

December 16, 2025

Mr. Michael Gossert  
Lower Paxton Township Manager  
425 Prince Street  
Harrisburg, PA 17109

RE: Active Transportation Plan – Amendment #1  
Lower Paxton Township Official Map and Adopting Ordinance

At the Township's request in support of the pending Active Transportation Plan, Michael Baker International, Inc. (Michael Baker) will prepare Lower Paxton Township's Official Map and adopting ordinance pursuant to Article IV of the Pennsylvania Municipalities Planning Code (MPC). Michael Baker will work with the township staff and its Engineer of Record (HRG, Inc.) to identify and map existing and proposed public lands and facilities that are reserved for future taking or acquisition for public use.

Such existing and proposed public lands and facilities may include, but are not limited to:

- ✚ Public streets, watercourses, and public grounds, including widenings, narrowing, extensions, diminutions, openings, or closings.
- ✚ Public parks, playgrounds, and open space reservations.
- ✚ Pedestrian ways and easements.
- ✚ Railroad and transit rights-of-way and easements (*if applicable*).
- ✚ Utility easements
- ✚ Municipal Authority easement areas
- ✚ Township-owned property
- ✚ Local, regional, and state trails / multi-use paths
- ✚ Flood control basins, floodways and flood plains, storm water management areas and drainage easements.
- ✚ Support facilities, easements, and other properties held by public bodies undertaking the elements

The existing and proposed public lands and facilities will be delineated using readily available spatial mapping or other information sufficient to identify, describe, and publish the map components. No physical land surveys confirming boundary descriptions by metes and bounds will be performed as they are not required pursuant to MPC Article VI.

Data (points of interest, public transportation routes/stops, etc.) and analysis (Sidewalk Inventory Map, Priority Bicycle-Pedestrian Network) from the recently completed Township-wide Active Transportation Plan will be incorporated, where applicable, to enhance alternative transportation options in the Township.

Michael Baker will attend and facilitate three (3) meetings throughout the development of the Official Map to gain feedback and direction from Township staff. Throughout the adoption process, Michael Baker will attend one Planning Commission meeting and one Board of Supervisors Public Meeting as part of the Official Map Adoption process.

**Deliverable:** Draft and Final Official Map and adoption ordinance.

- Hard Copy of the Official Map (11x17 and poster size)
- Digital Official Map files (PD and ArcGIS Pro Files)

Contingent upon Notice to Proceed, all work will be completed by April 2026, and the cost will not exceed \$14,200.00.

If this proposed amendment is acceptable, please affix your signature of approval in the space provided below and return to Steve Thomas at the email listed below.

Michael Baker looks forward to working with Lower Paxton Township on this exciting project, and we welcome any questions you may have. If you have any questions, please contact Steve Thomas (Deputy Project Manager) at 717.213.6237 or [Steve.Thomas@mbakerintl.com](mailto:Steve.Thomas@mbakerintl.com).

Sincerely,

**Steven J. Thomas, AICP**  
**Deputy Project Manager**  
**Michael Baker International, Inc.**


**Approval:**  
**Lower Paxton Township**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: Michael H. Gossert, Township Manager

**Proposed Budget Amendment:**

Lower Paxton Township Active Transportation Plan					
	Project Manager	Project Planner	Planner	Task Total (Hours)	Task Cost
<i>Task Description</i>	FUNKHOUSER	THOMAS	Warner		
1 Project Management & Coordination	5	10		15	\$ 3,039.94
2 Public and Stakeholder Outreach				0	\$ -
3 Data Gathering and Analysis		10	60	70	\$ 8,143.20
4 Development of Strategic Directions and Funding Plan				0	\$ -
5 Final Plan		10	10	20	\$ 2,878.20
Total Labor Hours	5	30	70	105	\$ 14,061.34
Loaded Hourly Rate	\$242.95	\$182.52	\$105.30		
TOTAL	\$1,215	\$5,476	\$7,371	\$14,061	
<i>ODC Breakdown</i>					
	COST				
Mileage (4 trips to LPT)	\$ 39				
Printing/Plotting	\$ 100				
Total	\$ 139				
<i>Summary</i>					
Total Labor Dollars	\$14,061.34				
Other Direct Costs	\$138.66				
Total	\$14,200.00				



**Michael Baker**  
INTERNATIONAL