Vanwhy stated today I was sent a report regarding the High School South pool from D'huy Engineering. I forwarded it to the P&F committee. It basically gives a rundown of the pool condition and recommendations. Mr. Grice stated this report was put together by Atlantic Aquatic Natatorium firm. They did a complete assessment of the pool and put together a report that included recommendations that address not just the needs of the piping but also other observations to renovate the pool. However I think the report goes beyond the scope of what the district would want to spend in terms of renovations. We do not believe the district would need to spend over \$700,000.00. Mr. Romagno stated Dr. Riker and I have discussed that the biggest issue with the pool is the flow problem. The original scope of work for this project was to simply regrout however upon further inspection there are cracks beneath the tile and major flow problems. We need an entire new drainage system. We also believe there was an automatic filtration system in the past however my predecessor disconnected it for some reason. However I am still looking into that claim. Mr. Ihle stated I just want to clarify that while the pool repair is a line item on the 5-year capital plan there is no monetary value assigned to it. The original thought was to just re-grout the pool and then we discovered all of the other issues with the pool. Mr. Dymond asked if we got moving with the bid will the pool be in service for next school year? Mr. Grice stated yes.

Mr. Rohner asked we recently had a rainstorm, were there any roof leaks up north? Mr. Hirsch stated no leaks were reported other than the window system which we are aware of. Mr. Dymond asked what is the backlog on work orders? Mr. Hirsch stated we have been keeping up with work orders as they come in. We have been able to take advantage of no students being in the building. Mr. Ihle stated we have been maintaining our preventative maintenance log and are up to date.

Mrs. Vanwhy stated Lyman & Ash has been given the direction by the board to investigate the East Stroudsburg Elementary fire system. What are we doing with the north roof and north parking lot? Mr. Grice stated we submitted photos and all documentation from phase two to Lyman & Ash. Mrs. Vanwhy stated you have given them all the information they need. I would like for Lyman & Ash to wrap this up. Mr. Grice stated in regards to the parking lot we have given Lyman & Ash all of the core samples and storm drain investigation reports. Mrs. Vanwhy stated I think we need more clarity on where these projects we have given Lyman & Ash to investigate are going. I would like them to give their opinion as to whether or not we have a case. Mr. Dymond stated we can have someone from Lyman & Ash speak with the board. Ms. Glasco stated we need Lyman & Ash to provide us with a status update on each item they have been investigating.

III. PUBLIC PARTICIPATION - None

IV. MOTIONS

- A. Motion made to move to the Board the proposal for J.M. Hill Elementary:
1. Redesign Of Principal Office
 2. Redesign Of Room 107
 3. Installation Of Sink/Sink Base/Countertop In School Main Office Area
Motion seconded, all approved.
- B. Motion made to move to the Board the proposal from Action Materials Handling Specialists in the amount of \$10,078.19 for the purchase of Genie Portable Lift - Model Awp 305. Motion seconded, all approved.
- C. Motion made to move to the Board payment to D'huy Engineering for the following invoices:
1. Invoice#52059 \$3,340.52 - High School North Roof Replacement
 2. Invoice#52060 \$9,600.06 - Resica/Middle Smithfield Elementary Water Filtration
 3. Invoice#52061 \$1,315.00 - High School North Sanitary Liner Replacement
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 8. Invoice#52066 \$599.38 - J.M. Hill Elementary Entrance Vestibule Renovation
Motion seconded, all approved.
- D. Motion made to move to the Board payment to Terp Consulting Invoice#7690 in the amount of \$500.00 for East Stroudsburg Elementary Consultant Fees. Motion seconded, all approved.
- E. Motion made to move to the Board the proposal from Site One Landscape Supply in the amount of \$15,532.80 for the Grounds Department water wheel. Motion second, all approved.

V. ADJOURNMENT - Meeting adjourned at 6:51pm.

Respectfully submitted,
Rebecca Lopez
Committee Secretary