

**EAST STROUDSBURG AREA SCHOOL DISTRICT
PROPERTY AND FACILITIES COMMITTEE MEETING MINUTES
JUNE 1, 2017**

Wayne Rohner called the meeting to order at 5:37pm. and led the Pledge of Allegiance.
Committee members present: Ronn Bradley, Bob Cooke, and Wayne Rohner

School personnel present: Jeff Bader, Curtis Beam, Brian Borosh, Scott Ihle, William Riker

A motion was made to approve the minutes from the March, April, and May 2017 meetings along with the agenda for June 1, 2017 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 July 6, 2017.

I. ITEMS REQUIRING ACTION:

A. NORTH CAMPUS P.A. SYSTEM UPGRADES C.S.I. \$67,350-Brian Borosh

Mr. Borosh stated the North campus P.A. system had been installed in 1997 when the building was under construction and has been in operation since 2000, when the building officially opened. The system itself is a Rauland P.A. system like the rest of the District. This system is doing double duty however as it services both High School North and Lehman Intermediate. The issue with the system currently is bleed over from High School North into Lehman. For example when High School North makes an announcement over the P.A. it can sometimes be heard over on the Lehman Side and vice versa. Another issue is the baffles not closing properly. Right now the only way to close them is to reboot the entire system. I spoke with Rauland, a proprietary to C.S.I. and the only designated dealer in northeast Pennsylvania, they proposed we purchase a telecenter campus controller as well as a second generation pcu enterprise system. The fees for these items would be a one time cost and should we need to retrofit other P.A. systems throughout the District we would already have the equipment. The cost for the system also includes the bell schedules and master clock for the campus. Mr. Bradley asked how does this tie into security systems. Mr. Borosh stated there would be

panic buttons installed with this system. The panic button would have a pre-recorded message by either Principal Dilliplane and/or Principal Zall. They could then notify Chief Mill of the emergency. In the future we could install panic buttons to more rooms in the schools. The nice aspect of this new system is that it is scaleable. However at the moment the crux of the issue is the P.A. system. It is over 20 years old. The current system we have is analog. The new system would have gateways that would allow us to transition to digital. Mr. Bradley asked if the new system would last about 20 years as well. Mr. Borosh replied yes. Mr. Rohner asked would this require a permit from Lehman Township. Mr. Borosh replied I do not believe so since this is all electric. Mr. Rohner asked when we were bidding did we reach out to other companies? Mr. Borosh replied I spoke with Rauland directly and they are the only designated northeast Pennsylvania dealer therefore we are restricted to working with them, however I feel we are getting good deal. We are simply giving a facelift to the system, we are still keeping the speakers. Mr. Bradley stated we are moving most of our systems from analog to digital software so everything will interface. Mr. Borosh stated yes this is like with our cameras when we moved to software from analog, again based on Rauland's system working 18-20 years and J.T. Lamberts system being one of the oldest in the District this would be something to keep in mind for the future should we need to do any upgrades there.

B. D'HUY ENGINEERING J.T.L. MASONRY DESIGN & BIDDING FINAL INVOICE \$1,280

Mr. Bader stated this is not the final invoice. There is still about \$5,100 dollars left. We are currently in June and D'Huy has only billed thru April. Lines 1-4 on attachment V1.B are for the investigation, line 5 is for construction and administration as they will be having one of their workers on site to oversee the construction.

II. ITEMS OF DISCUSSION:

A. WIND GAP ELECTRIC-Temporary Disconnect and Relocation of Exterior Freezer's Transfer Switch, Outdoor Panel, Wiring & Conduit-J.T.L. Masonry Project-Capital Project Funding \$9,740

Mr. Ihle stated this has to do with the J.T.L. Masonry Project. There is a wall that has to be removed and rebuilt. Within that wall is existing wiring and conduit that runs to the outside food service freezer into the mechanical boiler room. Service needs to be disconnected and rerouted in

order to tear down and rebuild the wall. Mr. Rohner asked is this something we had other companies involved in? Mr. Ihle replied we were under the three bid proposal, therefore did not seek additional quotes. This will also be done under capital funding. Work will begin at J.T.L Saturday, June 10, 2017. Jones construction is scheduled to begin work on said wall on June 12, 2017. This proposed work will result in the freezer operating by normal power without the backup of the generator, therefore we would like Jones Construction to get this work done as soon as possible so that there is a minimal amount of time without the generator. Dr. Riker asked will they do this work without board approval? Mr. Bader replied we need board approval for contracts. Mr. Bradley asked could we approve it as a committee and pass it on to the board. Mr. Cooke stated I do not think our approval supersedes the board. Mr. Bader stated this would not be formally approved by the board until June 26. Will Windgap do work on good faith? Mr. Ihle stated that he was under the understanding that we could move forward without board approval for any quotes under the \$10,700 threshold. Mr. Bader stated that when we get to capital items there is a different standard. The board does not look at what you put in a budget if it is general maintenance. If it is a bigger project we need board approval and this falls into a broader capital project. If we wait can Jones Masonry come back in July? Mr. Bradley asked would July cause a problem? Mr. Bader stated I do not know what their schedule is. They will work on many projects in various locations. Can we postpone this section and do other sections first? Mr. Ihle stated there is a gas component located at the same wall. Curtis Beam is scheduling for the gas to be turned off for maintenance of the water heater in conjunction with the masonry work. If this work can be done simultaneously then this would allow for the gas to be turned off only once. Mr. Bader asked can the water heater maintenance be pushed back? Mr. Beam stated that would depend on the company performing the maintenance. Jones Masonry can not do any work in this particular area of J.T.L until Wind Gap electric completes their part. Mr. Bradley stated right now the schedule is to approve what we can do in case the schedules do not coincide. Dr. Riker stated for our purpose tonight we would want to just approve moving this forward to finance. Whether or not Windgap will work without board approval, myself and Jeff need to coordinate that. Mr. Beam stated worst case scenario is that we will be temporarily without hot water twice instead of once. Mr. Rohner asked if D'Huy Engineering is involved in the inspection. Mr. Ihle stated that D'Huy is not involved in the electrical

aspect of the freezer. Mr. Rohner asked if we have a building permit for J.T.L. Masonry and if D'Huy is handling this why can't they handle sub contractors as well. Mr. Ihle stated we were only made aware of this issue by D'Huy three weeks ago and we immediately sought out Wind Gap Electric in order to expedite the process. Mr. Bader stated the reason for it not being included was that originally they thought we could do this work in house and save us money. Mr. Rohner stated if Jones is starting construction on June 10 and a D'Huy engineer is going to be doing inspections during different stages with a full time manager on site, is the township involved? Mr. Beam stated I'm not sure. Mr. Ihle stated Jones Construction is responsible for all permits. Mr. Rohner asked if we should we be reaching out to Lehman Township, I would like to see a certificate of occupancy upon completion. Mr. Ihle stated he would reach out to D'Huy.

B. J.T. LAMBERT MASONRY PROJECT DISCUSSION

Mr. Ihle stated Jones Construction will begin work on June 10, 2017. A typical workday will be 7:00am-3:30pm, seven days a week. There could be as many as nineteen employees there at one time. Mr. Cooke asked will all these employees have clearances? Mr. Ihle stated yes. Mr. Ihle also stated that we have picked out storage areas for the staging of materials behind the TLC/POD in the parking lot and to the right of the building near the baseball field.

C. JT1 ELECTRIC-J.T. Lambert-Exterior Pole Light Installation at Proposed Propane Pad \$5,960

Mr. Bader stated at the south bus lot the propane station tank will be located away from the building and needs to be lit with LED lighting as a safety precaution for the drivers. The cost for this includes an electrician installing the pole and light fixtures This will be done by the same contractor installing the propane station and is all included in the capital funds project of the propane pad.

D. JT1 ELECTRIC-North & South Bus Lots Electrical Work to Energize Proposed Propane Dispensers & Pump \$9,975

Mr. Bader stated it is the District's responsibility to get three phase power to the outside of the building. This is to bring power to both the North and South lots so they can now run it where the stations will be located. Mr. Bradley asked is this part of the capital budget? Mr. Bader stated yes. Mr.

Rohner asked who is doing the excavation? Mr. Bader responded that the subcontractor is responsible. JT1 is responsible for the work and it is included in their price.

E. DISTRICT GYM FLOOR UPDATE

Mr. Ihle stated MasterCraft will begin repairs at J.T. Lambert and Lehman next week. Both schools will receive a full sanding. The repainting of lines and graphics will begin next week as well. I do not have a specific date but this work is scheduled to begin next week. Once those two school are completed they will move on to the high schools and they consist of screening and resurfacing. Mr. Rohner asked is this standard maintenance? Mr. Ihle stated that is correct. Our goal is to have the district gym floors on a preventative maintenance cycle.

F. 5 YEAR CAPITAL PLAN UPDATE

Mr. Ihle stated we are updating items on the five year capital budget plan. A new item recently placed on this list is the J.T. Lambert auditorium repairs and upgrades. These upgrades involve repairing of the stage floor, stage curtains and risers. Replacing the auditorium carpet and lighting as well as painting and other cosmetic repairs. Mr. Bradley asked would you consider the stairs going up to the stage safe? Mr. Ihle responded that he does not recall there being a safety issue with the stairs itself. Mr. Cooke stated that the railing is loose. Mr. Ihle then stated that the stair railing would also be included in the renovations. Mr. Ihle stated that one of the quotes we received was in the amount of \$10,612 from The Sherman Theater regarding teasers, travel curtains and chains to weight them. Mr. Bradley asked why are we asking The Sherman Theater for a quote. Mr. Ihle responded that he was asked to get pricing for these items and after looking at the full scope of renovations needed and with prevailing wages coming into play we estimate the cost to be about \$225,000.00, therefore this project , should we move forward would need to go out for bid. On the updated forms you are looking at, anything in bold has been completed and there is an asterisk next to projects currently in progress. We plan to asses the buildings throughout the District and may come up with other projects that may fit into our capital plan and rank them in order of priority. Mr. Bader stated if you notice on the bottom of the attachment the projects based on this plan came in a million dollars over what we have in the budget. Therefore we have to decide are we taking certain projects out, deprioritizing others or getting financing. Dr. Riker stated there is over two

million dollars set aside for paving. Mr. Bader stated that is what the capital plan study done two years ago found. What we need to do now is contact D'Huy Engineering and have them investigate, since we now have sinking sediment as an issue, as to what the next steps should be done based on this new information. Mr. Bradley stated at this point can we get rid of the paving project all together. There is a lot of unused traffic areas in the North campus that do not need to get paved. Mr. Rohner stated the issue is the drainage in the parking lots. Mr. Bader stated this is why need to have D'Huy come in and investigate this particular project based off all of the new information that has come in. Dr. Riker stated that would then allow the Board to decide if we can reduce the amount of money spent on the paving project and put it towards the J.T.Lambert auditorium project.

G. BUCKET TRUCK DISPOSAL/NEW VEHICLE PURCHASE

Mr. Ihle stated there is a bucket truck located at the North campus that is in need of repairs. It was an old PPL truck and is currently not being utilized. If we were to repair it we only have one maintenance worker with a CDL license who can operate it. What we are proposing is to dispose of this truck by putting it up for sale. We have a second bucket truck we utilize and there has never been a need to use both trucks at the same time. We are however in need of a box truck. We have money budgeted for next year and have received a quote for \$38,000.00 for a box truck similar to what we currently have. This box truck would be about 12 or 14 feet deep. It would be utilized by our maintenance department, particularly during the summer when all of the maintenance department is working the first shift. Mr. Bradley asked if the dealer was with Costars and if we should be looking at other dealerships. He stated \$38,000.00 seems like a lot of money to spend. Mr. Beam stated this is the basic model for the vehicle. Features such as power windows and air conditioning are standard. Also keep in mind it is not an empty truck it has outside ladder racks and storage inside and outside of the truck. Mr. Beam stated he would look at other trucks and vans to see if there was anything less expensive but comparable and bring that to the next property and facilities meeting.

III. PUBLIC PARTICIPATION

Mr. Cooke asked what is the plan for the junk disposal of the items in the parking lot. Mr. Ihle stated we are trying to compile a list and photos of district items. Mr. Cooke stated we were told that two months ago. I want

this completed by July 6. Mr. Ihle stated we have compiled a list of items and the pictures associated with these items and are looking to place them online. Mr. Bader stated we are looking at listing these items on an outside source such as Public Surplus, which auctions items at no cost to the District, or through local advertising to the public. Mr. Bader also stated we need to determine what has value and what does not. Mr. Cooke asked are the signs by the stadium done yet? Mr. Ihle stated they are in the manufacturing stage right now. Mr. Cooke stated there are poles left over from the fence repair at the bus compound that is a safety hazard. Mr. Ihle stated they will be removed. Last week, I placed a work order to have them removed.. Mr. Ihle stated he will not be able to attend the next property and facilities meeting and has asked to have maintenance supervisor Curtis Beam fill in during his absence. Mr. Rohner stated that would be fine.

IV. MOTIONS:

1. Motion to recommend to move to the finance committee the North Campus P.A. system project, \$67,350.00-Approved
2. Motion to recommend to move to the finance committee payment to D'Huy Engineering for the J.T.L. Masonry Design & Bidding Invoice of \$1,280.00-Approved
3. Motion to recommend to move to the finance committee WindGap Electric temporary disconnect and relocation of exterior freezer, transfer, switch, wiring and conduit. J.T.L. Masonry Project, \$9,740.-Approved
4. Motion to recommend to move to the finance committee JT1 Electric exterior light pole installation at proposed propane pad, \$5,960.00-Approved
5. Motion to recommend to move to the finance committee JT1 Electric work to energize proposed propane dispensers and pump, \$9,975-Approved

V. ADJOURNMENT- Meeting adjourned at 6:58pm.

Respectfully Submitted,
Rebecca Lopez
Committee Secretary