

LOWER PAXTON TOWNSHIP AUTHORITY
2021 BUDGET NARRATIVE
Storm Water Fund
OPERATING FUND REVENUES

<u>Account Number</u>	<u>Description</u>	<u>Proposed 2021</u>
<u>40</u>	<u>STORM WATER CHARGE</u>	
40-3001-341.01	INTEREST INCOME Interest income from operations account.	8,000
40-3001-341.02	PLGIT ARM INTEREST INCOME Interest income from 2019 Bond	100,000
40-3001-364.10	STORM WATER FEE 32,635 ERUs at \$104/ERU = \$3,394,040 less 3% delinquency + 1% penalty/collections = \$3,332,615 less credits of \$332,615= \$2,993,544	2,993,544
	TOTAL AUTHORITY OPERATING REVENUES	3,101,544
<u>40</u>	<u>OPERATING FUND EXPENSES</u>	
<u>4001</u>	<u>ADMINISTRATION</u>	
40-4001-401.01	MANAGEMENT REIMBURSEMENT TOWNSHIP Reimbursement to the Township for services rendered pursuant to the Management Agreement. Refer to attached listing of items contained herein. Exhibit 1	1,108,620
40-4001-401.02	MANAGEMENT REIMBURSEMENT SEWER Reimbursement to the Sewer Fund for services rendered pursuant to the Management Agreement. Refer to attached listing of items contained herein. Exhibit 2	270,111
40-4001-402.01	AUDIT FEES Professional services related to the annual audit required by the State. It includes the audit retainer and extra audit fees. The Township and the Authority have retained the same firm to prepare the 2020 audits.	4,000
40-4001-404.01	LEGAL SERVICES Professional services related to legal counsel Solicitor \$30,000	52,000

	Modern Recovery delinquent account collections for Authority 440 accounts at average \$250/account x 20% or \$22,000	
40-4001-406.03	OFFICE EXPENSE General office supplies including equipment maintenance contracts, subscriptions, bills, forms and the printing and mailing of bills by Smart Bill. Billed at 30% of Sewer Fund operating expense. Example expenses: money counter-\$300/yr., Check Encoder \$200/yr., office paper \$3,000, PMAA - \$2,000 (Bills-\$4,000/yr., Printing/Mailing Bills-\$8,000/yr) 50% storm	14,500
40-4001-406.07	TELEPHONE SERVICE Office Billed at 30% of Sewer Fund Telephone Service Cell Phones - Technician 75%, Director and Engineer at 30% GIS Technician 50%	6,000
40-4001-406.11	LEGAL ADVERTISING Newspaper ads to fulfill Sunshine Law for Board meetings, invitations to bidding, and other advertisements.	800
40-4001-406.15	TRAINING AND EDUCATION	500
40-4001-406.19	POSTAGE Expenses associated with postage, including utility billing, delinquents, and correspondence. Billed at 50% of Sewer Fund operating expense	19,000
40-4001-406.29	RENT & GENERAL SERVICES Rent and items billed by the Township for office space. Billed at 30% of Sewer Fund operating expense 51k	15,300
40-4001-406.30	MISCELLANEOUS General miscellaneous items and office furniture	12,500
40-4001-407.01	COMPUTER COSTS 20% of 20K Sewer Fund operating expense. 50% of sewer web services \$13,895/2 or \$6,947 Laser Fiche \$2,500	14,500
40-4001-408.01	ENGINEERING SERVICES Services as per 2021 Engineering Service Agreement. See attached Engineers Service Agreement	30,000
40-4001-408.02	PA ONE CALL ACT LOCATOR SERVICES 4,500 annual one-call tickets - marking storm water facilities baed on propsoal from thrid party cotnraactor for 2021	35,000

40-4001-429.20	PLAN REVIEW FEES dedication of stormwater facilities Eng 10k, Legal 2k	12,000
40-4001-429.21	STORMWATER BILLING DATA BASE GHD stormwater fee new customer updates 10K HRG Credit Policy Evaluations 10K	20,000
40-4001-429.22	PERMITTING Costs associated with State permits for system	500
40-4001-429.23	VEHICLE LEASE PAYMENTS 2 Ford Escapes; Dir 30% or \$1,566, Technician at 75% or \$4,293, Engineer truck 20% of \$3,600 or \$720/yr	7,300
40-4001-486.01	INSURANCE Annual insurance premiums paid by the Authority to its insurance broker, Brown & Brown Insurance. Various types of coverage include: Property, General Liability, and Public Officials Liability.	1,000
SUBTOTAL 4001 ACCOUNTS		1,623,631

4300 PUBLIC WORKS FACILITY

40-4300-429.11	ANNUAL MAINTENANCE AND REPAIRS As needed repairs and replacements - based on annual Public Works costs for material supplies, inlets, riser rings	125,000
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****Below costs are billed at 5% of Public Works Facility expenses****

40-4300-429.12	ELECTRIC--OPERATIONS FACILITY Electrical expenses at the garage.	1,300
40-4300-429.13	NATURAL GAS SERVICE Gas consumption costs at the Operations Facility.	1,250
40-4300-429.14	BUILDING MAINTENANCE AND REPAIRS General maintenance supplies at the Operations Facility, including the HVAC maintenance and janitorial services	2,250
40-4300-429.16	WATER SERVICE GARAGE Water for Operations Facility.	650
40-4300-429-21	MISCELLANEOUS SUPPLIES First aid supplies, rest room supplies, pest control, copier products, work order forms, and publications	1,150

40-4300-429.22	COMPUTER AND TELEPHONE SYSTEMS Upgrades to computer and telephone systems	100
40-4300-429.23	TELEPHONE CHARGES Telephone service charges, equipment repair for nine land line phones and cellular air time for cellular phones.	650
40-4300-429.24	SMALL TOOLS & MINOR EQUIPMENT Any tools or equipment needed for storm sewer maintenance.	750
40-4300-429.25	SEWER Sanitary sewer service for the Public Works Facility.	550
40-4300-429.26	TRASH REMOVAL Disposal from three (3) dumpsters	500
40-4300-429.27	TRAINING AND EDUCATION Training sessions and general use	3,000
40-4300-429.28	OFFICE EQUIPMENT Replacement of existing/purchase of new office equipment. Includes rental of copy machine.	250
SUBTOTAL 4300 ACCOUNTS		137,400
<u>4700</u>	<u>DEBT SERVICE</u>	
40-4700-471.07	SERIES 2019 PRINCIPAL	230,000
40-4700-472.07	SERIES 2019 INTEREST	349,100
TOTAL DEBT SERVICE		579,100
TOTAL STORMWATER OPERATING EXPENDITURES		2,340,131

LOWER PAXTON TOWNSHIP AUTHORITY
2021 BUDGET NARRATIVE
CAPITAL PROJECTS- STORM WATER

41

41-4800-429.40	JOINT POLLUTION REDUCTION PLAN Stonebridge Apartments stream bank restoration project Construction Costs in 2021 \$730,000 actual cost LPTA will be \$259,350 (\$730,000 -\$275,000 = \$455,000 - \$195,650) from CRW and STA add \$150 K utility agreements/easements HRG 215K includes bid/construction admin stonebridge and Craig property stream project desing/permitting and Basin retrofit survey and design	624,350
	SUBTOTAL 4800 ACCOUNTS	624,350

MS4 STORM SYSTEM REHAB PROGRAM

41-4900-408.04	BC-2 STORM SEWER PROJECT HRG \$200K, Construction Storm 70% of \$1,642,652 or \$1,230,000, Concrete and Paving 50% of 578,948 or \$289,474 Lining porject - HRG 15k - lining 295K	2,230,000
41-4900-408.05	GIS MS4 UPDATES Updates for maps requiried by MS4 Permit - \$10k equipment	40,000
41-4900-408.06	ANNUAL REPORT AND MS4 PERMIT COMPLIANCE Estimated 2021 Expenses for annual report, includes HRG assistance with inspections, grants, implementaion of MS4 permit requirements/report preparation/PENNDOT Joint Project Managememnt	90,000
41-4900-408.07	MISCELLANEOUS EXPENSES Vac Truck \$120,000, 25% of \$480,000, 10K misc	130,000
41-4900-408.08	BC-7 STORM SEWER PROJECT Hrg complete design/permitting/bidspecsprep \$63,200	63,200
41-4900-408.09	CAPITAL STORM SYSTEM REPLACEMENTS Byron and Springford HRG design,bid, admin 120k, Construction 2 M Note: Grant application pending not inlcluded in budget	2,120,000
41-4900-408.10	CAPITAL STORM SYSTEM REPLACEMENTS Forest Hills Area - Melborne, Fox Hollow, Schefield HRG Survey and Design only	60,000
41-4900-408.11	ANNUAL CAPITAL IMPROVEMENTS AND REPLACEMENTS	150,000

As needed capital improvements - based on annual
Public Works costs for material supplies, inlets, riser rings

SUBTOTAL 4900 ACCOUNTS	4,883,200
TOTAL CAPITAL PROJECT EXPENDITURES	5,507,550

STORMWATER MANAGEMENT REIMBURSEMENT**DUE TO THE TOWNSHIP****FY-2021****40-4001-401.01****(equals Township account 01-3001-364.20)******PAYROLL** - Reimbursement for salaries paid quarterly for Authority personnel.**81,999**

All salaries are calculated at a proposed 3.50% increase from 2020 rates.

Personnel is composed of 1 full time employee, split 25% Township, 75% Storm Water
1 full time employee, split 50% Storm Water, 50% Sewer; and 1 intern

Position as follows:

1 Engineering Field Technician @ \$66,680 * 75% = \$50,010

1 GIS Technician @ \$51,498 * 50% = \$25,749

1 Intern @ \$15.60 per hour for 40 hours for 10 weeks = \$6,240

Social Security tax - Portion paid by Township **6,273****Pension MMO** - **18.6676%** Minimum obligation for the Township's yearly contribution to
the pension fund. Based on full-time employee's salaries. **15,307****Workers Comp** - **5.01 per 100 x .670** **2,752**

\$5.01 per \$100 of salaries paid to employees, multiplied by a risk factor of .670

Medical, dental/vision, disability and life insurance **21,360**

Health insurance cost for Authority employees

**Street Sweeping (Twp. Acct. 01-4450-429.02), Leaf Collection (Twp. Acct. 01-4450-
429.03), and Storm Water Labor (Twp. Acct. 01-4450-429.04)** **421,275**

Payroll costs for Public Works Employees to street sweep and collect leaves

Plus taxes, pension, workers compensation, and health insurance

Leaf collection is 8 weeks with 2 operators, 4 truck drivers, and 8 laborers

Public Works Equipment CostsYearly usage costs for 2 street sweepers, 4 single axle dump trucks,
2 10 wheel dump trucks, 4 pull behind vacuums, 2 self contained vacuums
and other public works equipment **345,730****Community Development and Stormwater Permitting Software** **24,338**

Stormwater will cover 50% of yearly ongoing maintenance costs

\$48,675 * 50% = \$24,338

Administration Charges**189,585**5% of the salary, taxes, pension, workers compensation, and health insurance
costs for the following Township employees who help serve the Authority:

Bradley Gotshall, Shellie Smith, Kay Lengle, Tim Houck, Gayla Unfried

Amber Greene, Alycia Knoll, Leigh Ann Urban, Lisa Woods.

25% of the salary, taxes, pension, workers compensation, and health insurance
costs for the following Township employees who help serve the Authority:

Jeff Kline, Jeff Fink, and Kevin Fleck

50% of new staff accountant position (\$64,000/2= \$32,000)

Plus 5% of IT charges from Appalachia Technologies

Total **1,108,620**

**STORM WATER MANAGEMENT REIMBURSEMENT
DUE TO THE SEWER AUTHORITY
FY-2021**

Administration Charges

270,111

30% of the salary, taxes, pension, workers compensation, and health insurance costs for the following Sewer Authority employees who help serve Storm Water:
William Weaver, Timothy Nolt, Jim Wetzel, Cindy Fasolt, Natalie Fleck, Dani Wells
Plus the salary, taxes, pension, workers compensation, and health insurance costs for the following Sewer Authority employees who help serve Storm Water:
TV rig operation 2 man crew for 2 months - operator and maintenance mechanic
Vac truck operation 2 man crew for 2 months - operator and maintenance mechanic

Total

270,111

EXHIBIT 3

Lower Paxton Township Authority- Stormwater Fund Budget Explanation of 2021 HRG Engineering Expenses

FUND 40- OPERATING FUND EXPENSES:

Engineering Services: Account 40-4001-408.01 HRG Job Number

- General Engineering Services \$30,000
This includes annual retainer of \$2,000, meetings \$2,000, services outside of general retainer services \$26,000.

Plan Review Fees: Account 40-4001-429.20

HRG Job Number

- Plan Review Fees \$10,000
Review of Stormwater Facility Dedications

Annual Maintenance and Repairs: Account 40-4300-429.11

HRG Job Number

- General Engineering Fees for repairs \$10,000
Assist PW with repairs and replacements

Total Fund 40 - \$50,000

FUND 41- CAPITAL PROJECTS EXPENDITURES:

Joint Pollution Control Plan: 41-4800-429.40

HRG Job Number

- 41-4800-429.40 Joint Pollution Reduction Plan \$215,000
Bid and Construction Admin Stonebridge- design and permitting for Craig property, Basin retrofit survey and engineering

MS4 Storm System Rehab Program: Accounts 41-4900-408.01 through 41-4900-408.11

These costs are those associated with various aspects of engineering services for the MS4 Storm System Rehab Program.

- 41-4900-408.04 BC-2 STORM SEWER PROJECT \$215,000
This allowance includes all tasks listed under the approved confirmation of assignment for this project, examples are Pre-Construction Meeting, Review of Submittals, Payment requests, Construction Observation. For a complete listing see attached Confirmation of Assignment, Engineering expenses associated with the lining project.
- 41-4900-408.05 GIS MS4 UPDATES \$1,000
To be updated following RFP submittals and selection of Engineer
- 41-4900-408.06 ANNUAL REPORT-MS4 PERMIT \$90,000
This is an allowance for the assistance by HRG with the MS4 Coordinator/Engineering Technician MS4 compliance activities required in the MS4 Permit including implementation of

the 6 MCM's (Minimum Control Measures) and development of the Annual DEP MS4 Permit Report due each September. Program Management of the PennDOT sediment reduction project.

- 41-4900-408.07 MISELLANEOUS EXPENSES \$4,000
Engineering Expenses associated with stormwater project evaluations, ie resident complaints
- 41-4900-408.08 BC-7 STORMWATER PROJECT \$63,200
Project costs include an allowance for final design and for permitting services. Project is anticipated to be bid in 2021 with construction starting in 2022.
- 41-4900-408.09 BYRON AND SPRINGFORD PROJECT \$120,000
Project costs include an allowance for design phase services, bid and award phase services. This also includes an allowance for construction administration.
- 41-4900-408.11 FOREST HILLS PROJECT \$60,000
Project costs include an allowance for design phase services only.

Total Engineering Budget Accounts 41-4900-408.01 through 41-4900-408.11 **\$553,200**

2020 ENGINEERING EXPENSE DRAFT BUDGET SUMMARY:

TOTAL ALL FUND 40 ACCOUNTS =	\$50,000
TOTAL ALL FUND 41 ACCOUNTS =	<u>\$553,200</u>
TOTAL ENGINEERING ALL FUNDS=	\$603,200