

CENTRAL BUCKS SCHOOL DISTRICT

Operations Committee Meeting  
November 21, 2017

**Committee Members Present**

Mr. John Gamble, Chairperson  
Mr. Dennis Weldon, Member

Mr. Robert Kleimenhagen, Jr., CFM, SFP  
Director of Facilities & Energy Management Operations

**Committee Members Present via Podcast**

Mr. Glenn Schloeffel

**Others in Attendance**

Mrs. Beth Darcy, Board President  
Mrs. Sharon Collopy, Board Member  
Mrs. Meg Evans, Board Member  
Dr. John Kopicki, Superintendent

Dr. Scott Davidheiser, Assistant Superintendent  
Mr. Dave Matyas, Business Administrator  
Mr. Wayne Birster, District Facilities Manager  
Mrs. Suzanne Moffat, District Operations Coordinator

The meeting was called to order at 6:03 p.m. by Mr. Gamble.

**PUBLIC COMMENT**

Mr. Jim Benstad and Mr. Mike Carey presented to the Operations Committee a three-part proposal regarding Central Bucks West Stadium. The proposal includes two immediate projects - renaming the stadium Mike Pettine Stadium at War Memorial Field, and creating a pathway with donated personalized brick pavers. The third project, a statue of Mike Pettine, would be a longer-term project. Mr. Gamble noted that he would like to take the proposal a step further and stitch Coach Pettine's name in the turf along the sideline. Mr. Benstad also commented that there should be a plan to add signage to coincide with the construction of the field house. Doylestown's Memorial Day Parade stages directly in front of the stadium, which would showcase the new signage and add an additional story to the news coverage of the "Oldest Memorial Day Parade in the Country". Mr. Gamble expressed his full support for the projects.

Mrs. Collopy inquired if the Borough would need to be contacted regarding the proposed changes. Mr. Benstad remarked that District Solicitor Garton was included in conversations regarding the proposal and had offered to contact the Borough. Dr. Kopicki noted that he and Mr. Matyas had met with John Davis, Doylestown Borough Manger. The lease for the War Memorial Field/Stadium has been renewed. During the meeting there was discussion of the possibility of renaming the stadium, and Mr. Davis indicated he would be willing to help the process along. Dr. Kopicki encouraged Mr. Benstad and Mr. Carey to have their committee contact Mr. Davis. He believes it would be appropriate to assure the Borough that there is no intention to change the name of War Memorial Field, which honors area veterans. Dr. Kopicki will contact Mr. Garton for further direction as to how Mr. Benstad, Mr. Carey and their committee should proceed with the borough. Mr. Gamble noted that if a meeting with the borough would be necessary, he would be happy to attend as a representative of the school district. Mr. Benstad indicated their committee would like to take advantage of the holiday season and begin the sale of the personalized walkway pavers. Mr. Gamble noted that details for proceeding with that project should be finalized with Mr. Kleimenhagen.

Mr. Carey commented that a committee had been formed about three months ago, comprised of former CB West football players, friends of Coach Pettine, and Mike Pettine, Jr. Mr. Carey thanked Dr. Kopicki for meeting with the committee regarding their proposal. Mr. Carey noted that prior to Coach Pettine's passing, he had agreed to a tribute banquet to be held in his honor. Coach Pettine's stipulation

Operations Committee Meeting  
November 21, 2017

was that any funds raised would be donated to the Mike Pettine Scholarship Fund. The scholarship fund was formed in the late '90s and had provided a \$2500 award to a senior boy and a senior girl. The scholarship fund had gone bankrupt about two years ago, but since Coach Pettine's death almost \$40,000 has been raised. The funds will be used to give scholarship help to CB West students.

**REVIEW OF MEETING NOTES**

The October 25, 2017 Operations Committee Meeting Minutes were reviewed and approved.

**PLUMSTEAD TOWNSHIP LERTA PRESENTATION**

Mr. Kleimenhagen introduced Robert Cormack, Executive Director of Bucks County Economic Development Corporation. Mr. Cormack noted that he was before the Committee to discuss LERTA (Local Economic Revitalization Tax Assistance). Air Liquide (Airgas) is a company located in Plumstead Township, and they have expressed interest in the LERTA program. Mr. Cormack introduced Mr. David Hughes, Director of SG Integration Processes.

Mr. Hughes explained that Airgas is in the process of determining the optimal location to consolidate its operations in Pennsylvania and New Jersey and foster its future growth. Airgas is considering plans to upgrade its existing Plumsteadville facility by developing 10 acres of their unused land. The company plans to invest approximately \$20.5 million for improvements, including the creation of 30 new positions as well as retention of 104 existing jobs. There are a few hurdles that need to be met to proceed with that plan, the tax base and the supply of fire water for a sprinkler system – the existing facility is fed off a well.

Mr. Cormack noted that the LERTA program requires the three taxing bodies (the Township, the County and the School District) approve participation in a LERTA project. He and Mr. Hughes are before the Committee seeking approval for Airgas participation in LERTA. Mr. Gamble inquired about the difference in current taxes if Airgas could participate in the LERTA program. Mr. Cormack noted that the tax base would stay the same for the existing facility, including the current 10 acres. With approved participation in the LERTA program, no taxes would be collected for the improvements on the 10 acres.

Mrs. Collopy remarked that she felt before any decision could be made the Committee would need to see more detailed financial information. Mr. Gamble agreed, and invited Mr. Cormack and Mr. Hughes to come back before the Committee at a future date with more information regarding financial impact and timelines.

**ITEMS FOR COMMITTEE/BOARD ACTION**

**Purchase of Replacement Vehicles:** Mr. Birster presented details for the proposed replacement of five vehicles.

- **Existing T-37:** 2006, Ford E-250, Econoline van with 109,803 miles on it.

It was involved in an accident in October and was deemed a total loss by our insurance provider. This vehicle was listed as a 2017 replacement on the vehicle replacement schedule. This vehicle will be turned over to the insurance company on 11-15-17 for a payment of \$4,650.

**Proposed replacement:** 2017, GMC 2500, Savana Cargo van. This vehicle is available on the lot at Bergey's GMC. The COSTARS pricing for this vehicle is \$25,313.64, which includes tags and transfer.

Operations Committee Meeting  
November 21, 2017

- **Existing T-38:** 2000, Chevy Cargo van with 116,986 miles on it.

This vehicle was on the 2016 replacement schedule and will likely not be passable in the upcoming inspection year (5-18). Currently, we attached a large piece of sheet metal, covering a large rust hole, to have it pass the previous year. The intention for this vehicle would be to trade it in.

**Proposed replacement:** 2017, GMC 2500, Savana Cargo van. This vehicle is available on the lot at Bergey's GMC. The COSTARS pricing for this vehicle is \$25,313.64, which includes tags and transfer.

- **Existing T-36:** 2005, GMC Sierra 2500HD 4x4, pick-up with 81,324 miles on it.

This vehicle was on the 2018 (this fiscal year) replacement schedule. It serves as a daily used vehicle and snow removal vehicle for the Grounds Department. This truck has been use very hard and is no longer reliable as an everyday driver. It would be repurposed to a spare vehicle outside of snow removal season (we currently have only one spare vehicle for our entire fleet). During snow removal season, it would be used by the Transportation Department as their only salt truck and an additional plow truck.

**Proposed replacement:** 2017, GMC Sierra 2500HD 4x4, with a Reading Utility body and a Western 8-foot, Contractor Plus snow plow. The COSTARS pricing on this vehicle is \$42,402.13, with all equipment installed, tags and transfer.

- **Existing T-47:** 1999, Chevy Express 1500, Cargo van with 113,396 miles in it.

This vehicle was on the 2018 replacement schedule. It was repurposed originally from the IT department after it no longer fit their needs to Facilities as a spare vehicle. For the last 3 years, this vehicle has been utilized as an everyday driver. However, it is an undersized vehicle as such, the over use has likely made this van unpassable for the following year (10-18). For the short term, we would like to keep this vehicle as a spare or painters van until the inspection runs out. This will take us into the following fiscal year, at which time we can best determine if it maintains any value to the fleet.

**Proposed replacement:** 2017, GMC 2500, Savana Cargo van. This vehicle is available on the lot at Bergey's GMC. The COSTARS pricing for this vehicle is \$25,313.64, which includes tags and transfer.

Bergey's has furnished the District with a single price for one 2017, 2500 GMC van. They currently have several on the lot within \$7 of each other. Since their inventory does fluctuate, it is difficult to price a specific vehicle without being approved to purchase. If approved to move to the full board, Mr. Birster will work to lock down a defining price for each specific vehicle. Currently, one van and one truck are true pricing.

Using this model, the total for all 4 vehicles will be \$118,343.05. The total actual cost should not exceed \$118,500. Including the anticipated trade in value of T-38 and the recovered insurance payment of T-37, the expected cost should not exceed \$113,350.

Mrs. Collopy inquired if the cost was in the Operations Department budget. Mr. Kleimenhagen responded that the cost is in the Short-Term Capital Fund budget for this school year. Mr. Gamble asked if Bergey's would give any additional incentives since the District would be buying several vehicles. Mr. Birster noted that the pricing is through the COSTARS program. He did contact several COSTARS vendors, however Bergey's was the only dealer to respond to his inquiries. Time constraints regarding Board approval would limit the availability of leftover 2017 vehicles, which are significantly cheaper than

Operations Committee Meeting  
November 21, 2017

2018 vehicles. Mr. Gamble asked if Mr. Birster would make one more attempt to get pricing from other vendors, Mr. Birster assured him that he would do so. Mr. Kleimenhagen noted that with Committee approval to move the proposal to full board, Mr. Birster will be able to indicate to vendors that monies are approved, and will use the time until the next Board meeting to attempt to get better pricing. Mr. Kleimenhagen also noted that his department is working on a vehicle replacement schedule. A replacement plan needs to be in place to avoid having to make proposals for the immediate replacement of vehicles at the “end of useful life”. The Committee would be presented yearly with the critical pieces of equipment that need to be replaced that fiscal year.

The Committee agrees to send the proposal to full board for approval.

SchoolDude Renewal Agreement: SchoolDude is the work order management system for the Facilities/Operations Department. The District has had a contract with SchoolDude for over ten years, and the agreement will expire at the end of this fiscal year. The District utilizes the “Maintenance Direct” portion of the work order management system. There is another module entitled “PM Direct”, and Mr. Kleimenhagen presented the Committee with some information regarding that module. Facilities/Operations will be gathering additional information from SchoolDude on different aspects of their preventative maintenance module. That additional information will be provided to the Committee in the spring.

CB East Patriots Stadium Arch Construction: Mr. Birster provided an update on the project. The District was approached last year about the design and fabrication of an arch that an East Booster Club would purchase for East stadium. Last year pricing was submitted in the \$40,000 range to have the arch created and installed. Mr. Kleimenhagen asked Mr. Birster to attempt to get better pricing for the project. Mr. Birster contacted several vendors, and presented to the Committee a proposal from Patterson Iron Works for an 18’ wide “Patriot Stadium” arch that would be installed over the existing gate. The proposal price is \$4,252 and includes all materials and fabrication but does not include installation. This vendor, unlike other vendors, would be able to provide a vinyl wrap in East colors for the “E” at the top of the arch. District staff would install the completed arch. Mr. Birster noted that the District would incur the cost of the arch (including a 50% deposit), and then be reimbursed by the Booster Club.

The Committee agrees with the proposal for the fabrication of the arch.

GasBoy Fuel Management System Upgrade: Mr. Kleimenhagen presented information on the GasBoy Fuel Management System. Gasboy is a fuel management software/hardware package that was purchased and installed in 1995. The system currently operates on a dedicated Windows 2000 computer. Gilbarco no longer supports this system; if the computer fails, we will not be able to re-license the software. The system consists of the tower (containing a mag-strip card reader and key pad) in the fuel island and a direct-connect desktop computer in the Transportation Office. Drivers use the programmed cards for authorization to pump diesel/gas. On a valid read, the system turns on the requested dispenser and limits the amount of fuel based on the programming of the card. Each transaction is recorded and saved. Monthly fuel transactions are reported to the business office. The system also exports mileage data to the bus garage for vehicle preventative maintenance.

The new system is web-based with multiple users being able to access it from their own desk. Gasboy is the industry standard. The current system has worked very well over the 22 years but it is at its end of life.

Operations Committee Meeting  
November 21, 2017

Facilities/Operations were able to obtain two proposals based on NJPA cooperative purchasing agreement. EM Grant provided the lowest quotation in the amount of \$21,452.02.

The Committee agrees to send the proposal for award of the contract to EM Grant to the full board for approval.

**INFORMATION:**

Construction Updates: Mr. Kleimenhagen provided updates on the following construction projects:

- **Central Bucks High School West Auditorium:** All millwork, flooring, and seating has been installed. Installation of new stage rigging as well as associated training has been completed. New dimmer and stage lighting circuits have been installed and system is being finalized and tested. Project continues on schedule. Mr. Gamble inquired about the plan for the addition of sound dampening tiles in the choir room. Mr. Kleimenhagen noted that he had met with Dr. Ohrt to assess the room, and there will be two vendors coming in to review the acoustic needs. Dr. Ohrt will be part of the process to determine the type of acoustic panels that will be used in the room. Those updates would not be part of this project.
- **Central Bucks High School West Athletic Field Improvements:** The District's attorney for the Zoning Hearing Board application (Edward F. Murphy, Esq.) is working with Daley Jalboot Architects and their consulting engineer to finalize the site plans for submission of the application to the Doylestown Township Zoning Hearing Board (ZHB). The ZHB hearing is scheduled for December 18, 2017. Following the hearing, the plans will need to be submitted to the Township Planning Commission and then the Board of Supervisors for approvals. NPDES Permit application has been submitted to the Bucks County Conservation District.
- **Central Bucks High School West - War Memorial Stadium Improvements:** The project was awarded at the October 10 School Board meeting. Contracts, bonds, and insurance documents are fully executed. Contractors are preparing shop drawing submittals and permits are pending from the Borough. Bi-weekly job conferences scheduled. Demolition scheduled over the next month.
- **Educational Services Center HVAC Improvements:** The project was bid on October 10 with a total of ten contractors furnishing proposals. In addition to the replacement of all existing HVAC rooftop units and controls, work also includes the replacement of all ceilings, lighting, and the fire alarm system. Project was awarded at the November 14, 2017 Board Meeting. A pre-construction meeting is scheduled for December 7.
- **Holicong Middle School Core Renovations Phase 5:** The District is finalizing installation of the A/V equipment and contractors are working on their Closeout Documents. Mr. Gamble remarked that he was incredibly impressed with the renovation.
- **Tohickon Storage Building:** Work is substantially complete. Doors have been installed. Gutters & downspouts need to be completed along with some punch list items. Contractor is working on closeout documentation.

Capital Projects Summer 2018: Mr. Kleimenhagen presented the Summer 2018 Capital Projects for review. Some projects presented were from the Facilities Feasibility Assessment Study, some projects were included after assessments completed by Mr. Kleimenhagen, Mr. Birster and Mr. Rodemer.

Several Short-Term Capital Projects that remain active from this school year were discussed, including the War Memorial Stadium Site/Building Renovations (under contract); the ESC HVAC Replacement project (under contract); Paving at Lenape Middle School (the majority of the costs will hit the 2018-2019 Short-Term Capital budget); the CB West Memorial Drive Fields; and the CB South

Operations Committee Meeting  
November 21, 2017

15MPH flashing lights project. Mr. Kleimenhagen noted that the CB South flashing lights project has lagged a bit, but the project manager is moving forward.

Summer Projects for 2018 include: Buckingham & Kutz Cafeteria Storage Cabinets (no budget estimate yet); Buckingham HVAC work (identified as an immediate need in the Feasibility study); the replacement of in-wall tables at Barclay & Gayman; Cold Spring & Jamison wall repairs; Cooling Tower Piping at Groveland (options to repair leak); Tohickon Tennis Courts (identified in the Feasibility study); CB East Pool & Trainer's Rooms (repair needs identified when the pool upgrade was completed); CB East Pool Air-Cooled Chiller; CB West A-Wing HVAC issues (identified in the Feasibility Study); Paving at Holicong, Groveland, Unami, Warwick and Kutz; sidewalk repairs at Bridge Valley, Groveland & Mill Creek; options for removal of portable classrooms at Unami; and replacement of the salt storage structure.

Dr. Kopicki asked how many of the summer projects tied back to the Feasibility Study. Mr. Kleimenhagen noted that it was about 85-90%, and that they were items identified as immediate needs. Dr. Kopicki suggested that the Feasibility Study findings be presented to the Committee again and a long-term plan for projects be created. That plan would be brought before the full board for approval.

Dr. Kopicki noted that the portable classrooms at Unami are no longer feasible for use. He asked Dr. Davidheiser for his view on whether another structure needed to be put in their place, or if teachers/classes could be moved into the building. Dr. Davidheiser indicated that replacement with some type of structure would be optimal. Mr. Kleimenhagen remarked that the process to get proposals for replacing the portable classroom has begun. Details should be available for the January meeting. Mr. Gamble noted that considerable funds had been spent replacing siding and completing mold remediation on those portable classrooms, and wondered if replacing them was the most economical decision. Mr. Kleimenhagen commented that the temporary measures of roof and siding replacement had addressed exterior needs, but the internal systems of the portables, including HVAC and humidity control, are at the end of their life cycle.

Mr. Gamble asked about exploring the issue of lights at East Stadium. He noted that there had been several health concerns due to heat issues - players, band members and spectators had suffered. He commented that there needed to be equalization between the high schools, despite any resistance that might come from outside sources. Mr. Kleimenhagen noted that the lights at East had not been part of the Feasibility Study, and asked if the Committee was directing his department to begin exploring that project - Mr. Gamble indicated that the process should at least begin. Mrs. Darcy commented that there was a zoning issue with Buckingham Township. Mr. Gamble agreed, and stated that the conversation with the Township at least needs to start.

Operations Department Restructure: Mr. Kleimenhagen presented a plan for restructuring the Facilities/Operations Department. The restructuring plan focuses on three areas: Facilities Management, Custodial Operations, and Energy Management. Mr. Kleimenhagen noted that previously there had not been a focus on energy management. He believes a district sustainability plan will maximize the efficiency of our energy utilization, and provide a great opportunity for cost savings for the district. The department's name will change to the Facilities & Energy Management Operations Department (FEMO).

While overseeing the same group of employees, the previous Assistant Director of Operations position has been reclassified as the Capital Projects Manager. Mr. Birster's position is now District Facilities Manager, overseeing the Mechanics and Grounds staff as well as a district painter. Through alignments and restructuring the position of district painter will be created, and Grounds staff will be increased from five to seven employees.

The current contract for lawn service will be mutually terminated December 1. The Grounds staff will then be responsible for lawn maintenance of all athletic fields and secondary buildings. Lawn



## CENTRAL BUCKS SCHOOL DISTRICT

### Operations Committee Meeting November 21, 2017

care services for elementary and administrative buildings will be re-bid in January, and that contractor will be responsible to Mr. Birster. The RFP will be specific concerning the level of service expected by the District.

There will be two second shift and one third shift District Shift Supervisors, overseeing the custodial staff. Several full-time floating custodial positions will be shifted to part-time, enabling more operational efficiency handling absent custodial staff. This shift will also save a significant amount of money in health care costs.

Suzanne Moffat will be District Operations Coordinator, overseeing the Facility Use Program and the Facilities Specialist (previously Head Custodian) staff. The title change from Head Custodian to Facilities Specialist reflects the value of their knowledge and responsibility for their building from curb line to property line.

Mr. Gamble commented that he was in favor of the additional Grounds staff, believing that the care and maintenance of our athletic fields will be best handled in house. Mr. Weldon asked if the staffing changes were within budget, Mr. Kleimenhagen responded that they were. Dr. Kopicki noted that the reorganization of the department has an anticipated savings to the District of \$700,000 up to possibly \$900,000. He also noted that the RFP for lawn service should be a cost savings, since the new vendor will be responsible for the care of fewer areas. The creation of the district painter position will provide more operational efficiency for district painting needs. Mr. Weldon commented that the addition of staff rarely coincides with cost savings. Dr. Kopicki agreed, but reassured the Committee that the reorganization plan had been reviewed by several departments, including a review by Mr. Matyas, and the savings are there. Dr. Kopicki credited Mr. Kleimenhagen for the more efficient organizational structure of the department. Mr. Gamble commented that he has been impressed with the timely responses he has received from Mr. Kleimenhagen and Mr. Birster. He also asked if the addition of one painter would be enough to meet the painting needs of the district. Mr. Kleimenhagen indicated the painter would be used in the buildings during the school year, but a painting crew would be utilized during the summer months following an established yearly summer painting schedule.

CB West Memorial Drive Athletic Complex Renovations: An updated schedule for the project has been received from the consultant. Advertising for the project will proceed within the next couple of months. Mrs. Danielle Turner (District Athletic Director), Mr. Donovan (CB West Principal) and Mr. Hunt (CB West Athletic Director) met with FEMO regarding the impact renovations will have on spring and fall sports at CB West. It was determined that spring sports will not be impacted, however there will be an impact on fall sports. Mr. Donovan and Mr. Hunt were supportive of the schedule, and alternative locations will be found for the impacted sports. Mr. Kleimenhagen presented a preliminary project schedule, detailing the process from Zoning Hearing Board meetings in December through anticipated project completion in October of 2018.

#### **FUTURE MEETING SCHEDULE**

The next scheduled meeting is Wednesday, January 24, 2018.

#### **ADJOURNMENT**

The meeting was adjourned at 7:21 p.m.