



Susquehanna

TOWNSHIP

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Susquehanna Township Board of Commissioners

Regular Meeting Agenda

May 12, 2022

Holtzman Elementary School Gymnasium

6:30 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE**
- D. PETITIONS, COMPLAINTS, SUGGESTIONS FROM CITIZENS**
- E. APPROVAL OF MINUTES**
 - 1. April 28, 2022 – Board of Commissioners Workshop
- F. RECOGNITIONS AND PRESENTATIONS – None.**
- G. REPORTS OF COMMITTEES**
 - 1. Building & Grounds (Rothrock/Pyne)
 - 2. Budget, Finance, Insurance & Pension (Fleming/Pyne/Rebarchak)
 - 3. Public Works (Napper/Hisiro)
 - 4. Health & Sanitation (Rebarchak/ Hisiro)
 - 5. Administration & Personnel (Napper/Fleming/Engle)
 - 6. Police (Engle/Faylona)
 - 7. Fire, EMS, EMA (Hisiro/Fleming)
 - 8. Recreation (Faylona/Hisiro)
 - 9. Planning & Zoning (Rothrock/Pyne/Rebarchak)
- H. BIDS AND AGREEMENTS**
- I. ACTION ON ORDINANCES, RESOLUTIONS, SUBDIVISION AND LAND DEVELOPMENT PLANS**
 - 1. **A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA ESTABLISHING A PERFORMANCE EVALUATION**

POLICY, ATTACHED HERETO AS EXHIBIT “A” AND MADE PART OF THIS RESOLUTION

David Pribulka, Township Manager & Nancy Hess, NJ Hess Associates

Narrative

The Township engaged NJ Hess Associates of Hummelstown, PA to develop a performance evaluation instrument for non-uniformed personnel. Nancy Hess, principal of the firm, has developed the draft policy which has been appended to the resolution for consideration this evening. Also provided with the agenda is the template for the development of employee performance plans prepared by NJ Hess Associates. Department Directors and front-line supervisors would complete the template for each of their direct reports, and there would be, at minimum, quarterly “touch points” and coaching sessions with staff to evaluate progress, make adjustments, and provide opportunities for continuing professional development.

Staff recommendation: That the Board of Commissioners adopt the resolution establishing a performance evaluation policy.

2. A RESOLUTION OF SUSQUEHANNA TOWNSHIP, DAUPHIN COUNTY, PENNSYLVANIA AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF HEALTH “WALKWORKS” PROGRAM IN AN AMOUNT OF \$20,000 TO FUND AN ACTIVE TRANSPORTATION PLAN CONSISTENT WITH THE RECOMMENDATIONS OF THE SUSQUEHANNA TOWNSHIP COMPREHENSIVE PLAN

Doug Knauss, Director of Parks and Recreation

Narrative

Provided with the agenda is a copy of a resolution authorizing the Director of Parks and Recreation to submit a grant application for \$20,000 to the PA Dept. of Health “WalkWorks” program. The program was established to aid communities in developing active transportation plans and multimodal accommodations throughout the Commonwealth. If awarded, the grant proceeds would be used to fund the preparation of a Township-wide Bicycle, Pedestrian, and Greenway Plan in accordance with the “Pedestrian and Bicycle Connections” Element of the Susquehanna Township Comprehensive Plan: Sustainable Susquehanna 2030.

Staff recommendation: That the Board of Commissioners adopt the resolution authorizing the submission of a Pennsylvania Department of Health “WalkWorks” grant in an amount of \$20,000 to develop a Susquehanna Township Bicycle, Pedestrian, and Greenway Plan.

J. REPORTS

- | | |
|-------------------------|---------------------------------------|
| 1. Township Manager | 3. Community and Economic Development |
| 2. Public Safety/Police | |

- 4. Public Works
- 5. Engineering
- 6. Solicitor
- 7. School Board (Pyne/Fleming)
- 8. Authority – (Napper/Pribulka)
- 9. Shade Tree (Pyne/Rebarchak)

- 10. Communications
(Pyne/Rebarchak/Faylona)
- 11. Human Relations
(Hisiro/Faylona)
- 12. Parks & Recreation

K. OLD BUSINESS

1. AUTHORIZATION OF CONTRACT SUPPLEMENT TO NJ HESS ASSOCIATES FOR THE IMPLEMENTATION OF THE PERFORMANCE EVALUATION SYSTEM

David Pribulka, Township Manager

Narrative

Earlier in the agenda, the Board of Commissioners was asked to adopt a resolution establishing a performance evaluation policy and procedure for Township staff. If approved, it is recommended that the Board retain NJ Hess Associates to assist in the implementation of the policy and meet with senior staff to facilitate a “train the trainer” session and any one-on-one assistance necessary to implement the policy. Provided with the agenda is a proposal from Nancy Hess of NJ Hess Associates to facilitate the implementation of the performance evaluation policy. The attachment includes a scope of work and methodology proposed.

Staff recommendation: That the Board of Commissioners authorize the Township Manager to execute a contract supplement with NJ Hess Associates in an amount of \$900.00 to assist with the implementation of the performance evaluation policy.

2. APPROVAL OF CONTRACT ADDENDUM WITH ZENCITY TECHNOLOGIES LTD. FOR A TERM BEGINNING JUNE 14, 2022, AND ENDING JUNE 14, 2023

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda is a contract addendum with ZenCity to renew the Township’s engagement for an additional year commencing June 14, 2022, and ending June 14, 2023. The Township initiated its partnership with ZenCity as a tool to receive meaningful feedback from Township residents to aid in our mission of providing better public service delivery. The addendum still includes a substantial initial term discount, and staff is recommending approval of the same. Below is a link to ZenCity’s Civil Space being used for public engagement on the Susquehanna Township Recreation Plan:

[Susquehanna Township Recreation Plan Civil Space](#)

Staff recommendation: That the Board of Commissioners approve the contract addendum with ZenCity for a term beginning June 14 2022, and ending June 14, 2023 in an amount of \$23,000.

3. SUSQUEHANNA TOWNSHIP ADMINISTRATIVE OFFICE RENOVATION PROJECT CHANGE ORDERS

Betsy Logan, Assistant Township Manager

Narrative

Provided with the agenda are copies of three change order requests (COR) associated with the renovation of the Administrative Office. They are summarized as follows:

- a. COR 1, Soffit Manufacturer Costs (\$3,151.00) - Proposal was based on Longboard soffit panels as identified in Specification Section 074923, Para. 2.2.C.1.b. The selected finish color is not warranted for exterior use per Longboard so the Subcontractor will provide Knotwood soffit panels. This Change Order includes the increase in material costs only; no markup is included.
- b. COR 2, Door Manufacturer Change (\$4,341.00) - Costs to provide wood doors as manufactured by USA Wood Door in lieu of VT Industries on account of significant lead time. This Change Order includes the increase in material costs only; no markup is included.
- c. COR 3, Accessible Restroom Changes (\$10,545.00) - Supply all labor, material and equipment to provide and perform revisions to Unisex ADA Toilet 110 per response to RFI GC-05 and SK 7 thru 9. Cost includes additional demolition, framing, insulation, gyp board, finishing, doors, etc. as indicated. CO also includes credit to delete AWI certification.
- d. COR 4, Hallway Window Treatment (\$4,711.10) - Window blinds in the corridor from the administrative side of the building to the police department were not included in the original bid package. There are currently blinds on the windows, but they are not standardized with what is being installed in the rest of the renovated space. The proposal is to install 12 draper solar shades in the hallway.

Also provided with the agenda is an updated budget spreadsheet showing the costs-to-date associated with the project. If all change orders are approved, the project will be over budget. It is noteworthy that the Board has authorized American Rescue Plan Act funding for this project, so there is contingency available in that fund to cover the additional expenditures. All but COR 4 should be considered critical path items and are recommended for approval by staff. COR 4 is not a necessity, but important to the aesthetic of the new space. The total amount of all requested change orders is \$22,748.10. The Board could move all requested change orders with one motion or consider each COR individually.

Staff recommendation: That the Board of Commissioners approve the change orders for the Administrative Office Renovation Project.

L. NEW BUSINESS

1. CONSENT AGENDA

- a. Statement of Bills Paid

- b. Building Renovation Project Pay Application #4 - \$113,651.36
- c. Civil Service List Certification
- d. Financial Security Reduction #2, Cherry Orchard Place - \$199,800
- e. Financial Security Reduction #3, Susquehanna Union Green Phases 2A, 2C, 2E, 3B, and 5- \$348,117
- f. Financial Security Reduction #12, Susquehanna Union Green Phase 1 – (\$83,174)

2. APPOINTMENT OF NORMAN DAVENPORT, JR. AND ROBERT NEELY TO THE SUSQUEHANNA TOWNSHIP POLICE DEPARTMENT

Robert Martin, Director of Public Safety

Narrative

Susquehanna Township is pleased to present for appointment two candidates for the Susquehanna Township Police Department, Norman Davenport, Jr. and Robert Neely. Each excelled in their written and oral examinations with the Civil Service Commission and are recommended for the appointment this evening. Public Safety Director Martin will introduce the agenda item.

Staff recommendation: That the Board of Commissioners appoint Norman Davenport Jr. and Robert Neely to the Susquehanna Township Police Department.

3. APPOINTMENT OF EDWARD “MACK” BREECH AS COMMUNITY PLANNER/ZONING ADMINISTRATOR OF SUSQUEHANNA TOWNSHIP

Betsy Logan, Assistant Township Manager

Narrative

Susquehanna Township is pleased to present for appointment Edward “Mack” Breech to serve as Community Planner/Zoning Administrator. Mr. Breech’s resume is provided with the agenda. He is a recent graduate of West Chester University with a Bachelor of Science in Urban and Environmental Planning. Assistant Township Manager Logan will introduce the agenda item.

Staff Recommendation: That the Board of Commissioners appoint Edward “Mack” Breech to serve as Community Planner/Zoning Administrator of Susquehanna Township effective May 23, 2022.

M. COMMISSIONER COMMENTS

N. ADJOURNMENT

NOTE: TO ACCOMMODATE ALL CITIZENS, INDIVIDUAL SPEAKERS WILL BE PERMITTED THREE MINUTES TO ADDRESS THE BOARD.

NOTE: PLEASE PLACE ALL CELL PHONES, PAGERS, AND OTHER ELECTRONIC DEVICES ON SILENT MODE.

NOTE: THE TOWNSHIP MEETINGS ARE RECORDED.