

Lehigh Area School District
Lehigh, Pennsylvania
Building and Grounds Committee Meeting

Thursday, May 10, 2018 at 8:00am

Minutes

Present

☐ Steve Holland	Present
☐ Joy Beers	Present
☐ Wayne Wentz	Absent
☐ Joseph Hauser	Absent
☐ Kyle Spotts	Present
☐ Tina Champ	Present
☐ Jonathan Cleaver	Absent-Present for Update on Sale on Shull David and Franklin
☐ David Bradley	Present

Recording Secretary – Melissa Hunsicker - Present

Pledge of Allegiance – recited

Public Comment on Agenda- N/A

Old Business: Middle School Press Box- Mr. Spotts will be sending information and photos to Ms. Beers as to what the district is looking for so Ms. Beers can draw up plans to move forward with our Maintenance Staff building a Press Box to cut costs. Mr. Holland recommended having a wider opening to the press box so it's handicap accessible. This will be discussed further at next month's meeting.

Tennis Court Update - Mr. Spotts has been in contact with Carbon Engineering which is looking at the best ideal location for the Tennis Courts. Mr. Spotts feels the most logic spot would be close to the High School so gym classes could use the Courts. Mr. Bradley recommended contacting Dave Sherry to see if he would sub-divide. Mrs. Champ brought to the Committees attention our Trash pick-up and Uniform Contracts ends June 30, 2018. Mrs. Champ informed the Committee Mr. Feick will be contacting Waste Management and Cintas to write up RFP's to move forward.

High School: Discussion of Automated Logic's Proposal for a Service Agreement- The Committee discussed options to have our Maintenance Department learn the HVAC system verses moving forward with the Service Agreement with Automated Logic. Mr. Spotts discussed with Rob Tompkins from HT Lyons. Rob thought moving forward with the Service Agreement would benefit the District. Mr. Spotts will look into this in more detail for next month's meeting. Mr. Bradley suggested contacting CCTI to see if they could help with our personnel getting Certification. The committee discussed all training options. All three Buildings will be under the same HVAC once the Elementary Center is completed. Mr. Spotts informed the Committee he will get more back ground info for next month's meeting.

Middle School: Discussion of Automated Logic's Proposal for a Service Agreement- Discussion of Automated Logic's Proposal for a Service Agreement- The Committee discussed options to have our Maintenance Department learn the HVAC system verses moving forward with the Service Agreement with Automated Logic. Mr. Spotts discussed with Rob Tompkins from HT Lyons. Rob thought moving forward with the Service Agreement would benefit the District. Mr. Spotts will look into this in more detail for next month's meeting. Mr. Bradley suggested contacting CCTI to see if they could help with our personnel getting Certification. The committee discussed all training options. All three Buildings will be under the same HVAC once the Elementary Center is completed. Mr. Spotts informed the Committee he will get more back ground info for next month's meeting.

Elementary Center: Update on Cleaning- Mr. Spotts informed Committee members that extra hours are being put in by our staff to prepare/clean the Elementary Center from 4-8pm several evenings a week.

Athletic Field: Mr. Spotts discussed the need for a new Band Shed. Mr. Spotts will get in touch with Mr. Buffington for size and get Quotes for next month's meeting. Mr. Holland suggested the Band Parents Club help pay for the shed. Mr. Spotts explained in the past for the replacement of the Football Shed the District payed. Mr. Spotts recommends the district pay unless Mr. Buffington feels the shed needs to be bigger then what was purchased in the past, then the Band Parents Club would be asked to help with the purchase.

Equipment: Electric Pallet Jack – Mr. Spotts informed the committee for the need for an Electric Pallet Jack especially in the New Elementary Center. Ms. Beers asked why the need for this now. Mr. Spotts explained this would be used District wide but housed at the Elementary Center to move pallets. Quotes will be gotten and discussed further at next month's meeting.

Update on Floor Scrubber Demo at the Elementary Center- Mr. Spotts along with Mr. Feick and Mr. Cleaver watched the Demo. Pricing will be sent to Mr. Cleaver and given to the Committee when available. The Floor Scrubber uses only water and the Machine also eliminates 2-3 people for the floor cleaning process. The gentleman that provided the District with the Demo is also the service technician who lives in Jim Thorpe.

New Business: Stadium Access Hours/Signs – CSI will be contacted to get updated status. All hardware has been installed. Once completed the committee will need to establish hours that the track would be open to the public.

Mr. Bradley recommended the District set up a hotline for concerns throughout the School District for Citizens to call to report.

Mr. Bradley also discussed with Committee members about the door propped open at the High School. He would like to see a report from School Dude of all the tickets received and completed from April 30, 2017 to April 30, 2018. Mr. Bradley would like the District to use the School Dude program that we have. Such as entering costs etc. Mr. Bradley also asked what the Building and Grounds Budget is.

Update on Sale on Shull David and Franklin- Mr. Cleaver met with Joe Bennett. Mr. Bennett did not disclose why he was interested in either Building. Another Anonymous Person walked through Franklin. Mr. Cleaver provided both individuals the cost of the Utilities and the Feasibility Study. Mr. Cleaver has not heard anything back from either one.

Mr. Holland had a request from our Maintenance Department to purchase cones and barricades. Mr. Spotts has already taken care of the request.

Anticipated Capital Budget Items 2018-2019: Electric Pallet Jack, Floor Scrubber

Motion by Mr. Steve Holland to adjourn the meeting, seconded by Ms. Joy Beers

Next meeting to be scheduled: Tuesday, June 12, 2018 @ 8:00am.

JWH/mah