

LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS

Minutes of Workshop Meeting held December 15, 2009

An administrative workshop meeting of the Board of Supervisors of Lower Paxton Township was called to order at 8.45 p.m. by Chairman William B. Hawk on the above date in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present in addition to Mr. Hawk were: William C. Seeds, Sr., William L. Hornung, Gary A. Crissman, and David B. Blain.

Also in attendance were George Wolfe, Township Manager; Steve Stine, Township Solicitor; Robert Grubic and Steve Fleming, HRG, Inc.; and Watson Fisher and Ted Robertson, SWAN.

Pledge of Allegiance

Mr. Hawk suspended the recitation of the Pledge of Allegiance as it was recited at the previous meeting.

Public Comment

No public comment was provided.

Discussion on a proposal for engineering services by Herbert Rowland and Grubic, Inc.

Mr. Wolfe noted that the Board members requested he contact Mr. Grubic to ask him to provide the Township with a proposal for continuous engineering services beginning January 1, 2010. He noted that Mr. Grubic provided the Board with a proposal, and he and Mr. Fleming are present to review the proposal with the Board members.

Mr. Grubic thanked the Board members for allowing him the time to review his proposal for engineering services with the Township for the year 2010. He noted, in the past, he has come to the Board in January of each year to discuss the terms of the contract. He noted that the current contract dates back to 2007, and ends December 31, 2009. He noted that the 2010 agreement remains unchanged, in all aspects including the terms and the fees.

Mr. Grubic noted that he would like to highlight several reasons why he feels that HRG, Inc. is the best firm to fulfill the total engineering requirements for the Township. He noted that

HRG, Inc. has been working, in some capacity, for the Township for over 36 years, starting back in 1973. He noted that he has received much satisfaction in seeing many of those projects come to fruition. He noted that his firm brings a tremendous amount of institutional knowledge to the Township. He noted that his firm has grown to over 235 employees, offering in-house expertise in all engineering and related services that the Township would need, including the basic services of civil, traffic, environmental, electrical, and mechanical engineering as well as surveying and financial services. He noted that this allows for a one-stop shopping opportunity for the Township without having to rely on outside consultants.

Mr. Grubic noted that HRG, Inc. has remained committed to providing the highest quality value added service at competitive fees. He noted that he has offered to hold the structured fees to the 2009 calendar rate. He explained that he maintains a staff level appropriate to provide a timely turn around of plan reviews and projects, and has a very good working relationship with Township staff, both in the Community Development Department and the Public Works Department. He noted that he represents over 50 municipalities in Pennsylvania and municipal engineering has been and will continue to be his primary area of service.

Mr. Grubic noted that he is completely committed to the Township and would like to continue in that role as the Township engineer.

Mr. Fleming explained that he has closed most of the construction projects for 2009, while some remain in the punch list stage and would be formally closed in 2010. He stated that he considers it a tremendous opportunity to work with the Township and its staff and noted that he has enjoyed establishing the relationship that he has had with staff over the past two years.

Mr. Grubic noted that he is extremely aware of the Board's efforts to hold the line on expenses, and that is reason why he maintained the same fee schedule for 2010 that was used for 2009. He explained that when he allocates his personnel, he ensures that the Township is getting the best level of service but at the lowest possible fee. He noted that the one-stop shopping approach allows for the Township to make a phone call and access someone immediately from one firm only, instead of needing to call various firms to solve an issue. He noted that HRG, Inc. is an extension of the Township staff and he appreciates the relationship that he has with the Township.

Mr. Seeds questioned if the retainer fee would remain the same at \$2,400. Mr. Grubic answered yes. He noted that it includes attendance of his staff at four meetings each month; a Planning Commission meeting, a Board workshop meeting, and two Board business meetings. He noted that it also includes basic telephone communications with staff and a monthly activities report, if requested by the Township. Mr. Fleming stated that he attends the Planning Commission meetings if requested by staff. Mr. Seeds questioned how many meetings he attended this past year. Mr. Fleming answered that it was more than half. Mr. Blain noted that \$2,400 for a retainer fee for professional services is not that much.

Mr. Fleming noted that it also includes answering questions for developers regarding the amount of time staff spends on reviewing a plan. Mr. Grubic noted that the concept of trust is very important in the agreement with the Township, and a commitment from him that he would provide the most experienced yet least costly individual for whatever level is needed for a particular project.

Mr. Grubic explained that he agreed to provide the Township with a volume discount fee in accordance with the provisions in the agreement. Mr. Seeds questioned if the Township reached that level in 2009. Mr. Fleming answered that the Township did, and the savings were in the tens of thousands of dollars. He noted that the volume of work that he performs for the Public Works Department and the projects that the Parks and Recreation Departments implements are numerous. He noted that most of the work is contract work or proposals for projects that HRG, Inc. has undertaken with those Departments, with the understanding it is not just answering questions over the telephone, but more related to a project that a budget has been developed for.

Mr. Hawk noted that across the State, HRG, Inc. is well respected. Mr. Grubic noted that his firm started out in municipal engineering and it has remained the mainstay for the company. He noted that he is committed to municipal work and his firm is good at it and can share their expertise with the Township working on many projects across the State. He noted that a municipality like Lower Paxton Township should have top quality and excellence in engineering services.

Mr. Grubic requested the Board to consider maintaining its current contract with HRG, Inc. as the Township engineer and allowing them to provide their engineering services to the Township.

Mr. Grubic noted that he would like to thank the Board members for keeping the tax rate the same.

Mr. Hawk thanked Mr. Grubic and Mr. Fleming for coming to the meeting.

Adjournment

There being no further business, Mr. Crissman made a motion to adjourn the meeting. Mr. Blain seconded the motion, and the meeting adjourned at 9:00 p.m.

Respectfully submitted,

Maureen Heberle
Recording Secretary

Approved by,

Gary A. Crissman
Township Secretary