

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

Minutes of the meeting held on September 5, 2023

A budget workshop meeting of the Lower Paxton Township Board of Supervisors was called to order at 5:29 p.m. by Chairman Henry on the above date at the Lower Paxton Township Municipal Center 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present, in addition to Mr. Henry, were Robin Lindsey, Norman Zoumas, Chris Judd, and Paul W. Navarro. Also in attendance were Bradley Gotshall, Township Manager, Samuel Miller, Assistant Township Manager, and Amanda Zerbe, Director of Community Development.

Pledge of Allegiance

Mr. Henry read the Pledge of Allegiance.

2024 General Fund Budget Proposal: Department of Community Development

Amanda Zerbe presented the proposed 2024 General Fund Budget for the Community Development Department, noting a significant increase in revenues for building application fees in 2023; the fees went from approximately \$56,000.00 in 2022 to \$134,000.00. The revenues for new residential permits have decreased slightly in 2023 due to the decline in new construction. Mr. Miller added that the industry is now moving again. Mrs. Zerbe noted that the foreclosure registry fees have increased slightly, and land development fees have increased significantly in 2023. She added that Mr. Miller applied for grant funds to cover the purchase of the new Brightly Software, and the kickoff meeting to begin implementing the software is scheduled for next week. She noted that residents and customers will soon be able to complete the entire permit, payment, and approval process online.

Mrs. Zerbe noted that Approved Codes Services is also purchasing the new Brightly Software to review, process, and approve permits online. The staff will not be involved with what Approved Code Services does, but she's sure customers will still call to inquire. The developers, engineers, and internal departments will also have access to this software to submit, review, and comment on land development plans; the entire process will be handled using Brightly Software and will all be paperless. Additionally, the financials and securities will be processed in Brightly. The Sewer Department will use Brightly to process sewer permits, and Public Works will use it to process road occupancy permits. The system acquisition will occur over the next four months.

Mrs. Zerbe highlighted the projected expenditures for 2024, noting that the department pays approximately \$3,000.00 in professional service fees. She also stated that Approved Code Services will not raise the rates in 2024. She noted an increase in the Zoning Hearing Board fees, particularly the solicitor's fees. She stated that the members of the Zoning Hearing Board are paid \$100.00 per docket. Mr. Miller added that his notes indicate that the members are paid per meeting, effective in 2022.

Mr. Gotshall added a disclaimer, noting that the Community Development Department budget and all others are only departmental budgets, not the entire General Fund. However, for the next workshop meeting, the drafted budget will outline the General Fund, including all proposals. Also, the administrative wages reflect a general placeholder for all Administrative staff.

A discussion followed about the candidates interviewed for the Economic Development Coordinator position.

Adjournment

Mr. Judd motioned to adjourn the meeting. Mrs. Lindsey seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed, and the Chairman adjourned the meeting at 6:00 p.m.

Respectfully submitted,

Shellie Smith,
Recording Secretary

Approved by,

Chris Judd
Secretary

DRAFT