

LOWER PAXTON TOWNSHIP  
BOARD OF SUPERVISORS

Minutes of Board Meeting held February 1, 2011

The business meeting of the Board of Supervisors of Lower Paxton Township was called to order at 7:26 p.m. by William B. Hawk, Chairman, on the above date, in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present were: William C. Seeds, Sr., William L. Hornung, Gary A. Crissman, and David B. Blain.

Also in attendance were George Wolfe, Township Manager; Steven Stine, Township Solicitor; and Ted Robertson, SWAN.

**Pledge of Allegiance**

Mr. Blain led in the recitation of the Pledge of Allegiance.

**Approval of Minutes**

Mr. Crissman made a motion to approve the minutes of the December 7, 2010 and December 14, 2010 workshop meetings. Mr. Blain seconded the motion, and a unanimous vote followed.

**Public Comment**

No public comment was provided.

**Chairman & Board Members' Comments**

No Board member comments were provided.

**Manager's Report**

Mr. Wolfe noted that that freezing rain and ice accumulations are forecast for tonight and tomorrow morning, and driving may be treacherous. He noted that Public Works personnel will be applying salt and anti-skid materials to the roads. He requested that the citizens drive only if necessary, and during winter events to park their vehicles in their garages or driveways and

remove their vehicles from the street if possible. He noted that it is a good practice not to open the end of your driveway until after the snow plow has passed your area.

Mr. Wolfe noted that the Board of Supervisors' business meetings will be rebroadcast on Verizon Channel 22 on Thursdays at 6 p.m. and Saturdays at noon.

## **OLD BUSINESS**

### Resolution 11-04; adopting a report maintaining the Administrative Employee Compensation Plan

Mr. Wolfe explained that the Administrative Employee Compensation Plan, administered by the Township Manager, must be adopted on an annual basis. He noted that the plan was established in 2004 through efforts of the Board of Supervisors. He explained that the plan is developed by conducting an annual market survey for wages and applying the results to the band of compensation for each grade of employee working for the Township. He noted that the Board must establish increases in compensation for administrative employees as well as making adjustments in compensation based upon where employees stand in their band and determine if a performance enhancement should be provide to employees.

Mr. Wolfe recommended that the Board accept the new Position Assignment by Grade Table for administrative employees in the Township, and that the salary structure be amended. He noted this would cover a two year amendment in that the Board did not amend the salary structure for 2010. He explained that the increase in the salary structure will be 4.1% or 2.05% per year. He noted this is not an increase in compensation; only an increase in the compensation ranges in the band. He explained that he provided the Board members a copy of the new salary structure.

Mr. Wolfe noted, as part of the budget process, the Board of Supervisors budgeted an increase in compensation of administrative employees of 3% or 1.5% per year for 2010 and

2011. He requested the Board to approve this increase in compensation. He noted that there will be no adjustment to employees whose compensation is less than provided by the plan and no bonus compensation. He noted that the vast majority of administrative employees are compensated at a level below the mid-point for their position. He noted that no steps will be taken this year to correct this. He noted that the Board of Supervisors budget a 1.5% increase for 2010 and a 1.5 % increase for 2011. He requested that the Board of Supervisors approve this resolution and compensation plan.

Mr. Seeds questioned if the blended average was 4.1%. Mr. Wolfe answered yes. Mr. Seeds questioned if the tables reflect the 4.1% increase. Mr. Wolfe answered yes. Mr. Seeds questioned if all the numbers were increased by 4.1% from the prior table. Mr. Wolfe answered yes. Mr. Seeds noted that this does not mean that will be the increase provided to the administrative employees. Mr. Wolfe answered yes. Mr. Seeds noted that the employees will fall further behind in the pay range for their band level if they do not receive an increase that amounts to the table increases. Mr. Wolfe answered yes.

Mr. Crissman made a motion to approve Resolution 11-04; to continue to maintain the Administrative Employee Compensation Plan used to determine the salaries for said employees. Mr. Hornung seconded the motion. Mr. Hawk called for a roll call vote: Mr. Blain, aye; Mr. Crissman, aye; Mr. Hornung, aye; Mr. Seeds, aye, and Mr. Hawk, aye.

### **NEW BUSINESS**

#### Action on proposal to purchase an unused scoreboard, previously Installed at the Friendship Center

Mr. Wolfe explained that a scoreboard was installed during the initial construction of the Friendship Center (FC), but it was never used. He noted that last year, staff removed and stored the scoreboard with the hopes of selling it. He explained that contact was made with several

school districts and Northern York School District offered to pay \$1,750.00 for the scoreboard. He explained that staff believes this to be an acceptable price.

Mr. Wolfe explained that the scoreboard was not a part of the bid process, and explained that the Township can sell to a school district without using the bid process. He noted that the proposed purchase price was presented to the Friendship Center Operating Board at its Monday meeting and they concurred with staff's recommendation that the proposal should be accepted.

Mr. Crissman made a motion to approve the purchase by Northern York School District, of an unused scoreboard previously installed at the Friendship Center in the amount of \$1,750.00. Mr. Blain seconded the motion. Mr. Hawk called for a voice vote and a unanimous vote followed.

#### Resolution 10-35; planning module for Pleasant Meadows

Mr. Blain made a motion to approve Resolution 10-35, the planning module for Pleasant Meadows. Mr. Crissman seconded the motion. Mr. Hawk called for a voice vote, and a unanimous vote followed.

### **IMPROVEMENT GUARANTEES**

Mr. Hawk noted that there were twelve Improvement Guarantees.

#### Keystone Center

An extension and 10% increase in a letter of credit with Centric Bank, in the amount of \$24,889.70, with an expiration date of February 1, 2012.

#### Autumn Ridge, Phases II & III

An extension and 10% increase in a letter of credit with Fulton Bank, in the amount of \$60,898.66, with an expiration date of February 1, 2012.

Amesbury

An extension and 10% increase in a bond with Liberty Mutual Insurance Company, in the amount of \$43,000.00, with an expiration date of February 1, 2012.

Briarsdale Road – 4 Story, 30 Room Hotel

An extension and 10% increase in a letter of credit with Metro Bank, in the amount of \$1,826.00, with an expiration date of February 1, 2012. (This was changed to August 1, 2011 by a Board vote.)

Keystone Center

An extension and 10% increase in a letter of credit with Graystone Bank, in the amount of \$5,590.20, with an expiration date of February 1, 2012.

Rite Aid Corporation

An extension and 10% increase in a bond with Westchester Fire Insurance Company, in the amount of \$59,588.87, with an expiration date of February 1, 2012.

The Townes at Forest Hills

An extension and 10% increase in a bond with Insko Insurance Services, Inc., in the amount of \$92,044.22, with an expiration date of February 1, 2012.

Old Iron Estates, Phase IV

An extension and 10% increase in a letter of credit with Fulton Bank, in the amount of \$14,300.00, with an expiration date of February 1, 2012.

Estates of Forest Hills, Phases I, II, III, IV-A, IV-B, V, VI, VII

An extension and 10% increase in a letter of credit with Susquehanna Bank, in the amount of \$159,412.61, with an expiration date of February 1, 2012.

Kings Crossing, Phase C

An extension and 10% increase in a letter of credit with Fulton Bank, in the amount of \$42,565.38, with an expiration date of February 1, 2012.

Sunnyhill Farms - North

An extension in a letter of credit with Mid Penn Bank, in the amount of \$6,884.67, with an expiration date of February 1, 2012.

Quail Hollow, Phase IV

An extension and 10% increase in a bond with Developers Surety & Indemnity Company, in the amount of \$77,863.00, with an expiration date of February 1, 2012.

Quail Hollow, Phase V

An extension and 10% increase in a bond with Developers Surety & Indemnity Company, in the amount of \$229,333.00, with an expiration date of February 1, 2012.

Mr. Seeds suggested that Briarsdale Road – 4 Story, 30 Room Hotel, only be given a six-month extension until August 1, 2011 since there are only a few minor items to complete. Mr. Blain agreed.

Mr. Crissman made a motion to approve the 12 improvement guarantees as written except for Briarsdale Road – 4 Story, 30 Room Hotel. He noted that they would be provided a six-month extension until August 1, 2011. Mr. Blain seconded the motion. Mr. Hawk called for voice vote, and a unanimous vote followed.

Action on a proposal to provide dry cleaning services for  
police uniforms and plain clothes

Mr. Wolfe noted that the current provider of dry cleaning services for the Police Department, Model City Cleaners, does not want to continue to provide its services at the current price level. He noted that Public Safety Director Johnson has obtained three prices for dry cleaning services and the lowest proposal was made by Layne Careful Cleaners, at the price of \$1,000.00 per month.

Mr. Wolfe noted that he included a copy of the contract with specifications for services to be provided for the cleaning of police uniforms. He noted that it provides for a one-year contract,

with an option of a one-year renewal, for the dry cleaning of uniforms for 45 police officers. He noted that contract lists the number of uniform items that each police officer has, as well as the cleaning of business attire for plain-clothes officers, which includes approximately ten additional police officers. He noted that dry cleaning will be picked up at the Municipal Center for uniform clothing, and plain-clothes officers will drop off and pick up their clothes at the dry cleaners.

Mr. Wolfe noted that the contract calls for similar services that the Police Department received in the past from Model City Cleaners; He noted that the current provider is not willing to continue service to the Township at the agreed upon price, and as a result staff has obtain pricing from other vendors. He noted that Layne Cleaners provided the lowest price per month at \$1,000.00 per month. He explained that is what the Township was paying to the prior vendor who was unwilling to renew his services for that amount. Mr. Hawk noted that Layne Cleaners has two locations, one on Route 22 and a second on 17<sup>th</sup> Street in the City. Mr. Wolfe noted that the Township would be using the Jonestown Road facility.

Mr. Wolfe noted that it is staff's recommendation to enter into an agreement with Layne Cleaners for dry cleaning services at \$1,000.00 per month for the Police Department.

Mr. Crissman questioned if Layne Cleaners is the lowest bid. Mr. Wolfe answered yes.

Mr. Crissman questioned if there is a large difference between the Model City price and the Layne Cleaner price. Mr. Wolfe answered that Model City was not willing to provide the Township with a firm amount. He noted that Model City Cleaners is not willing to continue to provide services for \$1,000.00 per month. He explained, when the detectives stopped to pick up their dry cleaning, they were charged for the services. He explained that this violates the collective bargaining agreement with the police and it is also a violation of the agreement with Model City. Mr. Wolfe noted that another vendor, My Taylor, provided a price that was \$3,600 higher as it was based upon each item to be cleaned.

Mr. Wolfe explained that no bids were needed since it qualifies as professional service; however, PSD Johnson obtained three prices for services. He noted that cleaners are not used to dealing with municipal governments and it would not have been easy for them to secure performance and bid bonds.

Mr. Seeds questioned if the contract is for one year. Mr. Wolfe answered that it is for one year with an option to renew without a price increase. Mr. Seeds questioned if the proposal is for \$1,000.00 per month. Mr. Wolfe answered yes. Mr. Seeds questioned if they will pick up and deliver the uniforms. Mr. Wolfe answered yes, but only for uniforms. Mr. Seeds questioned if it would include the plain clothes clothing. Mr. Wolfe answered yes, noting that they would have to be dropped off and picked up at the store. Mr. Seeds questioned if that was an extra charge. Mr. Wolfe answered that it was included in the price.

Mr. Crissman made a motion to award a contract for dry cleaning services for the Police Department with Layne Careful Cleaners at a cost of \$1,000.00 per month for one year, with an option for an additional year. Mr. Blain seconded the motion. Mr. Hawk called for a voice vote, and a unanimous vote followed.

### **Payment of Bills**

Mr. Seeds made a motion to pay the bills of Lower Paxton Township and Lower Paxton Township Authority. Mr. Crissman seconded the motion, and a unanimous vote followed.

### **Adjournment**

There being no further business, Mr. Crissman made a motion to adjourn the meeting. Mr. Hornung seconded the motion, and the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Approved by,

Maureen Heberle  
Recording Secretary

Gary A. Crissman  
Township Secretary