

EAST STROUDSBURG AREA SCHOOL DISTRICT

PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES

February, 2016

The chairperson, Wayne Rohner called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance. Secretary, Kelli Oney called the roll. Those present were Bob Cook and Wayne Rohner. Mr. Bob Gress arrived at 5:45 p.m.

A motion was made by Wayne Rohner to approve the minutes of the January 7, 2016 meeting along with the agenda for February 4, 2016 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 by Bob Cooke. All approved.

ITEMS OF DISCUSSION

1. UPDATES

- a. **Middle Smithfield** - Currently only three small leaks remain. Two of these repairs will be made when permissible by weather. One is over the new section and one on the roof over the gymnasium where the HVAC equipment is mounted. C&D Waterproofing is coming back to repair the leak over the old section, behind the cafe. All classrooms are dry. Curtis is having the rooms restored. Chris Fisher met with the Environmental Hygienist from QUAD 3. A recommendation for the final phase of remediation will be submitted. This phase will require to go out to bid.
- b. **Bushkill Elementary** - The leak in the metal roof will need to be repaired by a professional.
- c. **Resica Elementary** - Our maintenance depart has done everything they can to fix the leaks. A contractor will need to be hired to find and repair these leaks.
- d. **North High School and Lehman Intermediate** - Waterproofing Technologies came in and repaired the roof for \$5500. Our threshold was \$7,000. This was not a permanent fix. D'Huy is currently putting together bid specs. This project can be completed during the school year with no interruption to instruction.
- e. **District Wide IAQ Proposal** - Two proposals have been received, and seeking a third company. Plans are to have this completed during the spring.
- f. **Bleacher Inspection** - Proposals went out. Costs were high. Proposals were rewritten, and still came back over the threshold. One verbal proposal under the threshold has been received, awaiting the written form. The cost is high due to inspections not being completed annually. Following this initial inspection, subsequent years will be less.
- g. **ESCO Performance Contract** - Schneider Electric, TRANE, and Honeywell are willing to work on proposals. These companies can provide a survey which will show our possible energy savings. Chris Fisher recommends letting Schneider Electric start this process now. Other vendors can participate as well. Once the survey is received the cost and scope of work can be identified. ESCO guarantees a specific reduction in energy use and

return by using the selected vendor. Bob Gess said the County used this process and saved money. Jeff Bader said the scope of work needs to be in place before going out for an RFP. In order to proceed with the survey, the companies will need access to our buildings and utility bills. Chris Fisher noted proper clearances will be required for school access. Committee in agreement to proceed.

- h. High School Elevator** - Chris Fisher reported after the last rain storm one inch of water was in the shaft and water continued to enter due to groundwater rising. A trench will need to be dug below the elevator shaft to fix this problem. An eight month extension has been filed with The Dept. of L&I. D'Huey has also contacted The Dept. of L&I to inform them they are working on a resolution.
 - i. Bus Depot Fence and Gate** - Chris Fisher reported during a heavy snowfall, our contractor charges for excess snow removal via a dump truck from this lot. Chris Fisher explained a gate installed in the fence would allow the excess snow to be pushed out of the parking lot. The existing fence is in disrepair and needs to be replaced this spring. Since the right back corner of the lot is on a rock ledge, a contractor will need to be hired and can install the gate at the same time. The gate will pay for itself.
 - j. Gymnasium Floors** - Chris Fisher reported that it will cost approximately \$100,000 to fix the floor at HSN. The boards are drying out due to lack of humidity and getting worse every year. TRANE has a fix, however they lack support for the system they are proposing. The cause of the problem needs to be determined before the district spends this amount of money to fix it. D'Huy and TRANE are both involved to figure out what the underlying problem is. Chris Fisher would like to have a comprehensive look at all our gymnasium floors. Having a comprehensive plan will save the district money. Sharon Laverdure noted that the High School South gym has large cracks. Bob Gress asked if our air handler system at HSN is the cause of our problem. Chris Fisher said it is a big part of the problem and that is why TRANE is involved. Scott Ihle will continue to update this committee on this.
- 2.
- a. JTL Break Room** - Chris Fisher reported employees complained the break room on the third floor is cold. After an investigation with MYCO, Strunk-Albert and some teachers, the determination was the room has always been this way. The problem is the room has too many windows. The new air conditioning system will not help with that. Bob Cook stated that in the spring and summer months it is much worse. Chris Fisher said solutions could be to install electric baseboard heat or a reflective film on the window. The question to ask, *is this a real issue or liveable the way it is?*
 - b. Boiler at HSN** - The boiler has been shut down since the fall. Super Heat determined that the boiler has a crack. To fix the crack they need to have an inspector from The Dept. of L&I present. The scope of the work will be determined once they open it up. This was caused because of not enough cold days. The fire burns hot water and on warmer days the boiler is not completely emptied of this hot water. This hot water puts stress on the vessel. The boiler should have been installed with a pipe to release the hot water.

1. Items Requiring Action

- a. **Water Towers** - Chris Fisher reported items of needed repairs are in the ballpark of \$80,000 and will need to go out to bid. Hopefully, it can be received by the next meeting. Spring Break would be the best time to drain the tanks, repair and refill. The minerals manganese and iron are in our water. These are not health contaminants, however the water is discolored by these minerals. Prosser is running a study on how to treat this problem through our injection system. The committee will be updated, once the information is received.

- b. **Security at Building Entrances** - Chris Fisher stated last month it was discussed that visitors should not have total access to a school by just getting buzzed in. He stated he is bringing this to the committee to make sure we are going in the right direction. To make this project manageable each school will be looked at on an individual basis. With that said, I have been meeting with building Principals, Eric Forsyth, Fred Mill and Curtis Beam to address a plan for visitor entry in all our schools. These new designs would slow someone down. It would not prevent someone from getting in if they wanted to. ESE is almost set, a discussion is needed on how to use what they have. Bushkill and Resica have the same layout. They just require a second buzzer on the inside doors and a pass through for the hall monitor, along the side window wall. The hall monitor can be face to face with the visitor before allowing them to enter through the second set of doors. Middle Smithfield would require the hall monitor to move into the office. Lehman and HSN will require more work. Sharon noted that the ticket office at the North Campus is home to the Credit Union. Chris Fisher said they would continue to report back to this committee until completed.

- c. **Fire Alarm Panel Upgrades** - Chris Fisher said D'Huy reported in the 5-year plan upgrading the fire panels at JTL and Bushkill Elementary. Since this is an expensive project, it was discussed how to effectively complete this project. It is critical to ensure it is done right. Getting the best price from a highly qualified expert is critical. If we go to bid we will be forced to take the lowest bidder. We can do a mini bid to provide a price and use COSTARS to get the best vendors at the lowest price. Usually vendors associated with COSTARS go below the state price. Bob Gress thinks this is a great idea. The state has already completed the process and we can get the best of the best. Jeff Bader also mentioned that the bid process is long, and he suggested this would be the best way to proceed. Sharon Laverdure thought it would be a good idea to have a training regarding the bidding process for board members. This would help them to understand how costly this process can be and what we get. Mr. Rohner agreed that would be helpful.

- d. **Final Payment Myco** - Chris Fisher said they still have some small items and training to finish. Chris recommends that Scott has a walkthru and training on the system. Bob Cooke asked how do proceed? Jeff Bader recommends passing this onto finance, and if they are not finished we can pull the recommendation for payment.

RECOMMENDATION BY THE COMMITTEE

MOTION was made by Bob Cooke to start the bid process for repair and maintenance of both water towers. Bob Gress wanted to make sure we have a backup plan in case it takes longer than the anticipated three days. Jeff Bader said the project should be done in three days and we are actually giving them five days. Chris Fisher agreed. Bob Gress wanted to make sure it did not meet the criteria of a PDE for emergency repair. Jeff Bader said it did not. Bob Gress seconded the motion to proceed. Motion carried unanimously.

MOTION was made by Bob Cooke to seek Costars pricing for the replacement of the fire alarm panels at JTL and Bushkill Elementary schools. Bob Gress seconded the motion. Motion carried unanimously.

MOTION was made by Bob Gress to make the final payment to Myco Mechanical for #37,568.90, pending all contracted work is done and manuals received. Bob Cooke seconded the motion. Motion carried unanimously.

Chris Fisher wanted to say it has been a pleasure to serve the district. He is in gratitude to Curtis Beam, Daryle Miller and Kelli Oney for all they did. Sharon Laverdure also wanted to thank Chris for all he did in the interim to help the District. It was the right choice to have him here.

MOTION was made by Bob Cooke, seconded by Bob Gress to adjourn the meeting at 6:35 p.m. Motion carried unanimously.

Respectfully Submitted
Kelli Oney
Committee Secretary