

Lehigh Area School District

Lehigh, Pennsylvania

Building Committee Workshop Meeting
Monday, February 13, 2017
7:00 PM
Administration Board Room

Minutes

Pledge of Allegiance

Call to Order - A workshop meeting of the Lehigh Area School Board was held in the Administration Building, Conference Room A, on the above date and called to order at 7:00 p.m.

Roll Call

	Present	Absent
Mr. Richard R. Beltz, Member	☐	X
Mrs. Stacey L. Duerst, Member	X	☐
Mr. Duane R. Eidem, Member	X	☐
Mr. Stephen L. Holland, Member	X	☐
Mr. David L. Krause, Vice-President	X	☐
Mr. Larry Stern, Member	X	☐
Mr. Wayne Wentz, Member	X	☐
Mr. Andrew Yenser, Treasurer	X	☐
Mrs. Gloria Bowman, President	X	☐
Mr. Brian Feick, Business Manager	X	☐
Mr. Jonathan Cleaver, Superintendent (arrived 7:20 p.m.)	X	☐
Attorney William Schwab, Solicitor (arrived 7:20 p.m.)	X	☐
Mrs. Rebecca Karpowicz, Recording Secretary	☐	☐

**** There will be a brief executive meeting after the workshop meeting for the purpose of updates on the support negotiations.**

Public Comment on Agenda - None

Presentations

1. Public Financial Management, Inc. (PFM) – Zachary Williard

- *Provided a handout to the board with debt summary.*
- *Discussion regarding the QZAB monies the district has been awarded. It's pitched as 0% interest debt, but is not true. It is a very low interest rate. We looked at the local bond market and banks across Pennsylvania.*
- *We received two bids, one from BB&T and one from M&T Bank. The BB&T has a 0% interest rate.*
- *Will need an authorization for the financing team to move forward with the necessary documents to be able to come back for the February 27th meeting.*
- *Rates are at the lowest point ever. The incentive for the bank to give these interest rates is they receive a federal tax credit of 4.49%. This rate is published daily by the IRS. BB&T reserves the right to pull the transaction if the tax credit falls below 4.21% in the next two weeks. M&T has an interest rate attached to it of .66%.*
- *Mr. Feick noted that BB&T did not require to have a depository account, M&T did.*
- *One scenario to minimize the impact to the debt package is taking the 2 million from the TD Bank loan (2.1% interest) and paying off a portion of the loan and replacing it with the 2 million at 0% note. The state reimbursement (PlanCon) would occur in a lump sum instead of over a 10-year period.*
- *Mr. Krause – Any idea of the impact if the credit goes down?*
- *Mr. Williard spoke with BB&T regarding a coupon if the tax credit does go down and the bank would rather not.*
- *Mr. Feick received a letter from NEF to match 20% for the STEM Academy. Once we do this, Mr. Reichl will need to sit down with the SUNY people to do the curriculum.*

2. The Nutrition Group – Lauren Williams

- *Gave an update of the 2016-17 cafeteria program. Currently up to January we've had 80 breakfasts and 92 lunches. Year-to-date numbers show we are about 11 breakfasts under budget and 12 lunches under budget.*
- *However, USDA is at \$.31 per meal which amounts to about an \$8,000 savings and our budgeted food cost is \$.98 and we are at \$.95 with a savings of about \$6,800 savings.*
- *Programs that have helped are the SHINE program with a profit of about \$9,700.00 and the after-school meals program with \$7,400. Like to have more promotions and put on the website about the after-school meals program.*
- *Introducing new items: soup bar, buffalo chicken bites, and deep-dish pizza.*
- *Nutrition has started monthly specials i.e. milk shakes, spring rolls, chocolate-covered strawberries.*
- *Taste Test of Goodness – students can text items they'd like to try.*
- *Mrs. Bowman – Any plan to take these ideas into the middle school?*
- *Yes, after-school meals program and they already do some of the specials.*
- *Mr. Feick – Can you give a description of the calorie content by school?*
- *HS – target is around 700 calories, MS around 650 calories and Elementary is around 600 calories for lunches. Breakfast is around 550 across the board.*
- *Mr. Feick – What were the comments from the IU when we did the lunches at Palmerton?*
- *They would stay with our lunches if they could.*
- *Mr. Krause – Do you post the calories values by meals?*
- *They are not currently posted by meals. Nutrition Group is looking to put the menu online that would have all the calories, carbs, etc.*
- *Mr. Cleaver – When I'm at the elementary level and they are doing the lunch count, I'm impressed by the options they are offered.*
- *At Elementary we have "munchables" which are like a prepackage you would get in the store. They are a popular item.*

3. Construction Updates – Jonathan Cleaver

- *Atty. Schwab and I were at the borough meeting tonight. They approved to apply for the Highway Occupancy permit for the elementary and agreed with the plan as it was presented.*
- *Because we have additional turn lanes in the application, Atty. Schwab visited 9 individuals in the neighborhood to notify them and get a signature. Our plan is not completely approved, but we can move forward. There will be some expansion of the area because of the turn lanes.*
- *We had a meeting with the borough about two weeks ago. Borough included the Chief of Police, borough representative, borough manager, electrical superintendent, and the engineer. They are aware of the plans and there have been no issues brought up.*
- *Atty. Schwab – The only item different is that they will have a Memorandum of Understanding prepared by their solicitor detailing that we will pay for the traffic engineer and the permit fees and things of that nature. I think it's already in the Developer's Agreement, but they want to be sure. They've asked that 6 months after everything is finished, that we do another traffic study to make sure everything is covered safety-wise. They also want us to sign the warranty of the light to them because they will own it and maintain it in the future.*
- *Emailed the board an update for the middle school and elementary center. A couple of highlights are:*
 - *Middle School is coming along nicely, have had a lot of positive feedback. Looking to move into the cafeteria in two weeks. Training has been given to the cafeteria staff on the new equipment.*
 - *Karl, Quandel, has estimated that the high school and middle school are about 77% complete. High school is mostly exterior work. Middle School music area is currently under construction and the auditorium is still housing temporary classrooms.*
 - *Additional temporary lighting at the high school entrance has been discussed with the borough and Phillips electric. We are waiting to hear what we can do.*
 - *High School fitness center is complete and the office area complete. A lot of good comments from students for the fitness center. Gym teachers are looking to do a strength and conditioning class and tie in health and wellness this summer.*
 - *Mr. Stern – What is the status of the road behind, I see the gate was open.*
 - *It is temporary, it was opened for snow removal. It is still closed.*
 - *Mrs. Bowman – Do we have new cafeteria tables coming in for the middle school?*
 - *Mr. Feick – The round tables will be in the first week of March. The first two weeks we will use the tables from below. The café-style tables and chairs have arrived. The music chairs and art tables are also in.*
 - *The Middle School library is being used and the offices are fully functioning.*
 - *Elementary Center – a lot of earth being moved. At this time, considered 22% complete. On schedule at this time for completion in April of 2018. Building pad is about 97% complete.*
 - *Tomorrow is a color selection/design committee meeting for the elementary center.*
 - *Mr. Eidem – Any discussion on the fencing around the old stadium?*
 - *Yes, this will be discussed at the Building & Grounds meeting next week along with a possible press box.*

Communications - None

Approval of Minutes – None

Financial Matter

Water Mtrs. Change Order MOTION by Mr. Stern, SECONDED by Mr. Wentz to accept the cost proposal from Lobar, Inc., to provide the water meters for the Elementary Center project in lieu of the Water Authority at a cost of \$19,354.00.

VOTE: YES - 8 NO - _____ ABSENT - 1 ABSTENTIONS - _____
Motion carried.

Tax Collectors Resolution MOTION by Mr. Krause, SECONDED by Mrs. Duerst to approve the revised Tax Collector Compensation Resolution # 16/17 - #03 and rescind the previous resolution #16/17 - #02.

VOTE: YES - 8 NO - _____ ABSENT - 1 ABSTENTIONS - _____
Motion carried.

Personnel - None

Miscellaneous - None

Old Business for Discussion - None

New Business for Discussion

HS QZAB Finance MOTION by Mr. Eidem, SECONDED by Mr. Stern to have the finance team of PFM prepare the necessary documents for the High School QZAB and proceed with any advertising.

VOTE: YES - 8 NO - _____ ABSENT - 1 ABSTENTIONS - _____
Motion carried.

Adjournment

Next scheduled meeting is the regular meeting on Monday, February 27, 2017, at 7:00 p.m.

MOTION by Mr. Stern, SECONDED by Mr. Eidem to adjourn the meeting at 7:47 p.m.

VOTE: YES - 8 NO - _____ ABSENT - 1 ABSTENTIONS - _____

Respectfully submitted



**Brian Feick
Board Secretary**

(Minutes of February 13, 2017, include Pages 1 through 5.)