



LOWER PAXTON TOWNSHIP

BOARD OF SUPERVISORS BUSINESS MEETING

TUESDAY, SEPTEMBER 19, 2023 - 7:00 PM

1. Call To Order - Chairman Henry
2. Pledge Of Allegiance
3. APPROVAL OF MINUTES - 07/18/23 Business Meeting

Documents:

[071823 BOS BUSINESS MTG MINUTES.PDF](#)

4. Public Comment
5. Chairman & Board Members' Comments
6. Manager's Report
7. Old Business
8. New Business
 - 8.I. ACTION TO AWARD TOWNSHIP AND AUTHORITY PROPERTY AND CASUALTY INSURANCE COVERAGES
Mr. Miller
 - 8.II. Action To Nominate Frank Chlebnikow As The Southwest Representative To The Tri-County Regional Planning Commission
 - 8.III. Resolution 2023-25 Minimum Municipal Obligation (MMO) For Police And Non-Uniformed Employee Pension Plans

Documents:

[RESOLUTION 23-25 ACCEPTING MMOS POLICE AND NON UNIFORMED PENSION PLANS 2024.DOCX.PDF](#)

9. Subdivision & Land Development
10. Payment Bills - Lower Paxton Township And Lower Paxton Township Authority

11. Announcements

12. Adjourn

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

Minutes of the meeting held on July 18, 2023

A meeting of the Lower Paxton Township Board of Supervisors was called to order at 7:02 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, and Paul Navarro. Also in attendance were Bradley Gotshall, Township Manager; Samuel Miller, Assistant Township Manager; Rachelle Scott; and Steve Stine, Township Solicitor.

Pledge of Allegiance

Mr. Zoumas led the Pledge of Allegiance.

Approval of Minutes

Mrs. Lindsey motioned to approve the workshop meeting minutes held on May 17, 2023.

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

Announcements

Mr. Henry announced that the Supervisors had met in executive session before the meeting and would meet again afterward.

Public Comment

Will Mumford and Nicholas Azzato, Troop 368, BSA, were in attendance, working towards their Communications Merit Badge. Troop 368, BSA, meets at the Charlton United Methodist Church. Chairman Henry welcomed Will, Nicholas, and their families to the board

meeting, noting that it's a tremendous honor to become an Eagle Scout, and he's hopeful they will become Eagle Scouts.

Mrs. Lindsey noted that Nicholas and his parents volunteer for the NutriPack Program.

Chairman & Board Members' Comments

Mrs. Lindsey announced that the Township's Parks & Recreation Department is hosting the fourth Summer Concert, Friday, July 21, 2023, at the Heroes Grove Amphitheater, beginning at 7:00 p.m. featuring song band Smooth Like Clyde.

Mrs. Lindsey invited residents to come out Tuesday, August 1, 2023, to participate in the National Night Out for Public Safety at George Park, beginning at 5:00 p.m., hosted by the Township's Police Department.

Manager's Report

There was one.

Old business

There was none.

New Business

Action to Appoint Jennifer Regina to the Arts Council

Jennifer Regina was present at the meeting to introduce herself and accept the appointment to the Arts Council.

Mrs. Lindsey motioned to appoint Jennifer Regina to the Arts Council. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Action to Appoint Rachel Losiewicz to the Greenway Committee

Rachel Losiewicz was present at the meeting to introduce herself and accept the appointment to the Greenway Committee.

Mr. Zoumas motioned to appoint Rachel Losiewicz to the Greenway Committee. Mr. Navarro seconded the motion.

Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Action to Award a Site Improvement Contract for the Brightbill Park Playground Improvements

Rachelle Scott presented the site plan for the Brightbill Park Playground improvements, and afterward, she gave the recommendation submitted by Ann E. Yost, RLA, Landscape Architect, YSM. Three bids were received, and Rogele, Inc. was the lowest bidder, offering a Bid for \$696,969.00.

Mrs. Lindsey motioned to award the Site Improvement Contract for the Brightbill Park Playground Improvements to Rogele, Inc for \$696,969.00. Mr. Zoumas seconded the motion.

Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Action on Resolution 2023-15: Authorizing the Filing of a Grant Application for the Multimodal Transportation Fund Program from the Commonwealth Finance Authority

Mr. Gotshaus provided a summary of Resolution 2023-15, noting that it provides for submitting a grant application to the Commonwealth Finance Authority for \$1,275,000.00. This grant request concerns an upcoming safety improvement project at the intersection of Rt. 22 and Prince Street. Several traffic incidents have occurred at the intersection, and the traffic signal infrastructure has aged significantly and must be upgraded. The local match contribution would be approximately \$225,000.00.

Mrs. Lindsey motioned to approve Resolution 2023-15, authorizing the filing a grant application for the Multimodal Transportation Fund Program from the Commonwealth Finance Authority for \$1,275,000.00 with a local matching contribution of \$225,000.00. Mr. Navarro seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Action on Resolution 2023-16: Authorizing the Filing of a Loan Application
for the Dauphin County Infrastructure Bank

Mr. Gotshall noted that this request is related to the Crums Mill Road Bridge project, one of the final bridges to be replaced in the Township; this request is for \$821,000.00.

Mr. Zoumas motioned to approve Resolution 2023-16, which authorizes filing a Loan Application to the Dauphin County Infrastructure Bank. Mrs. Lindsey seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Action to Approve Change Order #3 from East Coast Contracting, Inc.
for the Municipal Center Renovations and Security Upgrades Project

Mr. Gotshall presented Change Order #3 from East Coast Contracting, Inc. for \$3,693.75, noting that additional work is needed, specifically for the newly installed casework in the main lobby.

Mr. Navari motioned to approve Change Order #3 from East Coast Contracting, Inc. for the Municipal Center Renovations and Security Upgrades Project for \$3,693.75. Mr. Zoumas 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

Mr. Zoumas motioned to pay the bills for Lower Paxton Township and the Lower Paxton Township Authority. Mr. Judd seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Announcements

Mrs. Lindsey announced that the Authority Board will not meet on Tuesday, July 25, 2023; the next meeting is scheduled on Tuesday, August 25, 2023, at 7:00 p.m.

Mr. Henry announced the Supervisors will not meet on Tuesday, August 1, 2023, because the Township's Police Department will host a National Night Out for Public Safety. This meeting has been rescheduled for Wednesday, August 2, 2023

Mr. Henry noted that the next board meeting will not be held on Tuesday, August 1, 2023; the meeting has been rescheduled for Wednesday, August 2, 2023, beginning at 7:00 p.m.

Adjournment

Mr. Zoumas motioned to adjourn the meeting. Mrs. Lindsey seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed. The meeting adjourned at 7:26 p.m.

Respectfully submitted,

Shellie Smith,
Recording Secretary

Approved by,

James Judd
Secretary

DRAFT

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

RESOLUTION 23-25

Minimum Municipal Obligations for Pension Plans

**RESOLUTION OF THE SUPERVISORS OF LOWER PAXTON TOWNSHIP,
DAUPHIN COUNTY, PENNSYLVANIA (HEREIN REFERRED TO AS “Township”).**

WHEREAS, Pennsylvania Act 205 of 1984 requires the Chief Administrative Officer of the Lower Paxton Township Police Pension Plan and Non-Uniformed Employee Pension Plan to certify the financial requirement and Minimum Municipal Obligation (MMO) for each pension plan prior to September 30th preceding the start of the next municipal fiscal year, and

WHEREAS, the actuary for the above-referenced pension plans, Mockenhaupt Associates, has determined the financial requirement and prepared the Minimum Municipal Obligation for each plan to be used in the preparation of the 2024 municipal budget, and

WHEREAS, the Chief Financial Officer of the above-referenced pension plans has reviewed the financial requirement and Minimum Municipal Obligation for each plan and has certified same to be true, accurate, and in conformance with the provisions of Chapter 3, of Act 205.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Lower Paxton Township accepts the statements of Financial Requirement and Minimum Municipal Obligation for the Police Pension Plan and the Non-Uniformed Employee Pension Plan, as certified by the Chief Administrative Officer.

BE IT FURTHER RESOLVED that the above referenced statements are attached to and made a part of this resolution.

ADOPTED this 19th day of September 2023.

Attest:

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

Chris Judd, Secretary

Lowman S. Henry, Chairman

**LOWER PAXTON TOWNSHIP POLICE PENSION PLAN
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2024 MUNICIPAL BUDGET**

A. Normal Cost

1. Normal Cost as a Percent of Payroll	17.804%
2. Estimated 2023 Payroll for Active Participants	\$ <u>5,983,374</u>
3. Normal Cost (A1 x A2)	\$ <u><u>1,065,280</u></u>

B. Financial Requirement

1. Normal Cost (A3)	\$ 1,065,280
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	5,983
4. Amortization Payment, if any	<u>1,094,435</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u><u>2,165,698</u></u>

C. Minimum Municipal Obligation

1. Financial Requirement (B5)	\$ 2,165,698
2. Anticipated Employee Contributions (5.0% of Estimated Payroll)	299,169
3. Funding Adjustment, if any	<u>0</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u><u>1,866,529</u></u>

NOTES:

1. 2024 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
 2. Deposit into the Plan's assets must be made by December 31, 2024 to avoid an interest penalty.
 3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2024 budget along with an interest penalty.
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I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

Prepared using the January 1, 2023 Valuation.

**LOWER PAXTON TOWNSHIP NON-UNIFORMED EMPLOYEES PENSION PLAN
FINANCIAL REQUIREMENT AND MINIMUM MUNICIPAL OBLIGATION
FOR 2024 MUNICIPAL BUDGET**

A. Normal Cost

1. Normal Cost as a Percent of Payroll	11.745%
2. Estimated 2023 Payroll for Active Participants	\$ <u>5,776,198</u>
3. Normal Cost (A1 x A2)	\$ <u>678,414</u>

B. Financial Requirement

1. Normal Cost (A3)	\$ 678,414
2. Anticipated Insurance Premiums	0
3. Anticipated Administrative Expense	5,776
4. Amortization Payment, if any	<u>339,600</u>
5. Financial Requirement (B1 + B2 + B3 + B4)	\$ <u>1,023,790</u>

C. Minimum Municipal Obligation

1. Financial Requirement (B5)	\$ 1,023,790
2. Anticipated Employee Contributions	187,999
3. Funding Adjustment, if any	<u>0</u>
4. Minimum Municipal Obligation (C1 - C2 - C3)	\$ <u>835,791</u>

NOTES:

1. 2024 General Municipal Pension System State Aid may be used to fund part or all of the municipal obligation and must be deposited within 30 days of receipt. Any remaining balance must be paid from municipal funds.
 2. Deposit into the Plan's assets must be made by December 31, 2024 to avoid an interest penalty.
 3. Any delinquent Minimum Municipal Obligation from prior years must be included in the 2024 budget along with an interest penalty.
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I hereby certify that the above calculations, to the best of my knowledge, are true, accurate, and conform with the provisions of Chapter 3 of Act 205 of 1984.

Certified By:

Chief Administrative Officer

Date

Prepared using the January 1, 2023 Valuation.