

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

Tuesday, May 12, 2020 at 8:00am

Minutes

8:02 meeting came to order

Present

☐ Steve Holland	Present
☐ Joy Beers	Present
☐ Wayne Wentz	Present
☐ Kyle Spotts	Present
☐ Tina Champ	Present
☐ Patricia Denicola	Absent
☐ Jonathan Cleaver	Present

Recording Secretary – Melissa Hunsicker-Present



Pledge of Allegiance - RECITED

Public Comment on Agenda – Mr. Bradley asked why the Agenda was not published prior to meeting and asked if the Building and Grounds was \$1 Million over budget according to the AFR reports from last night's finance meeting.

Miss Beers asked what AFR (Annual Financial Reports) stands for and if the Maintenance Department was over budget by a million dollars.

Mr. Spotts responded that the agenda and all corresponding documents were emailed to the committee members on Thursday and posted on the District's website prior to the meeting.

Old Business: Admin roof leak- Options for the roof repair are still being looked at and some items have been pushed back due to everything that is going on with Covid-19. Cell phone tower request- Several pictures were given to the committee and posted on the Districts website to view the location of the tower. The District will be compensated for the cell tower. Mr. Holland asked who would be doing the Maintenance on the tower and will it interfere with the District. Mr. Spotts told the committee he will get more details for next months meeting. Use of facilities PIAA- Rental costs fees for use of facilities costs are covered by each event for workers, staff, rental fees, security, and ambulance fees are all covered. District 11 pays costs for hosting events so the District does not incur any expenses from events.

High School: Summer cleaning of the classrooms and common areas, seasonal maintenance – Summer cleaning and maintenance has begun along with classroom clean-up and locker clean outs. All part-time cleaners are in the buildings helping staff with summer cleaning following CDC guidelines

Middle School: Summer cleaning of the classrooms and common areas, seasonal maintenance - Summer cleaning and maintenance has begun along with classroom clean-up and locker clean outs. All part-time cleaners are in the buildings helping staff with summer cleaning following CDC guidelines.

Elementary Center: Automated Logic Service Agreement- The committee reviewed the contract. Mr. Spotts explained to the committee the contract was similar to what we already have for the Middle School and High School with Automated Logic. Mr. Spotts told the committee members the scope of service is outlined in the contract. Mr. Spotts asked if the committee members were ready to move forward with the contract for board approval. Mr. Holland and Mr. Wentz were both in favor of moving forward for one year before reaching out to Automated Logic to get one contract for all Buildings at a better price. Mr. Holland asked since the District has existing contracts with Automated Logic would they be willing to offer a better price for the one year. Mr. Spotts told the committee he would look into it before moving forward for Board approval.

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Athletic Fields/Grounds: Heating Controls at the new Fieldhouse- Mr. Spotts reviewed with the committee the costs for heating the fieldhouse. Mr. Spotts explained some things were done differently and the costs are down approximately \$6500 compared to last year's cost in January, February and March. The Committee reviewed two Quotes from H.T. Lyons to upgrade the heating controls to digital thermostats. Mr. Spotts told the committee that the electric at the fieldhouse is very minimal in spring and summer and options are still being explored. Mr. Holland asked if our own maintenance staff could help with solving some of the heating issues at the fieldhouse.

Recreational and Fitness Equipment Contract – The committee reviewed proposals from C.M. Eichenlaub Company to complete mandated preventative maintenance inspections on our bleacher systems at then High School and Middle School. Mr. Holland told the committee members safety is number one. Mr. Holland asked if we have a company to inspect our stadium bleachers. Mr. Spotts explained to the committee that our Maintenance Staff looks over the stadium bleachers yearly. Mr. Spotts will discuss with maintenance staff and the districts insurance company before moving forward.

Equipment: Kubota ZD323 Mower – Mr. Spotts informed the committee about our tractor that is currently at AG Industrial for trouble shooting. AG Industrial gave the District a Quote on Friday for the tractor to be repaired for \$6084.44. AG Industrial informed Mr. Spotts the motor going in the tractor could have been from a hand full of reasons. Water or air in the full lines or many other reasons. Mr. Spotts reviewed a Quote for a new 2020 Zero Turn Mower that would cost the District \$14,381.73 that total cost is with a \$5319.27 discount. The committee agreed to obtain additional quotes for June Building and Grounds Meeting before moving forward.

New Business: Mr. Holland asked the committee about re-seeding the Elementary playground areas. Mr. Spotts told the committee this is going to be completed that grass seed has just come in that was ordered. Mr. Cleaver added he would like to put topsoil and re-seed the bank area at the Elementary Center also. The committee also discussed removing and replacing several trees at the Elementary Center that did not take when planted.

Mr. Holland also asked about summer help. Mr. Cleaver explained we already have a good start and will decide in June if summer help is needed. The Middle School is ahead of schedule, the High School is moving along as well, the Elementary Center already has the Cafeteria waxed. Mr. Holland also asked about painting lines in the parking lots this summer. Mr. Spotts said the Middle School should be completed this year since the High School was completed last year.

Public Comments: Mr. Bradley asked about the budget and why the documents were not provided prior to the meeting.

Mr. Stern asked about the mandated bleacher inspections, also having one Service agreement for all Buildings.

Miss Bowes asked why the Middle School fieldhouse is winterized and the new Fieldhouse is not and is the new Fieldhouse insulated. Miss Bowes also informed the committee about the research she did on the 2013 Zero Turn Mower. Miss Bowes informed the committee purchasing a new mower may be the way to move forward.

Mr. Holland asked Missy to make sure all school board members have a copy of the minutes.

Meeting adjourned at 8:59 on a motion by Mr. Wentz and a second from Mr. Holland

Next meeting to be scheduled: Tuesday, June 9, 2020 @8:00am.

KLS/mah