

LOWER PAXTON TOWNSHIP

**BOARD OF SUPERVISORS
-Budget Session-**

TUESDAY, SEPTEMBER 8, 2020 - 5:30 PM,
425 PRINCE STREET, LOWER PAXTON, PA

1. CALL TO ORDER - CHAIRMAN HENRY
2. PLEDGE OF ALLEGIANCE
3. 2021 BUDGET: GENERAL PURPOSE REAL ESTATE
TAX MILLAGE VARIATION SCENARIOS

Documents:

[2021 MILLAGE VARIATION SCENARIOS.PDF](#)

4. 2021 BUDGET: ADMIN - DEPARTMENTAL BUDGET
(GENERAL FUND)

Documents:

[2021 ADMIN DEPARTMENTAL BUDGET NARRATIVE.PDF](#)

5. 2021 BUDGET: ADMIN - BUILDING MAINTENANCE
(GENERAL FUND)

Documents:

[2021 ADMIN - BUILDING MAINTENANCE - GF - NARRATIVE.PDF](#)

NEXT BOARD MEETING (Workshop Meeting), TUESDAY, SEPTEMBER 8, 2020; 7:00 P.M.

2021 Budget – General Purpose Real Estate Millage Variation Scenarios

median property value = \$190,700

NO INCREASE

<i>Current Millage Rate</i>	1.554 (.001554)
<i>Certified Tax-base (taxable properties) [x]</i>	3,260,531,789 (as of 11/2019)
<i>Estimated Real Estate Tax Revenue [=]</i>	\$5,066,866
<i>@ 96.2% Collection Rate (.962) [x]</i>	\$4,965,529
<i>Average Annual Amount Per Parcel</i>	\$296.35

¼ Mill Increase

<i>Current Millage Rate</i>	1.554 (.001554)
<i>Millage Increase [+]</i>	.25
<i>New Millage Rate [=]</i>	1.804 (.001804)
<i>Certified Tax-base (taxable properties) [x]</i>	3,260,531,789 (as of 11/2019)
<i>Estimated Real Estate Tax Revenue [=]</i>	\$5,881,999
<i>@ 96.2% Collection Rate (.962) [x]</i>	\$5,658,483
<i>Revenues Over No Increase</i>	\$692,954
<i>Average Annual Amount Per Parcel</i>	\$344.02
<i>Average Increase Per Parcel Over No Increase</i>	\$47.67

½ Mill Increase

<i>Current Millage Rate</i>	1.554 (.001554)
<i>Millage Increase [+]</i>	.50
<i>New Millage Rate [=]</i>	2.054 (.002054)
<i>Certified Tax-base (taxable properties) [x]</i>	3,260,531,789 (as of 11/2019)
<i>Estimated Real Estate Tax Revenue [=]</i>	\$6,697,132
<i>@ 96.2% Collection Rate (.962) [x]</i>	\$6,442,641
<i>Revenues Over No Increase</i>	\$1,477,112
<i>Average Annual Amount Per Parcel</i>	\$391.70
<i>Average Increase Per Parcel Over No Increase</i>	\$95.35

¾ Mill Increase

<i>Current Millage Rate</i>	1.554 (.001554)
<i>Millage Increase [+]</i>	.75
<i>New Millage Rate [=]</i>	2.304 (.002304)
<i>Certified Tax-base (taxable properties) [x]</i>	3,260,531,789 (as of 11/2019)
<i>Estimated Real Estate Tax Revenue [=]</i>	\$7,512,265
<i>@ 96.2% Collection Rate (.962) [x]</i>	\$7,226,799
<i>Revenues Over No Increase</i>	\$2,261,270
<i>Average Annual Amount Per Parcel</i>	\$439.37
<i>Average Increase Per Parcel Over No Increase</i>	\$143.02

1 Mill Increase

<i>Current Millage Rate</i>	1.554 (.001554)
<i>Millage Increase [+]</i>	1.0
<i>New Millage Rate [=]</i>	2.554 (.002554)
<i>Certified Tax-base (taxable properties) [x]</i>	3,260,531,789 (as of 11/2019)
<i>Estimated Real Estate Tax Revenue [=]</i>	\$8,327,398
<i>@ 96.2% Collection Rate (.962) [x]</i>	\$8,010,957
<i>Revenues Over No Increase</i>	\$3,045,428
<i>Average Annual Amount Per Parcel</i>	\$487.05
<i>Average Increase Per Parcel Over No Increase</i>	\$190.70

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION**

Account Number	Description	2020 Budget	Proposed 2021
REVENUES :			
TAX REVENUES			
01-3001-301.01	REAL ESTATE TAXES Collected by the elected Tax Collector, Diane Bair. Estimated based on 2020 Valuation of \$3,260,531,789 at 1.554, at about 96.2% collection. The fire tax levy moved to Fund 20 (\$1,474,641)	\$ 5,900,000	\$ 5,094,131 w/ no tax increase
01-3001-301.02	DELINQUENT REAL ESTATE TAXES-TAX CLAIM BUREAU	\$ 150,000	\$ 150,000
01-3001-301.03	REAL ESTATE TAX REFUNDS Refunds for reassessment and reduction in assessed property value.	\$ (10,000)	\$ (7,000)
01-3001-310.10	REAL ESTATE TRANSFER TAX ½% paid on the transfer price of real property. The Dauphin County Recorder of Deeds collects this tax.	\$ 1,500,000	\$ 1,500,000
01-3001-310.20	EARNED INCOME TAX (EIT) ½% paid on earned income of residents and non-residents working in the Township whose municipalities do not levy this tax.	\$ 8,000,000	\$ 8,000,000
01-3001-310.50	LOCAL SERVICES TAX (LST) \$52 per year, per employee working in the Township. This tax is paid on a pro-rata share per pay period. Taxpayers must earn at least \$12,000 per year to be subject to this tax.	\$ 1,260,000	\$ 1,200,000
OTHER ADMINISTRATION REVENUES			
01-3001-321.81	CABLE TV FRANCHISE FEES 5% of gross television revenues from Comcast and Verizon, per their cable franchise agreements.	\$ 1,025,000	\$ 1,000,000
01-3001-341.01	INTEREST EARNINGS	\$ 75,000	\$ 40,000

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION**

Account Number	Description	2020 Budget	Proposed 2021
01-3001-342.01	BUILDING RENTALS Sewer Authority (Garage & Admin.) - \$3,535.86/month + \$800/month Garage. Lease of 7 Micro Cell sites to Verizon at \$3,600/year per each site. FC Rent: Drayer (61,000 + 5,000 Utilities) and LPAC (23,000 Jan-March)	\$ 85,000	\$ 164,000
01-3001-355.01	UTILITY TAX REFUND Payment by public utilities in lieu of Real Estate Taxes.	\$ 16,500	\$ 16,500
01-3001-355.04	STATE LIQUOR LICENSES \$300/license in the Township.	\$ 15,000	\$ 15,000
01-3001-355.05	ACT 205 STATE AID State distribution to fund the police and non-uniformed employee pension plans.	\$ 935,000	\$ 935,000
01-3001-355.07	FOREIGN FIRE INSURANCE Proceeds are distributed directly to the Firemen's Relief Association.	\$ 280,000	\$ 280,000
01-3001-364.10	AUTHORITY MANAGEMENT AGREEMENT Reimbursement from Authority per the Management Agreement for Sewer Department employee wages and benefits, as well as 20% of costs for municipal management.	\$ 2,741,665	\$ 3,052,667
01-3001-364.20	STORMWATER MANAGEMENT AGREEMENT Reimbursement from Stormwater per the Management Agreement for employee wages and benefits, and costs for municipal management. <i>Originally budgeted in 01-3900-392.01 1st round of 2019 Budget, then moved here.</i>	\$ 1,134,683	\$ 1,076,622
01-3001-367.20	FC OVERHEAD REIMBURSEMENT FC reimburses Township for Twp's payment of FC employee's payroll & FICA taxes, workers comp. & medical insurance costs. Part-time – 18%, Full-time average of 60%. Medical costs will increase.	\$ 338,250	\$ -
01-3001-387.01	CONTRIBUTIONS DEVELOPERS (Roads escrow money being spent) Roads escrow \$ left from 2003 to fund Nyes Road/Devonshire Road intersection improvements (\$87,000), and roads escrow \$ from 2004-2006 to fund Crums Mill Road improvements (\$41,000). Estimate from Amanda Zerbe.	\$ 128,000	\$ -
01-3001-389.01	CASH FROM PRIOR YEARS Use of the General Fund balance for current year expenditures in the General Fund and/or the General Improvement Fund.	\$ -	\$ -

LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
01-3001-389.02	ACCIDENT REPORTS	\$ 11,000	\$ 11,000
01-3001-389.03	MISCELLANEOUS REVENUE	\$ 5,000	\$ 5,000
01-3001-391.01	SALE OF PROPERTY Proceeds from the annual sale of vehicles and equipment.	\$ 10,000	\$ 10,000
01-3900-392.01	TRANSFERS FROM OTHER FUNDS	\$ -	\$ -
TOTAL ADMINISTRATION REVENUES		\$ 23,600,098	\$ 22,542,920

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
EXPENDITURES :			
ADMINISTRATION			
01-4001-400.01	ELECTED OFFICIALS Compensation for the Board of Supervisors (\$5,000 x 5).	\$ 25,000	\$ 25,000
01-4001-401.01	MANAGEMENT PERSONNEL Includes the Township Manager, (new) Assistant Manager stipend (\$10,000), (new) Management Analyst (\$33,750), Finance Director, Finance Manager, HR Manager, and Administrative Assistant to the Manager, budgeted with a 3% increase.	\$ 447,000	\$ 504,160
01-4001-401.02	PUBLIC INFORMATION OFFICER 3% increase	\$ 74,894	\$ 77,515
01-4001-402.01	ACCOUNTING AND AUDITING SERVICES Services provided by external CPA in the audit of the previous fiscal year. The FC Fund and the LPTA are included in the audit, with their costs in the budgets of those 2 enterprise funds.	\$ 30,000	\$ 26,000
01-4001-406.01	SKILLED LABOR Wages for 2 Secretaries, a Receptionist and a Clerk to staff the Finance Department and "front desk." The AFSCME agreement has 2.8% increase for 2021.	\$ 183,796	\$ 188,942
01-4001-406.02	MEETING MINUTES Payment for meeting attendance and preparation of minutes. Employees provide service to the Board of Supervisors, Public Safety Committee, and Shade Tree Commission with 60 overtime events (meetings) in a typical year.	\$ 10,000	\$ 6,000
01-4001-406.03	OFFICE SUPPLIES	\$ 9,000	\$ 8,500
01-4001-406.04	VEHICLE FUEL Gasoline for the vehicle assigned to the Township Manager.	\$ 1,000	\$ 1,000
01-4001-406.05	CASH MANAGEMENT AND BANK FEES	\$ 1,560	\$ 950
01-4001-406.06	CABLE TV SERVICE	\$ 800	\$ 800
01-4001-406.07	TELEPHONE Cellular, telephone, and internet access. Maintenance included with Verizon.	\$ 14,000	\$ 15,000

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
01-4001-406.08	OFFICIALS EXPENSE \$2,000 for PSATS training, \$1,000 for Hbg. Chamber & CREDC memberships.	\$ 3,000	\$ 3,000
01-4001-406.10	LONGEVITY Payment of \$50/year to a maximum of \$1,500 for all administrative and management employees.	\$ 18,350	\$ 19,000
01-4001-406.11	ADVERTISING AND PRINTING AND CABLE TV Legal ads for public meetings, hearings, and ordinances. Employment advertisements for administrative and management positions. - Reduction due to end of printed newsletter	\$ 15,500	\$ 10,000
01-4001-406.13	INSURANCE AND BOND	\$ 3,000	\$ 3,000
01-4001-406.14	VEHICLE MAINTENANCE Manager's vehicle and mileage reimbursement for administrative personnel.	\$ 2,000	\$ 2,000
01-4001-406.15	TRAINING AND SEMINARS Conferences, seminars, and similar training activities on new financial system, H.R., Management and similar topics.	\$ 9,500	\$ 9,500
01-4001-406.16	DUES, SUBSCRIPTIONS AND MEMBERSHIPS Township and staff memberships in municipal and professional organizations, including PSATS, PELRAS, ICMA, APMM, Capital Region COG, GFOA, etc. Publications are included.	\$ 9,500	\$ 10,000
01-4001-406.17	REAL ESTATE TAXES Payment for undeveloped, non-recreation properties owned by the Township.	\$ 2,700	\$ 3,700
01-4001-406.18	MAINTENANCE CONTRACTS Office equipment and three copy machines. This account also includes maintenance and repair costs for equipment not on contracts.	\$ 15,000	\$ 17,000
01-4001-406.19	POSTAGE Regular postage plus mailing of the Newsletter.	\$ 10,000	\$ 8,000
01-4001-407.01	I.T. EXPENSES Refer to I.T. Budget breakdown on another page.	\$ 353,155	\$ 375,000

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GENERAL FUND
ADMINISTRATION**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
01-4001-407.02	COMMUNICATIONS IMPROVEMENTS Improvements to website, citizen notification system through CivicPlus, live web streaming of Board meetings.	\$ 14,000	\$ 20,000
01-4001-408.01	PROFESSIONAL SERVICES Engineering and other professional services authorized by the Board of Supervisors.	\$ 2,000	\$ 5,000
01-4001-409.02	VEHICLE LEASES/PURCHASES Leased or purchased vehicles (new account in 2021).	\$ -	\$ 7,000
<u>TAX COLLECTOR</u>			
01-4010-403.01	TAX COLLECTOR Based on the number of bills sent at \$1.00 per bill, plus a flat fee of \$3,000.	\$ 21,600	\$ 21,600
01-4010-403.02	OFFICE MATERIALS AND SUPPLIES Expenses of the elected Tax Collector and Dauphin County in the collection of the Real Estate Tax.	\$ 8,000	\$ 8,000
01-4010-403.03	INSURANCE AND BOND The Township's share of the bond for the elected Tax Collector.	\$ -	\$ -
01-4010-403.04	COLLECTION COSTS The Township's share of Act 32 collection costs.	\$ 3,000	\$ 4,000
<u>SOLICITOR</u>			
01-4020-404.01	SPECIAL LEGAL SERVICES Payments to outside counsel for labor matters.	\$ 25,000	\$ 25,000
01-4020-404.02	TOWNSHIP SOLICITOR	\$ 75,000	\$ 75,000
<u>PROTECTION OF PERSONS & PROPERTY</u>			
01-4110-411.01	TRANSFER TO FIREMEN'S RELIEF ASSOCIATION This is a pass through of state revenue from Foreign Fire Insurance to the local Lower Paxton Township Association.	\$ 280,000	\$ 280,000
01-4110-411.02	FIRE DISTRIBUTION OF REAL ESTATE TAX MOVED TO FUND 20 in 2021	\$ 490,000	\$ -
01-4110-411.03	FIRE HYDRANTS MOVED TO FUND 20 in 2021	\$ 215,000	\$ -

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
01-4110-411.04	FIRE MARSHALL EXPENSES	\$ 500	\$ 500
01-4110-412.01	EMS CONTRIBUTION MOVED TO FUND 20 in 2021	\$ 100,000	\$ -

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
<u>SEWER AUTHORITY</u>			
01-4400-429.01	MANAGEMENT PERSONNEL The Sewer Department Director, Operations Manager and Sewer Engineer.	\$ 272,548	\$ 272,548
01-4400-429.02	SECRETARY / RECEPTIONIST Wages for a Business Office Manager, a Secretary, and a Receptionist, and. The AFSCME agreement has a 2.5% wage increase for 2019.	\$ 103,146	\$ 103,146
01-4400-429.04	SKILLED FULL TIME LABOR Wages for 12 field employees. The AFSCME agreement has a 2.5% increase for 2019.	\$ 667,449	\$ 667,449
01-4400-429.05	PART-TIME LABOR A part-time Receptionist for field operations.	\$ 36,849	\$ 36,849
01-4400-429.06	I & I CREW 4 Employees from the Sewer Department working to install new sanitary sewer building sewers, laterals, etc.	\$ 328,000	\$ 328,000
01-4400-429.07	EMPLOYEE PHYSICALS Per the AFSCME agreement, employees are provided an annual physical examination, including immunizations appropriate for working in sanitary sewers, such as Hepatitis B, Hepatitis C, Lyme Disease, Typhoid, and Tetanus.	\$ 1,100	\$ 1,100
01-4400-429.08	VEHICLE AND EQUIPMENT PURCHASES	\$ -	\$ -
01-4400-429.09	OVERTIME Overtime for employees covered by the AFSCME agreement and for non-exempt employees.	\$ 30,000	\$ 30,000
01-4400-429.10	LONGEVITY Payment of \$50/year (\$1,000 maximum) made to Full-Time, Skilled Labor per the AFSCME agreement.	\$ 16,800	\$ 16,800
<u>STORMWATER AUTHORITY</u>			
01-4450-429.01	ENGINEERING FIELD TECHNICIAN Randy Allen. 25% of his salary(15,950), is in Public Works budget.	\$ 47,850	\$ 47,850
01-4450-429.02	PUBLIC WORKS STREET SWEEPING STORMWATER	\$ 87,360	\$ 87,360

LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
	<u><i>Broken out from originally budgeted items in 01-4300-430.05 in 2019.</i></u>		
01-4450-429.03	PUBLIC WORKS LEAF PICK UP STORMWATER <u><i>Broken out from originally budgeted items in 01-4300-430.05 in 2019.</i></u>	\$ 180,499	\$ 180,499
01-4450-429.04	PUBLIC WORKS STORMWATER WORK <u><i>Broken out from originally budgeted items in 01-4300-430.05 in 2019.</i></u>	\$ 168,690	\$ 168,690
01-4450-430.01	PUBLIC WORKS EQUIPMENT COSTS STORMWATER <u><i>\$414,000 part of 2020 Stormwater account 40-4001-401.01 broken out from originally budgeted items in various Township equipment expense accounts like Public Works.</i></u>		
01-4450-436.02	STORMWATER FEE Calculated by Raffelis & Randy Allen. <u><i>Originally budgtded here, then moved to 01-4040-406.29 in Bldg. Maint. Budget.</i></u> Health Dep't has portion in their budget for Compost Facility & Walnut Street garage. Public Works has their portion, and Friendship Center has their portion.	\$ -	\$ -

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
MISCELLANEOUS			
01-4520-456.01	LIBRARY CONTRIBUTION Funded through the dedicated Real Estate Tax of .041 mils for library service.	\$ 131,500	\$ 128,602
01-4700-471.01	DEBT SERVICE – PRINCIPAL 2010A BONDS	\$ 70,000	\$ -
?	DEBT SERVICE – PRINCIPAL 2010A BONDS - FC Allocation	\$ -	\$ 300,000
01-4700-471.02	DEBT SERVICE – PRINCIPAL 2012A BONDS	\$ 5,000	\$ -
01-4700-471.04	DEBT SERVICE – PRINCIPAL 2013A BONDS	\$ 95,000	\$ -
01-4700-471.05	DEBT SERVICE – PRINCIPAL 2013 BONDS	\$ 450,000	\$ -
01-4700-471.06	PIB LOAN – PRINCIPAL	\$ 78,646	\$ 79,930
01-4700-471.08	DEBT SERVICE – PRINCIPAL 2014 BONDS	\$ 275,000	\$ 290,000
01-4700-471.09	DEBT SERVICE – PRINCIPAL 2016 BONDS	\$ 155,000	\$ 160,000
01-4700-471.10	DEBT SERVICE – PRINCIPAL 2019 BONDS	\$ 42,000	\$ 42,000
?	DEBT SERVICE – PRINCIPAL 2019 BONDS - FC Allocation	\$ -	\$ 42,000
?	DEBT SERVICE – PRINCIPAL 2020B BONDS	\$ -	\$ 405,000
?	DEBT SERVICE – PRINCIPAL 2020B BONDS - FC Allocation	\$ -	\$ 15,000
01-4700-472.01	DEBT SERVICE – INTEREST 2010A BONDS	\$ 1,400	\$ -
?	DEBT SERVICE – INTEREST 2010A BONDS - FC Allocation	\$ -	\$ 6,000
01-4700-472.02	DEBT SERVICE – INTEREST 2012A BONDS	\$ 67,023	\$ -
01-4700-472.04	DEBT SERVICE – INTEREST 2013A BONDS	\$ 46,873	\$ -
01-4700-472.05	DEBT SERVICE – INTEREST 2013 BONDS	\$ 22,700	\$ -
01-4700-472.06	PIB LOAN – INTEREST	\$ 2,916	\$ 1,633
01-4700-472.08	DEBT SERVICE – INTEREST 2014 BONDS	\$ 231,995	\$ 220,695
01-4700-472.09	DEBT SERVICE – INTEREST 2016 BONDS	\$ 109,825	\$ 105,075
01-4700-472.10	DEBT SERVICE – INTEREST 2019 BONDS	\$ 28,074	\$ 27,340

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
?	DEBT SERVICE – INTEREST 2019 BONDS - FC Allocation	\$ -	\$ 12,070
?	DEBT SERVICE – INTEREST 2020B BONDS	\$ -	\$ 182,625
01-4700-472.10	DEBT SERVICE – INTEREST 2020B BONDS - FC Allocation	\$ -	\$ 36,875
01-4800-492.02	FRIENDSHIP CENTER Annual allocation for costs associated with the Parks and Recreation Department per the original project pro forma.	\$ 100,000	\$ -
01-4800-492.03	F.C. - SENIOR CENTER CONTRIBUTION Township's reimbursement for costs associated with the Senior Center in the East Annex of the Friendship Center.	\$ 25,000	\$ -
01-4800-492.04	F.C. - DEBT SMOOTHING LOAN EXPENSE	\$ 166,013	\$ -
EMPLOYEE BENEFITS			
01-4810-481.01	SOCIAL SECURITY The employer share of federal payroll taxes (7.65%).	\$ 929,198	\$ 929,198
01-4810-481.02	UNEMPLOYMENT COMPENSATION This line item includes a solvency fee of \$23,684.	\$ 25,000	\$ 25,000
01-4810-483.01	MINIMUM MUNICIPAL OBLIGATIONS (MMO) Per Act 205, the Township must annually fund the Minimum Municipal Obligation for the police and non-uniformed employee pension plans. The Township receives Act 205 funds to offset a portion of its total pension costs.	\$ 2,110,700	\$ 2,575,297
01-4810-484.01	WORKERS' COMPENSATION The Township is a member of the Susquehanna Municipal Insurance Trust, which provides an intermunicipal, self funded program for Workers' Compensation. Actual experience may produce a refund at the end of each plan year. 2020 cost expected to be offset by 50,000 refund from 2019. \$93,000 State Workers Insurance Fund for Firemen, and potential Heart and Lung Act claims.	\$ 400,000	\$ 400,000
01-4810-487.01	DENTAL/VISION INSURANCE The Township is self insured for employee dental and vision benefits. Meritain Health serves as the benefits administrator.	\$ 165,000	\$ 100,000

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
01-4810-487.02	VACCINES AND DRUG TESTING Includes testing for CDL and annual flu shots.	\$ 1,500	\$ 1,500
01-4810-487.03	LONG-TERM DISABILITY INSURANCE Insurance policy that provides employees with 60% of compensation	\$ 25,000	\$ 25,000
01-4810-487.04	SHORT-TERM DISABILITY INSURANCE Self-insured short-term disability plan with payments offset by funds budgeted for payroll. First 6 months of employee disability.	\$ 20,000	\$ 20,000
01-4810-487.05	MEDICAL INSURANCE The Township is a member of the Pa. Municipal Health Insurance Cooperative (PMHIC). PMHIC provides self funded benefits with Capital Blue Cross providing administrative services. Annual costs are budgeted net of any experience refund for the previous fiscal year. Estimated 7% increase for 2020, with a \$450,000 refund anticipated from 2019.	\$ 3,375,000	\$ 3,400,000
01-4810-487.06	ACCESS EMPLOYEE ASSISTANCE PROGRAM (EAP) EAPs provide employees and their dependents with services to help manage issues that could adversely impact work and personal lives. The Township's program is through the Pa. Municipal Health Insurance Cooperative (PMHIC).	\$ 3,000	\$ 3,000
01-4810-487.07	AFSCME HEALTH & WELFARE Prescription drug coverage through AFSCME for Public Works and Clerks and Custodians bargaining units at \$258? per month.	\$ 157,600	\$ 145,000
01-4810-487.08	LIFE INSURANCE The Township provides full-time employees with Life and AD&D Insurance through a group policy that provides a maximum benefit of \$50,000.	\$ 15,000	\$ 15,000
<u>OTHER EXPENDITURES</u>			
01-4820-486.01	INSURANCE Package for Township and cost to insure fire trucks owned by the Township and purchased through the Fire Equipment Capital Fund, as well as all other Township property.	\$ 165,000	\$ 165,000
01-4900-489.01	REMAINING BUDGETARY EXPENSE Revenues exceeding expenses in the budget.	\$ 34,149	\$ -

LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
ADMINISTRATION

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
01-4900-492.01	INTER-FUND TRANSFERS For capital projects expensed in the General Improvement Fund.	\$ 75,225	\$ 76,501
	TOTAL ADMINISTRATION EXPENDITURES	\$ 14,018,483	\$ 13,635,799
	ADMINISTRATION - REVENUES LESS EXPENDITURES	\$ (14,018,483)	\$ 8,907,121

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
MUNICIPAL CENTER MAINTENANCE (Department 4040)**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
EXPENDITURES :			
01-4040-405.01	PART-TIME LABOR Wages for 1 part-time maintenance employee. 2.8% wage increase, per AFSCME CBA.	\$24,997	\$25,697
01-4040-406.19	MISCELLANEOUS SUPPLIES Light bulbs, filters, locks and cleaning supplies.	\$3,500	\$3,500
01-4040-406.20	CONTRACT CLEANING Absorbed by staff in 2020, per Manager directive.	\$13,000	\$0
01-4040-406.21	CONTRACT GRASS MOWING Absorbed by staff in 2020, per Manager directive.	\$0	\$0
01-4040-406.22	CLEANING SUPPLIES	\$200	\$500
01-4040-406.23	ELECTRICITY PP&L	\$35,000	\$30,000
01-4040-406.24	NATURAL GAS UGI	\$6,500	\$6,500
01-4040-406.25	SEWER One EDU at \$149 per quarter.	\$800	\$800
01-4040-406.26	WATER Suez Water. Includes \$82 per month sprinkler surcharge	\$3,000	\$3,000

**LOWER PAXTON TOWNSHIP
2021 BUDGET NARRATIVE
GENERAL FUND
MUNICIPAL CENTER MAINTENANCE (Department 4040)**

<u>Account Number</u>	<u>Description</u>	<u>2020 Budget</u>	<u>Proposed 2021</u>
01-4040-406.27	<p>BUILDING MAINTENANCE AND REPAIRS Includes maintenance contracts and necessary repairs. This includes:</p> <ol style="list-style-type: none"> 1. HVAC - \$8,000 2. Window Cleaning - \$1,300 3. Insect Exterminator - \$700 4. Carpet and Floor Cleaning - \$4,500 5. Emergency Generator Planned Maintenance (PM) - \$1,000 6. Fire Protection Sprinkler PM - \$2,500 7. Fire Alarm PM - \$1,600 8. Elevator PM - \$2,600 	\$30,000	\$30,000
01-4040-406.28	<p>CAPITAL IMPROVEMENTS</p> <ol style="list-style-type: none"> 1. Bullet Proof Glass Improvements to Municipal Center? 2. Other misc. improvements 	\$25,000	\$50,000
01-4040-406.29	<p>STORMWATER FEE Calculated by Raftelis & Randy Allen. Township pays 3 quarters in 2019, beginning in April, 2019 (billing starts July, in arrears). <u>Originally budgtd in 01-4450-436.02 in Admin. Budget, then moved here.</u></p>	\$37,152	\$37,152
TOTAL BUILDING MAINTENANCE EXPENDITURES		\$179,149	\$187,149