

**LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS**

Minutes of the workshop meeting held March 14, 2023

A workshop meeting of the Lower Paxton Township Board of Supervisors was called to order at 7:00 P.M. by Chairman Henry on the above date at the Lower Paxton Township Municipal Center located at 425 Prince Street, Harrisburg, Pennsylvania.

The Supervisors present in addition to Mr. Henry were Robin Lindsey, Norman Zoumas, Chris Judd, and Paul W. Navarro. Also in attendance were Bradley N. Gotshall, Township Manager, Samuel Miller, Assistant Township Manager, and Steve Stine, Township Solicitor.

Pledge of Allegiance

Mrs. Lindsey led the Pledge of Allegiance.

Approval of Minutes

Mr. Zoumas motioned to approve the minutes of the meetings held on December 20, 2022, and December 29, 2022. Mrs. Lindsey seconded the motion. Mr. Henry called for a voice vote, and a unanimous vote of approval followed.

Public Comment

There was none.

Presentation of the Strategic Management Planning Program Findings

Johnathan Ingram, Raftelis, presented a summary of the Strategic Management Report relative to the Township's financial condition and projections, operational findings, and recommendations. There are six steps in the Strategic Management Planning process, which the Commonwealth of Pennsylvania prescribes. The first step is an assessment of the finances, which involves reviewing the historical financial data for all Township funds for the last five years and this must be done to establish a baseline.

Mr. Ingram explained that the next step is to project future revenue, expenditure, and economic and demographic trends for three years. The third step involved determining if the Township needs an emergency plan; fortunately, this step isn't necessary. This evaluation is based on financial projections to ensure that the Township is financially secure. The fourth step involved interviewing almost everyone employed by the Township to assess all departments conducive to a recommendation to address operational deficiencies. The final steps include a recommendation for a multi-year strategy and multi-year plan.

Mr. Ingram noted that the Strategic Management Plan Report includes 42 recommendations; however, there is no expectation of having all the recommendations completed in the next year. The process is a long-term endeavor and should be incorporated into the organization's processes.

Mr. Ingram presented the following recommendations:

- Strategic planning update
- Classification and compensation study
- Capital planning prioritization and asset management best practices
- Workforce development and training program
- Online timekeeping/payroll system
- Consolidate and integrate cashiering technology
- Cybersecurity program and strategic IT focus
- Proactive IT replacement cycle and funding plan
- Community Development – Municipality program update and enhancements, Technology resources to support field operations, and online building and inspection application features.

- Police Department – Strong department which reflects the investment; utilize flexible staffing approach with Community Engagement Team (CET) to minimize minimum staffing OT, conduct a facility and space needs assessment of the Police Headquarters, pursue process and technology improvements to increase productivity
- Public Works and Sewer Authority – Pursue seasonal staffing or contracting opportunities for mowing services, add capital planning and facility maintenance, implement a shared work order system between the Sewer Authority and Public Works Department, restructure the Sewer Authority and Public Works Department under a single entity
- Parks & Recreation – Conduct a salary study of seasonal employees and adjust wages to align with market rates, enhance Parks & Recreation program marketing

In closing, Mr. Ingram presented some key takeaways from the study, noting that investments are needed across multiple areas. He stated that funding opportunities are available through the Department of Community and Economic Development. The other options are to reduce the service level over time, revenue growth, and an assessment of the current tax milage. Discussion followed.

Announcements

Mr. Henry announced that the next Board meeting is scheduled for Tuesday, April 4, 2023, beginning at 7:00 P.M. at the Municipal Center.

Adjournment

There being no further business, Mr. Zoumas motioned to adjourn the meeting. Mr. Judd seconded the motion. The meeting adjourned the meeting at 7:36 P.M.

Respectfully submitted,

Shellie R. Smith
Recording Secretary

Approved by,

Chris Judd
Secretary