

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

Minutes of Board Meeting held on April 7, 2020

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

Supervisors present in addition to Mr. Henry were Gary A. Crissman (via teleconference), Robin Lindsey Chris Judd, and Norman Zoumas. Also, in attendance was Bradley Gotshall, Township Manager, and Steve Stine, Township Solicitor.

Pledge of Allegiance

Mr. Zoumas led the Pledge of Allegiance.

Approval of Minutes

Ms. Lindsey made a motion to approve the minutes of February 4, 2020, and February 11, 2020, February 18, 2020, and March 3, 2020. Mr. Zoumas seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

Announcements

Mr. Henry announced that the Board of Supervisors had closed the Municipal Center to the public due to the Coronavirus Pandemic. However, the public is welcome to provide input or ask questions via email or voice mail to the Township Manager or Board members. This contact information is available on the Township's website www.lowerpaxton-pa.gov.

Mr. Henry announced that the Board met in Executive Session before the meeting to receive information from the Township Manager and Solicitor. He noted that Gary Crissman is participating via telephone.

Public Comment

There was none.

Chairman and Board Member's Comments

There was none.

Manager's Report

Briefing on Lower Paxton Township's response to Coronavirus Pandemic

Mr. Gotshall reported that the Township's Emergency Management Command structure is in full operation. The Township is also operating except for the Friendship Center and parks. He publicly thanked the Township employees for coming to work during the pandemic.

Mr. Gotshall noted that the Census opened nationwide as of April 1, 2020, and as of April 7, 2020, there has been a 45.7 % response rate to the Census. The state of Pennsylvania has had a 47.1 % response rate, Dauphin County is at 46.1%, and the response rate for the Township is 54.9%. He encouraged everyone in the community to respond to the Census online, via telephone or by mail. The Census Bureau has postponed in field operations until April 15, 2020, due to the Coronavirus Pandemic.

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 20-12 authorizing the execution of a finance agreement with Ford Motor Credit Company, LLC

Mr. Gotshall reported that the lease with Ford Motor Credit Company, LLC, is included in the Township's budget. The new truck would replace one of the Township's dump trucks.

Mr. Zoumas made a motion to approve Resolution 20-12, which authorizes the execution of the finance agreement with Ford Motor Credit Company, LLC, for the lease of a 2020 Ford

550 Truck. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Action on an agreement with General Code, LLC to provide the Municipality Software Suite

Ms. Zerbe thanked the Board of Supervisors for allowing the Community Development Department (CD) to choose a software solution. The Community Development Department has not had a software program for over six years, and this has been an extreme hardship for the department. This solution will assist with the beginning stages of land development through the certificate of occupancy at the end of the project. The Sewer and Public Works departments will also use this software. General Code owns Municipality 5, it is a new cloud-based, multi-platform software for municipalities. The International Codes Council (ICC) currently uses Municipality 5. The ICC develops the Uniform Construction Code (UCC); starting in fall 2020, Municipality 5 will be integrated with the UCC, which will create a seamless process between the building inspection and program. This software will allow staff to view all the activities of the department. Such as applications submitted, permit issued, complaints issued, inspections completed, search for parcels by the owner, address, parcel number, and then view all parcel information such as owner, owner's address, zoning, property class, acreage, etc. The Municipality 5 software comes standard with a fully integrated GIS system that allows its users to view parcel information. The basic GIS system includes parcel boundaries and Aerials. The permitting module of Municipality will enable users to track all activities on a permit, including permit type, status, cost of construction, contractors, inspections, fees, and tasks. There is a fully integrated appointment calendar for scheduling inspections. The user can view multiple inspectors from one calendar and re-assign or re-schedule inspections.

The Municipality5 Team was not present to answer questions as they are under a stay at home order in the state of New York.

There was a brief question and answer discussion between Ms. Zerbe and the Board members.

Mr. Crissman asked Ms. Zerbe when the new system will be implemented in the Community Development Department. Ms. Zerbe explained that Muncity 5 would begin implementing the program as soon as they receive the signed contract. The department will start using the software in the next four to five months.

Mr. Judd noted that the first-year subscription with Muncity 5 is 39,000 dollars, and the training is 42,000 dollars, 85,000 dollars total for the first year, and 48,000-dollars a recurring annual fee every year after that. The Board is aware that the current crisis now is not the time to incur a considerable expense. Although this purchase has been budgeted and the Community Development Department will likely be hit with a backlog of work, and the software would undoubtedly come in handy.

Mr. Henry noted that technology is expensive, but over time the Township will see huge savings just in the workforce with the use of this technology.

Mr. Crissman motioned to approve the agreement with General Code, LLC, to provide the Muncity Software Suite for a one-year contract. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Subdivision and Land Development

Discussion on the Crown Centre Development

Mr. Gotshall reported that Triple Crown has worked with the Township staff for many years on this concept to get a sense of the Township's position on the general idea of this development. Mr. DiSanto has requested the opportunity to come before the Board of Supervisors to get their opinion on the concept of development.

Mark DiSanto, CEO, Triple Crown Corporation (TCC), Charlie Courtney, McNeese, Wallace & Nurick, LLC, Craig Mellot, Traffic Planning and Design, Inc., Eric Stump and Jason Hinz both of HRG participated in the discussion via teleconference.

Mr. DiSanto presented a brief history of the land development plan for a lot of land, which is currently Bumble Bee Hollow Golf Center and Driving Range. The driving range is located on the southwest corner of Linglestown Road and Colonial Road between the Graystone Public House and Mickey Shuler's Carwash. He mentioned that his father had purchased this land back in 1995, during which time the Township was in a sewer moratorium, and nothing could be developed there. In 2004, TCC submitted a plan to the Township, and it was approved. This plan was submitted to PennDOT's HOP in September 2004. The moratorium in the Township continued, and TCC never moved forward with the development of Crowne Center. In 2008, TCC sold 11.2 acres to Doug Knightly contingent upon TCC being permitted to operate the golf course/driving range. In 2014, Mr. Knightly placed a conservation easement on this land with the Manada Conservancy. In June 2019, the Manada Conservancy contacted TCC to advise that they must cease using the property as a driving range when the lease is up. The plan is to develop the land into a Mixed Use Commercial establishment and synchronize the traffic flow with the Colonial Road and Linglestown Corridor Traffic plan.

Mr. DiSanto presented the proposed Crowne Centre development to the Board. This proposed development is Mixed Commercial use in nature, and TCC is seeking PennDOT's approval.

Improvement Guarantees

Mr. Judd motioned to the Improvement Guarantees for Woodspring Suites. Ms. Lindsey seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Payment of Bills – Lower Paxton Township & Lower Paxton Township Authority

Ms. Lindsey made a motion to approve January 2020, P-Card Register, January 2020 Remittance statement, and pay the bills for the Township and Authority. Mr. Zoumas seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote followed.

Announcements

Mr. Henry announced that everything in the Township had been canceled, including the next Workshop meeting scheduled for April 14, 2020. The next Board meeting is scheduled for Tuesday, April 21, 2020, beginning at 7:00 p.m.

Adjournment

There being no further business, Ms. Lindsey motioned to adjourn the meeting. Mr. Zoumas seconded the motion. Mr. Henry adjourned the meeting for the Lower Paxton Township at 7:51 p.m.

Respectfully submitted,


Shellie R. Smith
Recording Secretary

Approved by,


Chris Judd,
Secretary