



LOWER PAXTON TOWNSHIP

BOARD OF SUPERVISORS

2024 MUNICIPAL BUDGET WORKSHOP

TUESDAY, SEPTEMBER 19, 2023 - 5:30 PM,
425 PRINCE STREET, LOWER PAXTON, PA

1. Call To Order - Chairman Henry
2. Pledge Of Allegiance
3. PRESENTATION OF 2024 GENERAL FUND BUDGET PROPOSAL (PUBLIC WORKS DEPARTMENT)

Documents:

[PW - PRELIM 2024 BUDGET REPORT \(BOARD\) - 9-15-2023.PDF](#)

4. PRESENTATION OF 2024 STATE AID FUND BUDGET PROPOSAL (PUBLIC WORKS DEPARTMENT)

Documents:

[HLF - PRELIM 2024 BUDGET REPORT \(BOARD\) - 9-14-2023.PDF](#)

5. Adjourn

LOWER PAXTON TOWNSHIP

Proposed 2024 Budget

Public Works Department

<u>Account Number</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Adopted Budget</u>	<u>2023 Projected Actual</u>	<u>2024 Proposed Budget</u>	<u>Notes/Remarks</u>
REVENUES:						
01-3200-364.33	Sanitation - Compost Site Reimb	\$ 26,765	\$ 24,720	\$ 26,675	\$ 26,900	Allocable cost share of facility for West Hanover residents' use (based on population; billed to municipality annually).
01-3200-364.35	Sanitation - Leaf Waste Fees	38,291	45,000	45,000	45,000	Annual permit fees for residents (\$50) and contractors (\$690), and one-day permits (\$15 and \$75, respectively).
01-3300-322.50	Lic & Permits - Road Occupancy	16,115	85,000	42,000	50,000	Permit charges for road "cuts" by owners, developers, and utilities; <i>Ordinance revisions and increase in fees structure, including addition of degradation fees, still in evaluation .</i>
01-3300-354.03	State - Snow Removal Contract	46,996	46,996	46,996	46,996	Annual contract with PennDOT for winter maintenance on select State Routes within the Township; increased for additional road mileage.
01-3300-363.10	Highway & Streets - Streets Fee-in-Lieu	-	-	287,528	50,000	Staff implemented program for contributions in lieu of immediate road restoration to accumulate funds for future restoration work with larger contractors (Veolia, etc.).
TOTAL PUBLIC WORKS REVENUES		128,167	201,716	448,199	218,896	
EXPENDITURES:						
01-4200-426.130	Wages - Part-Time Compost Facility Attendants	16,506	17,582	16,937	18,026	Four part-time staff covering 37 weeks of compost facility operation.
01-4200-426.400	R&M - Landfill-Compost Site Maintenance	-	2,050	2,800	5,000	Building and site maintenance, including DEP-required one-time training for one licensed facility operator (new).
01-4200-426.420	R&M - Vehicle/Equipment Maintenance	-	-	-	2,000	Maintenance for vehicles and equipment for landfill and compost site management.
01-4200-426.510	Prof Svcs - Landfill-Compost Site Services	24,766	47,500	30,000	46,850	Site management, sampling, and reporting services from HRG relative to landfill and compost site.
01-4200-426.610	Utilities - Electric	2,579	2,800	2,650	2,500	Electric service for facilities and equipment at landfill and compost site.
01-4200-426.640	Utilities - Sewer	99,747	118,500	105,000	105,000	Metered sewage charges for landfill site leachate; includes expected Authority increase.
01-4200-426.660	Utilities - Stormwater Fees	10,348	10,348	3,796	3,796	Authority billing for impervious area at landfill and compost site.
01-4300-430.110	Wages - Public Works Administration	316,215	339,638	397,132	368,618	Director, Deputy Director of Transportation, Deputy Director of Public Facilities, and Road Technician full-time positions; <i>wage index placeholder applied .</i>
01-4300-430.120	Wages - Full-Time Secretary	53,526	58,873	58,873	56,511	AFSCME Secretary full-time position; contractual 3% increase for 2024.
01-4300-430.122	Wages - Full-Time Public Works Labor	1,442,590	1,430,230	1,250,150	1,199,843	AFSCME field and shop labor (28 total) not allocated to Stormwater or Parks and Recreation support; contractual 3% increase for 2024.
01-4300-430.130	Wages - Part-Time Public Works Labor	742	18,441	18,574	37,664	Two seasonal part-time laborers, one intern, and allocated cost for AFSCME part-time custodian; contractual 3% increase for 2024..
01-4300-430.160	Wages - Overtime	29,531	35,000	15,000	25,000	Overtime for employees covered by AFSCME agreement or for non-exempt employees.

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01-4300-430.170	Wages - Longevity	20,893	22,787	21,738	21,539	Annual payments to administration and AFSCME staff, per years of service and corresponding agreements.
01-4300-430.302	Supp & Admin - Building & Shop Supplies	19,490	20,000	17,500	20,000	Facility cleaning and management supplies, including pest control services.
01-4300-430.322	Supp & Admin - Training/Seminars	1,960	3,000	3,000	3,000	Annual memberships and staff trainings.
01-4300-430.326	Supp & Admin - Uniforms	-	-	5,750	7,000	Annual uniform allowance allotted to each AFSCME field and shop laborer (\$250).
01-4300-430.400	R&M - Facilities Maintenance	37,775	33,500	33,500	35,000	Purchases and services for maintenance of facilities and related equipment.
01-4300-430.542	Prof Svcs - IT Subscriptions/Licenses	2,229	8,500	16,350	21,000	User-specific program and allocated server license costs. 2023 includes late addition of two weather station units (\$5,400/year subscription) as trial assessment for automated roads maintenance notification devices
01-4300-430.570	Prof Svcs - Copier Maintenance Contracts	2,649	2,650	2,400	2,250	Includes annual copier lease and maintenance agreement, exclusive to department.
01-4300-430.579	Prof Svcs - Enterprise Vehicle Leases	62,420	77,556	68,648	82,725	Enterprise leasing for 12-vehicle fleet, with five-year <i>anticipated</i> turnover.
01-4300-430.600	Utilities - Vehicle Fuel	114,014	120,920	100,000	110,000	Purchase of unleaded and diesel gasoline for department vehicles and equipment.
01-4300-430.610	Utilities - Electric	24,783	11,500	11,400	11,400	Electric services for facilities (<i>previously included parks as well; shifted in 2023</i>).
01-4300-430.620	Utilities - Natural Gas	19,615	17,500	17,750	17,500	Natural gas services for facilities (<i>previously included parks as well; shifted in 2023</i>).
01-4300-430.630	Utilities - Water	16,379	4,500	4,400	4,500	Water services for facilities (<i>previously included parks as well; shifted in 2023</i>).
01-4300-430.640	Utilities - Sewer	8,415	2,930	1,200	1,200	Metered sewer services for facilities (<i>previously included parks as well; shifted in 2023</i>).
01-4300-430.650	Utilities - Trash Removal	9,219	10,500	7,422	-	Fees for disposal of three on-site dumpsters, fleet tires, roadside collections, and compost site refuse; <i>currently provided without charge under newly negotiated hauler contract</i> .
01-4300-430.660	Utilities - Stormwater Fees	26,759	374	6,194	6,194	Authority billing for impervious areas of facilities (<i>previously included parks as well; shifted in 2023</i>).
01-4300-430.670	Utilities - Telephone	11,883	13,500	15,750	18,500	Verizon charges for landline/cellular phones and iPads, including increase of service lines/devices and revised cost allocations by department.
01-4300-430.910	Capital - Equipment Purchases	29,845	30,000	27,521	40,000	2023 budgeted for mill head for skid steer (\$21,000) and replacement of two landscape trailers (\$9,000), but acquired \$27,521 unbudgeted tow-behind air compressor. 2024 budget includes mill head for skid steer (\$30,000) and two landscape trailers (\$10,000).
01-4300-432.433	R&M - Winter Equipment Maintenance	20,579	20,000	20,000	21,500	Repairs and miscellaneous parts for maintaining winter maintenance equipment.
01-4300-432.536	Prof Svcs - Snow Removal (Authority)	7,425	10,000	5,000	10,000	Labor and equipment charges from Sewer Department staff for assistance with snow removal.

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Proposed 2024 Budget

Public Works Department

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01-4300-433.574	Prof Svcs - Traffic Light Maintenance	58,421	75,000	80,000	85,000	Third-party preventative and response maintenance of 43 signalized intersections throughout the Township.
01-4300-433.576	Prof Svcs - Pole Attachment Rents	-	5,000	9,000	5,000	Annual rent paid to PPL for electric pole attachments for traffic signals (<i>shifted from Electric above</i>); majority of attachments to be removed in 2024 (project pushed from 2023), reducing annual rents from approx. \$9,000 to \$1,200.
01-4300-433.614	Utilities - Electric - Traffic Signals	132,766	123,500	117,530	115,000	Electric services for street and traffic lights throughout the Township (<i>previously included parks as well; shifted in 2023</i>).
01-4300-433.672	Utilities - Telephone - Traffic Signals	5,188	5,500	5,800	5,800	Verizon communication lines for traffic signals.
01-4300-437.352	Supp & Admin - Small Tools/Equipment	18,000	12,500	12,500	12,500	AFSCME tool reimbursement (\$575 per Mechanic) as well as various small tools and equipment replacements and purchases for field fleet.
01-4300-437.420	R&M - Vehicle/Equipment Maintenance	127,392	125,000	130,000	125,000	Motor oil, filters, and antifreeze for all Township vehicles, and tires and parts for Public Works vehicles.
01-4300-437.435	R&M - Vehicle Fuel Station	-	2,500	7,000	1,500	Repairs and miscellaneous parts for maintaining fuel station (<i>segregated from fuel utilities for 2023/further</i>).
01-4300-438.356	Supp & Admin - Sign Supplies	20,301	25,000	25,000	25,000	Street, traffic, and work area signage, decals, posts, and pavement tape.
01-4300-438.430	R&M - Road & Bridge Maintenance Materials	66,951	78,000	76,500	78,000	Blacktop, stone, cold patch, and crack sealant for roadway and bridge maintenance.
01-4300-438.510	Prof Svcs - Engineering Services	14,346	25,000	20,000	20,000	HRG engineering support for roadway, traffic signal, and traffic safety services, excluding State Aid qualified project/construction management.
01-4300-438.578	Prof Svcs - Spraying/Trimming Services	9,232	25,000	12,500	10,000	Roadside vegetation spraying and tree trimming for site distance and right-of-way management
TOTAL PUBLIC WORKS EXPENDITURES		2,885,478	2,992,679	2,782,265	2,786,916	
NET PUBLIC WORKS ACTIVITY		\$ (2,757,311)	\$ (2,790,963)	\$ (2,334,066)	\$ (2,568,020)	

<u>Change in Revenues/Expenditures Statistics</u>	<u>2023 Budget vs. 2024 Budget</u>	<u>2023 Projected vs. 2024 Budget</u>
Increase (Decrease) in Revenues	\$ 17,180	\$ (229,303)
Increase (Decrease) in Expenditures	\$ (205,763)	\$ 4,651

<u>Contractual/Discretionary Expenditures Statistics</u>	<u>2024 Budget</u>	<u>2023 Budget vs. 2024 Budget</u>	<u>2023 Projected vs. 2024 Budget</u>
Budget Expenditures -- Contractual (Personnel)	\$ 1,727,201	\$ (195,350)	\$ (51,203)
Budget Expenditures -- Discretionary	\$ 1,059,715	\$ (10,413)	\$ 55,854

LOWER PAXTON TOWNSHIP

Proposed 2024 Budget

State Aid (Highway) Fund (10)

<u>Account Number</u>	<u>Account Title</u>	<u>2022 Actual</u>	<u>2023 Adopted Budget</u>	<u>2023 Projected Actual</u>	<u>2024 Proposed Budget</u>	<u>Notes/Remarks</u>
REVENUES:						
10-3300-341.01	Interest Earnings	\$ 6,367	\$ 1,000	\$ 45,000	\$ 35,000	Significant improvement in earnings (current rates near 5%), with declining investment balances as year progresses.
10-3300-355.02	State - Liquid Fuels State Aid	1,590,951	1,607,105	1,653,442	1,706,836	State allocation of motor fuel taxes collected relative to paved, adopted roads and population; slight increase projected for additional roadways adopted.
10-3300-355.03	State - Road Turnback Payments	3,680	3,680	3,680	3,680	Represents 0.92 miles of State roads turned back to the Township for ownership/management, at \$4,000/mile State support; anticipate flat to prior year.
TOTAL STATE AID FUND REVENUES		1,600,998	1,611,785	1,702,122	1,745,516	
EXPENDITURES:						
10-4300-430.310	Supp & Admin - Bank Fees	-	-	7	-	
10-4300-430.910	Capital - Equipment Purchases	-	64,580	104,470	-	2023 proposed new asphalt recycler for hauling segregated asphalt (no longer permitted for clean fill use) for recycling/disposal (\$64,580, actual \$63,950). Ford F-350 acquired early 2023, shifting from 2022 budget (\$40,520).
10-4300-432.354	Supp & Admin - Salt/Anti-Skid	218,212	220,000	130,000	220,000	Annual salt and anti-skid acquisition for winter road maintenance; light use in Q1 2023.
10-4300-438.577	Prof Svcs - Road Line Painting	93,727	100,000	100,645	100,000	Annual road line painting contract, and other striping on rotational improvement basis.
10-4300-439.940	Capital - Road Repaving	818,828	1,100,000	1,170,000	1,188,493	Annual capital spending plan (actual roads and bid package to be determined later).
10-4300-471.800	Debt - Principal - Capital Leases	221,872	174,067	174,067	244,767	Principal payments on leased vehicles and equipment (interest below); one new lease proposed for 2024 (see below).
10-4300-471.827	Debt - Principal - 2022 Bonds	-	31,439	31,439	31,439	Principal payment on bond issued for Dump Truck acquired in 2022 (replacement; interest below)
10-4300-472.800	Debt - Interest - Capital Leases	24,761	20,390	20,390	14,099	
10-4300-472.827	Debt - Interest - 2022 Bonds	3,338	5,921	5,921	4,821	
10-3900-393.01	Proceeds - GASB Debt Issuance	(346,948)	-	-	(292,523)	Debt (bond/lease) proceeds offset by purchases below.
10-4900-430.900	Capital - GASB Vehicle Acquisitions	175,933	-	162,677	292,523	2023 includes final disbursement of bond funds issued for dump truck (partially paid in 2022, and remainder in 2023). 2024 proposes lease issuance for replacement dump truck.
TOTAL STATE AID FUND EXPENDITURES		1,209,723	1,716,397	1,899,616	1,803,619	
NET TOTAL STATE AID FUND CHANGE IN RESERVES		391,275	(104,612)	(197,494)	(58,103)	
Net Financial Reserves - Beginning		212,165	603,440	603,440	405,946	
NET FINANCIAL RESERVES - ENDING		\$ 603,440	\$ 498,828	\$ 405,946	\$ 347,843	

<u>Change in Revenues/Expenditures Statistics</u>	<u>2023 Budget vs. 2024 Budget</u>	<u>2023 Projected vs. 2024 Budget</u>
Increase (Decrease) in Revenues	\$ 133,731	\$ 43,394
Increase (Decrease) in Expenditures	\$ 87,222	\$ (95,997)