

Colonial School District
District Operations
Facilities Management/Transportation Committee
Meeting Minutes
9/2/2011

Committee Chair Bernie Brady called the meeting to order at 7:30 AM.

Other Committee Members Present: Sue Moore, Mel Brodsky

Other Board Members Present: Gary Johnson

Also Attending: Dr. Maryellen Gorodetzer, Superintendent; Terry R. Yemm, Director of Operations, Ms. Linda Doll, Community Resident

Public Comment on the Agenda: None

The Committee was informed that, in view of current economic concerns, the District requested consideration for a reduction in rate from our transportation contractor, First Student, Inc. The initial response from First Student is to provide the District with a 1.5% credit of on all of our annual bills for the current school year. The value of the credit is approximately \$85,000 and will be provided to the District in the spring of 2012. Mr. Yemm told the Committee that he will work with the Transportation Department in efforts to try to request a larger credit from First Student. Updates will be provided at future meetings.

A complaint about excessive storm water runoff was reviewed by the Committee. The complaint was presented by a resident of a home that is adjacent to the soccer fields on the west side of the PW stadium. The resident indicated that on a few occasions over the years, the detention basin that runs parallel to fields #6 and #7 overflowed onto his property. In addition, the resident complained about the location of the discharge outlet of the detention basin on one of their neighbor's properties. The District responded to the resident and provided a plan for reconstruction of the existing discharge outlet on the neighbor's property. One component of the construction of the athletic field behind the Colonial Elementary School is the installation of an underground pipeline that will relocate the discharge outlet, currently in the neighbor's back yard, to the street. Additionally, a substantial portion of the storm water that currently runs off of the field behind the Colonial Elementary School into the detention basin will be directed to a new detention basin that will discharge in the opposite direction of the residences next to the soccer fields. There is a strong possibility that the redirection of the storm water may eliminate the problem of the basin overflowing onto the properties by the soccer fields during major storm events.

An update was provided on the use of the athletic field lighting on Victory Fields. Whitmarsh Township performed an audit of the lights in May 2011. On July 22, 2011 the results of the audit were provided to the District. The results of the Township audit

provided that the light level readings at the property line are higher than what was submitted and approved during the approval process. Per the approved submittal, the light levels on the field of play are not to exceed fifty (50) foot candles and are to be zero at the property line. The Township lighting consultant measured 2 foot candles of light in one location and 1 foot candle in another at the property line. The District provided the results of the audit to the Musco Lighting Company (Musco), as they were responsible for the original submittals and the installation of the lights, thereby making them responsible for any corrective measures that may be required. Accordingly, Musco has agreed to send an engineer to the sight to take light level readings on the evening of September 14, 2011. Musco has informed the District that they will have equipment available that evening to make any corrections if required. The Township has been provided with the schedule and plan and has been invited to have their consultant and/or a Township representative attend the meeting.

Pictures of the recently constructed express station were presented to the Committee. The old express station was difficult to manage due to its configuration and servicing the line was labor intensive as the product and equipment had to be removed and stored away at the end of every school day. The new express station was constructed with doors that can be closed and locked every night saving a substantial amount of time each day. Additionally, the Food Service Department can now offer a greater variety of ala carte items for students. Ms. Lori McCoy, CSD Food Services Director, will work with the Administrative team at CMS to outline a plan to have the students select a name for the express station. The construction of the express station was handled by the CSD Facilities Management Department. The majority of materials used to construct the express station were taken out of stock and those that needed to be purchased were paid for with the normal operating budget.

A plan for the Facilities Management to move toward a “stockless inventory” system was presented for Committee review. Each year the Facilities Management Department purchases the majority of their annual product and equipment needs through a bid process. In an effort to save money the department will limit the amount that is purchased in the bid process to a portion of the annual needs. Once the initial products are used any products needed for the remainder of the year will be purchased as needed. The majority of the District’s suppliers deliver products within twenty-four (24) hours of the order and the price is not that much higher than if purchased through the annual bid process. The hopes are that this plan will lead to a better control of the products, limit the amount of storage required, eliminate concerns with shelf life for certain products and limit the potential pilferage of same.

A report was provided on water damage to several pieces of equipment in the boiler room at the Colonial Middle School. On the morning of August 23, 2011 the Custodial Supervisor of CMS discovered approximately eighteen (18) inches of water in the boiler room. The cause of the problem was a malfunction with the sump pump and related equipment that is used to pump water out of the sump pit. The sump pit is used to collect storm water from the drains in the parking lots. Repairs were made and maintenance was performed on the sump pump equipment. The water damaged the control equipment for

the boilers. A claim was filed with our insurance carrier and the department is moving forward with the necessary repairs to ensure that the boilers are up and running for the upcoming heating season.

Additional Public Comment on the Agenda: None.

There being no further business before the committee, Mr. Brady adjourned the meeting at approximately 9:02 AM.

Respectfully submitted,

Terry R. Yemm
Director of Operations