



**Lower Paxton Township
Board of Supervisors
Budget Workshop - 5:30 pm - Room 174**

1. Call To Order - Chairman Henry
2. Pledge Of Allegiance
3. 2023 GENERAL FUND BUDGET PROPOSAL: DEPARTMENT OF PUBLIC WORKS

Documents:

[PUBLIC WORKS - DRAFT BUDGET 2023.PDF](#)

4. 2023 STATE AID FUND BUDGET PROPOSAL

Documents:

[STATE AID HIGHWAY FUND DRAFT 2023.PDF](#)

5. Adjourn

LOWER PAXTON TOWNSHIP

Proposed 2023 Budget

Public Works Department

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
REVENUES:						
01-3200-364.35	Leaf Waste Permits	\$ 46,560	\$ 45,000	\$ 45,000	\$ 45,000	Annual permit fees for residents (\$50) and contractors (\$690), and one-day permits (\$15 and \$75, respectively).
01-3200-364.60	West Hanover Reimbursement	24,098	24,000	25,000	24,720	Allocable cost share of facility for West Hanover residents' use (based on population; billed to municipality annually).
01-3300-320.02	Road Occupancy Permits	24,490	15,000	13,500	85,000	Permit charges for road "cuts" by owners, developers, and utilities; Ordinance revisions and increase in fees structure, including addition of degradation fees, proposed for 2023.
01-3300-363.01	Snow Removal State Contract	41,044	39,500	39,238	39,500	Annual contract with PennDOT for winter maintenance on select State Routes within the Township.
01-3300-363.03	Highway Misc. Income	44,531	35,000	35,000	35,000	Primarily Storm Water Permit (\$75) filing/review fees.
TOTAL PUBLIC WORKS REVENUES		180,723	158,500	157,738	229,220	
EXPENDITURES:						
01-4200-426.01	Compost Facility Attendant	15,970	17,493	17,083	17,578	Three part-time staff covering 37 weeks of facility operation.
01-4200-426.04	Electricity	2,537	2,800	2,500	2,800	Electric service for facilities and equipment at compost site.
01-4200-426.05	Sewer	101,523	100,000	115,000	118,500	Metered sewage charges for site leachate; includes expected Authority increase.
01-4200-426.07	Compost Site Professional Services	22,042	10,000	10,000	14,350	Site management, sampling, and reporting services from HRG (shared equally between compost site and landfill cost centers).
01-4200-426.08	Training & Seminars	-	-	-	1,800	DEP-required one-time training for one licensed facility operator (new).
01-4200-426.09	Storm Water Fee	10,348	10,348	10,348	10,348	Authority billing for impervious area at site.
01-4200-427.01	Miscellaneous Supplies	-	-	-	250	Installation of air conditioning unit at attendant building.
01-4200-427.06	Landfill Professional Services	4,949	20,000	16,000	33,150	Site management, sampling, and reporting services from HRG (shared equally between compost site and landfill cost centers).
01-4300-430.01	Public Works Management Personnel	267,568	276,380	294,098	-	Director, Deputy Director of Transportation, Deputy Director of Public Facilities, and Road Technician full-time positions. <i>Excluded pending compensation plan assessment.</i>
01-4300-430.02	Engineer Field Technician	16,659	17,170	17,685	-	Shift of position functions fully to Stormwater (Authority).
01-4300-430.03	Secretary	51,932	53,528	53,528	53,528	AFSCME Secretary; <i>flat-lined pending AFSCME contract negotiation (expires 2022)</i> .
01-4300-430.05	Skilled Full-Time Labor	1,435,709	1,802,654	1,453,997	1,453,997	AFSCME field and shop labor (28 total); <i>flat-lined pending AFSCME contract negotiation (expires 2022)</i> .
01-4300-430.06	Part-Time Labor	22,238	26,000	3,030	17,641	Two seasonal interns (mowing and road system management), ad allocated cost for AFSCME part-time custodian.
01-4300-430.07	Miscellaneous Supplies	20,755	20,000	17,500	20,000	Facility cleaning and management supplies, including pest control services.
01-4300-430.08	Computer & Telephone Systems	-	2,000	2,000	2,000	User-specific program and allocated server license costs.

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01-4300-430.09	Overtime Pay	37,324	42,500	42,500	42,500	Overtime for employees covered by AFSCME agreement or for non-exempt employees.
01-4300-430.10	Longevity	27,988	20,750	22,750	22,400	Annual payments to administration and AFSCME staff, per years of service and corresponding agreements.
01-4300-430.11	Telephone Charges	22,305	18,000	12,000	13,500	Verizon charges for landline and cellular phones and iPads (2023 includes proposed addition of two iPads and related monthly services).
01-4300-430.12	Electricity - Garage & Parks	26,236	22,000	25,000	25,000	Electric service for facilities and parks (<i>will be shifting to Parks budget in October</i>).
01-4300-430.13	Natural Gas	4,366	20,000	18,500	20,000	Natural gas for heating facilities and powering generator, and several parks facilities (<i>will be shifting to Parks budget in October</i>); includes price increase for coming off contract in late 2022.
01-4300-430.14	Sewer	5,231	6,000	6,000	6,180	Metered sewage charges for public works facility and parks (<i>will be shifting to Parks budget in October</i>); includes expected Authority increase.
01-4300-430.15	Trash Removal	8,470	10,000	9,000	10,500	Fees for disposal of three on-site dumpsters, fleet tires, roadside collections, and compost site refuse.
01-4300-430.16	Water	10,356	13,000	16,250	15,000	Monthly water charges for facilities and parks (<i>will shift to Parks budget in October</i>); 2022 spike for catch-up bill for Kohl Park meter.
01-4300-430.17	Building Maintenance & Repairs	32,868	30,000	35,000	33,500	Purchases and services for maintenance of facilities and related equipment.
01-4300-430.18	Training & Education	805	4,000	3,000	3,000	Annual memberships and staff trainings.
01-4300-430.19	Office Equipment	2,606	3,000	2,650	2,650	Includes annual copier lease and maintenance agreement, exclusive to department.
01-4300-430.21	Storm Water Fee	26,759	25,980	25,980	25,980	Authority billing for impervious area at facilities and parks (<i>will be shifting to Parks budget in October</i>).
01-4300-432.01	Snow Removal Service Rental	18,332	10,000	10,000	10,000	Labor and equipment charges from Sewer Department staff for assistance with snow removal.
01-4300-432.02	Snow Plow Maintenance	20,080	20,000	20,000	20,000	Repairs and miscellaneous parts for maintaining winter maintenance equipment.
01-4300-433.01	Traffic Signal Telephones	5,772	5,000	5,500	5,500	Verizon communication lines for traffic signals.
01-4300-433.02	Electric Street, Traffic	131,159	125,000	132,500	123,500	Electric services for street and traffic lights throughout the Township, including parks lighting (<i>will be shifting to Parks budget in October</i>).
01-4300-433.03	Traffic Lights Maintenance	86,500	75,000	72,605	75,000	Third-party preventative and response maintenance of 43 signalized intersections throughout the Township.
01-4300-433.04	Traffic Pole Attachment Rents	-	-	-	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 2023, reducing annual rents from approx. \$9,000 to \$1,200.
01-4300-437.01	Small Tools & Minor Equipment	10,371	15,000	12,500	12,500	AFSCME tool reimbursement (\$575 per Mechanic) as well as various small tools and equipment replacements and purchases for field fleet.

LOWER PAXTON TOWNSHIP

Proposed 2023 Budget
Public Works Department

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
01-4300-438.01	Decals, Plates & Posts	20,807	25,000	23,000	25,000	Street, traffic, and work area signage, decals, posts, and pavement tape.
01-4300-438.03	Vehicle Maintenance	124,743	125,000	115,000	125,000	Motor oil, filters, and antifreeze for all Township vehicles, and tires and parts for Public Works vehicles.
01-4300-438.04	Repair & Maintenance Supplies	87,156	75,000	70,000	75,000	Blacktop, stone, cold patch, and crack sealant for roadway maintenance.
01-4300-438.05	Roadside Vegetation Maint.	2,375	25,000	21,000	25,000	Roadside vegetation spraying and tree trimming for site distance and right-of-way management
01-4300-438.06	Rentals - Machines & Equipment	-	6,000	-	-	<i>Shifted to Repairs & Maintenance Supplies above.</i>
01-4300-438.07	Vehicle Fuel - Gas / Diesel	102,620	80,000	110,000	120,920	Purchase of unleaded and diesel gasoline, and maintenance of fueling station; 2022 and 2023 increases relative to spring/summer price hikes.
01-4300-438.08	Machinery & Equipment	8,510	30,000	30,000	30,000	2022 includes replacement Class A trailer and forks for new loader. 2023 includes mill head for skid steer (est. \$21,000) and replacement of two landscape trailers (est. \$4,500/each).
01-4300-438.09	Vehicle Lease Payments	69,248	75,000	59,763	77,556	Enterprise leasing for 12-vehicle fleet, with five-year turnover (<i>three replacement orders for 2022 likely not fulfilled until 2023, increasing upfit expense expectation</i>).
01-4300-438.10	Public Works Professional Fees	20,683	30,000	10,000	25,000	HRG engineering support for roadway, traffic signal, and traffic safety services, excluding State Aid qualified project/construction management.
01-4300-438.11	Bridge Maintenance	-	5,000	2,500	3,000	Preventative maintenance on Township bridges, based on Dauphin County bridge inspection reports.
TOTAL PUBLIC WORKS EXPENDITURES		2,885,900	3,299,603	2,925,767	2,724,128	
NET PUBLIC WORKS ACTIVITY		\$ (2,705,177)	\$ (3,141,103)	\$ (2,768,029)	\$ (2,494,908)	

<u>Change in Revenues/Expenditures Statistics</u>	<u>2022 Budget vs. 2023 Budget</u>	<u>2022 Projected vs. 2023 Budget</u>
Increase (Decrease) in Revenues	\$ 70,720	\$ 71,482
Increase (Decrease) in Expenditures	\$ (575,475)	\$ (201,639)

<u>Contractual/Discretionary Expenditures Statistics</u>	<u>2022 Budget vs. 2023 Budget</u>	<u>2022 Projected vs. 2023 Budget</u>
Budget Expenditures -- Contractual (Personnel)	\$ 1,607,644	\$ (648,831)
Budget Expenditures -- Discretionary	\$ 1,116,484	\$ (788,187)

LOWER PAXTON TOWNSHIP

Proposed 2023 Budget

State Aid (Highway) Fund

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
REVENUES:						
10-3300-341.01	Interest Earnings	\$ 732	\$ 1,000	\$ 500	\$ 1,000	
10-3300-355.02	Liquid Fuels State Aid	1,487,527	1,465,153	1,590,951	1,590,951	State allocation of motor fuel taxes collected relative to paved, adopted roads and population. <i>Held flat at 2022, pending estimated notice (late September).</i>
10-3300-355.03	Road Turnback Annual Maintenance	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.
10-3300-393.01	Proceeds from Debt Issuance	228,600	-	346,948	-	Debt proceeds offset by purchases below - net \$-0-
TOTAL STATE AID FUND REVENUES		1,720,539	1,469,833	1,942,079	1,595,631	
EXPENDITURES:						
10-4300-430.01	Vehicle/Equipment Purchases	228,600	-	343,610	64,580	2022 includes acquisitions of Volvo Loader and Dump Truck (both replacements), both financed. 2023 proposes <u>new</u> asphalt recycler for hauling segregated asphalt (no longer permitted for clean fill use) for recycling/disposal.
10-4300-430.02	Principal 2022 Bonds	-	-	-	31,439	Principal payment on bond issued for Dump Truck acquired in 2022 (replacement)
10-4300-430.03	Interest 2022 Bonds	-	-	3,338	5,921	Interest payments on bond issued for Dump Truck acquired in 2022 (replacement)
10-4300-438.02	Road Line Painting	71,106	65,000	96,800	100,000	Significant price increase in latest contract with Alpha Space Control (publically bid in 2022).
10-4300-438.06	Rental Of Equipment	4,980	15,000	-	-	
10-4300-438.08	Vehicle/Equipment Leases-Principal	250,670	293,011	221,872	174,067	Principal payments on leased vehicles and equipment; no new leases proposed for 2023.
10-4300-438.10	Vehicle/Equipment Leases-Interest	-	-	24,761	20,390	Interest payments on leased vehicles and equipment; no new leases proposed for 2023.
10-4300-438.15	Salt & Anti Skid	212,081	220,000	205,000	220,000	
10-4300-439.01	Paving Blacktop	1,395,997	1,022,439	1,025,000	1,100,000	Specific road program locations have yet to be determined.
TOTAL STATE AID FUND EXPENDITURES		2,163,435	1,615,450	1,920,381	1,716,397	
NET TOTAL STATE AID FUND CHANGE IN RESERVES		(442,896)	(145,617)	21,698	(120,766)	
Net Financial Reserves - Beginning		655,061	212,165	212,165	233,863	
NET FINANCIAL RESERVES - ENDING		\$ 212,165	\$ 66,548	\$ 233,863	\$ 113,097	

<u>Change in Revenues/Expenditures Statistics</u>	<u>2022 Budget vs. 2023 Budget</u>	<u>2022 Projected vs. 2023 Budget</u>
Increase (Decrease) in Revenues	\$ 125,798	\$ (346,448)
Increase (Decrease) in Expenditures	\$ 100,947	\$ (203,984)