

Lehigh Area School District  
1000 Union Street  
Lehigh, PA 18235

Tuesday, October 12, 2021  
BUILDINGS & GROUNDS COMMITTEE MEETING - Minutes

Lehigh Area School District  
1000 Union Street  
Lehigh, PA 18235  
9:00 AM

1. Opening Exercises

Subject A. Call to Order

Presiding officer will call the Buildings & Grounds Committee Meeting to order.

Subject B. Roll Call - **PR/AB**

Ms. Joy Beers - PR  
Mr. Stephen Holland - PR  
Ms. Barbara Bowes - PR

**Also Present:**

Mr. Jonathan Cleaver- PR, Mr. Kyle Spotts- PR, Mr. Edward Rarick- PR

Mrs. Melissa Hunsicker - Recording Secretary- PR

Public Comment on the Agenda: Mr. Bradley asked where the rest of the committee members were.

Ms. Beers attended by phone, Mr. Holland was a few minutes late. All committee members were present.

Subject B. Old Business

Type Discussion, Information

1. Cleaner Personnel - Mr. Spotts informed the committee that a full-time posting has been posted for a Custodian but as of the meeting no one has applied. The posting will be posted until October 18, 2021.
2. Budget Update - The Committee reviewed the budget. Ms. Bowes asked why the encumbered was not showing on the report. A new budget will be updated on Board Docs.
3. Middle School Stadium Transformer Update - Mr. Spotts updated the committee on the Transformer. The last email from the borough states the transformer was shipped on October 11th and will be installed on the District's property October 15, 2021. Mr. Spotts will update the committee if the installation date should change. The committee discussed turning the water on for only two weeks remaining of the football season since porta potties are already in place. The committee agreed to wait till spring to turn on water and have water tested since the system is on a well.
4. Administration Roof Update - Mr. Spotts informed committee members that as of now we are just waiting for materials before the project begins. Ms. Bowes is hoping this is completed before the snow starts.
5. HS Excavation - As of now the District is waiting for Motola to fit the District on the schedule to complete the

excavation around the foundation of the High School. Mr. Spotts will explore other options and keep the committee updated.

6. MS Auditorium Lighting - The lighting has been repaired. The switch board was in need of repair. Larry McCullion Electric was onsite to advise on the repair. The repair was completed by the Lehigh Electric Lighting Company that installed the board.

#### Subject C. High School

1. Sidewalk area by Metal Shop - A request from Metal Shop and Wood Shop to install new sidewalks by the shop doors for deliveries. Mr. Spotts will get prices to further discuss with the committee. Ms. Bowes suggested contacting Motalas for pricing for concrete or blacktop.

#### Subject D. Middle School

1. Swipe employee entrance - The Middle School swipe card entrance has been repaired by Keystone Fire and Security.

#### Subject E. Elementary Center

1. Hudl camera - The final Hudl Camera has been installed in the gymnasium.

#### Subject F.

#### Athletic Fields/Grounds

1. Fall sports running smoothly. Only a few weeks remaining for the fall season.

#### Subject G. Equipment - N/A

#### Subject H. New Business

1. Keystone Fire and Security Agreement - The committee reviewed the Agreement. The Agreement cost will be covered by the Building and Grounds and IT departments budgets. Ms. Bowes suggested next time starting the process earlier to review different costs and companies that can give the District the same service for a lower cost. Ms. Bowes also asked for a list of contracts that the District has for her to review since many of our warranties are expiring since the renovations. Ms. Bowes and Mr. Holland are okay with moving forward for Board approval.

Mr. Holland discussed some grounds concerns - Sidewalk trimming by Mahoning Street, High weeds by the baseball field. Cleaning classrooms at the elementary Center.

The committee also discussed the run-off from the Borough's property onto the baseball field warning track.

Mr. Bradley discussed some of his concerns with the feasibility Study and having an operational inspection in the Buildings and the Auditor General's report.

#### File Attachments

[C00Q12030 - Service Agreement 10-1-2021-9-30-2022.pdf \(788 KB\)](#)

The next Buildings & Grounds Committee Meeting will be held on Tuesday, November 9, 2021, at 9:00 AM.

MOTION by Mr. Holland , SECONDED by Ms. Bowes , to adjourn the Meeting.