

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
PROPERTY & FACILITIES COMMITTEE MEETING  
April 5, 2023  
VIA ZOOM & ADMINISTRATION CENTER BOARD ROOM  
5:30 P.M.  
MINUTES**

- I. The Chairperson,** Mrs. Lisa VanWhy called the Property & Facilities Committee meeting to order at 5:30p.m. and led those present in the Pledge of Allegiance. Ms. Amy Famighetti read roll call.
- II. Board Committee Members Present:** Lisa VanWhy, Jason Gullstrand, George Andrews, Steven Lurry
- III. School Personnel Present:** Brian Baddick, Daryle Miller, Robert Romagno, Fred Mill, William Riker
- IV. Community Members Present:** Larry Dymond

**Other:**

**V. APPROVAL OF AGENDA**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to approve the agenda for April 5, 2023 and with members of the Committee reserving the right to add to the agenda and take further action in the best interest of the District. Motion was made by Lisa VanWhy. Motion was seconded by Steven Lurry. Motion was carried unanimously 4-0.

**APPROVAL OF MINUTES**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to approve the minutes from the March 1, 2023 meeting. Motion was made by Lisa VanWhy. Motion was seconded by Steven Lurry. Motion was carried unanimously 4-0.

**VI. ITEMS REQUIRING ACTION**

**a. J.T. Lambert Auditorium Ceiling Repaint**

Robert Romagno stated that the ceiling in JTL has been on the District radar for quite some time. This is part one of auditorium renovations. Next Property and Facilities meeting should have carpet quotes. This project will be a complete paint job of the ceiling, using acrylic black paint. This is slated for summer of 2023, and Environmental Services has allocated funds to do this out of their budget.

**b. Environmental Services New Equipment- LJC Janitorial Distributor**

Robert Romagno that High School North and South have been demoing these machines from our current provider, LJC. We would like to purchase these machines as they are exactly what the department needs and they are the most affordable. If the District waits to purchase these, the cost will double in July. This originally was a discussion item but the committee did decide to vote on it.

**c. Custodial Staffing Study-McCullough School Business Consulting**

Robert Romagno received this quote, this is a study for the District to see if the District is properly staffed in each school building. This will study the amount of labs, sinks, toilets, etc. within the District. Having a 3<sup>rd</sup> party person evaluating the staff and District will solidify if we are properly staffed. This study will be coming out of the Environmental Services general operating budget.

**d. Fire Protection 3-Year Agreement**

Fred Mill spoke about our current Fire Protection Agreement will expire very shortly. We currently are contracted with Cintas, who is unable to provide us with all the services the District requires. Keystone Fire is the only vendor who can work on Honeywell parts. If the District agrees to a long term agreement with Keystone Fire, there will be no need to outsource like Cintas currently does.

**e. D'Huy Invoices**

1. Additional Retainer Tasks – Invoice #57401 \$2,047.50
2. Resica HVAC Replacement – Invoice #57255 \$10,325.00
3. High School North and Lehman Intermediate Rooftop Equipment Replacement – Invoice #57256 \$3,150.00
4. High School South and JM Hill Flooring – Invoice #57257 \$3,030.30
5. Resica HVAC Replacement – Invoice #57556 \$27,062.00
6. High School North and Lehman Intermediate Rooftop Equipment Replacement – Invoice #57557 \$80,451.00
7. High School South and JM Hill Flooring – Invoice #57558 \$13,972.70

**f. Application for Payment**

1. Smithfield Elementary Roof Project – WTI Tremco – Application #2 \$24,944.06

**VII. ITEMS FOR DISCUSSION**

**a. Smithfield, Resica, and Bushkill Elementary Vestibule Project**

Fred Mill is looking to have the above three school's vestibule's done like we did at JTL and Admin. This price is for the new window, new countertop, etc.

**b. High School South Elevator #4 Update**

Service to Elevator #4 has been completed and it is fully functioning.

**c. Lehman Intermediate Baseball Field**

As per Daryle Miller, Supervisor to Grounds and Maintenance, this field has extreme water damage. It is holding water and can't walk on it. Daryle met with an outside vendor to fix the trench and excavate. Most of this work will be done in house, with the exception of excavating. This would be paid out of Grounds Operating Budget.

**d. Current Capital Payments**

No discussion.

**e. April Summaries**

No discussion.

**That concludes the agenda items.**

**VIII. PUBLIC PARTICIPATION—LIMITED TO ITEMS OF DISCUSSION**

North gym floor looks to have gaps in the floor. Rob Romagno stated that Wayfare Sports went to look at the floor and said that it isn't gaps, it's the design done on the floor that makes it look like there are gaps. Rob also inspected and did not see any abnormalities. The heat and cold will make the floors contract and constrict, there is not an installation issue.

Lehman Elevator is still not functioning. The District is currently waiting on a part from Otis to get this elevator operational. A lot of parts are now becoming obsolete, which makes the wait time for parts much longer.

**IX. PREVIOUSLY SUBMITTED TO FINANCE COMMITTEE**

No discussion.

**X. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION**

**a. J. T. Lambert Auditorium Ceiling Repaint**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to approve Pocono Painting Inc. as the approved vendor to repaint the auditorium ceiling in the amount of \$17,590.00. Motion was seconded by George Andrews. Motion was carried unanimously 4-0.

**b. Environmental Services New Equipment –LJC Distributor**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to approve LJC Distributors as the lowest quote to purchase both machines for High School North and South, in the amount of \$16,441.00 for each machine. Motion was seconded by George Andrews. Motion was carried unanimously 4-0.

**c. Custodial Staffing Study – McCullough School of Business Consulting**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to approve McCullough School of Business Consulting to conduct a study on the custodial team in the District. Motion was seconded by Steven Lurry. Motion was carried unanimously 4-0.

**d. Fire Protection 3-Year Agreement – Keystone Fire**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to approve Keystone Fire for the next 3-year agreement with the District, in the amount of \$51,014.50. Motion was seconded by Steven Lurry. Motion was carried unanimously 4-0.

**e. D'Huy Invoices**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to approve D'Huy Engineering invoices #1-7. Motion was seconded by George Andrews. Motion was carried unanimously 4-0.

**f. Application for Payment**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to approve application #2 for WTI Tremco for repairs to Smithfield Elementary roof in the amount of \$24,944.06. Motion was seconded by Steven Lurry. Motion was carried unanimously 4-0.

**g. Vestibule Project – Smithfield, Resica and Bushkill Elementary**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to approve A.G. Mauro for the District to purchase parts needed to have new and safer vestibules in each school, in the amount of \$55,550.00. Motion was seconded by George Andrews. Motion was carried unanimously 4-0.

**h. Lehman Intermediate Baseball Field**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to allow the Grounds Department to move forward with the excavating project for the baseball field. Motion was seconded by George Andrews. Motion was carried unanimously 4-0.

**XI. ADJOURNMENT 6:31 P.M.**

**RECOMMENDATION BY THE COMMITTEE:** Motion was made by Lisa VanWhy to adjourn. Motion was seconded by Jason Gullstrand. Motion was carried unanimously 4-0.

Respectfully Submitted,  
Amy Famighetti