

October 7, 2025

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
JOINT COMMITTEE
REGULAR MEETING

The Regular Meeting of the Bethlehem Area Vocational-Technical School Joint Committee was held on the evening of the above date, beginning at 7:00 p.m. at the Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA, for general purposes.

Members Present: Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko, Dettmar, Makary, Soldridge, - nine; Absent: none.

Others Present: Mrs. Jaime Vlasaty, Superintendent of Saucon Valley School District and BAVTS Superintendent of Record, Mr. Adam S. Lazarchak, Executive Director of BAVTS; Mr. Donald Spry, II, Solicitor; Mrs. Susan Fahrenkopf, Secretary/Treasurer, and interested staff members.

An Executive Session was held before the regular meeting to discuss personnel matters.

The minutes of the Regular Meeting held on September 2, 2025 were approved on motion of Directors Faccinetto and Soldridge and unanimous voice vote.

The Report of the Secretary/Treasurer for the period ending August 31, 2025, was approved on motion of Directors Recchiuti and Soldridge and unanimous voice vote.

To the Members of the Joint Committee
Bethlehem Area Vocational-Technical School
Ladies and Gentlemen:

October 7, 2025

Your Treasurer respectfully submits the following report for the period ending

August 31, 2025

FUND NAME		BALANCE August 1, 2025	RECEIPTS	DISBURSEMENTS	BALANCE August 31, 2025
General	includes PLGIT/CD	2,716,987.86	1,379,404.10	(1,024,373.71)	3,072,018.25
House Project		110,416.84	1.72	(5,884.77)	104,533.79
Production		188,374.72	17,853.57	(11,630.82)	194,597.47
Capital Reserves	includes PLGIT/CD	4,605,444.80	13,263.81	(295,368.29)	4,323,340.32
Payroll		11,497.90	444,295.41	(446,565.27)	9,228.04
Cafeteria		109,470.14	2,828.65	(7,268.54)	105,030.25
Adult Education	includes PLGIT/CD	376,198.15	48,067.74	(24,428.27)	399,837.62
Student Activities		50,468.40	1.07	(320.00)	50,149.47
TOTALS		8,168,858.81	1,905,716.07	(1,815,839.67)	8,258,735.21

GENERAL , HOUSE PROJECT, PRODUCTION FUNDS, CHECKING ACCOUNT - EMBASSY BANK
GENERAL, HOUSE PROJECT, PRODUCTION FUNDS - CASH ACCTS

August 1, 2025

2,211,722.80

RECEIPTS

Production	17,850.38	
Interest	42.25	
District Contrib.	1,175,963.00	
District Contrib./Auth.	17,772.14	
State / Fed Funds	28,635.00	
Tuition		
Other	3,413.16	
Transfers - PLGIT		
Inter-Fund Transfers	150,796.95	1,394,472.88

DISBURSEMENTS

Prepaid Bills	(47,284.78)	
Bill Listings	(552,439.14)	
Payroll	(433,639.05)	
Other--Authority Bond		
Fees	(302.13)	
Void Checks	870.00	
Transfers - PLGIT		(1,032,795.10)

August 31, 2025 ADJ BOOK BALANCE

2,573,400.58

BANK RECONCILIATION

August 31, 2025

Bank Balance	2,579,703.44
Memo	
Outstanding Checks	(7,442.92)
Deposit in Transit	1,140.06

August 31, 2025 ADJ BANK BALANCE

2,573,400.58

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

August 31, 2025

PA LOCAL GOVERNMENT INVESTMENT TRUST (GENERAL FUND)

August 1, 2025		804,056.62
Transfers In	0.00	
Interest	2,786.51	
P Card purchases	(9,094.20)	
Transfers Out		
Transfers Out-CD purch		
August 31, 2025	ADJ BOOK BALANCE	797,748.93

BANK RECONCILIATION

August 31, 2025

Bank Balance	797,748.93	
Deposit in Transit		
Outstanding Checks		
August 31, 2025	ADJ BANK BALANCE	797,748.93

Average Yield for Aug 2025 is 4.12%

CAPITAL RESERVES - EMBASSY BANK

August 1, 2025		818,085.03
Receipts	0.00	
Interest	15.10	
Void Checks	0.00	15.10
Fees		
Disbursements	(295,368.29)	(295,368.29)
August 31, 2025	ADJ BOOK BALANCE	522,731.84

BANK RECONCILIATION

August 31, 2025

Bank Balance	537,629.84	
Memos		
Outstanding Checks	(14,898.00)	
Deposit in Transit	0.00	
August 31, 2025	ADJ BANK BALANCE	522,731.84

PA LOCAL GOVERNMENT INVESTMENT TRUST (CAPITAL RESERVES)

August 1, 2025		3,787,359.77
Transfers In	0.00	
Interest	13,248.71	
Transfers Out	0.00	
Transfers Out-CD purch	0.00	
August 31, 2025	ADJ BOOK BALANCE	3,800,608.48

BANK RECONCILIATION

August 31, 2025

Bank Balance	3,800,608.48	
Outstanding Checks	0.00	
August 31, 2025	ADJ BANK BALANCE	3,800,608.48

Average Yield for Aug 2025 is 4.12%

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

August 31, 2025

PAYROLL FUND - EMBASSY BANK

August 1, 2025			11,497.90
	Receipts	444,293.66	
	Interest	1.75	
	Void Checks		444,295.41
	Fees		
	Disbursements	(446,565.27)	(446,565.27)
August 31, 2025	ADJ BOOK BALANCE		9,228.04

BANK RECONCILIATION

August 31, 2025			
Bank Balance		16,026.08	
Memos			
Outstanding Checks		(6,798.04)	
Deposit in Transit			
August 31, 2025	ADJ BANK BALANCE		9,228.04

CAFETERIA FUND - EMBASSY BANK

August 1, 2025			109,470.14
	Receipts	2,826.40	
	Transfers		
	Interest	2.25	2,828.65
	Disbursements	(7,268.54)	
	Void Check	0.00	(7,268.54)
August 31, 2025	ADJ BOOK BALANCE		105,030.25

BANK RECONCILIATION

August 31, 2025			
Bank Balance		104,858.70	
Memos		0.00	
Outstanding Checks		(16.45)	
Deposit in Transit		188.00	
August 31, 2025	ADJ BANK BALANCE		105,030.25

ADULT EDUCATION FUND - EMBASSY BANK

August 1, 2025			376,198.15
	Receipts	48,059.44	
	PLGIT Transfers	0.00	
	Interest	8.30	48,067.74
	Disbursements	(24,428.27)	
	Void Checks	0.00	
	PLGIT Transfer	0.00	(24,428.27)
August 31, 2025	ADJ BOOK BALANCE		399,837.62

BANK RECONCILIATION

August 31, 2025			
Bank Balance		399,183.62	
Memos		0.00	
Outstanding Checks		(1,264.00)	
Deposit in Transit		1,918.00	
August 31, 2025	ADJ BANK BALANCE		399,837.62

To the Members of the Joint Committee
Bethlehem Area Vocational-Technical School

October 7, 2025

Ladies and Gentlemen:

Your Treasurer respectfully submits the following report for the period ending

August 31, 2025

STUDENT ACTIVITY ACCT -EMBASSY BANK				
August 1, 2025				50,468.40
	Receipts	0.00		
	Other			
	Interest	1.07	1.07	
	Disbursements	(320.00)		
	Other--Ret'd Check			
	Voided Check	0.00	(320.00)	
August 31, 2025	ADJ BOOK BALANCE			50,149.47

BANK RECONCILIATION

August 31, 2025

Bank Balance	50,149.47	
Outstanding Checks	0.00	
Deposit in Transit	0.00	
August 31, 2025	ADJ BANK BALANCE	50,149.47

REPORT OF DEPOSITORIES

August 31, 2025

EMBASSY BANK

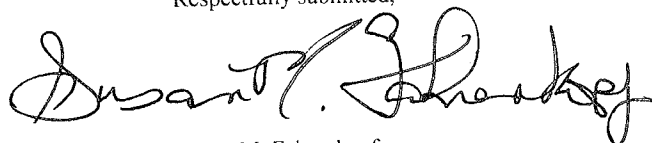
General Fund	2,579,703.44
Capital Reserve	537,629.84
Payroll Account	16,026.08
Cafeteria Fund	104,858.70
Adult Ed. Fund	399,183.62
Student Activity Fund	50,149.47

PLGIT

PLGIT General Fund	797,748.93	
PLGIT CD (General Fund)	0.00	797,748.93
PLGIT Capital Reserve	3,800,608.48	
PLGIT CD (Cap Reserve)	0.00	3,800,608.48
PLGIT Adult Fund	0.00	
PLGIT CD (Adult Fund)	0.00	0.00

TOTAL BANK BALANCES 8,285,908.56

Respectfully submitted,



Susan M. Fahrenkopf
Secretary/Treasurer

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 7, 2025

PAYMENT OF BILLS

RECOMMENDATION:

a.) GENERAL BUDGET

That the bills through October 7, 2025 for the General Budget as tabulated on the following pages and certified as to correctness and receipt of materials or services, be paid.

MOTION BY:	Director Makary
SECOND BY:	Director Soldridge
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko, Dettmar, Makary, Soldridge – nine; Nay: none

REPORT DATE
10/7/2025

BETHLEHEM AREA VOCATIONAL - TECHNICAL SCHOOL

EMBASSY BANK - GENERAL FUND

CHECK DATE	PREPAY	CHECK NUMBER	PAYEE	AMOUNT	DESCRIPTION
9/3/2025	Y	34497	HOME DEPOT CREDIT SVCS.	\$ 1,130.77	FOOD TRUCK SUPPLIES/ HATS FOR STAFF
9/3/2025	Y	34498	NRG BUSINESS MARKETING	\$ 112.37	25-26 GAS SUPPLY
9/3/2025	Y	34499	UGI UTILITIES	\$ 28.72	GAS SERVICE
9/3/2025	Y	34500	WEX BANK	\$ 130.97	FUEL FOR SCHOOL VANS
9/3/2025	Y	34501	WORKHORSE LANDSCAPING	\$ 1,187.50	LAWN SERVICE 25-26
9/8/2025	Y	34502	PP&L	\$ 15,525.21	25-26 ELECTRIC
9/8/2025	Y	34503	UGI UTILITIES	\$ 1,661.13	GAS SERVICE
9/8/2025	Y	34504	VERIZON WIRELESS	\$ 265.21	CELL PHONES
9/11/2025	Y	34505	SYSCO	\$ 3,132.54	CULINARY& BAKING SUPPLIES
9/11/2025	Y	34506	CITY OF BETHLEHEM	\$ 1,616.07	25-26 WATER BILL
9/15/2025	Y	34507	4IMPRINT	\$ 2,842.68	24-26 THEME T-SHIRT
9/17/2025	Y	34508	CANON FINANCIAL SERVICES,INC.	\$ 1,963.15	LEASE RENTAL OF HARDWARE
9/17/2025	Y	34509	KIROPSKI & SONS	\$ 449.94	PORT O POTTY HP& FOOD TRUCK
9/17/2025	Y	34510	SERVICE ELECTRIC CABLE TV	\$ 98.44	PHONE SERVICE
9/17/2025	Y	34511	UGI ENERGY SERVICES LLC	\$ 382.11	GAS SERVICE
9/17/2025	Y	34512	WORKHORSE LANDSCAPING	\$ 2,050.00	LAWN SERVICE 25-26
9/22/2025	Y	34513	BETHLEHEM TOWNSHIP PERMITS & ZONING	\$ 500.00	SITE PLAN FEE
9/22/2025	Y	34514	LEHIGH VALLEY PLANNING COMMISSION	\$ 1,590.00	SITE PLAN FEES
9/22/2025	Y	34515	BETHLEHEM TOWNSHIP PERMITS & ZONING	\$ 10,000.00	SITE PLAN FEE
9/24/2025	Y	34516	LOWES BUSINESS ACCOUNT	\$ 1,288.63	MASONRY SUPPLIES
9/24/2025	Y	34517	LOWES BUSINESS ACCOUNT	\$ 20.00	SHIPPING
10/1/2025	Y	34518	HOME DEPOT CREDIT SVCS.	\$ 1,315.71	MAINTENANCE & ELECTRONICS SUPPLIES
10/1/2025	Y	34519	NRG BUSINESS MARKETING	\$ 130.28	25-26 GAS SUPPLY
10/1/2025	Y	34520	UGI UTILITIES	\$ 183.90	GAS SERVICE
10/7/2025		34521	ADVANCE AUTO PARTS	\$ 1,099.85	AUTO TECH SUPPLIES
10/7/2025		34522	ALBARELL ELECTRIC INC.	\$ 541.40	MAINTENANCE SUPPLIES
10/7/2025		34523	ALL-PHASE ELECTRIC SUPPLY CO.	\$ 875.30	ELECTRICAL SUPPLIES
10/7/2025		34524	ALTEK BUSINESS SYSTEMS INC	\$ 3,665.96	LEASE RENTAL OF HARDWARE

10/7/2025	34525	AMAZON CAPITOL SERVICES	\$ 15,560.06	CLASSROOM, OFFICE, MAINTENANCE SUPPLIES
10/7/2025	34526	ASSETWORKS INC.	\$ 1,300.00	ANNUAL SUBSCRIPTION
10/7/2025	34527	AUTOZONE	\$ 783.58	AUTO TECH SUPPLIES
10/7/2025	34528	AVTEC	\$ 70.00	MEMBERSHIP
10/7/2025	34529	AYKROYD HARDWARE	\$ 4,962.90	BLDG. TRADES & CARPENTRY SUPPLIES
10/7/2025	34530	B & H FOTO-VIDEO	\$ 137.97	VIDEO MEDIA SUPPLIES
10/7/2025	34531	BACKWOODS OUTDOOR CENTER	\$ 12,486.49	NEW EQUIPMENT
10/7/2025	34532	BATH SUPPLY	\$ 2,189.25	HVAC SUPPLIES
10/7/2025	34533	BAVTS BRIDGES FOUNDATION	\$ 7,050.15	FOOD TRUCK TIPS/DONATIONS
10/7/2025	34534	BETH-HANOVER SUPPLY CO.	\$ 3,205.16	MASONRY SUPPLIES
10/7/2025	34535	BILL FLANNERY AUTOMOTIVE	\$ 755.57	AUTO COLL. SUPPLIES
10/7/2025	34536	BINDICS CUSTOM SCREEN PRINTING	\$ 550.00	SHOP SHIRTS
10/7/2025	34537	BINDICS EMBROIDERY	\$ 675.00	SHOP SHIRTS
10/7/2025	34538	BIT DIRECT INC.	\$ 4,436.99	TECHNOLOGY SUPPLIES
10/7/2025	34539	BRENTAG SOLUTIONS	\$ 2,268.50	BAKING SUPPLIES
10/7/2025	34540	BURMAX CO.	\$ 3,396.94	COSMO & AESTICS SUPPLIES
10/7/2025	34541	CANON SOLUTIONS AMERICA, INC.	\$ 103.54	COPIER FEES
10/7/2025	34542	CAREERSAFE LLC	\$ 11,399.00	COURSE
10/7/2025	34543	CENGAGE LEARNING	\$ 8,059.35	HEALTH CAREERS SUPPLIES
10/7/2025	34544	CHA CONSULTING INC.	\$ 136,787.50	RETAINER & ENGINEERING FEES
10/7/2025	34545	CHRIN HAULING, INC	\$ 2,592.85	TRASH REMOVAL
10/7/2025	34546	CM REGENT LLC	\$ 2,726.10	OCT 25 LIFE/LTD
10/7/2025	34547	COL. NORTH. I.U. 20	\$ 630.00	TECHNOLOGY TRAINING
10/7/2025	34548	COMBUSTION SERVICE & EQUIPMENT CO.	\$ 1,282.80	SERVICE CALL
10/7/2025	34549	CONNIE MUSCHKO	\$ 218.40	MILEAGE
10/7/2025	34550	DIGIKEY CORP.	\$ 170.07	SCHOOL VAN 2004 CHEVY
10/7/2025	34551	EASTERN AUTOPARTS WAREHOUSE	\$ 370.81	AUTO TECH SUPPLIES
10/7/2025	34552	EBTEP	\$ 160,348.90	OCT DENTAL/MEDICAL/RX
10/7/2025	34553	ECCOTROL LLC	\$ 1,053.00	MAINTENANCE SUPPLIES
10/7/2025	34554	ECOLAB CO	\$ 409.92	BAKING SUPPLIES
10/7/2025	34555	F.W. WEBB COMPANY	\$ 247.00	MAINTENANCE SUPPLIES
10/7/2025	34556	FAULKNER SUBARU	\$ 38.96	AUTO TECH SUPPLIES
10/7/2025	34557	GORMAN & ASSOCIATES P.C.	\$ 9,096.06	ANNUAL AUDIT 24-25
10/7/2025	34558	HIGHMARK BLUE SHIELD	\$ 1,068.70	OCT 2025 VISION

10/7/2025	34559	HSA MECHANICAL INC.	\$	502.00	SERVICE CALL
10/7/2025	34560	INTEGRA ONE	\$	14,620.50	TECHNOLOGY SUPPLIES
10/7/2025	34561	INTEGRITEC INC.	\$	490.00	WATER TREATMENT
10/7/2025	34562	JAMECO ELECTRONICS	\$	3,462.88	ELECTRONICS SUPPLIES
10/7/2025	34563	JANESSA HERMAN	\$	150.00	CERTIFICATION REIMBURSEMENT
10/7/2025	34564	JOHN MALDONADO	\$	75.00	REFUND
10/7/2025	34565	JOHNSON CONTROLS FIRE PROTECTION LP	\$	14,555.00	MAINTENANCE ANNUAL SERVICE
10/7/2025	34566	KEYSTONE AUTOMOTIVE	\$	1,620.07	SOLICITOR'S FEES
10/7/2025	34567	KEYSTONE FIRE AND SECURITY	\$	1,427.40	SUPPLIES & INSPECTION
10/7/2025	34568	KING SPRY HERMAN FREUND FAUL	\$	9,195.17	SOLICITOR'S FEES
10/7/2025	34569	L.V. JANITORIAL SUPPLY	\$	1,431.97	MAINTENANCE SUPPLIES
10/7/2025	34570	LANCASTER LEBANON I.U. 13	\$	9,103.10	SUBSCRIPTION RENEWAL
10/7/2025	34571	LEGACY AUTOMATIC DOORS	\$	5,784.55	EMERGENCY DOOR REPAIRS
10/7/2025	34572	LEHIGH VALLEY ASBO	\$	60.00	MEMBERSHIP
10/7/2025	34573	LEHIGH VALLEY BUSINESS	\$	99.00	SUBSCRIPTION RENEWAL
10/7/2025	34574	MAKERBOT INDUSTRIES LLC	\$	962.11	PREC. MAC. SUPPLIES
10/7/2025	34575	MORE MILES AUTOMOTIVE LLC	\$	97.43	INSPECTION
10/7/2025	34576	MOUSER ELECTRONICS	\$	494.07	ELECTRONICS SUPPLIES
10/7/2025	34577	MOYER LUMBER & HARDWARE	\$	4,472.46	BLDG. TRADES & CARPENTRY SUPPLIES
10/7/2025	34578	MOYER PEST CONTROL	\$	359.00	PEST CONTROL
10/7/2025	34579	MSC INDUSTRIAL SUPPLY CO.	\$	998.94	PREC. MAC. SUPPLIES
10/7/2025	34580	NAPA AUTO PARTS	\$	2,362.47	AUTO TECH SUPPLIES
10/7/2025	34581	NAVIGATE 360	\$	2,825.74	ELEARNING SUBSCRIPTION
10/7/2025	34582	NOCTI	\$	268.00	SKILLS ASSESSMENT
10/7/2025	34583	PACTA	\$	560.00	CONFERENCE
10/7/2025	34584	PENN HOSA INC	\$	200.00	WORKSHOP
10/7/2025	34585	PENNSYLVANIA STEEL CO., INC.	\$	4,970.02	WELDING SUPPLIES
10/7/2025	34586	PEPSICO BEVERAGE SALES LLC	\$	1,230.08	SCHOOL STORE SUPPLIES
10/7/2025	34587	PIVOT POINT INT'L. CO.	\$	9,617.61	COSMO SUPPLIES
10/7/2025	34588	QUADIENT FINANCE USA INC.	\$	2,000.00	POSTAGE FOR METER
10/7/2025	34589	QUILL CORP.	\$	1,201.03	CLASSROOM, OFFICE, MAINTENANCE SUPPLIES
10/7/2025	34590	R.E. MICHEL	\$	11,890.36	HVAC SUPPLIES
10/7/2025	34591	R.J.WALKER	\$	13,732.37	PLUMBING SUPPLIES
10/7/2025	34592	RESET OUTDOORS	\$	4,725.00	MENTAL HEALTH SUPPLIES

10/7/2025	34593	RICHTER DRAFTING AND OFFICE SUPPLY CO.	\$	752.00	TABLES
10/7/2025	34594	SAFETY KLEEN	\$	863.31	DRAIN MAINTENANCE
10/7/2025	34595	SAN MAR CORPORATION	\$	487.89	GRAPHICS & HEALTH CAREERS SUPPLIES
10/7/2025	34596	SCHOOL NURSE SUPPLY	\$	640.00	NURSE SUPPLIES
10/7/2025	34597	SDIC	\$	1,968.93	WCOMP CLAIMS
10/7/2025	34598	SHOPKEY	\$	1,303.00	ONLINE SUBSCRIPTION
10/7/2025	34599	SKILLS USA COUNCIL	\$	2,967.43	QUARTERLY SERVICES
10/7/2025	34600	SNAP-ON	\$	1,975.50	AUTO TECH SUPPLIES
10/7/2025	34601	STATE CHEMICAL	\$	308.04	DRAIN MAINTENANCE
10/7/2025	34602	STUKENT	\$	1,995.00	EBOOK
10/7/2025	34603	SYSCO	\$	4,235.22	CULINARY & BAKING SUPPLIES
10/7/2025	34604	THE MORNING CALL	\$	1,238.53	CLASSIFIED AD
10/7/2025	34605	TK ELEVATOR CORPORATION	\$	2,585.84	SERVICE AGREEMENT
10/7/2025	34606	TOOLING U - SME	\$	2,100.00	ONLINE SUBSCRIPTION
10/7/2025	34607	UNANGST TREE FARMS LLC	\$	420.00	VENDOR FEE
10/7/2025	34608	VAN CLEEF ENGINEERING ASSOCIATES	\$	8,927.50	SERVICES
10/7/2025	34609	W.B. MASON INC.	\$	2,088.80	COPY PAPER
10/7/2025	34610	WILSON PRODUCTS	\$	3,243.91	CYLINDER RENTALS
TOTAL			<u>\$613,863.59</u>		

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

IN-SERVICE

Mr. Michael Galler, Supervisor of Career and Technical Education, presented his annual report. This report included data on attendance, NOCTI scores and enrollment. Mr. Galler will send this out to all Joint Committee members in pdf form via e-mail for their review.

REPLACEMENT PAGE

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

To the Members of the Bethlehem Area Vocational-Technical School Joint Committee
The administration respectfully submits the following information and recommendations:

I. **STAFFING**

RECOMMENDATION:

- a.) That the Joint Committee approve the attached amendment to the Business Administrator agreement with Debra Miller regarding the disposition of unused sick leave.
- b.) That the Joint Committee approved the attached Memorandum of Understanding with the BAVTS Administrative Support Employee group to add the Working Coordinator of Buildings and Grounds position into the agreement. This is a newly created position starting in the 2025-2026 fiscal year.
- c.) That the following appointments be approved:

Kayla Chelley

Position: Part-Time Instructional Assistant (replacement for Christina Miskovich who transitioned to full-time)
Salary/Benefits: \$24.72 per hour, with no health benefits. All other terms in accordance with the Instructional Assistants Agreement
Effective: September 23, 2025, pending receipt of all required paperwork

Tracy Snyder

Position: Special Education Coordinator (replacement for Russell Gaffney)
Salary/Benefits: \$93,116.24 (Column F, Top), pro-rated for the 2025-2026 school year, with benefits in accordance with the Professional Employee Benefit package.
Effective: November 17, 2025, unless released earlier by current employer, pending receipt of all required paperwork

Anthony Libis

Position: Working Coordinator of Buildings and Grounds (new position)
Salary/Benefits: \$75,000, pro-rated for the 2025-2026 school year, with benefits in accordance with the Administrative Support Employee Agreement.
Effective: November 3, 2025

- d.) That the Executive Director be authorized to hire for the vacant Instructional Assistant position, and for any other vacancy that may occur prior to the next scheduled Joint Committee meeting, with ratification at the next scheduled Joint Committee meeting.
- e.) That the Joint Committee approve the attached Business Administrator's Employment agreement with Robert Warmouth, effective with his official date of hire through June 30, 2030. This agreement was prepared using a template originally created by the solicitor.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

**BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
AMENDMENT TO BUSINESS ADMINISTRATOR AGREEMENT**

THIS AMENDMENT to Business Administrator Agreement (the "Amendment") is made and entered into on this _____ day of _____, 2025, by and between the Joint Committee ("JC") of the Bethlehem Area Vocational-Technical School ("BAVTS"), located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS") and Debra Miller (hereinafter referred to as "Ms. Miller"). BAVTS and Ms. Miller may hereinafter be individually referred to as a "Party" and collectively referred to as the "Parties".

WITNESSETH:

WHEREAS, on November 7, 2017, the Parties entered into an Agreement for the position of Business Administrator (the "Agreement"), pursuant to which BAVTS employed Ms. Miller as Business Administrator of BAVTS with the duties and on the terms as further set forth in the Agreement; and

WHEREAS, Paragraph 7 of the Agreement, relating to sick leave, requires that BAVTS pay Ms. Miller for unused days of sick leave at the time the Agreement is terminated for any reason, other than discharge and termination of employment for just cause as specified in Section 1080 of the Commonwealth of Pennsylvania's Public School Code of 1949, at a rate of one hundred dollars and 00/100 (\$100.00) per day for each day of unused sick leave, up to a maximum of two hundred (200) days of unused sick leave; and

WHEREAS, the Parties have agreed that Ms. Miller may waive her right to payment for unused days of sick leave conditioned upon the acceptance and crediting of such unused sick leave days by her subsequent employer; and

WHEREAS, the Parties wish to enter into this Amendment to memorialize the aforementioned Agreement to permit the conditional waiver for unused days of sick leave and to extend such benefit pursuant to the terms and conditions as further set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants, agreements, and undertakings herein set forth and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties hereby agree as follows:

1. Incorporation. The aforementioned recitals are incorporated herein by reference as though the same were set forth herein at length.

2. Amendment. Paragraph 7 of the Agreement, relating to sick leave, shall be amended to include the following at the conclusion of the Paragraph:

(c) Notwithstanding anything to the contrary in subparagraphs 7(a) and 7(b) of this Agreement, Ms. Miller hereby agrees to waive any and all rights to payment for unused days of sick leave upon the termination of her employment with BAVTS, including but not limited to the 25 days referenced in subparagraph 7(a) and any days accrued pursuant to subparagraph 7(b), provided that such unused days of sick leave are accepted and credited by that employer with whom Ms. Miller is employed immediately subsequent to her employment with BAVTS. If the unused days of sick leave are not credited by her future employer, then the provisions of subparagraphs 7(a) and 7(b) remain in full force and effect, and Ms. Miller shall be entitled to the payment of unused sick leave as provided herein upon her termination from employment with BAVTS.

3. Terms and Conditions. All other terms and conditions of the Agreement are revised to the extent necessary to be consistent with the amendments set forth in this Amendment.

4. Ratification. Except as modified herein, the Agreement shall remain unchanged and in full force and effect, and such changes are hereby ratified by the Parties. In the event of a conflict between the Agreement and this Amendment, this Amendment shall control and govern.

5. Counterpart. This Amendment may be simultaneously executed in several identical counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. For purpose of this Amendment, a telecopy or scan of an executed counterpart shall constitute an original.

IN WITNESS WHEREOF, BAVTS and Ms. Miller have caused this Amendment to be executed as of the day and year first above written.

ATTEST: BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

By: _____
Secretary, Joint Committee

Chairperson, Joint Committee

Witness

Debra Miller

MEMORANDUM OF UNDERSTANDING

BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL AND BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL ADMINISTRATIVE SUPPORT EMPLOYEES

This Memorandum of Understanding ("MOU") between the Bethlehem Area Vocational Technical School ("BAVTS") and the Bethlehem Area Vocational Technical School Administrative Support Employees (the "Employees") is entered into this _____ day of _____, 2025.

WHEREAS, the BAVTS and the Employees entered into an Agreement, dated June 15, 2022 (the "Agreement"); and

WHEREAS, the BAVTS and Employees wish to modify and amend modify and amend the Agreement to add the Working Coordinator of Buildings and Grounds position into the Agreement (newly created position starting in the 2025-2026 fiscal year), subject to the terms and conditions set forth herein.

NOW, THEREFORE, IT IS AGREED:

1. The above recitals do form a part of this MOU and are incorporated herein by reference thereto.

2. Article I - Agreement is hereby amended to add the following language:

Effective October 8, 2025, the Working Coordinator of Buildings and Grounds will be added to the Administrative Support Employee Group.

3. Article X - Working Conditions, Section C, the first paragraph is hereby amended to add the following language at the end:

Effective October 8, 2025, the Working Coordinator of Buildings and Grounds will work the normal work day of the Administrative Assistant Employees and SIS/Data Coordinator as described in this paragraph.

4. Article X - Working Conditions, Section D, first paragraph is hereby amended to add the following language at the end:

Effective October 8, 2025, the Working Coordinator of Buildings and Grounds will follow the inclement weather protocol of the Administrative Assistant Employees and SIS/Data Coordinator as described in this paragraph.

5. Article X - Working Conditions, Section E, first paragraph is hereby amended to add the following language at the end:

Effective October 8, 2025, the Working Coordinator of Buildings and Grounds will have the same work year as the Administrative Assistant Employees and SIS/Data Coordinator as described in this paragraph.

6. Article X - Working Conditions, Section F, is hereby amended to add the following language at the end:

Effective October 8, 2025, if assigned to a 4-day work week, the Working Coordinator of Buildings and Grounds will follow the same calculation as the Administrative Assistant Employees and SIS/Data Coordinator as described in this paragraph.

7. Article XIII - Leaves of Absence, Section A Sick Leave, subsection 1 is hereby amended to add the following language at the end:

Effective October 8, 2025, the Working Coordinator of Buildings and Grounds will receive the same sick leave as the Administrative Assistant Employees and SIS/Data Coordinator as described in this paragraph.

8. Article XIV – Vacations-Holidays, Section A, is hereby amended to add the following language at the end:

Effective October 8, 2025, the Working Coordinator of Buildings and Grounds will receive the same vacation leave as the Administrative Assistant Employees and SIS/Data Coordinator as described in this section.

9. Article XIV – Vacations-Holidays, Section D, is hereby amended to add the following language at the end:

Effective October 8, 2025, the Working Coordinator of Buildings and Grounds will receive the same holidays and flex/paid holidays as the Administrative Assistant Employees and SIS/Data Coordinator as described in this section.

10. This MOU is not intended to and does not create any contractual rights or obligations other than as set forth herein. Except as specifically modified by this MOU, the Agreement shall in all other respects remain in full force and effect.

11. This MOU may be amended, expanded or modified any time only upon the written consent of both parties.

12. In the event of changes in State or Federal law which necessitate changes to this MOU, the BAVTS and Employees shall collaborate to promptly change this MOU to ensure compliance by the BAVTS and Employees with State and Federal requirements.

13. All agreements and covenants contained in this MOU are severable, and in the event any of them are held to be invalid by any competent court, this MOU will be interpreted as if invalid agreements or covenants were not contained in this MOU.

14. The BAVTS and Employees will actively work to resolve any differences in interpretation of this MOU or in fulfilling the terms thereof.

IN WITNESS WHEREOF, and intending to be legally bound thereby, the parties have caused this Memorandum of Understanding to be duly executed the day and year first above written.

SEAL
Attest:

JOINT COMMITTEE OF THE BETHLEHEM
AREA VOCATIONAL-TECHNICAL SCHOOL

Secretary

By: _____
Chairperson

Date: _____

ADMINISTRATIVE SUPPORT EMPLOYEES
OF THE BETHLEHEM AREA VOCATIONAL-
TECHNICAL SCHOOL

By: _____

Date: _____

By: _____

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

THIS AGREEMENT is made this _____ day of _____, 2025 by and between the Joint Committee "JC" of the Bethlehem Area Vocational-Technical School ("BAVTS"), located at 3300 Chester Avenue, Bethlehem, Pennsylvania 18020 (hereinafter referred to as "BAVTS") and ROBERT WARMOUTH (hereinafter referred to as "Mr. Warmouth"). BAVTS and Mr. Warmouth may hereinafter be collectively referred to as the "Parties".

WHEREAS, the BAVTS has employed Mr. Warmouth in the position of Business Administrator in accordance with Sec. 1089 of the Public School Code of 1949 (hereinafter referred to as "the School Code"); and

WHEREAS, Mr. Warmouth desires to accept such compensation and benefits upon the terms and conditions hereinafter set forth and in accordance with the applicable provisions of the School Code, the laws of Pennsylvania, and by the rules and regulations adopted thereunder by the JC; and

WHEREAS, all items/benefits not specifically set forth in this Agreement shall be no less than those granted to the BAVTS Act 93 Group in the Act 93 Agreement (hereafter, "Act 93 Agreement") dated July 1, 2025, a copy of which is attached as Exhibit "A". Mr. Warmouth shall be entitled to any additional benefits obtained by the Act 93 Group and any benefits obtained in a successor agreement, provided, however, that in the event of a conflict between this Agreement and the then-current Act 93 Agreement, this Agreement shall control.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained and intending to be bound hereby, the Parties hereto agree as follows:

1. The foregoing shall be incorporated herein and made a part of this Agreement.
2. The term of this Agreement shall be for the period beginning with the official date of hire*, through June 30, 2030, unless sooner terminated pursuant to the terms set forth herein, or unless extended by agreement of the parties or automatically by operation of the School Code.
3. Mr. Warmouth agrees to perform faithfully and professionally the duties of Business Administrator in accordance with the provisions of the School Code and the rules, regulations, and policies of the JC. The duties and responsibilities of the Business Administrator have been set forth in the Job Description, a copy of which is attached as Exhibit "B". The Parties agree that the performance of such duties and responsibilities may include and be enhanced by participation in certain professional organizations, attendance at seminars and courses offered by public or private educational institutions, and visits and observations of other institutions. BAVTS shall permit a reasonable time for Mr. Warmouth to attend such courses and seminars and pay all necessary fees and costs as approved by the JC in the annual budget. Mr. Warmouth, as Business Administrator, shall have the right to speak on issues before the JC. Mr. Warmouth shall serve as advisor to regular and special JC committees on matters affecting the BAVTS.
4. Mr. Warmouth covenants that he possesses all of the qualifications that are required by law to serve as Business Administrator. Throughout the term of this Agreement, he agrees to maintain legal credentials as may be required by law to serve as Business Administrator and, upon request, will timely present a copy of the same to the JC.
5. Effective with the official date of hire*, the annual salary of Mr. Warmouth shall be the amount of One Hundred Thirty Thousand Dollars and 00/100 (\$130,000.00) plus any increase thereafter made in accordance with this Paragraph 5. Mr. Warmouth's annual salary shall be paid in equal installments in accordance with the policy or agreement governing the BAVTS's other twelve (12) month professional staff members. On July 1, 2026 and on July 1 of every subsequent year of this Agreement, the JC may increase Mr. Warmouth's salary, in its discretion, based upon the BAVTS Executive Director's annual job performance evaluation of Mr. Warmouth pursuant to

the attached Exhibit "C", provided, however, that any such increase, if given, shall not be less than the increase authorized for the Act 93 Group. Notwithstanding anything herein to the contrary, the BAVTS retains the right to increase the annual salary of Mr. Warmouth at any time during the term of this Agreement.

6. The Parties hereto agree that Mr. Warmouth shall be provided with all fringe benefits afforded to the Act 93 Group pursuant to the then-current Act 93 Agreement.
7. (a) Mr. Warmouth shall carry forward in this Agreement and be credited on the first day of this Agreement 37 sick days that he earned from prior employment. 12 sick days will be banked and will only be permitted to be used for illness. Mr. Warmouth will not receive payment for any of the 12 sick days that are unused at the time of his retirement from BAVTS; provided, however, that the remaining 25 days of sick leave can be used as sick leave, or, if not used while employed by BAVTS, be cashed out upon retirement as set forth in subparagraph (b) below; and

(b) Mr. Warmouth shall receive 12 days of sick leave with full pay each year of this Agreement, which shall be credited effective official date of hire* and on July 1 of each subsequent year of this Agreement. The unused portion of such allowance of sick leave shall accrue from year to year without limit, and the BAVTS shall pay Mr. Warmouth for unused days of sick leave at the time this Agreement is terminated for any reason other than as set forth in Paragraph 15(c) herein, including any of the remaining 25 sick days set forth above, at a rate of \$100.00 per day for each day of unused sick leave, up to a maximum of 200 days of unused sick leave.
8. Mr. Warmouth may undertake consultative work, speaking engagements, writing, lecturing, or other professional activities with prior approval from the Executive Director when performed during normal working hours, provided such work does not affect the duties included in the Job Description.
9. Mr. Warmouth shall be furnished with a private office, an assigned secretary, staff, and such other resources as the BAVTS and Mr. Warmouth shall mutually determine to be suitable to Mr. Warmouth's position and adequate for the performance of Mr. Warmouth's duties. Failure by BAVTS to provide said resources shall be considered in any potential claim that Mr. Warmouth is not satisfactorily performing his duties.
10. The BAVTS will reimburse Mr. Warmouth for all reasonable expenses incurred in the performance of his duties, upon presentation by Mr. Warmouth of an itemized account of such expenditures. Mileage will be reimbursed at the current IRS rate for the use of a private automobile for BAVTS business.

(a) Paid membership fees for any appropriate professional organizations as determined by the Executive Director
(b) A minimum attendance at one (1) state and one (1) national conference per year, subject to the Executive Director's approval.
11. Mr. Warmouth shall be permitted to serve on a jury or testify as a court witness with a subpoena. The salary paid during such absence shall be at the per diem rate less the fee paid to Mr. Warmouth by the Court for such service, exclusive of transportation allowance. Warmouth shall not be required to exhaust any sick or personal days for said service.

12. Upon Mr. Warmouth's retirement from the BAVTS, such retirement not to include termination of this Agreement pursuant to Paragraph 15 herein, the BAVTS shall provide retirement benefits, including, as applicable, Pennsylvania Public School Employees' Retirement System ("PSERS") retirement benefits, as per the then-current Act 93 Agreement. Mr. Warmouth shall be subject to any retirement notice requirements as set forth in the then-current Act 93 Agreement.

Post-Retirement Health Insurance Benefits

- (a) Mr. Warmouth shall receive BAVTS-paid individual and/or spousal coverage for health, dental, and vision insurance, equivalent to the coverage provided to active employees after completing 10 years of service with BAVTS.
- (b) Health insurance, dental, and vision coverage shall continue until the retired administrator reaches Medicare age.

To qualify for post-retirement health insurance benefits, Mr. Warmouth must:

- (a) Have completed ten (10) consecutive years of service as an administrator with the Bethlehem Area Vocational Technical School; and
- (b) Retire directly from BAVTS.

Mr. Warmouth shall not be required to contribute toward the premium for their individual and/or spousal District-paid health insurance coverage through Medicare Eligibility.

If Mr. Warmouth accepts post-retirement employment that offers health insurance coverage, eligibility for BAVTS's retiree health insurance benefit shall be suspended. Eligibility may resume if the retiree later separates from that employment and no longer has access to employer-sponsored health insurance.

13. Comprehensive Catastrophic Liability Insurance and Errors and Omissions Liability Insurance will be provided by the BAVTS. In the event Mr. Warmouth is complained against or sued in any court of record or before any administrative agency as a result of actions by Mr. Warmouth in performance of his duties, the BAVTS shall defend, hold harmless, and indemnify Mr. Warmouth from any and all such demands, claims, suits, actions, and legal proceedings brought against her, and shall provide competent legal counsel to Mr. Warmouth in his defense, provided the incident arose while Mr. Warmouth was acting, or reasonably believed she was acting within the scope of his employment; and provided further, that such liability coverage is within the authority of the BAVTS to provide under Pennsylvania law. This obligation shall survive the termination of this Agreement. Nothing in this Agreement shall be construed to waive or reduce the immunities from civil liability granted by or to enlarge the limitations on immunity imposed by the Political Subdivisions Tort Claims Act.
14. Performance Review and Termination. The Parties hereto agree that an annual review of Mr. Warmouth's performance during the prior year shall be conducted as follows:
- (a) At least once each year, not later than June 30th, the BAVTS Executive Director shall conduct a written assessment of Mr. Warmouth's performance under this Agreement. At least thirty (30) days prior to finalization of such written evaluation, the Executive Director shall meet with Mr. Warmouth to review his performance.
- (b) In the event that the Executive Director determines that the performance of Mr. Warmouth has been unsatisfactory in any respect, the written evaluation shall describe in reasonable detail the reasons for the unsatisfactory performance evaluation and the manner in which such performance shall be improved. A copy of the written evaluation shall be provided to Mr. Warmouth once finalized. Mr. Warmouth shall be permitted to respond in

writing to finalize the evaluation within thirty (30) days of receipt thereof, and such response shall be attached to and made a permanent part to the written evaluation.

(c) The purpose of the written performance evaluation shall be to strengthen the working relationship between the Executive Director and Mr. Warmouth; to enhance responsibilities and duties of Mr. Warmouth; to clarify for Mr. Warmouth and the Executive Director the expectations and responsibilities the Executive Director expects Mr. Warmouth to fulfill; and to discuss and establish goals for the ensuing year.

(d) The Executive Director shall present the evaluation to the JC at any time prior to the June meeting of any year during the term of this Agreement.

(e) It shall be the responsibility of the JC to meet with Mr. Warmouth in a non-public session of the JC and discuss the results of said evaluation and a recommendation for Mr. Warmouth's salary for the next succeeding year of this Agreement. Thereafter, it shall be the responsibility of the JC to publicly approve said salary for Mr. Warmouth at the next available regular meeting of the JC.

(f) The Parties hereto agree that said performance evaluation and review and any other information concerning said evaluation shall be privileged and confidential and not released to the public, or any individual members of the JC.

15. This Agreement may be terminated prior to the stated term, or a subsequent extension of such term as herein provided:

(a) By Mr. Warmouth by submitting a written resignation to the BAVTS at least ninety (90) days before such resignation becomes effective unless a lesser time period is mutually agreed upon by the Parties¹;

(b) By mutual agreement of the Parties in writing as an amendment to this Agreement;

(c) By the BAVTS, by discharging and terminating Mr. Warmouth's employment for valid and just cause for the reasons specified in Section 1080 of the Public School Code. However, the JC shall not arbitrarily or capriciously call for Mr. Warmouth's dismissal, and Mr. Warmouth shall in any event, have the right to written charges, an opportunity to present at a Loudermill Hearing, notice of hearing, fair and impartial hearing, all elements of due process, and the right to appeal to a court of competent jurisdiction. At any such hearing before the JC, Mr. Warmouth shall have the right to be present and to be heard, to be represented by counsel, and to present evidence, through witnesses, testimony, and documentation relevant to the issue. A transcript of the record of proceedings before the JC shall be made available without charge to Mr. Warmouth. Mr. Warmouth shall have the right to be represented by counsel at his sole cost and expense. Provided, however, if the charges against Mr. Warmouth are not sustained and/or should Mr. Warmouth prevail in any hearing or appeal, the JC shall reimburse Mr. Warmouth for all legal fees and expenses incurred by him in the proceedings. In the event that Mr. Warmouth is terminated from employment for valid and just cause pursuant to this subparagraph, Mr. Warmouth shall only be entitled to receive from the BAVTS life insurance benefits, PSERS benefits, or disability insurance benefits earned or accrued in accordance with this Agreement prior to the effective date of the termination of employment; and Mr. Warmouth shall not be eligible for BAVTS medical benefits beyond the effective date of termination (medical benefits shall continue, without interruption, during the pendency of any due process and/or dismissal proceedings); or

¹ Such 90 day notice requirement shall not affect any obligation to provide earlier notice of retirement in order to be eligible for early retirement incentives as may be set forth in the then-current Act 93 Agreement.

- (d) In the event that Mr. Warmouth is unable to perform his customary duties, without reasonable accommodation, by reason of physical or mental illness, accident or other cause beyond his control, and if said disability is permanent, irreparable or of such a nature, as determined by a licensed physician mutually selected by the JC and Mr. Warmouth, that make the performance of stated job duties impossible, the JC has the option to terminate Mr. Warmouth's employment with written notice of termination, effective upon the later of sixty (60) days from the date on the written notice or the expiration of all accrued unused sick and vacation leave. The examination shall be done at the expense of BAVTS. Both parties shall be bound by the doctor's determination in this regard for purposes of this provision. Upon said termination, the JC shall pay to Mr. Warmouth all aggregate compensation, salary, benefits, and payment for unused leave accrued through the effective date of termination as provided in accordance with this Agreement.
16. All salary and benefits shall cease upon Mr. Warmouth's date of resignation or death, except any and all death benefits, employee benefits, and life insurance coverage in place on the day prior to death shall be payable to designated survivor(s) of Mr. Warmouth.
 17. At a regular meeting of the JC of School Directors occurring at least one hundred fifty (150) days prior to the expiration date of this Agreement, the agenda shall include an item requiring affirmative action by five (5) or more members of the JC of School Directors to notify Mr. Warmouth that the JC intends to reopen discussion on the terms and conditions of employment. In the event that the JC fails to take such action at a regular meeting of the JC of School Directors occurring at least one hundred fifty (150) days prior to the expiration date of this Agreement, then Mr. Warmouth shall continue to receive the compensation and benefits described above for a further term of similar length to that which is set forth herein.
 18. All references to Public School Code or any law or regulation contained herein shall also refer to any amendment or recodification of such Code.
 19. This Agreement shall be interpreted under the laws of the Commonwealth of Pennsylvania in effect as of the date of execution of this Agreement. The Parties agree to submit to the exclusive jurisdiction of the Northampton County Court of Common Pleas for any action in law or equity to interpret, enforce, or defend a breach thereof or action seeking a declaratory judgment or injunction.
 20. The failure to enforce or require the performance at any time of the provisions of this Agreement shall in no way be construed to be a waiver of such provisions and shall not affect either the validity of this Agreement or any part hereof, or the right of either party thereafter to enforce each and every provision in accordance with the terms of this Agreement.
 21. All agreements and covenants contained in this Agreement are severable, and in the event any of them are held to be invalid by any competent court, this Agreement will be interpreted as if invalid agreements or covenants were not contained in this Agreement.
 22. This Agreement shall be binding on the heirs, successors, assigns, and legal representatives of the Parties hereto.

23. The provisions of this Agreement and amendments thereto may not be revised or modified except by written amendment upon mutual consent of both Parties. This Agreement sets forth the entire agreement and understanding between the Parties and supersedes any prior agreement or understanding, written or oral, relating to the subject matter of this Agreement.

**as approved at the August 6, 2025 Joint Committee meeting, official date of hire is November 6, 2025 unless released earlier by current employer.*

IN WITNESS WHEREOF, the Parties to this Agreement, intending to be legally bound hereby, have hereunto set their hands and seals.

Joint Committee Chairperson
Bethlehem Area Vocational-Technical School
Date: _____

Robert Warmouth
Date: _____

Joint Committee Secretary
Bethlehem Area Vocational-Technical School
Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

2. JOB DESCRIPTION UPDATING

RECOMMENDATION:

That the Joint Committee approve the following job descriptions, presented for a first reading:

- Custodian
- Part-time Evening Continuing Education Program Support Specialist

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

Position Title: Custodian

GENERAL POSITION REQUIREMENTS

Education/ High School Graduate or Equivalent.
Certification Minimum of Two (2) Years Custodial Experience – school setting preferred.
Possess a valid Pennsylvania Driver's License preferred.

**Machinery
&
Equipment** Operate all types of equipment related to custodial work.

**Other
(skills)** LANGUAGE SKILLS: General reading and writing ability; able to understand and apply information contained in material safety data sheets when dealing with hazardous materials.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume and distance.

REASONING ABILITY: Ability to apply common sense and understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Ability to maintain a high level of confidentiality.

Reports to Supervisor of Buildings & Grounds

ESSENTIAL JOB FUNCTIONS

- Maintain cleanliness of building or section of building according to an assigned work schedule.
- Secure building as requested.
- Move and set up equipment or furniture as necessary.
- Note condition of buildings and grounds and take immediate steps to correct any dangerous, unsanitary or unsightly conditions; report any conditions requiring building maintenance to Supervisor.

- Remove snow using a shovel, snow blower etc.
- Paint, clean walks and windows, shampoo carpets, scrub, wax and polish floors using various cleaning equipment and materials.
- Perform emergency work on an on-call basis.
- Perform other duties as assigned by the Supervisor of Building & Grounds.
- Exhibit an ability to get along well with staff, students and public.
- Exhibit a work ethic based on self-initiative and/or incentive and a high level of satisfaction in accomplishment of the task at hand.
- Recognize the need to place the welfare and safety of the students and staff served at a high priority in the conduct of the job. Observes proper safety procedures and use of safety equipment relative to the performance of the job.
- Able to use and maintain the necessary equipment to provide for the upkeep and care of the building and grounds surrounding the building to which he/she may be assigned, e.g., scrubbers, vacuums, polishers.
- Possess the knowledge to utilize and maintain the proper equipment to ensure completion of housecleaning assignments, to include cleaning of all areas of the building, the proper use of cleansers, disinfectants, removers, strippers, surface sealants, waxes and other similar products.
- Exhibit some working knowledge in the following areas:
heating/ventilation/cooling systems, general plumbing repairs, general electrical repairs, door closures/locks, carpentry and paint applications.
- Able to lift materials and move equipment relative to carrying out the job duties, e.g., moving equipment, snow removal, cleaning tasks and the delivery of equipment, products and materials throughout the building.

TERMS OF EMPLOYMENT

12 month, 8 hour day, inclusive of a 30-minute lunch and two 15-minute breaks. Benefits in accordance with the Custodial/Maintenance Employees agreement.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All
0%

Occasionally
1 – 33%

Frequently
24 – 66%

Constantly
67 – 100%

LIFTING

Up to 10 lbs.	Constantly
11 to 20 lbs.	Frequently
Beyond 20 lbs.	Occasionally

BODY MOVEMENTS

Bend/Stoop	Frequently
Climb	Frequently
Kneel	Frequently
Push	Frequently
Pull	Frequently
Twist	Frequently
Stand	Frequently
Sit	Frequently
Walk	Frequently

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

JOB DESCRIPTION

JOB TITLE: Part-Time Evening Continuing Education Program Support Specialist

GENERAL POSITION REQUIREMENTS:

Person must possess proficient keyboarding skills in Microsoft Office (word & excel), Google (docs & gmail), and prefer experience in registration & student management software skills. General clerical skills required along with excellent customer service and communication skills (verbal and written).

Minimum requirement:

High School diploma

Preferred requirement:

Prior clerical experience.

Machinery & Equipment:

Computer (Mac & PC), printer, overhead projector, LCD projector, copier, telephone, fax, calculator, credit card machine.

Other (skills):

Experience assisting customers with registration, payment options, and processing payments. Ability to maintain high level of confidentiality.

REPORTS TO:

Supervisor of Lifelong Learning

ESSENTIAL JOB FUNCTIONS:

Responsible for assigned clerical duties and for serving as Continuing Education Department representative during evening school hours. Must be able to oversee the evening programs and provide support for the staff and students. Check in on programs and ensure the doors are kept secure. Must be able to learn the registration and student management software for inputting payments, attendance and reporting, make copies, and direct students and clients to classrooms.

JOB TITLE: Part-Time Evening Continuing Education Program Support Specialist

PRIMARY DUTIES AND RESPONSIBILITIES

1. Duplicate materials needed by Instructional staff.
2. Record attendance on daily basis.
3. Process cash and check payments.
4. Receive phone calls related to adult programs and follow-up on inquiries/concerns directly with callers or through referrals to other staff.
5. Maintain evening student attendance records for agency sponsored students.
6. Assist with student surveys.
7. Assist instructors with set-up of room and/or equipment as needed.
8. Produce weekly enrollment and schedule reports.
9. Provide support for staff and students.
10. Check on programs and ensure doors are kept secure.
11. Direct students and clients to classrooms.
12. Other duties as assigned by supervising personnel.

TERMS OF EMPLOYMENT

10 months with hours up to 12 hours/week with prior approval of administration. Work days and hours are assigned by Administration. Compensated for actual hours worked with timecard submission. No benefits are provided for this part-time position.

PHYSICAL REQUIREMENTS

MEASURED IN TERMS OF FREQUENCY

Not At All	Occasionally	Frequently	Constantly
0%	1 – 33%	24 – 66%	67 – 100%

LIFTING

Up to 10 lbs.	Frequently
11 to 20 lbs.	Frequently
Beyond 20 lbs.	Occasionally

BODY MOVEMENTS

Bend/Stoop	Occasionally
Climb	Occasionally
Kneel	Occasionally
Push	Occasionally
Pull	Occasionally
Twist	Occasionally
Stand	Frequently
Sit	Frequently
Walk	Occasionally

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

3. 2025-2026 LOCAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the individuals on the attached list be approved to serve on the Local Advisory Committee of Bethlehem Area Vocational-Technical School.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none



BETHLEHEM AREA
VOCATIONAL-TECHNICAL SCHOOL

LOCAL ADVISORY COMMITTEE MEMBERS
2025-2026

Ms. Adrienne Jones
Administrative Director
Career Institute of Technology
5335 Kessler'sville Road
Easton, PA 18040
610-258-2857
jones@citvt.com

Ms. Katherine O. Riess
Marketing Director
King, Spry, Herman, Freund & Faul LLC
One West Broad Street, Suite 700
Bethlehem, PA 18018
610-332-0390 Ext. 257
kriess@kingspry.com

Mr. David M. Lobach, Jr.
Chairman & CEO
Embassy Bank
P.O. Box 20405
Lehigh Valley, PA 18002
610-882-8801
dlobach@embassybank.com

Mr. Don Cunningham
President & CEO
Lehigh Valley Economic Development Corp.
520 N. New Street
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610-266-7565
dcunningham@lehighvalley.org
also email:
Diane Milia, Executive Assistant
dmilia@lehighvalley.org

Mr. Chad Rockovits
Division Vice President – K-12
Metz Culinary Management
3395 Murphy Road
Walnutport, PA 18088
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crokovits@metzcorp.com

Ms. Karianne Gelinas
VP of Regional Partnerships and Talent Strategies
Lehigh Valley Economic Development Corp.
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Mr. Rich Hobbs
President & CEO
Manufacturers Resource Center
7200A Windsor Drive
Allentown, PA 18106
610-628-4575 (office)
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Mr. Andrew Hammer
Executive Director
SkillsUSA Council
3300 Chester Avenue
Bethlehem, PA 18020
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Ms. Danielle Joseph
Executive Vice President
Business & Diversity Councils
Greater Lehigh Valley Chamber of Commerce
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Allentown, PA 18101
484-226-0128
daniellej@lehighvalleychamber.org

Mr. Kenneth Nasatka
Director – Automotive, Industry & Mfg.
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Hartzell Hall 153-A/Commonwealth 127
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Ms. Sarah Lutz
Director of Youth Initiatives
Workforce Board Lehigh Valley
555 Union Boulevard
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Mrs. Jaime Vlasaty
Superintendent
Saucon Valley School District
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Mr. Michael Galler
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Bethlehem AVTS
3300 Chester Avenue
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Ms. Janelle Schaeffer
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Mr. Adam Lazarchak
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* BAVTS Superintendent of Record
(this position is rotated each school year
among the three sending school districts)

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

4. 2025-2026 OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

RECOMMENDATION:

That the Joint Committee approve the attached listing of Occupational Advisory Committee (OAC) members for the 2025-2026 school year.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

First Name	Last Name	Title	Company	Shop/Program
Megan	D'Adamo	Campaign Development Manager/ Student Visionaries of Year	The Leukemia & Lymphoma Society	Academy of Medical Sciences
Susan	Davidson	Program Director - Sonography	Northampton Community College	Academy of Medical Sciences
Pamela	Formica	Director	Leukemia & Lymphoma Society	Academy of Medical Sciences
Kerri	Green	Director Medical Education	Lehigh Valley Health Network	Academy of Medical Sciences
Christopher	Hall	Physician Assistant	St. Luke's University Health Network	Academy of Medical Sciences
Marisa	Kauker	Patient Care Manager	Lehigh Valley Health Network	Academy of Medical Sciences
Tracey	Lenhart	Program Director - Radiography	Northampton Community College	Academy of Medical Sciences
Patricia	Meyers	Campaign Development Manager	Leukemia & Lymphoma Society	Academy of Medical Sciences
Jeanne	Reilly	Education Consultant	Lehigh Valley Health Network	Academy of Medical Sciences
Christy	Shetayh	student	Drexel University	Academy of Medical Sciences
Kelly-Anne	Varcoe	Nursing Faculty Member	East Stroudsburg University	Academy of Medical Sciences
Nick	Calmar	Body Technician	Ross Body and Frame	Auto Collision Repair
Richard	Daku	Vice President	Daku's Autobody Shop, Inc.	Auto Collision Repair
William	Flannery, Jr.	Owner	Bill Flannery Automotive	Auto Collision Repair
Sergio	Gaspar	Owner	611 Motors LLC	Auto Collision Repair
Grosvenor	Trevor	Electronics Mechanic Supervisor	Tobyhanna Army Depot	Auto Collision Repair
Longenbach	Trevor	Shop Foreman/ Quality Control	Koch 33 Collision	Auto Collision Repair
Markulics	Melanie	Owner	Collision Refinish Specialists	Auto Collision Repair
Raymond	Markulics	Owner	Collision Refinish Specialists	Auto Collision Repair
William	Matejcek	Committee Chairperson/Autobody Technician	Scott Chevrolet Cadillac	Auto Collision Repair
John	Smith	Collision Director	Koch 33 Collision	Auto Collision Repair
Robert	Smith	Estimator	Vive Collision	Auto Collision Repair
Quinn	Strohl	Body Technician	Ross Body & Frame	Auto Collision Repair
Jose	Acosta	Automotive Technician	Kenco Fleet Services	Automotive Technology
Jay	Amore	Admissions Representative	Universal Technical Institute	Automotive Technology
Nicholas	Bazzett	Technician	Wind Gap Chevy	Automotive Technology
Philip	Coco, Jr	Owner	Coco's Service and Repair	Automotive Technology
Patrick	Espósito	Assistant Manager	More Mile Automotive	Automotive Technology
Walter	Garrett	Technician	Jeff's Automotive Repair	Automotive Technology
Goodson	Garrett	General Manager	Jeff's Automotive Repair	Automotive Technology
Christopher	Hahn	Manager	Advanced Auto Parts	Automotive Technology
Cody	Henninger	Heavy Equipment/Diesel Tech	City of Allentown	Automotive Technology
Daniel	Henninger	Shop Foreman	Allentown Jaguar, Land Rover	Automotive Technology
Brian	Herstine	owner	Herstine Automotive, LLC	Automotive Technology
Austin	Kochenash	Mechanic	Performance Driveline, Inc.	Automotive Technology
Logan	Koehler	Shop Technician	Grace Industries Inc.	Automotive Technology
Michael	Lemke	field Engineer	Consolidated Metco	Automotive Technology
David	Mertz	Factory Rep	Hunter Engineering Company	Automotive Technology
Louis	Murante, JR.	Owner	Murante Auto Repair LLC	Automotive Technology
Mason	Persiani	Auto Technician	Coco's Service and Repair	Automotive Technology
William	Shollenberger	Owner	Dave & Wayne's Auto Center	Automotive Technology
Dawson	Siffes	Production Expeditor	Keystone Cement	Automotive Technology
Joseph	Spadafora	Auto Program Manager	Northampton Community College	Automotive Technology
Jeffrey	Strausser	Owner/President	Jeff's Automotive Repair	Automotive Technology
George	Trilli	Automotive Technician	Jeff's Automotive Repair	Automotive Technology
Steve	Volk	Service Technician	Brown Daub Chevrolet	Automotive Technology
Nathan	Wedde	Refrigeration/Heavy Truck Technician	Penn Detroit Diesel Allison	Automotive Technology
Charles	Wernett, Sr.	Committee Chairperson/President	Stefko Service Center, Inc.	Automotive Technology
Jacob	Wessner	Diesel Technician	Ascendance Truck Centers	Automotive Technology
Michael	Young		Northampton Community College	Automotive Technology
Joe	Zongora	Service Technician	More Miles Automotive	Automotive Technology
Frank	Bialobreski	Owner	Keystone General Contracting	Carpentry/Construction Trades
Frank	Bialobreski	Owner	Keystone General Contracting	Carpentry/Construction Trades
Justin	Bird	Owner	Bird's Eye View Construction	Carpentry/Construction Trades
Justin	Bird	Owner	Bird's Eye View Construction	Carpentry/Construction Trades
Ross	Dartouzos	retired	retired	Carpentry/Construction Trades

Alex	Fisher	Owner	A.J. Fisher Company, LLC	Carpentry/Construction Trades
Sam	Gabel	Carpentry Instructor	Triangle Tech	Carpentry/Construction Trades
Sam	Gabel	Carpentry Instructor	Triangle Tech	Carpentry/Construction Trades
Thomas	Gehringer	President	Gehringer Corporation	Carpentry/Construction Trades
Thomas	Gehringer	President	Jerdon Construction Services, LLC	Carpentry/Construction Trades
Ron	Jerdon	President	Jerdon Construction Services, LLC	Carpentry/Construction Trades
Ron	Jerdon	President		Carpentry/Construction Trades
Allana	Karo			Carpentry/Construction Trades
Allana	Karo			Carpentry/Construction Trades
Frank	Korpics	Owner/president	Korpics Custom Carpentry	Carpentry/Construction Trades
Jeremy	Korpics	Co-Owner/Operator	Stirling Painting & Renovations	Carpentry/Construction Trades
Frank	Korpics	Owner/president	Korpics Custom Carpentry	Carpentry/Construction Trades
Arthur "Tim"	Moyer	Owner	A. R. Moyer Construction Company	Carpentry/Construction Trades
Arthur "Tim"	Moyer	Owner	A. R. Moyer Construction Company	Carpentry/Construction Trades
Daniel	Nunez	Regional Employment Specialist	Country Meadows Retirement Communities	Carpentry/Construction Trades
Andrew	Reppert	estimator	RL Reppert, Inc.	Carpentry/Construction Trades
Andrew	Reppert	estimator	RL Reppert, Inc.	Carpentry/Construction Trades
David	Reppert, Sr.	Project Manager	RL Reppert, Inc.	Carpentry/Construction Trades
David	Reppert, Sr.	Project Manager		Carpentry/Construction Trades
Joe	Scott	Carpenter's Apprentice	Jerdon Construction Services, LLC	Carpentry/Construction Trades
Joe	Scott	Carpenter's Apprentice	Jerdon Construction Services, LLC	Carpentry/Construction Trades
Justin	Strasser	Owner	Campbell & Strasser	Carpentry/Construction Trades
Brian	Strausser	owner/operator	Strauser Home Improvements	Carpentry/Construction Trades
Brian	Strausser	owner/operator	Strauser Home Improvements	Carpentry/Construction Trades
Jason	Zellner	Project Manager	Jerdon Construction Services, LLC	Carpentry/Construction Trades
Jason	Zellner	Project Manager	Jerdon Construction Services, LLC	Carpentry/Construction Trades
Rob	Baker	President - CEO	Christmas City Studios	Commercial Art
Emma	Bindics	Graphic Designer	Rutler Screen Printing	Commercial Art
Gary	Gower, Jr.	Owner	G & L's Sign Factory	Commercial Art
Kevin	Harayda	Co-owner	Dan's Camera City	Commercial Art
Erin	Miller	Graphic Designer	Just Born, Inc.	Commercial Art
Jessica	Sigley	Bindery	Alpha Graphics	Commercial Art
Jo	Sponsler	parent		Commercial Art
James	Taylor	Owner	JT Taylor Design	Commercial Art
Jamie	Toohy	Photography Teacher	Bethlehem Area School District	Commercial Art
Elizabeth	Volk	Sign Maker & Apparel Decorator	G & L Sign Factory	Commercial Art
James	Arnone	Help Desk/ IT Specialist	Wilson Area School District	Computer Networking
Paul	Chepolis	Senior Client Success Mgr	Frontline Education	Computer Networking
Richard	Chiappa	Computer Systems Networking Instructor	Career Institute of Technology	Computer Networking
Zachary	Lesniewski	Systems Admin	Drivelocker, LLC	Computer Networking
Brian	Miskovich	Manager Insights, AI	Johnson & Johnson Innovative Medicine	Computer Networking
Levi	Myers	Computer Technician	Advance Technology Recycling	Computer Networking
Luke	Myers	Computer Technician	Advanced Technology Recycling	Computer Networking
Luke	Myers	Computer Technician	Advanced Technology Recycling	Computer Networking
Amy	Schupp	IT Manager	The Weston Group	Computer Networking
Micah	Steck	IT Support Technician	Bio Spectra	Computer Networking
Brian	Stokes	Associate Professor	Northampton Community College	Computer Networking
Hunter	Uhlaman	Systems Admin	Pencor	Computer Networking
Ginger	Campbell	Esthetician/ Nail Tech	Mia Bella Hair Studio	Cosmetology
Tamara	Faust	Cosmetology Instructor	LCTI	Cosmetology
Shelia	Kocher	Certified School Nurse	Northampton Area School District	Cosmetology
Elisabeth	Kohler	Senior District Leader	Regis Corporation	Cosmetology
Lia	Koutsikos	District Leader	Supercuts	Cosmetology
Carol	Kunkle	Stylist	Holiday Hair	Cosmetology
Connie	Muschko	Instructor	Bethlehem AVTS	Cosmetology
Nysnia	Nickens	owner	Lashaholics Co.	Cosmetology
Lisa	Parker	Personal Assitant	Michael Perry Hair Studio	Cosmetology

Michael	Perry	Owner	Michael Perry Hair Studio	Cosmetology
Cristian	Ramirez	Founder/Instructor	Merge Barber School	Cosmetology
Susan	Repsher	Group Leader	Holiday Hair	Cosmetology
Adrienne	Richetta	Make Consultant/Freelancer	Salon Devine	Cosmetology
Equalla	Riden	Salon Leader	Holiday Hair	Cosmetology
Tara	Robinson	stylist/owner	Knot Our Hair	Cosmetology
Clourin	Row	Cosmetologist	Mia Bella Hair Studio	Cosmetology
Sorayah	Salloum	Stylist	Bordeaux Hair Design	Cosmetology
Quiahah	Santos	Waitress/Assistant Manager	Plaza Azteca Bethlehem	Cosmetology
Rachel	Shing	Assistant Service Manager	Uita Beauty	Cosmetology
Rosemarie	Warner	Service Manager	Uita Beauty	Cosmetology
Gregory	Barbour	Pastry Chef	Wind Creek Casino	Culinary Arts & Baking
Ana	Caracappa	Executive Chef	Sodexo at Crayola Corporate	Culinary Arts & Baking
Andrew	Carvalho	Pastry Cook	Sands Casino (Wind Creek)	Culinary Arts & Baking
Andrew	Chandler	District Manager	Metz Culinary Mgmt.	Culinary Arts & Baking
Andraya	Chepolis	Student	BAVTS	Culinary Arts & Baking
Meredith	Chepolis	Homemaker		Culinary Arts & Baking
Kevin	Dougherty, Jr	Owner Operator	Doc's Backyard BBQ	Culinary Arts & Baking
Emily	Fischer	Executive Chef	Limeport Inn	Culinary Arts & Baking
Treyon	Fitzpatrick	Host, Bartender, cook, server	Apollo Grill	Culinary Arts & Baking
Larry	Fortunato	Adjunct Instructor	Northampton Community College	Culinary Arts & Baking
Timothy	Gibbons	Assistant Professor - Hospitality Education	Lehigh Carbon Community College	Culinary Arts & Baking
Cristian	Gonzalez	Executive Chef	The Shelby	Culinary Arts & Baking
David	Havrilla	Regional Director	JDK Management (Perkins Restaurant)	Culinary Arts & Baking
Christopher	Heath	Corporate Chef	Paxos Restaurant	Culinary Arts & Baking
Jessica	Hernandez	cake decorator/asst. manager	Redner's Market	Culinary Arts & Baking
Katie	Horan	Pastry Chef	Northampton Community College	Culinary Arts & Baking
Kady	Huizenga	Operations Manager	Metz Culinary Management	Culinary Arts & Baking
Julia	Intrepido-Kmetz	Seafood Dept/ Chef/ Demonstrator	Wegmans Food Market	Culinary Arts & Baking
Kyle	Kramlich	Operations Manager	Metz Culinary Management	Culinary Arts & Baking
Dave	Mertz	Owner	Duck Donuts	Culinary Arts & Baking
Kaitlyn	O'Gara	Food and Beverage Manager	Dorney Park & Wildwater Kingdom	Culinary Arts & Baking
Sara	Pagnani	Assistant Pastry Chef	Bolete	Culinary Arts & Baking
Dawn	Reidenbach	Director HR	Dorney Park	Culinary Arts & Baking
Lys	Rodriguez	parent		Culinary Arts & Baking
Wilbert	Rufe	Executive Chef	Northampton Community College	Culinary Arts & Baking
Angela	Sabatino	Pastry Assistance	Sweet Melissa Patisserie	Culinary Arts & Baking
Christa	Sapone	Pastry Chef	Skytop Lodge	Culinary Arts & Baking
Rachel	Scharr	Head Baker/ Cake Decorator	Sunnie's Bake Shoppe	Culinary Arts & Baking
Scott	Signorello	General Manager	Mertz Culinary Management	Culinary Arts & Baking
Nick	Strebig	Culinary Arts Instructor	Colonial JU20	Culinary Arts & Baking
Richard	Takacs, Jr.	Owner	Art Café	Culinary Arts & Baking
Thomas	Traupman	Sous Chef	Bolete Restaurant	Culinary Arts & Baking
Jennifer	Twisdale-Serrano	Bakery Supervisor	Redner's Market Inc	Culinary Arts & Baking
Kelly	Vlasics	Owner	Matties Strudel Haus LLC	Culinary Arts & Baking
Terry	Wagner	Senior Food Scientist	Brenntag North America	Culinary Arts & Baking
Kaitlyn	Wekheiser	Warehouse Attendant	Wind Creek Casino	Culinary Arts & Baking
Heather	Williams	Executive Chef	Personal Chef	Culinary Arts & Baking
Daniel	Yost	Baker	Panera	Culinary Arts & Baking
Mark	Yundt	chef/owner	The Marquee Kitchen	Culinary Arts & Baking
Robert	Franklin, III	Training Director	IBEW Local #375	Electrical Construction
Robert	Gotzon	Retired Vocational Teacher	Retired	Electrical Construction
Gabriel	Hill	apprentice	IBEW 375	Electrical Construction
Lonnie	Hill	Membership Development Rep	IBEW Local #375	Electrical Construction
Xander	Hudock	apprentice	G Technology, Inc	Electrical Construction
Xander	Hudock	Apprentice	G Tech Electric	Electrical Construction
Aaron	Kuhns	Asst. Project Estimator	BEI Electrical	Electrical Construction

Evan	Kutney	apprentice		Diefenderfer	Electrical Construction
Evan	Kutney	Fab Shop		Diefenderfer	Electrical Construction
Bryan	Lieberman	Project Manager		BEL Electrical	Electrical Construction
Jack	Schreiber	Assistant Director, Technical Programs		Northampton Community College	Electrical Construction
Larry	Shoemaker	Plumber		Deluxe Plumbing and Heating	Electrical Construction
Kevin	Strawn	Retired Electrical Construction Instructor		Strawn Electric	Electrical Construction
Brian	Yetter	Director of Pre-construction		West Side Hammer Electrical	Electrical Construction
Gilbert	Bachman	Senior Engineering Technician		Lutron Electronics	Electronics Technology
Chris	Baumann	Maintenance Systems Training Coordinator		East Penn Mfg. Co.	Electronics Technology
Ken	Borger	Human Resources Manager		Lutron Electronics	Electronics Technology
Paul	Borosky	Director of Operations		Tobyhanna Army Depot	Electronics Technology
Zachary	Cesnek	Specialist Technical Assistant		Lutron Electronics	Electronics Technology
Heather	Felder	Chief/ Personnel Management		Tobyhanna Army Depot	Electronics Technology
Geoffry	Grosvenor	Electronics Mechanic Supervisor		Tobyhanna Army Depot	Electronics Technology
Paul	Hekart	Maintenance Training & Skills Development Mngr		East Penn Mfg. Co.	Electronics Technology
Dennis	Kennedy	President		Legacy Automatic Doors	Electronics Technology
Jeffrey	McGinley	President		K & L Services Group	Electronics Technology
Matthew	Nicklin	Associate Engineer		Lutron Electronics	Electronics Technology
Brad	Tycholiz	Lead Recruiter		Coherent Corp.	Electronics Technology
Nada	Veskovic	Instructor		LCCC	Electronics Technology
Brandon	Weiss	recruiting specialist		Pittsburgh Institute of Aeronautics	Electronics Technology
Ginger	Campbell	Esthetician/ Nail Tech		Mia Bella Hair Studio	Esthetics
Pilar	Campisi	Owner/ Esthetician		Norwegian Spa and BNB	Esthetics
Heather	Chilcote	Guidance Counselor		BAVTS	Esthetics
Brittany	Dechaine	owner		BB DeChaine Beauty Co.	Esthetics
Christy	DiGennaro	Service Manager		Ulta Beauty	Esthetics
Houda	Falistic	Owner		Bordeaux Hair Designs	Esthetics
Tamara	Faust	Cosmetology Instructor		LCTI	Esthetics
Tamara	Faust	Cosmetology Instructor		LCTI	Esthetics
Jasmine	Fleming-Warren	Owner/Esthetician		Beskinful Makeup & Skincare Bar	Esthetics
Glenda	Gerena	CEO/Esthetician Coach		Leegerem Advance Aesthetic Techniques	Esthetics
Laura	Jorge	Owner		Mia Bella Hair Studio	Esthetics
Elisabeth	Kohler	Senior District Leader		Alline Salon Group	Esthetics
Lia	Koutsikos	District Leader		Supercuts	Esthetics
Gisel	Mariano	Esthetician/Bridal Makeup		BB DeChaine Beauty Co.	Esthetics
Youla	Moussa	School Director		The Beauty Institute	Esthetics
Victoria	Rath	Esthetician/Nail Tech		Young & Beauty Spa	Esthetics
Tara	Row	Cosmetologist		Mia Bella Hair Studio	Esthetics
Clourin	Salloum	Stylist		Bordeaux Hair Design	Esthetics
Wanda	Schutt	Medical Aesthetician		Center for Laser and Aesthetic Medicine	Esthetics
Rachel	Warner	Service Manager		Ulta Beauty	Esthetics
Kylee	Weber	Stylist/ Make up artist		Mia Bella Hair Studio	Esthetics
Kaitlyn	Worthington				Esthetics
Cristina	Carvalho				Esthetics
Natalie	Flores	Production Artist		Fanatics/Majestic	Graphic Communications
Angela	Gable	Creative Director		Precision Medical	Graphic Communications
Gary	Gower, Jr.	Owner		G & L's Sign Factory	Graphic Communications
Murtaza	Jaffer	partner		EBC Printing and Signs	Graphic Communications
David	Kennedy	Teacher		Retired-Teacher	Graphic Communications
Patrick	McCloskey	Digital Print Production		Alpha Graphics	Graphic Communications
Craig	Mosser	Technology Integration Instructor		Bethlehem AVTS	Graphic Communications
Jeffrey	Schantz	Account Executive		Nacci Printing	Graphic Communications
Ilene	Stroh	President		Alpha Graphics	Graphic Communications
Dominic	Titano	student		student	Graphic Communications
Mike	Wolf	Owner/ president		Body Teeze Screen Printing, Inc.	Graphic Communications
Allison	Bressette	Graduate Student		Moravian University	Health Careers
Robert	Cain	firefighter		Bethlehem Fire Dept	Health Careers

Heather Ashley	Clark	Practical Nursing Program Director	Penn State University	Health Careers
Angelo Fattore	Donner	Recruiter	Cedarbrook Senior Care	Health Careers
Rachel Fuehrer	Fattore	Assistant Director of Graduate, Adult Adm & Partnership Devel.	Moravian University	Health Careers
Bronwyn Hanley	Fuehrer	Career Readiness Specialist	Northampton Community College	Health Careers
Karen Hein	Hanley	CNA	Liza's House	Health Careers
Adam Hough	Hein	Volunteer Engagement Specialist	St. Luke's University Health Network	Health Careers
Donna Irwin	Hough	Nursing Simulation Center Manager	Cedar Crest College	Health Careers
Allen Kotun	Irwin	CNA Instructor	Genesis Bethlehem South	Health Careers
Danielle Loucks	Kotun	Dean of Health Professions and Science	Northampton Community College	Health Careers
Susan McCauley, RN	Loucks	Med Aide	Saucon Valley Manor	Health Careers
Denise McGaughran	McCauley, RN	Trauma Department	Lehigh Valley Health Network	Health Careers
Karissa Mitch	McGaughran	Instructor of Health Related Tech	Career Institute of Technology	Health Careers
Erika Mondok	Mitch	RN Clinical Educator	Lehigh Valley Health Network	Health Careers
Lara Moyer	Mondok	Executive Director of Transfer Enrollment	Moravian University	Health Careers
Connie Muschko	Moyer	Instructor	Bethlehem AVTS	Health Careers
Samantha Nolen	Muschko	registered nurse	LVHN Cedar Crest	Health Careers
Stephanie Noll	Nolen	Education Specialist/Emergency Room Staff Nurse	St. Luke's University Health Network	Health Careers
Matthew Oravec	Noll	Paramedic/ St. Luke's EMS	St. Luke's Hospital	Health Careers
Kaleena Poyer	Oravec	Senior Employment Specialist	Country Meadows Retirement Communities	Health Careers
Jeanne Reilly	Poyer	Education Specialist	Lehigh Valley Health Network	Health Careers
Abby Schreck	Reilly	RN - Senior Process Coordinator	Easton Animal Hospital	Health Careers
Jessica Shine	Schreck	Director/mngr	Lehigh Valley Health Network	Health Careers
Tammy Shuaib	Shine	Doctor of Dental Surgery	St. Luke's University Health Network	Health Careers
Hazem Siegfried	Shuaib	office administrator	St. Lukes OMS	Health Careers
Shari Smith	Siegfried	Allied Health Instructor	Next Chapter Smiles	Health Careers
Kyle Galgoey	Smith	Service Technician	Berks Technical Institute	Health Careers
Dennis Henrtzy	Galgoey	HVAC Technician	Fritch, Inc	HVAC
Walker McCandless	Henrtzy	HVAC Service Manager	County of Northampton	HVAC
Dennis Mundy	Walker	Service Manager	Deluxe Plumbing and Heating	HVAC
Anthony Posivak	Mundy	HVAC Technician	The Tustin Group	HVAC
Michael Rodriguez	Posivak	HVAC Service Team Lead	Deluxe Plumbing and Heating	HVAC
Kerry Rutherford	Rodriguez	Superintendent	Haller Enterprises	HVAC
Steven Schwoerer	Rutherford	Service Technician	Lehigh-Northampton Airport Authority	HVAC
Larry Shoemaker	Schwoerer	Plumber	Tustin Mechanical Services	HVAC
Stephen Solosky	Shoemaker	Service Manager	Haller Enterprises	HVAC
Nate Stumph	Solosky	Service Technician	Cooper Mechanical Inc.	HVAC
Dennis Werkheiser	Stumph	HVAC Service Tech	Comfort Solutions HVAC	HVAC
Hunter Woodring	Werkheiser	HVAC/Plumbing technician	Haller Enterprises	HVAC
Jeff Zeleny	Woodring	HVAC General Manager	Woodring Improvements	HVAC
Maureen Gregory	Zeleny	Athletic Trainer supervisor	Cooper Mechanical Inc.	HVAC
Amy Cotter	Burke	Facility Director	Lehigh Valley Health Network	Intro To Sports Medicine
Brianna Dunlap	Colvin	Athletic Trainer	Physical Therapy at St. Luke's	Intro To Sports Medicine
Aron Esterly	Cotter	student	St. Luke's University Health Network	Intro To Sports Medicine
Brianna Frable	Dunlap	Athletic Trainer	St. Luke's Sports Medicine	Intro To Sports Medicine
Danielle Guth	Esterly	Supervisor Athletic Training	Bloomsburg University Of PA	Intro To Sports Medicine
John Hunsberger	Frable	Senior Director, Sports Medicine Relations	St. Luke's University Health Network	Intro To Sports Medicine
Joe Luther	Guth	Regional Director/Physical Therapist	Lehigh Valley Health Network	Intro To Sports Medicine
Robert McClarin	Hunsberger	Orthopedic & Sports Medicine Liaison	Fox Rehabilitation	Intro To Sports Medicine
Shannon McVicar	Luther	Administrator - Sports Medicine	Lehigh Valley Health Network	Intro To Sports Medicine
Timothy Miller	McClarin	Athletic Trainer	St. Luke's Sports Medicine	Intro To Sports Medicine
Beth Oudin	McVicar	Regional Director	St. Luke's Physical Therapy	Intro To Sports Medicine
James Reidy	Miller	Athletic Trainer	St. Luke's Sports Medicine	Intro To Sports Medicine
Gerrard Rozea	Oudin	Program Manager	Northampton Community College	Intro To Sports Medicine
	Reidy	Program Director	East Stroudsburg University	Intro To Sports Medicine

Jeffrey	Silliman	Clinical Team Lead	Lehigh Valley Health Network	Intro To Sports Medicine
Nick	Smull	Clinical Team Lead	Coordinated Health of Allentown	Intro To Sports Medicine
Stephanie	Snyder	Lead Athletic Trainer	St. Luke's University Health Network	Intro To Sports Medicine
Brad	Strauss	Athletic Trainer	Blair Academy	Intro To Sports Medicine
John	Swartz, Jr.	Clinical Care Coordinator	Lehigh Valley Health Network	Intro To Sports Medicine
Joe	Biondo	Architect	Lafayette College	Masonry
Mike	Carey	Field Representative	Local 592 OPCMIA	Masonry
Owen	Dreher	Brick layer	BAC Local 5 PA	Masonry
Randy	Eberly	Field Representative	BAC Local 5 PA	Masonry
Cody	Eckhart	Laborer	Blue Mountain Evergreen	Masonry
Owen	Karlovsy	Owner/operator	Stand Out Landscaping	Masonry
Drew	Laudenslager	Owner	DDR Construction Services, Inc.	Masonry
James	McCarthy	President	McCarthy Masonry & Concrete, Inc.	Masonry
Matthew	McClarin	Project Manager	D'Huy Engineering	Masonry
Marie-Christina	Mensingher	Office Safety Manager	A. J. Trunzo, Inc.	Masonry
Scott	Moss	Cement Mason/Plasterer	Local Union 592	Masonry
Ronald	Rickert	owner	RS Rickert Masonry	Masonry
Zachary	Rickert	mason	RS Rickert Masonry	Masonry
Matthew	Romanowski	Owner	Rome Masonry & Construction, LLC	Masonry
Richard	Schenkel	Plastering Instructor	Keystone Job Corps	Masonry
Dale	Seibert	concrete technician	DDR Construction Services, Inc.	Masonry
Lucas	Snift	mason	RS Rickert Masonry	Masonry
Dylan	Sloss	Plasteres Apprentice	Union 592	Masonry
Lucius	Stull	Apprentice	BAC Local 5	Masonry
Planton	Torounidis	Laborer	New Sunset Pools	Masonry
Chad	Weast	Estimator	TWK Construction Co. Inc.	Masonry
Eric	Wuerstle	laborer	BAC Local 5	Masonry
Justin	Yearwood	mason	Preservation Works Ltd.	Masonry
Lauren	Anderson	Jeffers Director of Engineering	Lafayette College	Mechatronics Technology
Eric	Anstadt	Associate Professor Electrical	Pennsylvania College of Technology	Mechatronics Technology
Alexander	Bailek	Senior Controls Engineer	Freshpet	Mechatronics Technology
Kenneth	Barber	Junior Electrical Engineer	Bihler of America	Mechatronics Technology
Chris	Baumann	Maintenance Systems Training Coordinator	East Penn Manufacturing	Mechatronics Technology
Vincent	Beller	Manager, Operations Technical Training	B. Braun Medical	Mechatronics Technology
David	Escott	Sr. Manager Engineering & Facilities	Just Born, Inc.	Mechatronics Technology
Angelo	Fattore	Regional Industry Relations Officer	Pennsylvania College of Technology	Mechatronics Technology
Erica	Gennaria	HR Generalist	Excel Communications Worldwide	Mechatronics Technology
Gary	George	Mechanical Program Manager	Northampton Community College	Mechatronics Technology
Lisa	Heineman	Industrial Automation Instructor	Lehigh Career and Technical Institute	Mechatronics Technology
Stuart	Heisey	Principal - Director of MEP services	Entech Engineering, Inc.	Mechatronics Technology
Meghan	Hogan	Technical Training Program Specialist	B. Braun Medical	Mechatronics Technology
Stephen	Latanision	Emerging Engineering	LCTI Engineering (retired)	Mechatronics Technology
Jeff	McGinley	President	K & L Services Group	Mechatronics Technology
Tori	Morgan	Director of Funding, Regulatory Relations & Compliance	Entech Engineering	Mechatronics Technology
David	Nee	Territory Sales Manager	Educational Solutions Enterprises	Mechatronics Technology
Raymond	Nordmeyer	Electrical Manager	Bihler of America	Mechatronics Technology
Clark	Sarge	Instructor	Pennsylvania College of Technology	Mechatronics Technology
Thomas	Snyder	Automation Project Engineer	Martz Technologies	Mechatronics Technology
Ross	Strebig	Mechanical Design Engineer	Honeywell	Mechatronics Technology
Jennifer	Bradley	professor/Presidential Fello	Northampton Community College	Mental Health & Behavioral Science
Robert	Brands, Sr.	Program Manager (Victory for Veterans)	St. Luke's University Health Network	Mental Health & Behavioral Science
Nicolle	Graaf	School Based Psychotherapist	Behavioral Health St. Luke's University Health Network	Mental Health & Behavioral Science
Ally	Henry	Assistant Director	Reset Outdoors	Mental Health & Behavioral Science
Susan	Hodge	Primary Therapist	Watergap Wellness	Mental Health & Behavioral Science
Marian	Johnson	Pastor	Jerusalem United Church of Christ	Mental Health & Behavioral Science
Michael	Judkins	Producer	Oct 14 Entertainment LLC	Mental Health & Behavioral Science
Lisa	Keller	Education Consultant	Lehigh Valley Health Network	Mental Health & Behavioral Science

Cassandra	Lollis	Graduate Student	Moravian University	Mental Health & Behavioral Science
Audrey	Medei	Psychiatric Nurse Practitioner	St. Lukes University Health Care	Mental Health & Behavioral Science
Connor	Moriarty	Founder/Director	Reset Outdoors	Mental Health & Behavioral Science
Nicole	Parra	School Counselor	Glenn R. Koch & Associates, LLC	Mental Health & Behavioral Science
Andy	Pierre	program supervisor	Valley Youth House	Mental Health & Behavioral Science
Theresa	Radline	Educational Consultant/ Owner	Trad Consulting	Mental Health & Behavioral Science
Emily	Rubio	Licensed Social Worker	St. Lukes University Health Care	Mental Health & Behavioral Science
William	Benz	owner & chief digital officer	Carnegie Agency	Multimedia & Web Design
James	Burke	Teacher	Bangor Area School District	Multimedia & Web Design
Adam	Dawson	Director of Information Technology	York County School of Technology	Multimedia & Web Design
Josh	Gellock	SEO Consultant	Expander Digital	Multimedia & Web Design
Brandon	Graser	Graphic Artist	Milk Creative LLC	Multimedia & Web Design
David	Koder	Owner	D Koder Marketing	Multimedia & Web Design
Robert	Krepshaw	Lead Faculty	Pennsylvania College of Technology	Multimedia & Web Design
Jason	Pijut	Creative Principal	Killer Interactive, LLC	Multimedia & Web Design
Michael	Sands	Software Developer	Self-Employed	Multimedia & Web Design
Alex	Schrader	Technology Specialist	North Montco Technical Career Center	Multimedia & Web Design
Jordan	Asteak	Service Technician	Easton Suburban Water Authority	Multimedia & Web Design
Charles	Breidenbach	plumbing apprentice	Hope Mechanical	Plumbing
Paul	Connolly, Jr.	retired/ president	Bath Supply Co.	Plumbing
Ryan	Davis	plumber	IT Landes	Plumbing
Tyler	Hall	Supervisor/ manager	Deluxe Plumbing and Heating	Plumbing
Chris	Hill	Foreman	Strow's Plumbing and Heating	Plumbing
Edward	Laky	owner	Hope Mechanical	Plumbing
Robert	Long	construction manager	Deluxe Plumbing and Heating	Plumbing
Nathan	Myrski	Owner/Partner	Hope Mechanical	Plumbing
Thatcher	Oswald	product support	Foley Inc	Plumbing
Mathew	Selvaggio	plumber	Selvaggio and Sons Plumbing and Heating	Plumbing
Nicholas	Selvaggio	project manager	Selvaggio and Sons Plumbing and Heating	Plumbing
Larry	Shoemaker	Plumber	Deluxe Plumbing and Heating	Plumbing
Stephen	Solosky	Service Manager	Cooper Mechanical Inc.	Plumbing
Brian	Sozzi	Director of Continuing Education	Myco Mechanical	Plumbing
Dave	Strow	Owner	Strow's Plumbing and Heating	Plumbing
David	Barner	CNC machinist	Mancor	Precision Machining
Adam	Becker	Machinist	Victaulic	Precision Machining
Toby	Borcoman	Chief of Culture/VP HR	Tyber Medical	Precision Machining
Gene	Cancelliere	Owner	General Machine Kraft	Precision Machining
Carla	Day	Human Resources Manager	Lehigh Heavy Forge	Precision Machining
Michael	Dellatore	machinist	Bihler of America	Precision Machining
Dan	Dietrich	Process Engineering and Mold Shop Manager	B Braun Medical	Precision Machining
Chris	Frankenfield	Production Manager	Mancor	Precision Machining
Jim	Goodwin	Production Manager	Bracalente Mfg	Precision Machining
Brayden	Heckman	Machinist	Bihler of America	Precision Machining
Bob	Heffentrager	Sr. Machine Shop Tech	Cravola, LLC	Precision Machining
Mike	Jenkins	President	Jenkins Machine, Inc	Precision Machining
John	Keefe	Mold Shop Manager	CACS	Precision Machining
Christopher	Krenos	Machinist	Tyber Medical	Precision Machining
Eric	Lamm	President	Lamm's machine Inc.	Precision Machining
Anthony	Manjone	General Manager	Hygrade Metal Components	Precision Machining
Kolton	Mast	CNC machinist	Jenkins Machine, Inc	Precision Machining
John	Miga	Vice President	J&L Precision Machine	Precision Machining
Brian	Pollitt	General Manager	Dallas Machine Inc.	Precision Machining
Kyle	Roberts	Operations	Jenkins Machine, Inc	Precision Machining
Randy	Ross	Committee Chairperson/Supervisor Specialty Roll Shop	Lehigh Heavy Forge	Precision Machining
Jesse	Schneck	Program Manager	Northampton Community College	Precision Machining
Robert	Shober	Manufacturing supervisor	Exalta	Precision Machining
Darryl	Sienicki	Tool & Die Maker	Sussex Wire, Inc.	Precision Machining

Gary	Slawik	Manager, Apprenticeship and Training	Bihler of America	Precision Machining
Nathan	Snyder	Mold Designer	B. Braun	Precision Machining
Craig	Traugher	Shop Owner	Exigo Manufacturing	Precision Machining
Brad	Wilkins	HR generalist	Tyber Medical	Precision Machining
Ryan	Bevan	Police Officer	Bethlehem Township Police Department	Protective Services
Robert	Cain	Firefighter	Bethlehem Fire Department	Protective Services
Jonathan	Delmore	Paramedic	Dewey FC	Protective Services
John	Dernyan	Fire Chief	Lehigh Northampton Airport Authority	Protective Services
McNeil	Flowers	General Security Manager	City Center Group	Protective Services
Jeffrey	Fritz	Paramedic Supervisor	City of Bethlehem	Protective Services
Kevin	Fuehrer	Police Officer	Whitehall Township	Protective Services
Erik	Kaintz	Police Officer	Bethlehem Police Department	Protective Services
Colby (CJ)	Kuronya	Chief	Bethlehem Township Vol. Fire Company	Protective Services
Blaize	Maguire	Firefighter/Training Officer	Dewey Fire Company	Protective Services
Michael	Maguire	Paramedic/Fire Chief	EMS Services /Retired Fire Chief	Protective Services
Aidan	Pheiffer	Police Officer	Bethlehem Township Police Department	Protective Services
Kevin	Querio	Deputy Sheriff	Lehigh County Sheriffs Office	Protective Services
Joshua	Schnalzer	Professional Standards/ Lieutenant	City of Bethlehem Police Department	Protective Services
Matthew	Simkovic	Fire Chief	Dewey Fire Company	Protective Services
David	Stapinski	Fire Chief	Bethlehem Township Vol. Fire Company	Protective Services
Timothy	Wagner	Police Officer	LVNA Police Department	Protective Services
Paula	Bonstein	Manager	Lehigh-Northampton Airport Authority	Social Media Marketing
Kailey	Booth	Social Specialist	The Social Station	Social Media Marketing
Stephanie	Cain	District Manager	ADP	Social Media Marketing
Susan	Capobianco	Chief Marketing Officer	Morningstar Living	Social Media Marketing
Rachel	Corcoran	Realtor	Coldwell Banker Hearthside- Allentown	Social Media Marketing
Tim	Cox	Associate Director of Social Media for Development and Alumni Relations	Lehigh University	Social Media Marketing
Justin	Hoffman		Hilltop Excavating/ Aspire Marketing	Social Media Marketing
Angela	Kilburg	Lead Graphic Designer	Madden Media	Social Media Marketing
Jennifer	Kuehner	Owner	Dog Tags & Wags Dog Grooming	Social Media Marketing
Isiah	Millan	Front Desk Associate	Homewood Suites	Social Media Marketing
Craig	Mosser	Technology Integration Instructor	BAVTS	Social Media Marketing
Teah	Reichard	Co-owner	Josh Reichard Home Improvements, LLC	Social Media Marketing
Bekah	Rusnock	Director of Development	Alloy5	Social Media Marketing
Madeline	Sinkler	Marketing Director	BAVTS	Social Media Marketing
Shannon	Sostack	Area Director of Sales	Homewood Suites by Hilton Allentown-West Bethlehem Airport	Social Media Marketing
Nicole	Studinger	Sr. Account Executive	Viamedia	Social Media Marketing
Aidan	Swenor	Former GC Student	Former Student	Social Media Marketing
George	Wacker	Realtor	Lehigh Valley with Love Media	Social Media Marketing
Tasha	Wright	Manager	Keller Williams Allentown	Social Media Marketing
Mario	Acerra	Producer	Acerra Group, LLC	Video & Media Arts
Tom	Braun	retired 5th Grade Teacher	Tom Braun	Video & Media Arts
Jane	Cassidy	Teacher	Bethlehem ASD	Video & Media Arts
Debra	Fink	Owner	Bethlehem ASD	Video & Media Arts
John	Guarino	Creative Director	Shufflebox Productions	Video & Media Arts
Amy	Keller	Supervising Producer	Lehigh Valley Phantoms	Video & Media Arts
Liz	Reph	Owner/Producer/Videographer	Lou Reda Productions	Video & Media Arts
Paul	Riccardi	Museum Teacher	Golden Pepper Productions, Inc.	Video & Media Arts
Bruce	Ward	Partner/Video Editor/Motion Graphic Artist	Historic Bethlehem Museum	Video & Media Arts
Bryan	Youpa	2nd Shift Production Supervisor	Acerra Group	Video & Media Arts
Heather	Ames	Welding Instructor	Suncup	Welding
Albert	Arthofer, III	Mechanical Services Supervisor	Career Institute of Technology	Welding
Jeffrey	Barna	Senior Weld Technician	Air Products & Chemicals	Welding
Jarrett	Beier	Welder/Fabricator	Air Products & Chemicals	Welding
Dakota	Budnik	Customer Solutions Specialist	Slatington Fabricators	Welding
Felicia	Buss	Welding Program Manager	Haun Welding Supply	Welding
Dino	Forst		Northampton Community College	Welding

2025-2026 BAVTS OCCUPATIONAL ADVISORY COMMITTEE MEMBERS

William	Heins	Retired	self employed		Welding
Kevin	Johnson	Owner	JMW Specialty Welding and Fabrication		Welding
Melissa	Johnson	Chief Operating Officer/ Co-Owner	JMW Specialty Welding and Fabrication		Welding
Ricky	Kocher	Test Tech	Gardner Cryogenics		Welding
Robert	Reznick	Welder/Fitter	Teamster Local 773		Welding
Aaron	Schaffer	Vice President	Wilson Products		Welding
Drew	Schneider	Service Manager	Trius, Inc.		Welding

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 7, 2025

5. CONFERENCE REQUESTS

RECOMMENDATION:

That Robert Warmouth, Business Administrator, and Dawn Sutter, Administrative Assistant to the Business Administrator, be granted permission to attend the PASBO Annual Conference in Pittsburgh, PA from March 24-27, 2026. The approximate cost for both to attend is \$2,000.

Any conference requests listed above are in the budget.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Makary
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko, Dettmar, Makary, Soldridge – nine; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

6. BUDGET TRANSFERS

RECOMMENDATION:

That the attached budget transfers for October, 2025 be approved as presented.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

BUDGET TRANSFERS

#	Account	Description	To	From	REASON
1	10.5140.835.000.000	INTEREST - OTH RIGHT TO USE ARRANGEMENTS	\$ 2,267.00		Reclassify to this account per GASB/local auditor
	10.5140.914.000.000	PRINCIPAL - OTH RIGHT TO USE ARRANGEMENTS	\$ 22,077.00		Reclassify to this account per GASB/local auditor
	10.1110.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 1,084.00	Reclassify from this account per GASB/local auditor
	10.1241.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 2,439.00	Reclassify from this account per GASB/local auditor
	10.1320.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 271.00	Reclassify from this account per GASB/local auditor
	10.1330.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 1,355.00	Reclassify from this account per GASB/local auditor
	10.1342.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 1,355.00	Reclassify from this account per GASB/local auditor
	10.1370.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 271.00	Reclassify from this account per GASB/local auditor
	10.1380.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 7,858.00	Reclassify from this account per GASB/local auditor
	10.2120.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 1,626.00	Reclassify from this account per GASB/local auditor
	10.2126.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 542.00	Reclassify from this account per GASB/local auditor
	10.2170.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 271.00	Reclassify from this account per GASB/local auditor
	10.2360.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 813.00	Reclassify from this account per GASB/local auditor
	10.2380.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 1,084.00	Reclassify from this account per GASB/local auditor
	10.2440.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 271.00	Reclassify from this account per GASB/local auditor
	10.2511.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 1,626.00	Reclassify from this account per GASB/local auditor
	10.2611.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 271.00	Reclassify from this account per GASB/local auditor
	10.2620.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 2,394.00	Reclassify from this account per GASB/local auditor
	10.2660.448.000.000	LEASE/RENTAL OF HARDWARE - SECURITY		\$ 271.00	Reclassify from this account per GASB/local auditor
	10.2840.448.000.000	LEASE/RENTAL OF HARDWARE		\$ 542.00	Reclassify from this account per GASB/local auditor
	Reclassify Canon copier lease tto proper account per GASB/auditor				
1	10.5140.835.000.000	INTEREST - OTH RIGHT TO USE ARRANGEMENTS	\$ 60.00		Reclassify to this account per GASB/local auditor
	10.5140.914.000.000	PRINCIPAL - OTH RIGHT TO USE ARRANGEMENTS	\$ 5,470.00		Reclassify to this account per GASB/local auditor
	10.2840.650.000.000	TECHNOLOGY RELATED SUPPLIES & FEES		\$ 5,530.00	
	Reclassify CIU Hosted Firewall to proper account per GASB/auditor				
			\$29,874.00	\$29,874.00	

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 7, 2025

7. SERVICE CONTRACT RENEWAL – TRANE U.S. INC.

INFORMATION:

We have previously contracted with Trane U.S. Inc. to inspect and service all of our building HVAC systems to include air handling units, cooling tower and chillers. Trane has proposed a three-year service agreement beginning September 1, 2025 through August 31, 2028 with proposed contract price per CoStars contract number 008-E22-847 listed below

Year 1 - \$34,735

Year 2 - \$36,125

Year 3 - \$37,570

RECOMMENDATION:

We are recommending that the Joint Committee approve the service contract with Trane U.S. Inc. for the three-year period of September 1, 2025 through August 31, 2028.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

**Trane Office**

Trane U.S. Inc.
3606 Horizon Drive
King Of Prussia, PA 19406

Trane Representative

Martin Davidheiser
Cell: (267) 789-1021
Office: (610) 962-1600

Proposal ID

8234442

Service Contract Number

8234442

Costars #

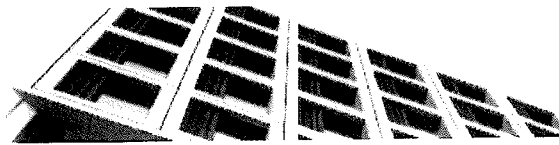
008-E22-847

Company Name

Bethlehem Area Vo-tech
3300 CHESTER AVENUE
Bethlehem, PA 18020-1802

Site Address

Bethlehem Area Vocational Tech
3300 Chester Ave
Bethlehem, PA 18020



EXECUTIVE SUMMARY

This **Scheduled Service Agreement** from Trane offers an exclusive approach to planned maintenance: It is grounded in worldwide expertise. Delivered locally by our own factory trained technicians. And provided according to *your* needs.

Under this service agreement, Trane will schedule and manage preventative maintenance and provide repair coverage to help you minimize unplanned downtime and avoid unexpected expenses.

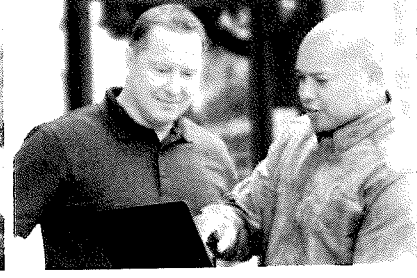
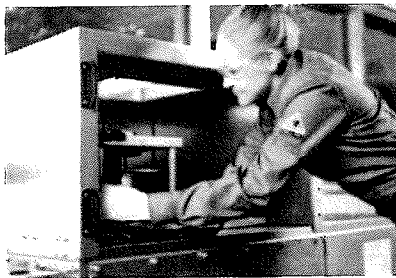
As an HVAC service provider, Trane offers many advantages:

- Confidence that your HVAC equipment is being serviced according to OEM best practices.
- Priority service available 24-hours a day
- Advanced diagnostic technologies allow our technicians to analyze system performance comprehensively

Protect your bottom line. Proper maintenance can save an estimated 12 to 18 percent of your budget compared to a run-to-fail approach. This service agreement will help you capture those savings. (*FEMP*) O&M Guide 2010

ADDITIONAL SUPPORT

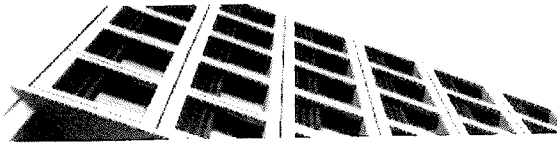
Environmental Practices	Consistent Processes	Safety	Assigned Team
Trane procedures for handling refrigerant are compliant with federal and state regulations.	All Trane technicians follow documented processes ensuring uniform service delivery.	Trane incident rates (OSHA) are consistently 50 to 70 percent below industry averages.	You will have a consistent group of Trane employees dedicated to your account.



WHY TRANE? WE FOCUS ON BETTER BUILDINGS.

When it comes to service effectiveness, experience matters. No other provider has more experience than Trane.

- 100+ years of system and equipment experience
- 35+ years in building automation systems (BAS)
- 20+ years in energy services



SCOPE OF SERVICES — STANDARD INCLUSIONS

ANY HVAC SYSTEM IS ONLY AS STRONG AS ITS INDIVIDUAL MECHANICAL COMPONENTS

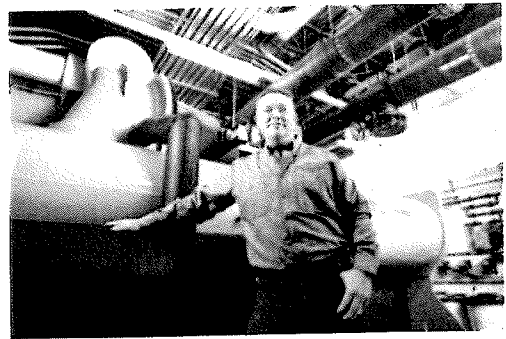
This service agreement with Trane protects and enhances full system functionality by ensuring that components are well maintained and functioning to OEM standards, and that the system is tailored to your needs. The following are the standard inclusions of your service agreement:

ON-SITE SCHEDULED MAINTENANCE

Factory authorized Trane service technicians perform all periodic maintenance, following OEM standards, to keep HVAC and BAS equipment running optimally and prevent unplanned downtime. Trane assumes all responsibilities for planning, scheduling and managing routine maintenance on Trane HVAC equipment and other brands.

Implementation:

- Technician visits are scheduled in advance through one assigned maintenance team for all HVAC equipment brands
- On-site service is completed during normal business hours
- Receive consistent service outcomes through proprietary maintenance procedures



TRANE LABORATORY ANALYSIS

Trane Laboratory Analysis tests system fluids for contaminants and other physical characteristics and trends. Conditions indicating sub-optimal HVAC system performance are identified before issues become critical.

Implementation:

- Samples collected by Trane technicians during maintenance as stated in this agreement
- Laboratory analysis of oil, absorption solutions and refrigerants
- Identify long-term equipment performance trends and avoid equipment failures



TRANE



REFRIGERANT MANAGEMENT

The US Environmental Protection Agency (EPA) has placed in effect more stringent regulations on refrigerant management and reporting in 2020 in addition to mandated leak inspections on certain appliances that exceed the leak rate threshold. Section 608 of the Clean Air Act prohibits the knowing release/venting of refrigerant during the maintenance, service, repair, or disposal of air-conditioning and refrigeration equipment. The EPA requires proper refrigerant management practices and documentation by owners and operators of refrigeration and air-conditioning systems, all servicing technicians, and others. ***The Clean Air Act requires***

owners to maintain records of refrigerant usage and leak rates for each air-conditioning or refrigeration appliance with refrigerant charge greater than 50 lbs. With recent definition changes from the EPA, each independent circuit is considered

a separate appliance. These records must be maintained for 3 years and be directly accessible if audited by the EPA. This brief summary of Section 608 of the Clean Air Act is provided for informational purposes only and is not for the purpose of providing legal advice. You should contact your attorney to obtain advice with respect to the application of Section 608 of the Clean Air Act to your business.



All Trane Technicians are Universally certified (the highest level possible) to service, manage, and document your refrigerant and are knowledgeable of applicable law and time constraints to repair leaks. Trane Technicians track all refrigerant in all equipment serviced regardless of appliance size (supports accurate fugitive emissions reporting where applicable).

When a customer has all their refrigerant work performed by a Trane technician - Trane Refrigerant Management software maintains complete record of refrigerant transactions and appliance leak rates. Refrigerant reports provided by Trane will contain the information to satisfy EPA record keeping requirements.

Advantages:

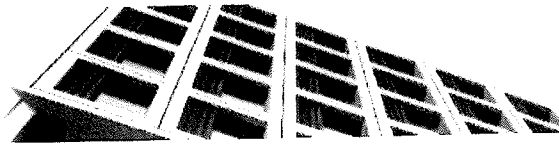
- Real time reporting of refrigerant leak rate informs proactive decisions
- Stay in compliance with state and federal regulations
- Provide acceptable and comprehensive documentation to authorities during audits
- Maintain company environmental standards and provides data for managing any reporting needs
- Detect potential refrigerant leaks before equipment damage occurs
- Technicians are trained to report all refrigerant handling which can aid in fugitive emissions reporting, not just for 50 lbs.+ appliances

Implementation:

- Technicians collect refrigerant information for covered equipment during onsite visits
- Refrigerant data and technician activity are entered into the Trane Refrigerant Management System
- Refrigerant Usage Reports are generated according to your needs

Tiered Service Offerings to better support your needs:

1. Trane's Standard EP Compliant S/A
 - a. Trane Technicians will provide applicable EPA documentation when required by the service activity performed
2. Trane's EPA Compliant Reporting S/A
 - a. In addition to the Standard Offering, the local Trane office will run quarterly reports that will be extended to the customer to help inform them of EPA mandated leak inspections that may be required on their equipment and the corresponding anniversary date(s) that those inspection(s) need to be completed.
3. Trane's Premium EPA Compliance S/A
 - a. In addition to the Standard and Reporting Offerings, labor to perform those leak inspections is also included.
 - b. Customer will have access to form letters and information assistance for reporting situations encountered during coverage.



HVAC EQUIPMENT COVERAGE

Bethlehem Area Vocational Tech

The following "Covered Equipment" will be serviced at Bethlehem Area Vocational Tech:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Mechanical-Draft Towers	1	Marley	10259069-A1	NC8403RLN1BGF	

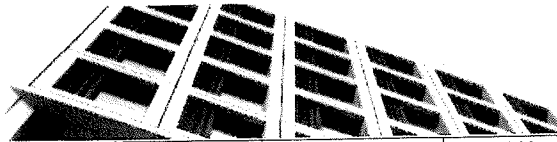
Service Description

Annual Mechanical-Draft Cooling Tower Inspect and Clean
Annual Start-Up Mechanical-Draft Cooling Tower
Annual Shut-Down Mechanical Draft Cooling Tower

Quantity Per Year

1
1
1

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA008GAY	K01C32917B	AHU 13
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA008GAY	K01C32940B	AHU 22
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA008GAY	K01C33022B	AHU 20
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA010GAY	K01B23701B	AHU 25
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA010GAY	K01C32821B	AHU 3
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA010GAY	K01C32832B	AHU 5
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA010GAY	K01C32843B	AHU 6
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA010GAY	K01C32867B	AHU 1
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA010GAY	K01C32932B	AHU 21
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA010GAY	K01C32955B	AHU 15
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA010GAY	K01C33003B	AHU 18
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA010GAY	K01C33011B	AHU 19
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA012GAY	K01B23783B	AHU 12
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA012GAY	K01C32809B	AHU 2
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA012GAY	K01C32909B	AHU 14
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA012GAY	K01C32963B	AHU 17
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA017GAY	K01B23709B	AHU 26
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA021GAY	K01B23717B	AHU 4
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA021GAY	K01C32883B	AHU 8
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA021GAY	K01C32901B	AHU 23



Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA025GAY	K01C32875B	AHU 7
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA025GAY	K01C33031B	AHU 24
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA030GAY	K01B23772B	AHU 9
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA035GAY	K01B23800B	AHU 11
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA040GAY	K01B23813B	AHU 16
Indoor Modular Climate Changer Air Handler	1	Trane	MCCA050GAY	K01B23792B	AHU 10

Service Description

M Series Operational Inspection

Quantity Per Year

1

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Makeup Air Handlers - Generic	1	Greenheck	DG-118-113	10911870	MUA 02
Makeup Air Handlers - Generic	1	Greenheck	DG-118H30-	10911867	MUA 01
Makeup Air Handlers - Generic	1	Greenheck	DG115H20DB	10911873	MUA 03
Makeup Air Handlers - Generic	1	Other	PV20	P1301263812004001	ANNEX RTU-01
Makeup Air Handlers - Generic	1	Other	PV25	P1301263812003001	ANNEX RTU-02
Makeup Air Handlers - Generic	1	Other	PV25	P1301263812003002	ANNEX RTU-03
Makeup Air Handlers - Generic	1	Other	PV25	P1301263812003003	ANNEX RTU-04
Makeup Air Handlers - Generic	1	Other	PV50	P1301263812001001	ANNEX RTU-05
Makeup Air Handlers - Generic	1	Other	PV80	P1301263812002001	ANNEX RTU 11

Service Description

Makeup Air Handler Cooling Pre-Season Annual Maintenance
Makeup Air Handler Heating Pre-Season Annual Maintenance

Quantity Per Year

1

1

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Plate Frame Exchanger	1	Heatex	E-5000-1B-	201187	HRU 01

Service Description

Outdoor Air Handler Cooling Pre-Season Annual Maintenance
Outdoor Air Handler Heating Pre-Season Annual Maintenance

Quantity Per Year

1

1

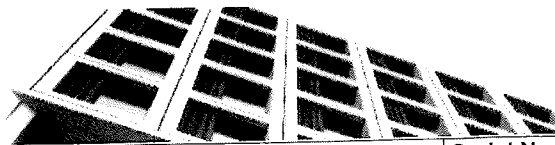
Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Refrigerant Monitor (TruSense MG)	1	Trane	RMWEMP411E	L13B00654	

Service Description

Refrigerant Monitor Annual Maintenance

Quantity Per Year

1



Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
YVWA	1	York	YVWABDBBGXJF0180	82012B30250631	
YVWA	1	York	YVWABDBBGXJF0180	82012B30250630	

Service Description

Condenser Tube Brushing Including Dropping Head
Water Cooled Rotary Seasonal Start Up
Water Cooled Rotary Seasonal Shut Down
Water Cooled Rotary Annual Inspection
Water Cooled Rotary Operational Inspection

Quantity Per Year

1
1
1
1
1

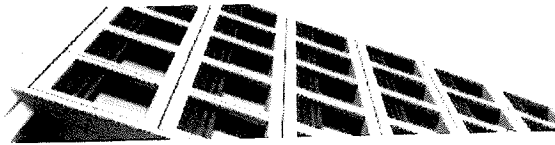
Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Split System Air Conditioners - Generic	1	York International	YCD3054353	W1D3655419	
Split System Air Conditioners - Generic	1	York International	YCD3054353	W1D3655420	
Split System Air Conditioners - Generic	1	York International	YCD3054353	W1D3655421	
Split System Air Conditioners - Generic	1	York International	YCD3054353	W1D3655422	
Split System Air Conditioners - Generic	1	York International	YCJD24S41S	W1B3515169	

Service Description

Condensing Unit Seasonal Start Up

Quantity Per Year

1



PRICING AND ACCEPTANCE

Bethlehem Area Vo-tech
3300 CHESTER AVENUE
Bethlehem, PA 18020-1802

Site Address:
Bethlehem Area Vocational Tech
3300 Chester Ave
Bethlehem, PA 18020

Trane Service Agreement

This Service Agreement consists of the pages beginning with the title page entitled "Scheduled Service Agreement," the consecutively numbered pages immediately following such title page, and includes and ends with the Trane Terms and Conditions (Service) (collectively, the "Service Agreement" or "Agreement"). Trane agrees to inspect and maintain the Covered Equipment according to the terms of this Service Agreement, including the "Terms and Conditions," and "Scope of Services" sections. Trane agrees to give preferential service to Service Agreement Customer over non-contract customers.

Service Fee

As the fee(s) (the "Service Fee(s)") for the inspection and maintenance services described in the Scope of Services section with respect to the Covered Equipment, Customer agrees to pay to Trane the following amounts, plus applicable tax, as and when due.

Contract Year	Annual Amount USD	Payment USD	Payment Term
Year 1	34,735.00	34,735.00	Annual
Year 2	36,125.00	36,125.00	Annual
Year 3	37,570.00	37,570.00	Annual

☐ Anticipation Discount Program (ADP). A one-time 4.00% discount is offered for full payment of 1 year in advance of the commencement of the Service Agreement. Invoice would be issued at start of the Agreement and is due net 15 days from date of invoice. The discount would be 1389.40 USD if this option is selected. Tax will be calculated based upon the pre-discounted price. The ADP is for advance payment only under the terms stated in this section and is not applicable to credit card transactions. Please check the box to select this discount option.

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer and, if a "Service Project" is included in the Agreement, the Cancellation Fee set forth in "Exhibit A" Cancellation Schedule attached hereto and incorporated herein, which Cancellation Fee represents unbilled labor, non-labor expenses and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 4 of the attached Terms and Conditions.

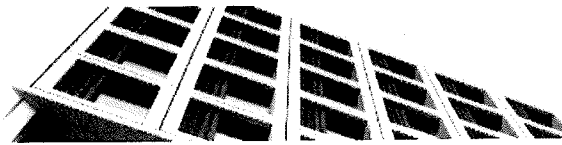
Tariffs

Trane shall have the right, at its discretion, to pass along any related increases should (1) its costs related to the manufacture, supply, and shipping for any product or service materially increase. This includes, but is not limited to, cost increases in raw materials, supplier components, labor, utilities, freight, logistics, wages and benefits, regulatory compliance, or any other event beyond Company's control and/or (2) any tariffs, taxes, levies or fees affecting, placed on or related to any product or service materially increases.

Term

The Initial Term of this Service Agreement is 3 years, beginning September 1, 2025. However, Trane's obligation under this Agreement will not begin until authorized representatives of Trane and Customer have both signed this Agreement in the spaces provided below.

Following expiration of the initial term on August 31, 2028, this Agreement shall renew automatically for successive periods of 3 years (the "Renewal Term") until terminated as provided herein. If you do not want to renew this Agreement for the Renewal Term, please notify Trane by telephone or by U.S. mail prior to the expiration date set forth in the preceding sentence. If any questions arise regarding this Service Agreement or how to cancel this Agreement, Trane can be reached either by telephone at or by direct mail addressed to: 3606 Horizon Drive, King Of Prussia, PA 19406.



Renewal Pricing Adjustment

The Service Fees for an impending Renewal Term shall be the current Service Fees (defined as the Service Fees for the initial Term or Renewal Term immediately preceding the impending Renewal Term) annually adjusted based on changes to the cost of service. The Service Fees for an impending Renewal Term shall be set forth in the service renewal letter furnished to Customer.

Cancellation by Customer Prior to Services; Refund

If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and if no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

Cancellation by Company

This Agreement may be cancelled during the Initial Term or, if applicable, a Renewal Term for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to the scheduled expiration date and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions (Service).

CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE Trane U.S. Inc.
_____ Authorized Representative	_____ Submitted By: Martin Davidheiser
_____ Printed Name	_____ Proposal Date: August 05, 2025
_____ Title	_____ Cell: (267) 789-1021
_____ Purchase Order	_____ Office: (610) 962-1600
_____ Acceptance Date	_____ License Number:
	_____ Authorized Representative
	_____ Title
	_____ Signature Date



TRANE



TERMS AND CONDITIONS - SERVICE

"Company" shall mean Trane U.S. Inc. dba Trane for Company performance in the United States and Trane Canada ULC for Company performance in Canada.

1. **Agreement.** These terms and conditions ("Terms") are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the following commercial services as stated in the Proposal (collectively, the "Services"): inspection, maintenance and repair (the "Maintenance Services") on equipment (the "Covered Equipment"), specified Additional Work (if any), and, if included in the Proposal, Intelligent Services, Energy Assessment, and any other services using remote connectivity (collectively and individually referred to in these Terms as "Trane Digital Services"). **COMPANY'S TERMS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. **Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. **Acceptance.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to these Terms and Conditions. If Customer's order is expressly conditioned upon Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's Terms and Conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to perform in accordance with the Proposal and Company Terms and Conditions. If Customer does not reject or object in writing to Company within 10 days, Company's counteroffer will be deemed accepted. Customer's acceptance of performance by Company will in any event constitute an acceptance by Customer of Company's Terms and Conditions. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or Terms and Conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services provided by Company to the date of cancellation.

4. **Fees and Taxes.** Fees for the Services (the "Service Fees") are as set forth in the Proposal. Except as otherwise stated in the Proposal, Service Fees are based on performance during regular business hours. Charges for performance outside Company's normal business hours shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fees, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with an acceptable tax exemption certificate.

5. **Payment.** Payment is due upon receipt of Company's invoice. Service Fees shall be paid no less frequently than quarterly and in advance of performance of the Services. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Without liability to Customer, Company may discontinue performance whenever payment is overdue. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing this Agreement.

6. **Customer Breach.** Each of the following constitutes a breach by Customer and shall give Company the right, without an election of remedies, to suspend performance or terminate this Agreement by delivery of written notice declaring termination. Upon termination, Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead): (a) Any failure by Customer to pay amounts when due; (b) any general assignment by Customer for the benefit of its creditors, Customer's bankruptcy, insolvency, or receivership; (c) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (d) Any failure by Customer to perform or comply with any material provision of this Agreement.

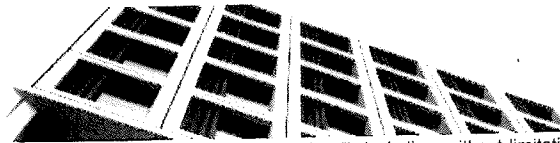
7. **Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances when Company performs the Services. Company may refuse to perform where working conditions could endanger property or put people at risk. Unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines. This Agreement presupposes that all major pieces of Covered Equipment are in proper operating condition as of the date hereof. Services furnished are premised on the Covered Equipment being in a maintainable condition. In no event shall Company have any obligation to replace Covered Equipment that is no longer maintainable. During the first 30 days of this Agreement, or upon initial inspection, and/or upon seasonal start-up (if included in the Services), if an inspection by Company of Covered Equipment indicates repairs or replacement is required, Company will provide a written quotation for such repairs or replacement. If Customer does not authorize such repairs or replacement, Company may remove the unacceptable equipment from the Covered Equipment and adjust the Service Fees accordingly. Customer authorizes Company to utilize Customer's telephone line or network infrastructure to the Covered Equipment and connect to controls, systems and/or equipment provided or serviced by Company and to provide Services contracted for or otherwise requested by Customer, including remote diagnostic and repair service. Customer acknowledges that Company is not responsible for any adverse impact to Customer's communications and network infrastructure. Company may elect to install/attach to Customer equipment or provide portable devices (hardware and/or software) for execution of control or diagnostic procedures. Such devices shall remain the personal proprietary property of Company and in no event shall become a fixture of Customer locations. Customer shall not acquire any interest, title or equity in any hardware, software, processes, and other intellectual or proprietary rights to devices used in connection with the Services on Customer equipment. Company may remove such devices at its discretion. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company.

8. **Customer Obligations.** Customer shall: (a) Provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; (b) Follow manufacturer recommendations concerning teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; unless expressly stated in the Scope of Services statement, Company is not performing any manufacturer recommended teardown and internal inspection, major overhaul, restoration or refurbishing of the Covered Equipment; and (c) Where applicable, unless water treatment is expressly included in the Services, provide professional cooling tower water treatment in accordance with any reasonable recommendations provided by Company.

9. **Exclusions.** Unless expressly included in the Covered Equipment or the Services, the Services do not include, and Company shall not be responsible for or liable to the Customer for any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from, any of the following: (a) Any guarantee of room conditions or system performance; (b) Inspection, maintenance, repair, replacement of or services for: chilled water and condenser water pumps and piping; electrical disconnect switches or circuit breakers; motor starting equipment that is not factory mounted and interconnecting power wiring; recording or portable instruments, gauges or thermometers; non-moving parts or non-maintainable parts of the system, including, but not limited to, storage tanks; pressure vessels, shells, coils, tubes, housings, castings, casings, drain pans, panels, duct work; piping: hydraulic, hydronic, pneumatic, gas, or refrigerant; insulation; pipe covering; refractory material; fuses, unit cabinets; electrical wiring; ductwork or conduit; electrical distribution system; hydronic structural supports and similar items; the appearance of decorative casing or cabinets; damage sustained by other equipment or systems; and/or any failure, misadjustment or design deficiencies in other equipment or systems; (c) Damage, repairs or replacement of parts made necessary as a result of electrical power failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse, wear and tear, end of life failure, water damage, improper operation, unauthorized alteration of equipment, accident, acts or omissions of Customer or others, damage due to freezing weather, calamity, malicious act, or any Event of Force Majeure; (d) Any damage or malfunction resulting from vibration, electrolytic action, freezing, contamination, corrosion, erosion, or caused by scale or sludge on internal tubes except where water treatment protection services are provided by Company as part of this Agreement; (e) Furnishing any items of equipment, material, or labor/labour, or performing special tests recommended or required by insurance companies or federal, state, or local governments; (f) Failure or inadequacy of any structure or foundation supporting or surrounding the equipment to be worked on or any portion thereof; (g) Building access or alterations that might be necessary to repair or replace Customer's existing equipment; (h) The normal function of starting and stopping equipment or the opening and closing of valves, dampers or regulators normally installed to protect equipment against damage; (i) Valves that are not factory mounted: balance, stop, control, and other valves external to the device unless specifically included in the Agreement; (j) Any responsibility for design or redesign of the system or the Covered Equipment, obsolescence, safety tests, or removal or reinstallation of valve bodies and dampers; (k) Any services, claims, or damages arising out of Customer's failure to comply with its obligations under this Agreement; (l) Failure of Customer to follow manufacturer recommendations concerning teardown and internal inspection, overhaul and refurbishing of equipment; (m) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in,



TRANE



on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions"), including, without limitation, damages, losses, or expenses involving pre-existing building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould and/or fungi; (n) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included within the Services, in which case replacement shall in no event exceed the stated percentage of rated system charge per year expressly stated in the Services; (o) crane or rigging costs; (p) Any Services, claims, or damages arising out of refrigerant not supplied by Company. Customer shall be responsible for: (i) The cost of any additional replacement refrigerant; (ii) Operation of any equipment; and (iii) Any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company.

10. Limited Warranty. Company warrants that: (a) the material manufactured by Company and provided to Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement; and (b) the labor/labour portion of the Maintenance Services and Additional Work has been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any labor/labour improperly performed by Company. No liability whatsoever shall attach to Company until the Maintenance Services and Additional Work have been paid for in full. Exclusions from this Warranty include claims, losses, damages and expenses in any way connected with, related to or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of equipment manufactured by Company may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by such component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN. THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE, REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO.**

11. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or other authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

12. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY OVER THE 12 MONTH PERIOD PRECEDING THE DATE OF OCCURRENCE FOR THE SERVICES AND ADDITIONAL WORK FOR THE LOCATION WHERE THE LOSS OCCURRED. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD/MOULD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINANTS OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING TRANE DIGITAL SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

13. CONTAMINANTS LIABILITY
The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. **IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH) DAMAGE TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANTS LIABILITIES.**

14. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos polychlorinated biphenyl ("PCB"), or other hazardous materials (collectively, "Hazardous Materials"). Customer warrants and represents that there are no Hazardous Materials on the premises that will in any way affect Company's performance, except as set forth in a writing signed by Company or disclosing the existence and location of any Hazardous Materials in all areas within which Company will be performing. Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and notify Customer. Customer will be responsible for correcting the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for and shall indemnify and hold harmless Company (including its employees, agents and subcontractors) from and against any loss, claim, liability, fees, penalties, injury (including death) or liability of any nature, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance only in the absence of Hazardous Materials or when the affected area has been rendered harmless. In no event shall Company be obligated to transport or handle Hazardous Materials, provide any notices to any governmental agency, or examine the premises site for the presence of Hazardous Materials.



15. **Insurance.** Company agrees to maintain the following insurance during the term of this Agreement with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive rights of subrogation.

16. **Force Majeure.** Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company is unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon 10 days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic; insurrections; riots; labor/labour disputes; labor/labour or material shortages from the usual sources of supply; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company; and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

17. **Maintenance Services Other Than Solely Scheduled Service.** If Company's Maintenance Services hereunder are not limited solely to Scheduled Service, the following provisions shall also apply: (a) Required restoration shall be performed by Customer at its cost prior to Company being obligated to perform hereunder; (b) any changes, adjustments, service or repairs made to the Equipment by any party other than Company, unless approved by Company in writing, may, at Company's option, terminate Company's obligation to render further service to the Equipment so affected; in such case no refund of any portion of the Service Fees shall be made; and (c) Customer shall (i) promptly notify Company of any unusual performance of Equipment; (ii) permit only Company personnel to repair or adjust Equipment and/or controls during the Term or a Renewal Term; and (iii) utilize qualified personnel to properly operate the Equipment in accordance with the applicable operating manuals and recommended procedures.

18. **General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which Company performs the Services. Any dispute arising under or relating to this Agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by United States Federal judicial bodies and boards of contract appeals of the United States Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other Terms of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. Customer may not assign, transfer, or convey this Agreement, or any part hereof, or its right, title or interest herein, without the written consent of Company. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the parties' respective successors and assigns. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

19. **Federal Requirements.** The Parties shall comply with all United States federal labor law obligations under 29 CFR part 471, appendix A to subpart A. THE FOLLOWING PROVISIONS ARE INCORPORATED HEREIN BY REFERENCE: Executive Order 11701 and 41 CFR §§ 60-250.5(a), 60-300.5; Executive Order 11758 and 41 CFR § 60-741.5(a); U.S. immigration laws, including the L-1 Visa Reform Act of 2004 and the H-1B Visa Reform Act of 2004; and Executive Order 13496. The Parties shall abide by the requirements of 41 CFR 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to protected veteran status or disability. The Parties certify that they do not operate any programs promoting DEI that violate any applicable United States anti-discrimination laws and acknowledge and agree that their compliance with all applicable federal anti-discrimination laws is material to the federal government's payment decisions. The Parties acknowledge and agree that their employment, procurement, and contracting practices shall not consider race, color, sex, sexual preference, religion, or national origin in ways that violate United States federal civil rights laws.

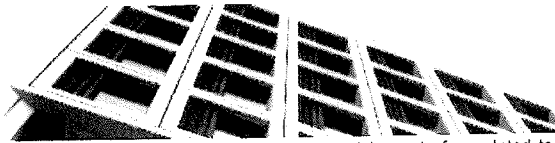
20. **Export Laws.** The obligation of Company to supply Equipment and/or Services under this Agreement is subject to the ability of Company to supply such items consistent with applicable laws and regulations of the United States and other governments. Company reserves the right to refuse to enter into or perform any order, and to cancel any order, under this Agreement if Company in its sole discretion determines that performance of the transaction to which such order relates would violate any such applicable law or regulation. Customer will pay all handling and other similar costs from Company's factories including the costs of freight, insurance, export clearances, import duties and taxes. Customer will be "exporter of record" with respect to any export from the United States of America and will perform all compliance and logistics functions in connection therewith and will also comply with all applicable laws, rules and regulations. Customer understands that Company and/or the Equipment and/or Services are subject to laws and regulations of the United States of America which may require licensing or authorization for and/or prohibit export, re-export or diversion of Company's Equipment and/or Services to certain countries, and agrees it will not knowingly assist or participate in any such diversion or other violation of applicable United States of America laws and regulations. Customer agrees to hold harmless and indemnify Company for any damages resulting to Customer or Company from a breach of this paragraph by Customer.

21. **U.S. Government Services.** The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. Government contract, Customer certifies that it has provided and will provide current, accurate, and complete information, representations, and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to Customer's ownership, eligibility, or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of the Proposal or this Agreement, other than the Proposal or this Agreement.

22. **Limited Waiver of Sovereign Immunity.** If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4)

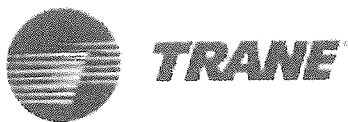


TRANE



waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-26.130-7 (0325)
Supersedes 1-26.130-7 (0225)



SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

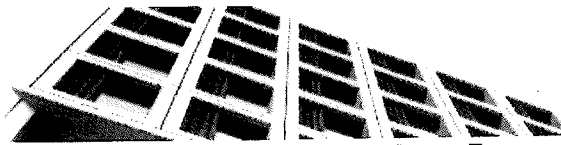
"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. **"Personal Data"** means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no

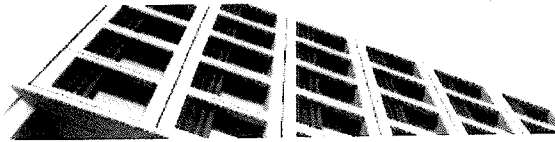


- longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
- e. Third Party Systems. Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.
3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
 4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
 5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
 6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
 7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
 8. Information Security Contact. Trane's information security contact is Local Sales Office.
 9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
 10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
 11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
 12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.



13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) Data backups; and
 - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.
15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024
Supersedes: November 2023v2



APPENDIX

SAFETY

Since 2003, U.S. Bureau of Labor Statistics records have consistently shown the Total Recordable Incident Rate (TRIR) and Days Away From Work (DAFW) for Trane have been significantly lower than those for HVAC repair and maintenance contractors and specialty trade contractors (construction). The company's safety culture in America is unparalleled in the building service industry, with proven results in the continuous reduction of injury rates. Trane incident rates (OSHA) are consistently 50 to 70 percent below the industry average.

A wide range of safety training and resources are available to Trane technicians, including:

- Safety training—20 hours per year
- Electrical safety—NFPA 70E compliant, electrical PPE
- Fall protection
- Ergonomics
- USDOT compliance
- Refrigerant management training

ENVIRONMENTAL PRACTICES

Trane policies and procedures are compliant with all federal and state regulations. Refrigerant (and substitutes) handling, storage and leak repair processes are compliant with Environmental Protection Agency regulation 40 CFR Part 82. Service technicians are Universal-certified and use only certified recovery equipment.

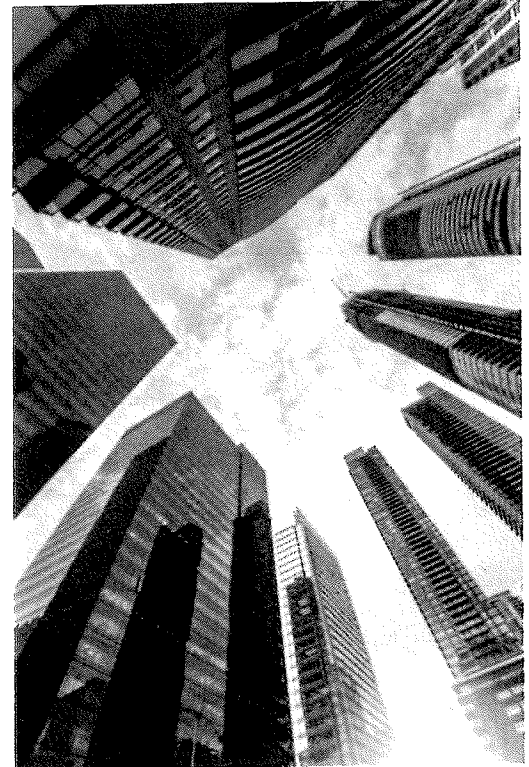
Refrigerant Management Software (RMS) captures, manages and reports all refrigerant activity at your site. Upon request, Trane can send you an annual report documenting all refrigerant activity that we performed for each piece of equipment during the past 12 months.

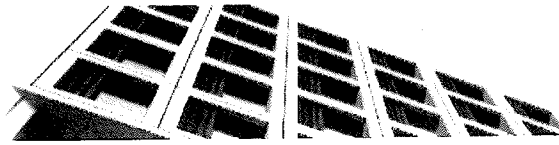
Trane adheres to all environmental regulations when removing used oil from refrigeration units.

CONSISTENCY

Nationwide, Trane technicians follow documented, formal processes that ensure uniform service delivery. As an OEM, Trane has developed exclusive service procedures which provide the most reliable outcomes, and extended equipment longevity, at the most cost-effective price.

- Exclusive service work flow processes provide detailed steps and information encompassing parts, materials, tools and sequence of execution
- Additional steps addressing safety, quality control, work validation and environmental compliance
- Technicians must consistently reference documented processes to ensure no critical steps are skipped or omitted
- Applicable service processes meet or exceed ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems





CUSTOMER SERVICE FLOWS

The following Customer Service Flows provide additional service description detail for Covered Equipment. Note: There may be differences per the agreement in the work being performed between sites and the equipment on those sites. This section clarifies differences in the work being performed between sites and the equipment on those sites:

Refrigerant Monitor Service

Scheduled Preventative Maintenance

- Check and tighten all electrical connections.
- Check chassis mounting in enclosure.
- Check operation of Clear Language Display.
- Check diagnostic alarms and programming.
- Replace sampling filter element/elements as sensing points.
- Visually check photo-acoustic sensing device.
- Check periodic re-zeroing if applicable.
- Clean unit including all printed circuit boards
- Check calibration with certified calibration kit.

YVWA Scheduled Annual Maintenance

- Leak check.
- Check condition of compressor contactors for wear, pitting, etc.
- Check safety controls.
- Check chilled water and condenser flow switches
- Meg compressor motor. Record readings.
- Check and tighten electrical connections.
- Tighten motor terminals and control panel terminals.
- Check oil heater and heater operation.
- Check freeze protection if applicable
- Check diagnostic alarms and programming, if applicable.
- Report any deficiencies noted to customer.

YVWA Start Up – Customer to contact Trane to schedule

- Check diagnostic alarms and programming if applicable.
- Record operating log of temperatures, pressures, voltages and amperages.
- Check compressor operation.
- Check customers log with operator discuss operation of the machine.

YVWA Operating Inspection

- Check diagnostic alarms and programming if applicable.
- Record operating log of temperatures, pressures, voltages and amperages.
- Check compressor operation.
- Take oil sample and have analyzed for acid, moisture and wear metals content, if applicable (One time per year)
- Check customers log with operator discuss operation of the machine.



YVWA Shut Down – Customer to contact Trane to schedule

- Remove control wire to prevent chiller from running

Condenser Tubes – *Brush condenser tubes one time per year contingent on water isolation valves holding*

M Series Central Station Air Handling Inspection – 1 per year

The Service Company will furnish maintenance for the air handling equipment covered by this agreement as indicated below.

- Inspect coil, report condition.
- Inspect drain pan and drain line.
- Inspect fan wheels.
- Inspect drive sheaves.
- Check belt alignment and tension. Adjust as needed.
- Lubricate as required.
- Check bearing and motor mounting.
- Check motor operating voltage and amperages. Record readings.
- Check diagnostic alarms and programming, if applicable.
- Inspect filters
- Check inlet vanes (where applicable) and dampers; adjust if necessary
- VFD's if so-equipped (Adjustable Frequency Drives)
 - Check condition of connections.
 - Check to be sure ventilation of drive is effective.
 - Check for acceptable temperature around drive controller.
 - Remove dust and debris from controller.
 - Check LED's for fault indication.

Cooling Tower

Annual Inspection

The Service Company will furnish maintenance for the cooling tower under this agreement as shown below.

- Clean debris from platform and surrounding area.
- Clean water sump and check condition.
- Check float valve assembly
- Clean tower strainers.
- Clean tower spray nozzles and eliminators.
- Flush cooling tower and cleaning.
- Check sump heaters
- Check and adjust fan
- Lubricate fan and motor bearings per manufacturer's recommendations.
- **Check oil level in gear reducer per manufacturer's recommendation**
- Inspect electrical connections, contactors, relays and operating safety controls.



Seasonal Start-Up

- Inspect fan, motor and belts.
- Fill tower
- Check intake strainer, bleed and overflow.
- Check VFD and operation
- Check operating conditions. Adjust as required.

Fall Shutdown

- Drain system, drain cooling tower.

NOTE: Adequate water treatment by a qualified water treatment person must be furnished for the equipment covered under this agreement.

Make Up Air Handler

Cooling Preseason Annual Maintenance

- Report in with the Customer Representative.
- Record and report abnormal conditions, measurements taken, etc.
- Review customer logs with the customer for operational problems and trends

General Assembly

- Check the general condition of the unit.
- Verify tightness of the fan, fan guards, louvers, etc.
- Check sheaves and pulleys for wear and alignment, if applicable.
- Check belts for tension, wear, cracks, and/or glazing.

Lubrication

- Lubricate the fan motor, if applicable.
- Lubricate the fan bearings as necessary.

Controls and Safeties

- Verify proper operation of the temperature control device.
- Verify proper operation of the high temperature control device.
- Verify proper operation of the fan switch.

Electrical

- Inspect wiring and connections for tightness and signs of overheating and discoloration.

Startup and Checkout

- Start the unit.
- Verify proper operation of the fan.



Heating Preseason Annual Maintenance

General Assembly

- Check the general condition of the unit.
- Verify tightness of the fan, fan guards, louvers, etc.
- Verify clean burner assembly.
- Check sheaves and pulleys for wear and alignment, if applicable.
- Check belts for tension, wear, cracks, and/or glazing.

Lubrication

- Lubricate the fan motor, if applicable.
- Lubricate the fan bearings as necessary.

Controls and Safeties

- Verify proper operation of the temperature control device.
- Verify proper operation of the high temperature control device.
- Verify proper operation of the fan switch.
- Verify proper operation of the pilot safety device, if applicable.

Electrical

- Inspect wiring and connections for tightness and signs of overheating and discoloration.

Startup and Checkout

- Start the unit.
- Verify proper operation of the fan
- Verify proper combustion air to the burner.
- Verify proper gas pressure to the burner.
- Check the flame for proper combustion.

Split System Air Handler

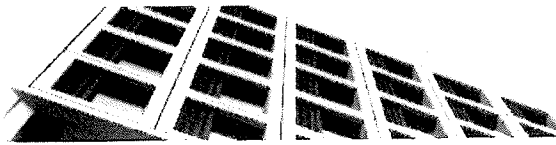
Cooling Preseason Annual Maintenance

General Assembly

- Check the general condition of the unit.
- Verify tightness of the fan, fan guards, louvers, etc.
- Check sheaves and pulleys for wear and alignment, if applicable.
- Check belts for tension, wear, cracks, and/or glazing.

Lubrication

- Lubricate the fan motor, if applicable.
- Lubricate the fan bearings as necessary.



Controls and Safeties

- Verify proper operation of the temperature control device.
- Verify proper operation of the high temperature control device.
- Verify proper operation of the fan switch..

Electrical

- Inspect wiring and connections for tightness and signs of overheating and discoloration.

Startup and Checkout

- Start the unit.
- Verify proper operation of the fan.

Heating Preseason Annual Maintenance

General Assembly

- Check the general condition of the unit.
- Verify tightness of the fan, fan guards, louvers, etc.
- Verify clean burner assembly.
- Check sheaves and pulleys for wear and alignment, if applicable.
- Check belts for tension, wear, cracks, and/or glazing.

Lubrication

- Lubricate the fan motor, if applicable.
- Lubricate the fan bearings as necessary.

Controls and Safeties

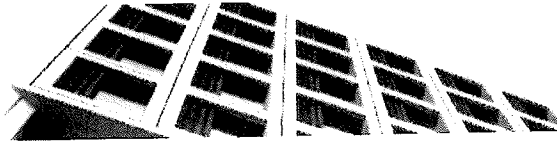
- Verify proper operation of the temperature control device.
- Verify proper operation of the high temperature control device.
- Verify proper operation of the fan switch.
- Verify proper operation of the pilot safety device, if applicable.

Electrical

- Inspect wiring and connections for tightness and signs of overheating and discoloration.

Startup and Checkout

- Start the unit.
- Verify proper operation of the fan
- Verify proper operation of the burner.



Split System Condensing Unit

Cooling Preseason Annual Maintenance

General Assembly

- Visually inspect the condenser for cleanliness.
- Lubricate the fan motor(s), if applicable.
- Verify the operation of the crankcase oil heater, if applicable.

Controls and Safeties

- Inspect the control panel for cleanliness.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Verify proper operation of the temperature control device.

Motor and Starter

- Clean the starter and cabinet.
- Inspect wiring and connections for tightness and signs of overheating and discoloration.
- Check the condition of the contacts for wear and pitting.
- Check the contactors for free and smooth operation.
- Check the tightness of the motor terminal connections.

Startup/Checkout Procedure

- Check the general condition of the unit.
- Verify the operation of the motor and starter.
- Verify the operation of the control circuit.
- Verify smooth operation of the unit.
- Provide a written report of completed work, operating log, and indicate any uncorrected deficiencies detected.

Plate & Frame Heat Exchanger

Maintenance Inspection

- Report in with the Customer Representative.
- Record and report abnormal conditions.
- Visually check the unit for leaks.
- **Verify proper water flow through "A" and "B" circuits.**
- Analyze recorded data.

Written Reports - Provided to customer representative following each regular inspection or emergency call.

Additions and Exceptions - No parts included unless specifically noted. All materials necessary to perform inspections are included. Any repairs needed after completion of inspection will be additional, upon customer's approval. Customer required training not included in contract; to be billed additional at contract T&M rate.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

8. SERVICE CONTRACT RENEWAL – JOHNSON CONTROLS FIRE PROTECTION

INFORMATION:

We have previously contracted with Johnson Controls Fire Protection to inspect and service our buildings' fire suppression systems which will include all program area CO2 Systems, kitchen range hoods, dry chemical systems, halon system for I.T. server room, auto body paint booth and mixing rooms pre-action sprinklers and all fire extinguishers throughout the buildings. Johnson Controls has proposed a three-year service agreement beginning October 1, 2025 through September 30, 2028, with a proposed contract price per COSTARS contract number 4400023962 listed below

Year 1 - \$9,982.00

Year 2 - \$9,982.00

Year 3 - \$9,982.00

RECOMMENDATION:

We are recommending that the Joint Committee approve the service contract with Johnson Controls for the three-year period of October 1, 2025 through September 31, 2028.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko, Dettmar, Makary, Soldridge – nine; Nay: none

Bethlehem Area Vocational Technical School Suppression - CPQ-798547

Planned Service Agreement



Johnson Controls Fire Protection
6330 Hedgewood Drive
Allentown PA18106
USA

Proposal Presented On:
09-10-2025

The Power behind your mission





SERVICE SOLUTION

Customer #: 7187
Bethlehem Area Vo Tech
Date: 10-Sep-25
Proposal #: CPQ-798547
Term: 1-Oct-25 to 30-Sep-28

Billing Customer:
Bethlehem Area Vocational Technical School
3300 Chester Ave
BETHLEHEM, PA 18020-2895

Service Location:
Bethlehem Area Vo Tech School
3300 Chester Ave,
Bethlehem, PA 18020-2870

Johnson Controls Fire Protection LP
Sales Representative:
Bronson Burger
6330 Hedgewood Drive
Allentown PA 18106
bronson.burger@jci.com

INVESTMENT SUMMARY (Service Solution Valid for 30 Days)

SERVICE/PRODUCT DESCRIPTION	QUANTITY	FREQUENCY	INVESTMENT
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SYSTEM-SG-CO2

CO2 SYSTEM

Est. First Inspection: December

Clean Agent System (Includes Control Panel)	1	Semi-Annual
Pull Station	1	Semi-Annual

SUPPRESSION GAS SYSTEMS TEST & INSPECT Total: \$975.00

SYSTEM-SG-CO2

CO2 SYSTEM

Est. First Inspection: December

Clean Agent System (Includes Control Panel)	1	Semi-Annual
Pull Station	1	Semi-Annual
Abort Switch	1	Semi-Annual
Addl Cyl < 280	1	Semi-Annual

SUPPRESSION GAS SYSTEMS TEST & INSPECT Total: \$1,275.00

SYSTEM-SG-FM200

FM200 SYSTEM

Est. First Inspection: December

FM200 or Halon System (Includes Control Panel)	1	Semi-Annual
Pull Station	1	Semi-Annual



SERVICE SOLUTION

Abort Switch	1	Semi-Annual
Above Floor Detectors	1	Semi-Annual

SUPPRESSION GAS SYSTEMS TEST & INSPECT Total: \$975.00

SYSTEM-KH-RANGEGUARD

RANGEGUARD HOOD SYSTEM	Est. First Inspection: December	
Single Tank Suppression System (Includes all Links & Pipe Blow Out)	3	Semi-Annual
Suppression System - Additional Tanks (Includes all Links & Pipe Blow Out)	2	Semi-Annual

KITCHEN HOOD ESSENTIAL SERVICE Total: \$2,355.00

SYSTEM-EX-EXTINGUISHERS

EXTINGUISHERS/PORTABLES SYSTEM	Est. First Inspection: June	
K-Class Fire Extinguisher	2	Annual
Dry chem - stored pressure- refillable (ABC)	115	Annual

EXTINGUISHER ESSENTIAL SERVICE Total: \$975.00

SYSTEM-SG-CO2

CO2 SYSTEM	Est. First Inspection: December	
Clean Agent System (Includes Control Panel)	1	Semi-Annual
Pull Station	1	Semi-Annual

SUPPRESSION GAS SYSTEMS TEST & INSPECT Total: \$975.00

SYSTEM-SG-DRY CHEMICAL

DRY CHEMICAL SYSTEM	Est. First Inspection: December	
Clean Agent System (Includes Control Panel)	2	Semi-Annual
Pull Station	2	Semi-Annual
Addl Cyl < 280	2	Semi-Annual

SUPPRESSION GAS SYSTEMS TEST & INSPECT Total: \$1,977.00

SYSTEM-SP-DELUGE

DELUGE SYSTEM	Est. First Inspection: November	
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SERVICE SOLUTION

SPRINKLER ESSENTIAL SERVICE OFFER Total:

\$475.00

Johnson Controls has **not** included an estimate for all state and local sales tax for this quote based on the understanding that a valid exemption and/or resale certificate is received by Johnson Controls from Purchaser. Otherwise, actual sales tax due will be calculated and billed. Any additional taxes, duties, tariffs or similar items imposed prior to shipment will be charged.

SUMMARY OF SERVICES

The summary of services is intended to cover the following locations:

Location	Address	City	State	Zip	Sprinkler	Fire Extinguishers	Kitchen Suppression	Suppression Gas Systems
Bethlehem Area Vo Tech School	3300 Chester Ave,	Bethlehem	PA	18020-2870	\$475.00	\$975.00	\$2,355.00	\$6,177.00

SUPPRESSION GAS SYSTEMS TEST & INSPECT

SYSTEM-SG-CO2

SYSTEM-SG-FM200

SYSTEM-SG-DRY CHEMICAL

INSPECTION ONLY COVERAGE FOR LISTED SUPPRESSION GAS SYSTEMS:

The Essential Plan covers inspection labor Monday through Friday (8am-5pm), except holidays, of the listed equipment.

Please note the following exclusions:

- Labor, repairs, and materials for services outside the specified inspection frequency are not included.
- Hydrostatic testing is not covered under this plan.
- Any labor or materials required for excluded services will be billed at Johnson Controls' then-current rates.
- Additional charges may apply for services that require the use of a lift.

INSPECTION OVERVIEW:

Our trained technicians will inspect the accessible devices listed and currently connected to the facility suppression gas system. (See "List of Equipment" page for equipment to be tested.)

DOCUMENTATION:

Accessible components and devices logged for:

- Location of each device tested, including system address or zone location, if applicable.
- Type of device tested
- Test results
- Any deficiencies found will be noted or repaired. Approved deficiency repairs will be billed separately.
- Any devices inspected but not included on the "List of Equipment" page, will bill separately.

Inspection documentation will be provided to Customer's representative. NOTE: Certain additional services may be required by the Authority Having Jurisdiction (AHJ). AHJ or internal organizational requirements may be more restrictive than state/provincial requirements. Building owners and managers should make themselves aware of applicable codes and references in order to ensure that contracted services are in compliance with these requirements.

EXTINGUISHER ESSENTIAL SERVICE

SYSTEM-EX-EXTINGUISHERS

TEST AND INSPECTION OVERVIEW: Inspections and diagnostic tests for the accessible portable fire extinguishers listed. Any recharges, hydrostatic testing, service parts and labor will be performed at the time of inspection and billed in addition to this agreement.

DOCUMENTATION:

Any discrepancies found will be noted.

Inspection documentation shall be provided to Customer. **NOTE:** Certain additional services may be required by the Authority Having Jurisdiction. AHJ or internal organizational requirements may be more restrictive than state/provincial requirements. Building owners and managers should make themselves aware of applicable codes and references in order to ensure that contracted Services fulfill requirements.

SPRINKLER ESSENTIAL SERVICE OFFER

SYSTEM-SP-DELUGE

TEST AND INSPECTION:

Inspections and diagnostic tests for the accessible fire sprinkler devices listed and currently connected to fire sprinkler system. Tests will be scheduled in advance.

DOCUMENTATION:

Accessible components and devices logged for: Test results Any discrepancies found noted Inspection documentation provided to Customer. **NOTE:** Certain additional services may be required by the Authority Having Jurisdiction. AHJ or internal organizational requirements may be more restrictive than state/provincial requirements. Building owners and managers should make themselves aware of applicable codes and references in order to ensure that contracted Services fulfill requirements.

KITCHEN HOOD ESSENTIAL SERVICE

SYSTEM-KH-RANGEGUARD

TEST AND INSPECTION:

Inspections and diagnostic tests for the accessible kitchen fire suppression devices listed and currently connected to kitchen fire suppression system. Tests will be scheduled in advance. Any replacement of fusible links, tamper seals, blow-off caps and nozzles associated with the system will be replaced at the time of inspection and billed in addition to this agreement.

DOCUMENTATION:

Accessible components and devices logged for:

Location of each device tested

Test results and applicable voltage readings

Required device tags

Any discrepancies found noted

Inspection documentation provided to Customer. **NOTE:** Certain additional services may be required by the Authority Having Jurisdiction. AHJ or internal organizational requirements may be more restrictive than state/provincial requirements. Building owners and managers should make themselves aware of applicable codes and references in order to ensure that contracted Services fulfill requirements.

Customer Portal (Basic)



SERVICE SOLUTION

SYSTEM-SG-CO2
SYSTEM-SG-FM200
SYSTEM-KH-RANGEGUARD
SYSTEM-EX-EXTINGUISHERS
SYSTEM-SG-DRY CHEMICAL
SYSTEM-SP-DELUGE

Basic Customer Portal functionality will be provided.



SERVICE SOLUTION

SPECIAL PROVISIONS

This Planned Service Agreement is under The Commonwealth of PA,
Department of General Services, COSTARS participation. PA
CONTRACT# 4400023962

SERVICE SOLUTION

This Service Solution (the "Agreement") sets forth the Terms and Conditions for the provision of equipment and services to be provided by Johnson Controls Fire Protection LP ("Company") to **Bethlehem Area Vo Tech** and is effective **1-Oct-25** (the "Effective Date") to **30-Sep-28** (the "Initial Term"). Customer agrees that initial inspections may be performed within 45 days from the Effective Date. Customer agrees that initial inspections may be performed within 45 days from the Effective Date.

RENEWAL DETAILS: This contract will require action in order to renew it. In this case, this contract will require a new service agreement and a new PO to renew.

PAYMENT FREQUENCY: BAMA In BAMA

Signature : _____

Date : _____

PAYMENT TERMS: Net 30

For applicable taxes, please see Section 3 of the Terms & Conditions

PAYMENT AMOUNT: \$9,982.00 - **Proposal #:** CPQ-798547

PAYMENT SUMMARY:

Year	Term	PSA Charges
1	10/01/2025 - 09/30/2026	\$9,982.00
2	10/01/2026 - 09/30/2027	\$9,982.00
3	10/01/2027 - 09/30/2028	\$9,982.00

CUSTOMER ACCEPTANCE: In accepting this Agreement, Customer agrees to the Terms and Conditions on the following pages and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes in the system requested by Customer after the execution of Agreement shall be paid for by Customer and such changes shall be authorized in writing.

ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS CONTAINED IN THIS AGREEMENT.



SERVICE SOLUTION

Multi Year Contract Rider AGREEMENT

Acknowledgement of Multi-Year Term. Customer agrees that issuance of a Purchase Order does not amend any provision of the service agreement, including without limitation the duration/term of the service agreement. Customer agrees to issue Purchase Orders sufficient to satisfy its obligations under the multi-year service agreement. Should Customer fail to issue additional Purchase Orders, Company will still be permitted to invoice Customer for services performed, and Customer shall not dispute the validity of such invoices.

Customer Initials:

Unless otherwise agreed to by the parties, pricing is based upon the following billing and payment terms: Invoices will be delivered via Mail (USPS) , payment is Net 30, and invoices are to be paid via Electronic Funds Transfer. Johnson Controls Electronic Funds Transfer transfer details will be forth coming upon contractual agreement.

This offer shall be void if not accepted in writing within thirty (30) days from the date first set forth above.

To ensure that JCI is compliant with your company's billing requirements, please provide the following information:

PO is required to facilitate billing:

☐

NO: This signed contract satisfies requirement

☐

YES: Please reference this PO Number: _____

Invoices are accepted via mail:

Please provide desired mailing address :

Bethlehem Area Vo Tech

Signature: _____

Print Name: _____

Title: _____

Phone #: _____

Fax #: _____

Email: _____

Date: _____

Johnson Controls Fire Protection LP

Authorized
Signature: _____

Print Name: _____

Title: _____

Phone #: _____

Fax #: _____

License #:
(if applicable)

Date: _____

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

9. ANNEX BUILDING AUTOMATION CONTROLS UPDATE

INFORMATION:

Administration is requesting approval to update and replace the existing annex building automation controllers for the roof top units and gas fired furnaces. We recommend contracting with Eccotrol using COSTARS pricing to have the same vendor and products standardized with the main building that was completed several years ago.

RECOMMENDATION:

That the Joint Committee accept the attached COSTARS proposal from Eccotrol LLC in the amount of \$29,890.00 to replace and upgrade our annex building automation controls.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

TRIDIUM

niagara⁴

COSTARS™ ★★★★★★

Pennsylvania Department of General Services

Contract: COSTARS-008-E22-913

ECCOTROL

NEXT LEVEL AUTOMATION

- Building Automation
- Design & Engineering
- Card Access
- Integration
- Tridium Certified Partner
- Energy Management

ATTN: Jeff Bower

BAVTS
3300 Chester Ave,
Bethlehem, PA 18020

Proposal 2025CS-064

Date: August 7, 2025

Project: BAVTS Annex Gas Furnaces Controls Upgrade

Architect: -

Engineer: -

Proposal: We propose to furnish and install an environmental control, Johnson Tridium Niagara N4 energy management and/or building automation system in the above job in accordance with plans and specifications as follows:

Net Price: **\$ 29,890.00**

Twenty-Nine Thousand Eight Hundred Ninety and 00/100 Dollars

Remarks:

1. This proposal includes electrical wiring associated with the proposed DDC system and components.
2. Other exclusions and differences: see scope of work, attached.
3. Submittals upon receipt of mechanical equipment approvals and as-builts upon job completion
4. LABOR Determination: Open Merit

The Terms and Conditions of Sale shown on the reverse are a part hereof

Proposal Accepted:

Eccotrol LLC., is authorized to proceed with the work as proposed.

Proposal Submitted:

Eccotrol LLC

Purchaser: _____

By:  _____

By: _____

Chris Smeltz

Title: _____

Date: 7/7/2025

Date: _____

Project: BAVTS Annex Gas Furnaces Controls Upgrade

Proposal No.2025CS-064

Date: 8/7/2025

Page | 4

QUOTE IS BASE ON: Emailed request

INSTALLATION SCOPE OF WORK

1. Eccotrol shall provide and install a complete system direct digital automatic controls for the following mechanical equipment unless otherwise noted:

1. Design & Engineering

Eccotrol will furnish and install or as detailed:

- Provide Engineering Documentation / Submittals and As-Builts upon project completion.

2. Building Automation Network

Eccotrol will furnish and install or as detailed:

- Eccotrol will Seamlessly Extend the Existing BMS System

3. QTY. (5) Existing Gas Furnaces Controls Upgrade

Eccotrol will DEMO/Remove or as detailed:

- Un-terminate existing control points from controller, communication network, 24vac
- Remove existing controller and sensor to be replaced

Eccotrol will furnish and install or as detailed:

- Install ONE (1) JCI F4-CGE4060 DDC Controller mount in original panel
- BACnet communication wired to network switch previously provided
- Upload Controller Program into Controller
- Provide and Install ONE (1) Space Temperature Sensor with offset JCI NSB8BTN140-0 (Reuse existing wire)
- Provide and Install ONE (1) Discharge Air Temperature Sensor (Reuse existing wire)
- Provide Wire and Install ONE (1) Current Switch (Provide new wire)
- Provide and Install ONE (1) Economizer Command CT Switch (Reuse existing wire and damper motors)
- Provide and Install ONE (1) Fan Command Relay (Reuse existing wire)
- Provide and Install ONE (1) Heating Command Relay (Reuse existing wire)
- Provide and Install ONE (1) Cooling Command Relay (Reuse existing wire)
- MAP POINTS TO GRAPHICS / TRENDS / COMMISSION / CHECK-OUT

Project: BAVTS Annex Gas Furnaces Controls Upgrade

Proposal No. 2025CS-064

Date: 8/7/2025

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SCOPE CLARIFICATIONS:

1. Proposal is valid for 60 days and may be subject to escalation thereafter.
2. Work shall be performed during normal working hours.
3. Eccotrol will not be held responsible for liquidated damages caused by other trade delays.
4. Eccotrol shall only be responsible for check out and testing of controls furnished and installed by Eccotrol. Eccotrol shall not be responsible for the start-ups or warranty for any Mechanical Equipment with Factory Controls.
5. All work figured as normal working hours (7:00 to 3:30pm).
6. Wiring installation methods:
Open Plenum rated cabling above drop ceiling tiles
EMT within Mechanical Rooms or Spaces Subject to damage
Liquid tight seal tight flex outdoors
Rigid Conduit outside

NOT INCLUDED IN SCOPE:

1. Controller, sensors, start-up or programming of Factory Packaged RTUS
2. Start-up of Boiler MFG Panel
3. Third party commissioning check-out assistance
4. VFDs furnishing, installing, powering
5. Heat Trace Control or wiring
6. Airflow stations
7. Spare Parts
8. DEMO of any kind unless noted above
9. Wiring of any Fire/Smoke Dampers or Actuators
10. Fire/Smoke Dampers (To be provided by Fire System Contractor)
11. Monthly ISP service, Owner to provide network drop and maintain static IP address
12. Dampers or wall louvers of any kind
13. Smoke/fire dampers of any kind/wiring
14. Overtime unless noted otherwise.
15. Licenses, fees, permits
16. Service/maintenance contract
17. Air Balancing
18. Start-Up of Mechanical Equipment
19. Wiring above 120VAC
20. Providing, mounting, powering smoke detectors, smoke dampers, combination fire/smoke damper or fire alarm related work.

Frank [Signature]
eccotrol

TERMS AND CONDITIONS OF SALE (Contract Sales)

01. **REMITTANCES** All invoices shall be due and payable upon receipt in United States currency, free of exchange, collection, or any other charges, or as otherwise agreed upon and set forth in writing by Eccotrol (hereinafter called "Seller"). The Customer, if so requested agrees to furnish Seller with all information including financial statements, necessary to make a proper credit appraisal. Refusal to supply such information may cause this proposal to be withdrawn. Terms of payment originally granted are subject to the approval of continued credit status. Prices are subject to correction for error.
02. **PROPOSALS** Proposals are based upon straight-time labor. Any request by the Customer for overtime work shall be considered an extra. This Proposal expires 30 days after its date, subject to the provisions of the first sentence of the paragraph below entitled "Acceptance of Terms."
03. **PROGRESS PAYMENTS** Seller reserves the right to invoice Customer monthly as the work progresses, for all materials delivered to the job site or to an off-site facility and for all work performed on-site and off-site. Engineering, drafting and other mobilization costs incurred prior to installation shall be included in Seller's initial invoice and be equal to fifteen percent (15%) of the contract price. Invoices are due upon receipt by Customer. If the Customer become overdue in any progress payment, Seller shall be entitled to suspend work, shall be entitled to interest at the annual rate of 18% or the maximum permitted by the State of Pennsylvania, and also to avail itself of any other legal remedies. Seller shall also be entitled to interest on all amounts retained by Customer from progress payments or otherwise. Customer agrees that he will pay and/or reimburse Seller for any and all reasonable attorney's fees which are incurred by Seller in the collection of amounts due and payable hereunder.
04. **CANCELLATION AND SUSPENSION** Any contract resulting from this proposal is subject to cancellation or instructions to suspend work by the customer only upon agreement to pay Seller adjustment charge.
05. **TAXES** The amount of any future sale, use, occupancy, excise, or other tax, federal, state, or local which Seller hereafter shall be obligated legally to pay, either on its own behalf or on behalf of the Customer or otherwise, with respect to the material covered by this proposal, shall be added to such prices and paid by the Customer.
06. **LOSS, DAMAGE OR DELAY** Seller shall not be liable for any loss, damage, or delay occasioned by any causes beyond Seller's control, including, but not limited to, governmental actions or orders, embargoes, strikes, differences with workmen, fires, floods, accidents, or transportation delays. **IN NO EVENT SHALL SELLER BE LIABLE FOR ANY CONSEQUENTIAL OR SPECIAL DAMAGES.**
07. **WARRANTY** Seller warrants that the equipment manufactured and services furnished by it and covered by this proposal are free from defects in material and workmanship under normal use and service and, without charge equipment found to be so defective in material or workmanship will be repaired or replaced, if written notice of failure is received by Seller within (1) year after date of installation, provided said equipment has been operated in accordance with Seller's instructions and provided such defects are not due to abuse, fire or decomposition by chemical or galvanic action. **THIS EXPRESS WARRANTY IS IN LIEU OF AND EXCLUDES ALL OTHER WARRANTIES, GUARANTEES, OR REPRESENTATIONS, EXPRESS OR IMPLIED. THERE ARE NO IMPLIED WARRANTIES OR MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE.** Seller assumes no responsibility for repairs made on Seller's equipment unless done by Seller's authorized personnel, or by written authority from Seller. Seller makes no guarantee with respect to material not manufactured by it.
08. **PURCHASER'S REMEDIES** The Customer's remedies with respect to equipment found to be defective in material or workmanship shall be limited exclusively to the right of repair or replacement of such defective equipment. **IN NO EVENT SHALL SELLER BE LIABLE FOR CLAIMS (BASED UPON BREACH OF IMPLIED WARRANTY) FOR ANY OTHER DAMAGES, WHETHER DIRECT, IMMEDIATE, FORESEEABLE, CONSEQUENTIAL, OR SPECIAL OR FOR ANY EXPENSES INCURRED BY REASON OF THE USE OR MISUSE OF EQUIPMENT WHICH DOES OR DOES NOT CONFORM TO THE TERMS AND CONDITIONS OF ANY CONTRACT RESULTING FROM THIS PROPOSAL.**
09. **PATENT INFRINGEMENT** Seller will hold its Customer and the Owner harmless from infringement of any United States patent covering equipment of its manufacture. This, of necessity, is limited to the equipment per se and cannot be extended to applications of such equipment in a system, except in writing by an officer of Seller. The Customer and Owner shall advise Seller immediately in the event any claims of infringement are brought to their attention.
10. **GOVERNING LAW** Any contract resulting from this proposal shall be governed by, construed, and enforced in accordance with the laws of the State of Pennsylvania.
11. **CERTIFICATION** The person whose signature appears on the face side hereof hereby certifies that, to his best knowledge and belief, the annexed bid is not the result of any agreement, arrangement or understanding between the Seller and any other manufacturer or seller of automatic temperature control systems and that the prices, terms or conditions thereof have not been communicated by or on behalf of the Seller to any such person and will not be communicated to any such person prior to the official opening of said bid.
12. **ACCEPTANCE OF TERMS** This proposal shall become a binding contract between the Customer and Seller when accepted in writing by the Customer. Such acceptance shall be with the mutual understanding that the terms and conditions and this proposal are a part thereof with the same effect as though signed by both parties named herein and shall prevail over any inconsistent provision of said order.

No waiver, alteration, or modification of the terms and conditions of this and the face side hereof shall be binding unless in writing and signed by an authorized representative of Seller

BIDDER/CONTRACTOR DATA**BIDDER/CONTRACTOR'S LEGAL NAME:**

ECCOTROL LLC
56 SOUTH MAIN STREET

Bidder Address:

SUITE I
YARDLEY, PA 19067

County Located In:

Bucks

Vendor Number

504617

DGS Self-Certified Small Business (SB)

SB

Primary POC regarding IFB/Contract:

JENNIFER GERMANA

Secondary POC regarding IFB/Contract:

Phone Number: 8773226876

Fax Number:

8773226876

Email Address:

JGERMANA@ECCOTROL.COM

Company's General Website Address:

[HTTPS://WWW.ECCOTROL.COM](https://www.eccotrol.com)

SEND PURCHASE ORDER(S) TO NAME:

ECCOTROL LLC

D/B/A Name, If Applicable

Bidder Address:

56 South Main Street

STE I

Yardley, PA 19067

County Located In:

Bucks

Hours of Operation:

M-F, 8AM-5PM

POC regarding Purchase Order(s):

Mandy Weinberg

Phone Number:

2158809720

Fax Number:

8773226876

Email Address:

mweinberg@eccotrol.com

SEND PAYMENT(S) TO NAME:

ECCOTROL LLC

D/B/A Name, If Applicable

Bidder Address:

56 South Main Street
STE 1

Yardley, PA 19067

POC regarding Payment(s):

Mandy Weinberg

Phone Number:

2158809720

Fax Number:

8773226876

Email Address:

mweinberg@eccotrol.com

QUESTIONS

BIDDER/CONTRACTOR'S LEGAL NAME:		ECCOTROL LLC	
Question	Yes	No	Explanation
1) Does the Bidder-Contractor have any minimum order requirements? If yes, please explain.		X	
2) Is the Bidder-Contractor quoting shipping costs as a separate line item?		X	
3) Is the Bidder-Contractor including shipping costs in its pricing? If not applicable, select No.	X		
4) Does the Bidder-Contractor offer any pricing incentive(s)? If yes, what are the incentives.		X	
5) Does the Bidder-Contractor offer any prompt payment discount(s)? If yes, what are the discounts.		X	
6) Does the Bidder-Contractor accept credit card(s) as a method of payment from any Purchaser? If yes, please specify the particular type(s) of card(s) accepted.		X	
7) Does the Bidder-Contractor charge any fee(s) to the Purchaser for payment(s) made by credit card? If yes, what are the fees.		X	
8) Does the Bidder-Contractor charge any late fee(s) to the Purchaser for payment not made in accordance with the Terms and Conditions? If yes, what are the fees.		X	
9) After notification of contract award, is the Bidder-Contractor willing to further negotiate pricing with COSTARS member?	X		
10) Is the Bidder-Contractor going to provide a dedicated COSTARS website for Purchasers (see the Standard Terms and Conditions)? If yes, and if known, please provide URL address.		X	

SERVICE AREA

BIDDER/CONTRACTOR'S LEGAL NAME: ECCOTROL LLC

Jefferson
Lebanon
Lycoming
Mifflin
Montour
Lackawanna
Potter
Somerset
Tioga
Warren
Westmoreland
York
Allegheny
Bedford
Bradford
Cambria
Centre
Clearfield
Fulton
Fayette
Delaware
Crawford
Elk

Lancaster
Lehigh
McKean
Monroe
Northampton
Perry
Schuylkill
Sullivan
Union
Washington
Philadelphia
Indiana
Armstrong
Berks
Bucks
Cameron
Chester
Huntingdon
Franklin
Wyoming
Dauphin
Columbia

Lawrence
Luzerne
Mercer
Montgomery
Northumberland
Pike
Snyder
Susquehanna
Venango
Wayne
Juniata
Adams
Beaver
Blair
Butler
Carbon
Clarion
Greene
Forest
Erie
Cumberland
Clinton

BIDDER/CONTRACTOR'S LEGAL NAME:

ECCOTROL LLC

Ancillary Service

Pricing

Post Warranty Support Maintenance Service

157.50/hr overtime

Post Warranty Support Maintenance Service

150.00/hr standard

Manufacturer

Honeywell

Category	HVAC Equipment, Parts & Accessories
Catalog or Manufacture's/Distributors Most Recently Published List Less % of Discount	30.00 %
Volume Pricing	Additional 5% over \$50,000
Catalog or Price List Name	Manufacturer Pricing
Class of Purchaser	All
State/Country of Manufacture	MINNESOTA
Notes	

Johnson Controls

Category	HVAC Equipment, Parts & Accessories
Catalog or Manufacture's/Distributors Most Recently Published List Less % of Discount	30.00 %
Volume Pricing	Additional 5% over \$50,000
Catalog or Price List Name	Manufacturer Pricing
Class of Purchaser	All
State/Country of Manufacture	WISCONSIN
Notes	

SIEMENS CONTROLS

Category	HVAC Equipment, Parts & Accessories
Catalog or Manufacturer's/Distributors Most Recently Published List Less % of Discount	30.00 %
Volume Pricing	Additional 5% over \$50,000
Catalog or Price List Name	Manufacturer Pricing
Class of Purchaser	All
State/Country of Manufacture	ILLINOIS
Notes	

ServiceName	Per Unit Price	Custom List	Unit Measurement	Additional Details
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BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

10. LAWN MOWING SERVICES FOR 2026, 2027 & 2028 SEASONS

INFORMATION:

BAVTS has been contracting lawn mowing services for a number of years. We received pricing from three vendors for the start of next season. We received the lowest pricing from ABC Lawn & Landscape at \$300 per weekly main campus cut; \$75 per weekly house project cut. Detailed trimming over entire property when requested - \$200. \$900 for each spring and fall cleanup upon request. References were checked by Mr. Bower and we recommend that we enter into the agreement with ABC Lawn & Landscape for the 2026, 2027 and 2028 seasons.

RECOMMENDATION:

That the Joint Committee accept the proposal from ABC Lawn & Landscape and authorize Administration to enter into an agreement for lawn mowing and cleanup services for the 2026, 2027, and 2028 seasons.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

**LAWN MOWING SERVICE AGREEMENT BETWEEN
BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL
AND
ABC LAWN & LANDSCAPE**

THIS AGREEMENT is made by and between **BETHLEHEM AREA VOCATIONAL TECHNICAL SCHOOL** (hereinafter "BAVTS") with an address of 3300 Chester Ave, Bethlehem, Pennsylvania, 18020, and **ABC Lawn & Landscape** with an office and place of business at **3722 Ironstone Rd. Bethlehem, PA 18020**.

RECITALS

WHEREAS, ABC Lawn & Landscape has indicated an interest in an ability to administer and/or manage lawn service to BAVTS; and

WHEREAS, BAVTS is interested in utilizing the professional services of ABC Lawn & Landscape to administer and/or manage such lawn service.

NOW THEREFORE, in consideration of the mutual promises and undertaking of the parties, they hereby agree as follows:

1. Lawn Services. Subject to the terms and the conditions set forth in this Agreement, ABC Lawn & Landscape is hereby granted the right to mow and trim the lawn, and remove clippings from all paved areas at the BAVTS main location of 3300 Chester Avenue, Bethlehem Township, Pennsylvania and at the house project location of 3266 Hecktown Road, Bethlehem Township, Pennsylvania.

2. Term of Agreement. The term of this Agreement will commence on the date of the execution of this Agreement and will continue through November 30, 2028, however, subject to earlier termination as provided in this Agreement.

3. Scope of the Agreement. ABC Lawn & Landscape acknowledges that this Agreement is for the mowing and trimming of the lawn, and the removal of clippings from all paved areas of the above two referenced locations.

(a) ABC Lawn & Landscape will provide services on the same day weekly unless prohibited by weather or turf condition. In the event that

services are prohibited, WORKHORSE will advise the BAVTS Supervisor of Building and Grounds of any change in schedule.

(b) BAVTS may elect not to have services provided due to dry conditions and lack of grass growth at any time. BAVTS is responsible for notifying ABC Lawn & Landscape that they are electing not to have service for a specific week, subject to 24 hours advance notice of the weekly scheduled service.

(c) BAVTS may choose to have services provided on a day other than the regularly scheduled service day due to special events occurring on BAVTS property. In such case, BAVTS will notify ABC Lawn & Landscape of the change as soon as it is known and providing 24 hour advance notice.

4. Indemnification. ABC Lawn & Landscape will hold BAVTS and its agents, representatives, employees, and assignees harmless and will indemnify them against any and all claims, demands, liabilities, losses, civil penalties, fines, damages of any kind, and all related costs or charges arising out of, or related in any way, to the mowing and the trimming of the lawn and the removal of clippings from paved areas and cleanup services.

5. Price, Terms, and Payments. BAVTS must pay all amounts owed to ABC Lawn & Landscape within ten (10) business days of receipt of an invoice from ABC Lawn & Landscape. BAVTS agrees to pay ABC Lawn & Landscape Three Hundred and 00/100 Dollars per weekly cut at the main location and Seventy-Five and 00/100 Dollars per weekly cut at the house project property. BAVTS agrees to pay ABC Lawn & Landscape Nine Hundred and 00/100 Dollars for Spring Cleanup if scheduled by BAVTS and completed by ABC Lawn & Landscape. BAVTS agrees to pay ABC Lawn & Landscape Nine Hundred and 00/100 Dollars for Fall Cleanup if scheduled by BAVTS and completed by ABC Lawn & Landscape. BAVTS agrees to pay ABC Lawn & Landscape Two Hundred and 00/100 Dollars for extensive detailed weed trimming outside of weekly scope if scheduled by BAVTS and completed by ABC Lawn & Landscape.

6. Additional Duties. ABC Lawn & Landscape shall submit a certificate of worker's compensation, liability insurance, and copies of background checks for all of ABC Lawn & Landscape employees two (2) weeks prior to the first day of service.

7. Termination. Either party may, without prejudice to any other right or remedy it may have, immediately terminate this Agreement, by written notice to the other party, if either of the following events occurs:

(a) Either party materially breaches any provision of this Agreement and fails to cure such breach within ten (10) days of written notice of breach given by the other party; or

(b) Either party becomes insolvent, makes an assignment for the benefit of creditors, files a petition for bankruptcy, becomes the subject of any receivership proceeding, or admits in writing its inability to pay its debts generally as they become due.

In the event of such termination by BAVTS, ABC Lawn & landscape shall be reimbursed only for services actually performed up to the date of termination.

8. Choice of Law. This Agreement will be interpreted according to the laws of the Commonwealth of Pennsylvania.

9. Integration. This Agreement represents the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, contracts, understandings, negotiations, and other arrangement.

10. Severability. All agreements and covenants contained in this Agreement are severable, and in the event any of them are held to be invalid by any competent court, this Agreement will be interpreted as invalid agreements or covenants were not contained in this Agreement.

11. Amendment and Modification. This Agreement may be amended, modified or supplemented only by the written agreement of BAVTS and ABC Lawn & Landscape.

12. Authority. The parties executing this Agreement represent and warrant to each other that they have the full right, power, capacity and authority to executed and deliver this Agreement, and that they have duly and properly performed all acts required to authorize them to carry out this Agreement and the transactions contemplated by it.

IN WITNESS WHEREOF, the parties to this Agreement have set forth their names on the year and date specified below.

DATE: _____

Representative of ABC Lawn & Landscape

DATE: _____

Representative of Bethlehem Area Vocational-
Technical School

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

11. CONTINUING EDUCATION

2025-2026 CONTINUING EDUCATION INSTRUCTORS

RECOMMENDATION:

That the following individuals be approved as Continuing Education Instructors for the 2025-2026 school year, at the hourly rate listed:

Name	Course(s)	Course Start Date	Salary
Michael Matuczinski	Social Media	October 13	\$29.00/hour
Nathan Myirski	Plumbing	October 14	\$29.00/hour
Anthony Rago	Building Maintenance	October 14	\$29.00/hour
Raymond Stivala	Web Design	October 9	\$29.00/hour

All of the above are pending receipt of all required paperwork. It is understood that employment is provisional until all required paperwork is received.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

12. CONTRACT FOR SERVICES

INFORMATION:

BAVTS would like to enter into a contract with Colonial Intermediate Unit 20 (IU 20) to provide licensing for the Internet content filtering solution, Linewize. Linewize is installed on all desktops/laptops owned by BAVTS and is used as a Google Chrome extension for Chromebooks to restrict content based on categories to provide a safer web browsing experience for staff and students. The contract shall not exceed \$3,600 and will be effective through June 30th 2026.

Attached is a contract that has been provided by IU 20.

RECOMMENDATION:

That the Joint Committee authorize the Executive Director to enter into a Contract For Service with LineWize through IU 20, effective July 1, 2025 through June 30, 2026.

MOTION BY:	Director Faccinetto
SECOND BY:	Director Makary
ROLL CALL	Motion carried by the following roll call vote: Aye: Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko, Dettmar, Makary, Soldridge – nine; Nay: none

COLONIAL INTERMEDIATE UNIT 20
A Regional Service Agency
6 Danforth Drive
Easton, Pennsylvania 18045-7899

CONTRACT FOR SERVICE
(REVENUE GENERATING)

This contract is entered into by Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, Pennsylvania 18045-7899 and Bethlehem Area Vocational-Technical School, 3300 Chester Avenue, Bethlehem, PA 18020, (610) 866-8013.

Colonial Intermediate Unit 20 will provide the LineWize subscription to the Bethlehem Area Vocational-Technical School.

This contract shall not exceed \$3,600.00 and will be in effect from July 1, 2025 through June 30, 2026.

Bethlehem Area Vocational-Technical School will be billed for services rendered by Colonial Intermediate Unit 20.

The signed contract must be returned to Mr. Jon Wallitsch, Assistant to the Executive Director for Management Services, at the Intermediate Unit Office.


Mr. Jon Wallitsch
Assistant to the Executive Director
for Management Services

9/1/25
Date

Bethlehem Area Vocational-Technical
School
Executive Director

Date

Federal ID Number

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, employees, prospective employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources. Coordinator of Title IX, Section 504 and ADA is The Director of Human Resources and Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, (610) 515-6405, TDD/TTY Hearing Impaired (610) 252-3786.

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

13. SKILS USA PROFESSIONAL DEVELOPMENT CONFERENCE

INFORMATION:

The Ambassador Training and Professional Development Conference for students will be held at Camelback Resorts, Tannersville, PA on November 19-21, 2025. This training institute has provided leadership training for numerous Bethlehem AVTS students desiring to become actively involved in the leadership roles of SkillsUSA.

The ten (10) officers and ambassadors will be paid in full from the SkillsUSA student activity account. The estimated cost is \$2,900.

The twenty-seven (27) students attending PDC (non-officers and ambassadors) will each contribute \$75 to attend; the expected student contribution is \$2,025; the remaining portion will be paid from the SkillsUSA student activity account. The estimated total cost is \$3,175.

The four (4) chaperones/advisors will be paid from the General Fund. The estimated cost is \$1,240.

RECOMMENDATION:

That four (4) chaperones and twenty-seven (27) students be permitted to participate in the SkillsUSA Ambassador Training and Professional Development Conference at Camelback Resorts, Tannersville, PA on November 19-21, 2025.

MOTION BY: Director Faccinetto

SECOND BY: Director Makary

ROLL CALL Motion carried by the following roll call vote: Aye:

Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko,
Dettmar, Makary, Soldridge – nine; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

14. INTERNATIONAL HEALTH SCIENCES, PROTECTIVE SERVICES, CULINARY, AND MARKETING TRIP TO EDINBURGH, LONDON, PARIS

INFORMATION:

The Bethlehem Area Vocational-Technical School is approved to send a School Counselor, Angela Thom, along with up to thirty-six (36) students, parents, and chaperones (one chaperone for every six (6) paid participants) for an eleven (11) day trip to Edinburgh, London, and Paris from May 20 -30, 2027 (travel dates are approximate). Students will journey back to a time when the plague was at its prime and surgery doubled as entertainment as they explore the underground streets of Edinburgh and try their hand at forensic sleuthing in London. They will trace the innovations that shaped Britain's modern healthcare landscape, and participate in hands-on workshops to discover how real-life medical careers operate. Once in Paris, students will participate in two cooking classes and a guided food tour through the city.

The approximate cost per student is \$6,100 and per parent is \$6,700; registration for this event is paid upfront by the parents/students directly to the tour company. We are currently working on industry sponsorships to reduce the cost for families. The approximate cost to the school would be \$3,500 to cover the cost of bussing to and from the airport; lunches for staff chaperones (not to exceed \$50 per day per chaperone); \$190 per chaperone global travel protection; and \$800 for each staff chaperone to have single room accommodations. There is also the possible cost of additional insurance coverage, which is estimated at \$2,500. The Business Office will work with our insurance company to determine if this additional coverage will be necessary.

RECOMMENDATION:

That the participants of the International Health Sciences, Protective Services, Culinary, and Marketing Trip to Edinburgh, London, Paris, be approved to conduct fundraisers to offset costs, and profits be disbursed to the parent/guardian.

That Administration is authorized to process the disbursement of the required tipping needed for the trip from the proceeds collected before the May 2027 Joint Committee meeting.

That Administration is authorized to process any additional trip-related disbursements that may arise before the May 2027 Joint Committee meeting.

Additionally, it is recommended that the donations received for the trip be disbursed to the parent/guardian after the disbursement to cover tips for the trip is calculated.

It is further recommended that the Administration be authorized to process the disbursements prior to the May 2027 Joint Committee meeting.

MOTION BY: Director Faccinetto
SECOND BY: Director Makary
ROLL CALL Motion carried by the following roll call vote: Aye:
Directors Faccinetto, Patrick, Recchiuti, Schenkel, White, Demko, Dettmar,
Makary, Soldridge – nine; Nay: none

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL

October 7, 2025

J.(1.) WORK PROJECT REPORT

INFORMATION:

The project control report is a list of work that the students complete as an educational experience within their respective shop area. The priority listing for acceptance/rejection of these work orders is as follows:

Projects for Bethlehem AVTS	1
Projects for participating school districts.....	2
Projects for non-profit organizations	3
Projects for persons who are not employees of BAVTS or sending districts..	4
Projects for BAVTS and attendance area employees and board members.....	5
Void.....	6
Pending Approval	7

*TYPES: 1- BAVTS staff; 2- BAVTS students; 3- General Public; 4-BAVTS Interfund; 5-Schools/Township; 6- NON-Profits									
WO #	REQUESTER	SHOP	Description	Request Date	*Type	Completion Date	Materials Cost	Total Cost	Paid Status
26-1	Sue Fahrenkopf	GRAPHICS	100 Business Cards	07/23/25	4	07/23/25	\$ 6.00	\$ 6.00	Paid
26-2	Bake Shop	GRAPHICS	150 "Get To Know You" cards for rotation	08/20/25	4	08/25/25	\$ 16.00	\$ 16.00	Paid
26-3	Angela Thom	CUL. EVENTS	Bring Your Child To Work Day (4/23/26)	08/20/25	4				
26-4	Angela Thom	BAKING	Bring Your Child To Work Day (4/23/26)	08/20/25	4				
26-5	Angela Thom	CUL. EVENTS	Career & Colleg Fair Breakfast & Lunch (03/25/26)	08/20/25	4				
26-6	Angela Thom	BAKING	Career & Colleg Fair Breakfast & Lunch (03/25/26)	08/20/25	4				
26-7	Angela Thom	CUL. EVENTS	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4				
26-8	Angela Thom	BAKING	Nocti lunch & breakfast (4/20,4/21,4/22)	08/20/25	4				
26-9	Angela Thom	CUL. EVENTS	SkillUSA Team Building Event - (10/8/25)	08/20/25	4				
26-10	Elspeth Sipple	GRAPHICS	Business Cards	08/22/25	4	08/25/25		\$6.00	Paid
26-11	Heather Burkhardt	Baking	Baked goods for Freedom Open House (9/3/25)	08/28/25	4		\$ 250.00	\$250.00	Paid
26-12	Heather Burkhardt	Baking	Baked goods for Liberty Open House (9/10/25?)	08/28/25	4	09/03/25	\$ 250.00	\$250.00	Paid
26-13	Food Truck	GRAPHICS	Banners for Food Truck Tuesday	08/29/25	4	09/10/25	\$ 180.00	\$180.00	Paid
26-14	Bake Shop	GRAPHICS	Laminate supplies posters	09/09/25	4	09/10/25	\$ 120.00	\$120.00	Paid
26-15	Bake Shop	GRAPHICS	6 posters	09/09/25	4				
26-16	Heather Burkhardt	BAKING	Baked Goods for Northampton MS Open House (9/11/25)	09/12/25	4	09/11/25	\$ 200.00		Paid
26-17	Dan Berardesca - Culinary	GRAPHICS	12 books	09/12/25	4				
26-18	Adam Lazarchak	CUL. EVENTS	Luncheon at The Factory for Local Advisory Comm. (10/17)	09/15/25	4				
26-19	Stan Prodes	GRAPHICS	42 Polo Shirts	09/17/25	4				
26-20	Heather Burkhardt	BAKING	Small baked goods for FHS Career & College Fair (10/7)	09/17/25	4				
26-21	Christal Vitko	Baking	192 cookies for bake sale	09/17/25	4				
26-22	Peggy Fuehrer	BAKING	OAC Desserts (10/13-10/14)	09/18/25					
26-23	Peggy Fuehrer	Culinary	OAC Dinners (10/13 -10/14)	09/18/25	4				

26-24	Peggy Fuehrer	BAKING	OAC Desserts (4/13-4/14)	09/18/25	4				
26-25	Peggy Fuehrer	Culinary	OAC Dinners (4/13 -4/14)	09/18/25	4				
26-26	Mechatronics	GRAPHICS	5 Posters	09/22/25	4				
26-27	Sue Fahrenkopf	Culinary	Lunch & Dessert for LAC in Bistro (3/20/26)	09/22/25	4				
26-28	Sue Fahrenkopf	Culinary	Lunch & Dessert for LAC in Bistro (3/13/26)	09/22/25	4				
26-141	Bridges Foundation	Culinary	Luncheon for board meeting (9-16-25)	08/25/25	6	09/16/25	238.00	\$252.28	Paid 9/22/25
26-142	Bridges Foundation	Culinary	Luncheon for board meeting (12-16-25)	08/25/25	6				
26-143	Stacey Keiper	Baking	60 cupcakes & large cookie tray(9/12/25)	09/01/25	3	09/12/25	120.00	\$120.00	Paid 9-12-25
26-144	Angela Dorney	Baking	Lg. cookie & sm. Cookie Tray (11/7/25)	09/12/25	1				
26-145	Christal Vitko	Baking	192 Cookies for bake sale	09/17/25	4				
26-146	Stacey Keiper	Baking	60 cupcakes (9/26/25)	09/22/25	3				
26-176	Mike Galler	AUTO TECH	Saturn - replace sensors, rotate tires	08/20/25	1				
26-177	Jennifer Klo	AUTO TECH	Subaru - Exhaust - check brakes	08/22/25	4				
26-178	Kurt Samson	AUTO TECH	Chevy - new front brakes	08/27/25	4	09/22/25	87.04	\$106.11	Paid 09/24/25
26-179	Mike Galler	AUTO TECH	Silverado - oil change, filter, rotate tires	09/02/25	4	09/16/25	32.03	\$39.04	Paid 9/24/25
26-180	Jeff Cantrel	AUTO TECH	Jeep - Inspect for Winter	09/03/25	1			\$0.00	
26-181	Jeff Cantrel	AUTO TECH	Subaru - Oil change	09/03/25	1			\$0.00	
26-182	Jeff Cantrel	AUTO TECH	Toyota - Maintenance services	09/03/25	1			\$0.00	
26-183	Connie Muschko	AUTO TECH	Toyota - replace frame bushings & signal motor	09/17/25	1			\$0.00	
26-184	Adam Lazarchak	AUTO TECH	Toyota - Oil change, slow leak in right front tire	09/23/25		09/25/25	53.63	\$65.37	
26-185	Rodney Sigley	AUTO TECH	Hyundai - Diagnose charging system	09/25/25	2				
26-376	Arc of LV	FOOD TRUCK	Staff Appreciation Picnic (7/18/25)	02/26/25	6	07/18/25	1,800.00	\$1,800.00	Paid 7/23/25
26-377	Ann Marie Schumann	FOOD TRUCK	Reunion (7/19/25)	06/30/25	3	07/19/25	1,610.37	\$1,706.99	Paid 7/28/25
26-378	Wilson Products	FOOD TRUCK	Event on 9/24/25 & 9/25/25	07/10/25	3		6,300.00	\$6,678.00	Paid 8/6/25
26-379	Angela Thom	FOOD TRUCK	Skills/HOSA Carnival (05/06/26)	08/20/25	4				
26-380	SkillsUSA	FOOD TRUCK	Clay Shoot event (9/19/25)	09/02/25	6	09/19/25	1,440.00	\$1,440.00	
26-427	Doc's Backyard BBQ	Graphics	Sign, 100 Business Cards	08/18/25	3		20.00		

26-428	Christina Miskovich	Graphics	6 screen printed shirts	09/05/25					
26-429	Joan Dinbokowitz	Graphics	Decals for wood projects	09/09/25	3				
26-430	Connie Muschko	Graphics	Banner	09/17/25	1				
26-481	County of Northampton	Welding	Tree Cages	05/14/25	6				
26-482	Via of Lehigh Valley	Bld. Trades	Engraved wood Plaques	08/21/25	3				
26-483	Debra Miller	Auto Coll.	Honda - Paint spoiler & rear roof, headlights	08/25/25	1	09/15/25	30.00	\$37.10	Paid 09/15/25
26-484	Martyn Banham	Auto Coll.	Mercedes - replace front bumper	09/08/25	3				
26-485	Sara Heintzelman	Carpentry	Build Ice Cream Playhouse	09/10/25	3		1,100.00	\$1,340.90	
26-486	Mike Galler	Prec. Mac.	Powder coat bike frame/bars	09/12/25	1	09/22/25	5.00	\$10.60	Paid 09/24/25
26-487	Alex Glassberg	Carpentry	Cornhole boards	09/25/25	1				
26-488	Kristin Soldridge	Prec. Mac.	Thread pencils with nuts provided	09/25/25	5	09/25/25	0.00	\$5.30	Paid 9/25/25

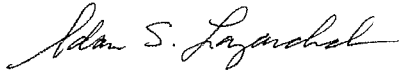
BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 7, 2025

I. (2.) CONDITION OF THE BUDGET

INFORMATION:

Presented for your information is the statement of the Condition of the Budget ending September 30, 2025.

Respectfully submitted,

A handwritten signature in cursive script, reading "Adam S. Lazarchak".

Adam S. Lazarchak
Executive Director

Sf

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
August 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL BUDGET	YEAR-TO-DATE ACTIVITY	BUDGET BALANCE
10.6510.000.000.000	INTEREST ON INVESTMENTS	20,000.00	5,673.08	14,326.92
10.6910.000.000.000	RENTALS	6,000.00	1,000.00	5,000.00
10.6920.000.000.000	CONTRIBUTIONS AND DONATIONS	250.00	-	250.00
10.6946.000.000.000	PRIOR YEAR EXCESS REVENUES FOR TRANSFER	-	-	0.00
10.6946.001.000.000	RECEIPTS FROM BASD	7,232,236.00	1,712,898.00	5,519,338.00
10.6946.002.000.000	RECEIPTS FROM NASD	3,339,635.00	703,080.00	2,636,555.00
10.6946.003.000.000	RECEIPTS FROM SVSD	1,147,742.00	302,040.00	845,702.00
10.6950.000.000.000	TUITION FROM OTHER DISTRICT	-	-	0.00
10.6980.000.000.000	REV. FROM COMMUNITY SERVICE ACTIVITIES	100,000.00	-	100,000.00
10.6990.000.000.000	MISCELLANEOUS REVENUE	2,000.00	179.01	1,820.99
10.7220.000.000.000	VOCATIONAL EDUC. SUBSIDY	1,500,000.00	-	1,500,000.00
10.7220.000.240.000	PDE EQUIPMENT GRANT	25,000.00	-	25,000.00
10.7230.000.000.000	OTHER STATE GRANTS	-	-	0.00
10.7332.000.330.000	FEMININE HYGIENE PRODUCTS GRANT	2,500.00	-	2,500.00
10.7362.000.360.000	PCCD ACT 55 GRANT	80,187.17	-	80,187.17
10.7362.000.360.001	PCCD ACT 55 GRANT	59,812.83	-	59,812.83
10.7509.000.219.000	SUPPLEMENTAL EQUIPMENT GRANT	300,000.00	-	300,000.00
10.7810.000.000.000	SOC. SEC. REIMBURSEMENT	239,408.00	-	239,408.00
10.7820.000.000.000	RETIREMENT REIMBURSEMENT	1,120,880.00	-	1,120,880.00
10.8521.000.663.000	FEDERAL	379,387.00	-	379,387.00
10.8749.000.987.000	PCCD GRANT	-	-	0.00
10.9400.000.000.000	PROCEEDS FROM SALE OF FIXED ASSETS	-	435.00	-435.00
TOTALS FOR GENERAL FUND		15,555,038.00	2,725,305.09	12,829,732.91
TOTAL REVENUES		15,555,038.00	2,725,305.09	12,829,732.91

CONDITION OF BUDGET
REVENUE/EXPENSE REPORT
August 31, 2025

ACCOUNT NUMBER	DESCRIPTION	ORIGINAL		BUDGET		YEAR-TO-DATE		BUDGET	
		BUDGET	REVISIONS	BUDGET	REVISIONS	ACTIVITY	ENCUMBRANCES	BALANCE	BUDGET
10.1110.000.000.000	ACADEMIC PROGRAM	665,985.00	-	-	-	7,129.69	539,788.84	119,066.47	
10.1240.000.000.000	SPECIAL EDUCATION	691,392.00	-	-	-	18,764.47	316,451.91	356,175.62	
10.1320.000.000.000	MARKETING DISTRIBUTIVE EDUCATION	149,022.00	-	-	-	123.57	85,428.75	63,469.68	
10.1330.000.000.000	HEALTH OCCUP. PROGRAM	829,726.00	-	-	-	13,728.08	532,191.61	283,806.31	
10.1342.000.000.000	HOME ECONOMICS PROGRAM	951,837.00	-	-	-	35,625.16	653,872.81	262,339.03	
10.1370.000.000.000	TECHNICAL PROGRAM	163,175.00	-	-	-	2,241.63	104,546.40	56,386.97	
10.1380.000.000.000	TRADE & INDUSTRY PROGRAM	4,536,080.00	-	-	-	76,816.37	2,686,997.59	1,772,266.04	
10.1700.000.000.000	HIGHER EDUCATION	10,000.00	-	-	-	-	-	10,000.00	
10.2100.000.000.000	STUDENT SERVICES	1,625,189.00	-	-	-	68,779.78	1,207,322.77	349,086.45	
10.2270.000.000.000	STAFF DEVELOPMENT - INSTRUCTIONAL	120,886.00	-	-	-	15,886.72	465.00	104,534.28	
10.2310.000.000.000	BOARD SECRETARY	3,646.00	-	-	-	101.59	3.38	3,541.03	
10.2320.000.000.000	BOARD TREASURER	1,665.00	-	-	-	143.03	2.19	1,519.78	
10.2350.000.000.000	LEGAL SERVICES	60,000.00	-	-	-	-	54,000.00	6,000.00	
10.2360.000.000.000	OFFICE OF THE DIRECTOR	465,658.00	-	-	-	70,617.98	273,054.71	121,985.31	
10.2380.000.000.000	OFFICE OF THE PRINCIPAL	661,995.00	-	-	-	91,234.99	400,288.15	170,471.86	
10.2440.000.000.000	PUPIL HEALTH - FIRST AID	113,350.00	-	-	-	2,067.54	71,420.37	39,862.09	
10.2511.000.000.000	BUSINESS OFFICE	648,488.00	-	-	-	98,317.64	244,549.00	305,621.36	
10.2600.000.000.000	OPERATIONS & MAINTENANCE	2,622,825.00	-	-	-	307,473.28	421,259.35	1,894,092.37	
10.2660.000.000.000	SECURITY SERVICES	62,660.00	-	-	-	3,008.62	57,574.77	2,076.61	
10.2830.000.000.000	STAFF DEVELOPMENT - NON-INST.	29,000.00	-	-	-	-	1,221.56	27,778.44	
10.2840.000.000.000	DATA PROCESSING - TECHNOLOGY	664,186.00	-	-	-	79,402.38	214,391.17	370,392.45	
10.3210.000.000.000	SCHOOL SPONSORED ACTIVITIES	107,525.00	-	-	-	22.58	48.09	107,454.33	
10.3350.000.000.000	WELFARE ACTIVITIES	9,500.00	-	-	-	-	-	9,500.00	
10.3390.000.000.000	COMMUNITY SERVICES	111,248.00	-	-	-	17,692.11	67,922.22	25,633.67	
10.4300.000.000.000	IMPROVEMENT PROJECTS	-	-	-	-	-	-	-	
10.4600.000.000.000	IMPROVEMENT EXPENSES	75,000.00	-	-	-	-	18,120.09	56,879.91	
10.5100.000.000.000	REFUND OF PRIOR YEAR RECEIPTS	-	-	-	-	-	-	-	
10.5230.000.000.000	CAPITAL RESERVE TRANSFERS	100,000.00	-	-	-	-	-	100,000.00	
10.5251.000.000.000	FOOD SERVICE TRANSFERS	50,000.00	-	-	-	-	-	50,000.00	
10.5220.000.000.000	HOUSE PROJECT FUND TRANSFER	-	-	-	-	-	-	-	
10.5900.000.000.000	BUDGETARY RESERVE	25,000.00	-	-	-	-	-	25,000.00	
TOTAL FOR GENERAL FUND		15,555,038.00	-	-	-	909,177.21	7,950,920.73	6,694,940.06	
TOTAL EXPENSES		15,555,038.00	-	-	-	909,177.21	7,950,920.73	6,694,940.06	
EXCESS OF REVENUE OVER EXPENSES						1,816,127.88			

BETHLEHEM AREA VOCATIONAL-TECHNICAL SCHOOL
October 7, 2025

I.(3.) HOUSE PROJECT REPORT

Prior to this evening's meeting, the Joint Committee members had been invited to tour the house to view the progress that has been made. A question was posed regarding when the property would be ready to be put on the market. After discussion, it was decided that regardless of the completion status, ownership of the house by BAVTS will not extend into the next school year. The house is to be put on the market no later than June of 2026. There was also discussion regarding what is next for the construction management academy students and it was suggested that having the students help to rehabilitate housing in the community prior to taking on any new builds may be an option.

NEW BUSINESS

The Joint Committee members were invited to attend the annual Open House on Wednesday, October 22nd from 5:30 p.m. – 7:30 p.m.

There being no further business, on a motion by Director Makary, seconded by Director Soldridge, the meeting was adjourned at 7:30 p.m.