

**LOWER PAXTON TOWNSHIP  
BOARD OF SUPERVISORS**

Minutes of Board Meeting held January 4, 2021

The annual reorganization meeting of the Board of Supervisors of Lower Paxton Township was called to order at 7:01 p.m. by Lowman S. Henry on the above date, in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present were Lowman S. Henry, Robin Lindsey, Lowman S. Henry, Chris Judd, Norman Zoumas and Paul W. Navarro. Also, in attendance was Bradley N. Gotshall and Steve Stine.

**Pledge of Allegiance**

Mr. Navarro led the Pledge of Allegiance.

**Election of the Chairman of the Board**

Steven A. Stine, Chairman Pro Tem, called for nominations for the Chairman of the Board. Mr. Zoumas nominated Lowman S. Henry to serve as Chairman of the Board of Supervisors. Ms. Lindsey seconded the motion. Mr. Stine moved to close the nomination process. Mr. Stine called for a voice vote, and a unanimous vote followed in electing Mr. Henry Chairman of the Board.

**Election of the Vice-Chairman of the Board**

Mr. Judd nominated Robin Lindsey to serve as Vice-Chairman of the Board of Supervisors. Mr. Navarro seconded the motion. Mr. Henry moved to close the nomination process as there were no additional nominations. Mr. Henry called for a voice vote, and a unanimous vote approval followed.

**Appointment of the Township Secretary, Vacancy Board Chairman, Township Treasurer, and Assistant Treasurers, Township Manager, Township Solicitor, Township Engineer, Voting Delegate and Alternate to PSATS State Convention Establishment of Treasurer's Bond, Depository, and Regular Board Meetings**

*Township Secretary* – Ms. Lindsey nominated Chris Judd. Mr. Zoumas seconded the motion. Mr. Henry moved to close the nomination process. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Treasurer* – Mr. Navarro nominated Norman Zoumas. Ms. Linsey seconded the motion. Mr. Henry moved to close the nomination process. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Assistant Secretary/Treasurer* – Mr. Judd nominated Paul W. Navarro. Mr. Zoumas seconded the motion. Mr. Henry moved to close the nomination process. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Vacancy Board Chairman* - Mr. Zoumas motioned to appoint Dan Mosel as the Vacancy Board Chairman. Mr. Navarro seconded the motion. Mr. Henry moved to close the nomination process. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Township Manager* – Mr. Judd motioned to appoint Bradley Gotshall as the Township Manager. Mr. Zoumas seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Township Solicitor* – Ms. Lindsey motioned to appoint the Law Office of Steven A. Stine as the Township Solicitor. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Township Engineer* - Mr. Navarro nominated Herbert, Rowland and Grubic, Inc. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Representative and alternate to the Capital Region Council of Governments*

Mr. Zoumas nominated Robin Lindsey to serve as the Representative to the Capital Region Council of Governments. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

Mr. Judd nominated Norman Zoumas to serve as the Alternate Representative to the Capital Region Council of Governments. Ms. Lindsey seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Voting Delegate and Alternate to Pennsylvania State Association of Township*

*Supervisors State Convention* - Mr. Navarro nominated Robin Lindsey to serve as the Voting Delegate to PSATS delegate. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

Ms. Lindsey nominated Norman Zoumas to serve as the Alternate Voting Delegate to PSATS. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Representative to the Dauphin County Tax Collection Committee and Alternate* - Mr.

Zoumas nominated Tim Houck to serve as the representative to the Dauphin County Tax Collection Committee. Ms. Lindsey seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

Mr. Navarro nominated Chris Judd to serve as the Alternate Representative to the Dauphin County Tax Collection Committee. Mr. Zoumas seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

## **Board, Commission & Committee Appointments**

Mr. Henry announced the following names for appointment to the following boards, commissions, and committee members:

*Arts Advisory Council* – Mr. Zoumas nominated Patricia Crawford, Sandra McKeehan, Grace Newsome, Lorraine Rogers, and Stanley Smith for a one-year term. Ms. Lindsey seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Audit Committee* – Mr. Zoumas nominated Chris Judd, Robin Lindsey, and Bradley Gotshall, for a one-year term. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Community Engagement Committee* – Ms. Lindsey nominated Patricia Crawford, Denise Hussar, and Jim Seidler for a one-year term. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Greenway Committee* – Mr. Zoumas motioned to nominate Susan Landau, Jim Seidler, and Catherine Scheib for a one-year term. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Historical Commission* – Mr. Judd nominated Denise Deimler, David Doyle, Donald Goss, Kristy Kessler, William Minsker, and Robert Thomas for a one-year term. Mr. Zoumas seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Lower Paxton Township Authority* – Ms. Lindsey nominated Norman Zoumas and Robert Oakes to fill five-year term. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Planning Commission* – Ms. Lindsey nominated Everette Hamilton, Sandra Bloom, and Kurt Meckes to the Planning Commission, the appointments are staggered terms. Mr. Zoumas seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Public Safety Committee* – Mr. Navarro nominated Chief Colonial Park Fire Company, Chief, Linglestown Fire Company, Chief, Paxtonia Fire Company, Emergency Operations Director, Fire Marshall, President Colonial Park Fire Company, President Linglestown Fire Company, President Paxtonia Fire Company, Public Safety Director, and Representative from South Central EMS for a one-year term. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Shade Tree Commission* – Ms. Lindsey nominated Karl Valley and Richard Wain for a five-year term. Mr. Zoumas seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Zoning Hearing Board* – Mr. Navarro nominated David Dowling and Allen Hassen to the Zoning Hearing Board for a three-year term and Ronald Reeder as the Alternate. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Establishment of Treasurer's Bond* – Mr. Zoumas made a motion to establish a Treasurer's Bond of \$1,000,000.00. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Designation of Township Depository* – Mr. Judd made a motion to designate the Township Depository as M&T Bank with a Treasurers Bond of \$ 1,000,000.00. Ms. Lindsey seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

*Establishment of the Supervisors Meeting Schedule* – Mr. Henry stated the regular legislative meetings would be held on the first, second, and third Tuesday of each month beginning at to 7:00 p.m. except Election Days and Holidays. Ms. Lindsey made a motion to approve the meeting schedule. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

## **BUSINESS MEETING**

### **Approval of Minutes**

Mr. Zoumas made a motion to approve the minutes of the October 16, 2020, Budget, and Business meetings. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous voted followed.

### **Public Comment**

There was none.

### **Announcement**

Mr. Henry announced that the Board members met in Executive Session prior to the meeting, and they would be meeting again afterwards to discuss personnel matters.

### **Chairman and Board Member's Comment**

There were none.

### **Manager's Report**

There was none.

## **NEW BUSINESS**

### Action to Ratify Declaration 20-02, Authorizing the Township Manager to Declare a Local Disaster Emergency

Ms. Lindsey made a motion to Ratify Declaration 20-02, which authorizes the Township Manager to Declare a Local Disaster Emergency for the snowstorm that occurred on December 16, 2020. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous voted followed.

### Action on Resolution 21-01, Appointing a Certified Public Accountant to Audit Funds for Lower Paxton Township for the 2020 Fiscal Year

Mr. Gotshall reported that the Township is in the second year of a three-year contract with Brown Schultz and Sheridan and Fritz to provide professional auditing services.

Mr. Gotshall noted that the contract will provide for the audit of Township and Township Authority accounts for the 2020 Fiscal year. The total cost for the audit is \$41,200.00, \$25,7500.00 is for the Township account and \$15,450 is for the Authority account.

Mr. Zoumas made a motion to approve Resolution 21-01, which appoints a Certified Public Accountant to audit funds for the Township for the 2020 Fiscal Year. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous voted followed.

#### Mid Atlantic Automotive Recovery Services Junkyard License Renewal

Ms. Lindsey made a motion to approve Mid Atlantic Automotive Recovery Services Junkyard License Renewal. Mr. Zoumas seconded the motion. Mr. Henry called for a voice vote, and a unanimous voted followed.

### **Subdivision and Land Development**

#### Action on a Preliminary/Final Subdivision Plan for Autumn Oaks, Phase IV (Plan # 2020-19)

Mr. Gotshall presented the Final Subdivision Plan for Autumn Oaks Phase IV, Plan#20-19. This plan involves a total area of 7.7 acres to be developed in accordance with the plan. Autumn Oaks Phase 4 will consist of 16 new Single-Family lots, and the creation of a property line to separated Open Space Lot 4 from Open Space Lot 7. The site is in the Residential Cluster (R-C) Zoning District and will be served by public sewer and water supply. The applicant is requesting a waiver of the requirement that the maximum length of a cul-de-sac shall be no more than 600 feet. There are four Administrative Comments and four General Comments, and this plan approval shall be subject to the developer addressing all 20 comments in the memo dated December 23, 2020, from Jason Hinz of HRG.

Tim Mellott, Mellott Engineering, was present to answer questions about the Preliminary/Final Subdivision Plan for Autumn Oaks. Mr. Mellottt noted that Phase IV is the final phase of this development and the Open Space Lot 7 is the park area.

Ms. Lindsey asked Mr. Mellott if the comments made by the Traffic Safety Unit had been addressed. Mr. Mellott indicated that the plan had been reviewed by the Traffic Safety Unit and Township Fire Marshall and the comments would be addressed before the plan is recorded. Ms. Lindsey noted that she would like to ensure that the Township's fire apparatus can fit in the cul-de-sac.

Ms. Lindsey made motion to approve the Preliminary/Final Subdivision Plan for Autumn Oaks; Phase IV (Plan # 2020-19). Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous voted followed.

#### Improvement Guarantees

Mr. Judd motioned to approve the Improvement Guarantees for Mindy Meadows, Phase 1, 6266 Ryecroft Lane, and Allentown Boulevard Warehouse. Mr. Zoumas seconded the motion. Mr. Henry called for a voice vote, and a unanimous voted followed.

Mr. Judd motioned to approve the Improvement Guarantees for Shadebrook, Phase 4, the establishment of a Bond. Mr. Navarro seconded the motion. Mr. Henry called for a roll call vote, and Ms. Lindsey abstained from the vote for personal reasons. Mr. Zoumas voted aye, Mr. Judd voted aye, Mr. Navarro voted aye, and Mr. Henry voted aye. The Improvement Guarantee for Shadebrook, Phase 4 for the establishment of a Bond was approved.

#### **Payment of Bills**

Mr. Zoumas motioned to pay the bills of Lower Paxton Township and Lower Paxton Township Authority, including the Purchase Cards. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous voted followed.

#### **Announcements**

Mr. Henry announced that the board meeting is scheduled for Tuesday, January 12, 2021, beginning at 7:00 p.m. at the Municipal Center.



## Adjournment

There being no further business Mr. Henry requested a motion to adjourn the meeting. Mr. Zoumas motioned to adjourn the meeting. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous voted followed. Mr. Henry adjourned the meeting at 7:30 p.m.

Respectfully submitted,



Shellie Smith  
Recording Secretary

Approved by,



Paul W. Navarro  
Assistant Secretary