

**Borough of Edinboro
Reorganizational Meeting
January 7, 2019**

Call to Order: Aaron Gast called the meeting to order at 6:36 PM.

Nominations:

The meeting was opened with nominations for Mayor. Jim Kiley moved to appoint Aaron Gast as Mayor. Mary Ann Horne seconded the motion. To close nominations, Mary Ann Horne moved, Pat Davis seconded, and the motion passed 7-0. Aaron Gast was then appointed as Mayor by unanimous vote.

Mayor Gast moved to appoint Jim Kiley as Deputy Mayor. Mary Ann Horne seconded the motion. To close nominations, Mary Ann Horne moved, Alyssa Dobson seconded, and the motion passed 7-0. Jim Kiley was then appointed as Deputy Mayor by unanimous vote.

Council Committee Appointments:

Mayor Gast discussed the committee appointment preference chart that had been given to the Council members. He stated that he would review each person's preferences and email out the appointments in the near future.

New Business:

Mary Ann Horne moved to re-appoint Kevin Oppe as Borough Manager, re-appoint Tim Wachter and Knox Law Firm as Solicitor and set compensation at \$165 per hour, re-appoint Mark Wassell and Know Law as labor solicitor at a compensation of \$180 an hour, and re-appoint engineers HRG, Greenman-Pedersen Engineering, Deiss & Halmi Engineering, KLH Engineering, and Mark J. Corey & Associates and set their compensation as presented in the Council packet. The motion was seconded by Pat Davis, and it passed by unanimous vote.

Mayor Gast requested a motion to approve the fee resolution 1-2019 as presented:

***Borough of Edinboro
Fee Resolution 1-2019***

A resolution establishing fees for the filing of applications, permits, and licenses for the Home Rule Borough of Edinboro.

WHEREAS, the Borough Council of the Home Rule Borough of Edinboro has adopted a codification, consolidation, and revision of the ordinances of the Home Rule Borough of Edinboro; and,

WHEREAS, it is the desire of the Borough Council of the Home Rule Borough of Edinboro to eliminate all filing fees, permit fees and license fees from the Code of Ordinances and enact them instead by resolution; and,

NOW, THEREFORE BE IT RESOLVED THAT and it is hereby resolved by the Borough Council of the Home Rule Borough of Edinboro that all fees are hereby fixed as follows:

Subject

Fees

All fees are hereby fixed as follows:

Administration	
Photocopies (Per Page)	
Letter – One Side // Two Sided	.25 // .35
Legal – One Side // Two Sided	.35 // .40
Returned Check Fee	\$30.00
Municipal No-Lien Letter	\$5.00
Floodplain Certification	\$5.00
Fax - Per Page	\$1.00
Publications – Maps – copy of current document	
Property Maintenance Code/Zoning Ordinance/Subdivision and Land Development Ordinance (each)	\$40.00
Zoning Map	\$20.00
NO SMOKING OR ALCOHOLIC BEVERAGES	
Building Room Rentals (non-profits-no charge)	
Council Workroom	Free
Council Chambers (Refundable Deposit / First Hour / Each Additional Hour)	\$50.00 / \$50.00 / \$5.00
Basement Rooms (Refundable Deposit / First Hour / Each Additional Hour)	\$50.00 / \$50.00 / \$5.00
With Kitchen – additional charges (Refundable Deposit / First Hour / Each Additional Hour)	\$20.00 / \$20.00 / \$2.00
Repeated or regularly scheduled use – pay only the above “Additional Hour” cost for each hour of use (ex: use room three hours every week, pay \$15 per week). No deposit paid but user agrees to pay any costs for repair/maintenance that may arise at their fault. Certificate of insurance may be required naming Borough as additional insured.	
Refuse / Recycling	
Refuse / Recycling (per month)	\$17.50
Recycling Bins	\$5.00
Household Hazardous Waste (per month)	\$1.25
Engineering Fees	
Review of plans – per hour	At Cost
Inspection of Subdivision Site / Stormwater Site – per hour	At Cost
Solicitor Fees	
Preparation of Easements / Agreements for Residents / Businesses	At Cost
Operator / Personnel Rates	
Employee’s gross hourly or overtime rate including benefits	
Recreational Fees	
Canoe Rack Rental – Resident // Non-Resident	\$30.00 // \$35.00
Dock Rental – Per Eight (8) Foot Section – Resident // Non-Resident	\$180.00 // \$200.00
Daily // Weekly – if available, price total, regardless of length	\$15.00 // \$80.00
Road closing permit (if not applying for Event permit) – local road // state road	\$20.00 // \$60.00
Event permit – no road closing // local road closing // state road closing	\$20.00 // \$30.00 // \$50.00
Police Department Fees	
Background Check - each	\$25.00
Accident/Incident Report Copy – each	\$15.00
Fingerprinting	\$25.00
Alarms – False (annually)	
One (1) to Five (5) incidents	Free
Six (6) to Ten (10) - each incident	\$50.00
Ten (11) and Above – each incident	\$100.00
Services of Police Officer - gross hourly or overtime rate including benefits	At Cost
Vehicle Storage – per day	\$10.00
Police Department Fines (parking fines must be updated via Ordinance)	
Parking Violation – if paid within five (5) days	\$20.00
Parking Violation - Late - if paid after five (5) days until Citation is issued	\$30.00
Handicapped Zone - if paid within five (5) days	\$50.00
Handicapped Zone - Late - if paid after five (5) days until Citation is issued	\$100.00
Streets Department Fees	
Operator/Personnel – gross hourly rate including benefits	At Cost
Equipment – Hourly Rate plus Personnel Rate (may require cleanup / repairs / road permit)	
Street Sweeper	\$110.00
Loader	\$85.00
Dump – Single Axle	\$80.00
Dump – One Ton	\$40.00

Dump with Plow – One Ton	\$60.00
Backhoe	\$55.00
Mower	\$30.00
Cleanup	\$25.00
Materials and Repairs	At Cost
Road Occupancy Permit Fee	\$35.00

Water Department Fees

Shutoff – At Road (due to delinquent account / bad checks)	\$25.00
Turn on – At Road (due to delinquent account / bad check shutoff)	\$25.00
Water Meter	At Cost
Backflow Preventer	At Cost
Meter Settings	At Cost
Backhoe / Dump one ton or Dump one ton with plow (see Streets Dept. Equipment Fees)	
Valve Exercise – Per hour plus Personnel Rate	\$40.00
Repair Leak – Materials plus Personnel Rate	At Cost
Water Activation – Illegal per incident – All Actual Costs plus any legal fees	\$50.00

Water and WWCT - Certified Inspection and Compliance (§18-103)

Application received 4 or more business days prior to due by date (W \$12.50 / WWCT \$37.50)	\$50.00
Additional water meters, each	\$12.50
Application received less than 4 business days of due by date (W \$18.75 / WWCT \$56.25)	\$75.00
Additional water meters, each	\$18.75

Water Billing

- Billing will be every two (2) months – six (6) per year. There shall be a minimum of three (3) actual usage billings. Estimates will be based on prior usage history.
- Payments are due as indicated on invoices provided, if not paid by the due date penalty fees will be assessed at 10%.
- Final bills are due upon receipt. For property transfers, final bills are due at closing (escrow funds). For rentals, landlords are ultimately responsible for tenant final bills. Unpaid tenant final bills risk termination of service past 30 days of bill date.

Water Department Fees - Continued

Water Connection Fees

Connection inside municipal limits by service line	¾" – 1" – 1 ¼" – 1 ½" – 2" – 3" – >3"	At Cost
Connection outside municipal limits by service line	¾" – 1" – 1 ¼" – 1 ½" – 2" – 3" – >3"	At Cost

Water Tapping Charges: Permit required

Tapping fee inside & outside municipal limits by service line	¾" – 1" – 1 ¼" – 1 ½" – 2" – 3" – >3"	Per EDU	\$ 963.03
Facilities Fee inside & outside municipal limits by service line	¾" – 1" – 1 ¼" – 1 ½" – 2" – 3" – >3"		At Cost

Service Line Connection Inspection:

Service line connection inspection fee inside & outside municipal limits	Per inspection	\$ 45.00
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Broken Meter Inspection:

A. Inside Borough Limits		
1. If meter is determined to be broken		Free
2. If meter is determined to be NOT broken		\$ 10.00
B. Outside Borough Limits		
1. If meter is determined to be broken		Free
2. If meter is determined to be NOT broken		\$ 15.00

Bulk Water Rates:

The Borough may provide or deny bulk water to customers at the Borough's discretion.		
Service Charge		\$ 20.00
Per 1,000 gallons		\$ 8.00

Sewer Department Fees

Sewer Charges

Sewer billing for all property owners and/or tenants and/or Township shall be as follows:

- a. Billed every two (2) months, with a total of six (6) per year.
- b. There shall be no more than three (3) estimated readings, based on prior usage / records.
- c. All current bills shall be due and payable when rendered with penalty charges assessed at 10%.
- d. Final billings (terminated account) are due and payable when rendered, with penalty charges assessed at 10% after 10 days.

The sewer rental hereby imposed shall be a bimonthly charge based upon water consumption of the property served as measured by water supplied for the then current billing period, and shall be computed at the rate established by or fixed in accordance with the annual fee schedules adopted by the Borough of Edinboro.

- A. The minimum charge for all C1, R1, I1, and P1 customers' connections (established by metered water usage) shall be \$289.98 per year or \$48.33 per billing period based on up to 10,000 gallons of water supplied in each billing period. The base rate of \$4.35 for 1,000 gallons per billing. All customers will be billed according to the enclosed rate tables for sewer and water.

a. A surcharge of 10% per billing period will be added to customers not located in the Borough of Edinboro listed under the 2005 Washington Township / Borough of Edinboro Sewer Services Agreement.			
B. The minimum charge for all connections (not established by metered water usage) shall be based on 400 gpd at the current rate. The rate for 400 gpd will be \$655.65 per year or \$109.28 per billing period for unmetered accounts. A surcharge of 10% per billing period will be added to customers not located in the Borough of Edinboro listed under the 2005 Washington Township Sewer Services Agreement.			
C. Sewer charges for Edinboro University will be established as per the 2008 Borough / University Sewer Service Agreement.			
D. Sewer charges for Washington Township (excluding those properties covered under the 2005 Sewer Service Agreement) will be established as per the 2007 Borough / Washington Township Sewer Service Agreement.			
E. The Borough has established a set billing formula for any customer terminating services within a bi-monthly billing period. The following schedule shall only apply to C1, R1, I1, and P1 customers. (With usage up to and including 10,000 gallons of water.) This schedule may be modified from time to time by Borough Council.			
a. 1 ~ 30 days	50%		\$ 24.17
b. 31 ~ 45 days	75%		\$ 36.25
c. 46 + days	100%		\$ 48.33
All other rate groups will be charged according to water volume per 1,000 gallons as applied to the appropriate rate table or with less than the minimum usage, as follows			
a. 1 ~ 30 days			50%
b. 31 ~ 45 days			75%
c. 46 + days			100%

Sewer Department Fees - Continued

Miscellaneous Sewer Charges

Sewer Tapping Charges: Permit required

- Upon issuance of a building permit, a tapping fee as outlined in the following schedule shall be paid to the Borough of Edinboro for each connection to the Edinboro Public Sewer System. No connection to the sewer system shall be allowed until this fee is paid in full.
- Tapping fees may be amended from time to time as per PA State Act 57 of 2003.
- All EDUs shall be determined by the Borough using 257 gpd. In determining the assignment of EDUs the Borough shall rely on set references as established by the Borough Manager and/or his authorized representative.

Tapping fee based per EDU

Inside municipal limits of the Borough	\$1,027.00
Outside municipal limits of the Borough	\$1,027.00

WWCT and Water - Certified Inspection and Compliance (§18-103)

Application received 4 or more business days prior to due by date (W \$12.50 / WWCT \$37.50)	\$50.00
Additional water meters, each	\$12.50
Application received less than 4 business days of due by date (W \$18.75 / WWCT \$56.25)	\$75.00
Additional water meters, each	\$18.75

WWCT Department Fees

Operator/Personnel, gross hourly rate including benefits	At Cost
Root-X	At Cost
Vactor, per hour plus materials and personnel rate(s)	\$200.00
Camera Van, per hour plus materials and personnel rate(s)	\$60.00
Push Cam, per hour plus materials and personnel rate(s)	\$25.00
Haben, per hour plus personnel rate(s)	\$40.00
Materials	At Cost
Mobile Home – Wastewater disposal	\$5.00
Industrial Permit Application Review / Pretreatment	
(a) Permit application and processing	\$500.00
(b) Collection and analysis of samples	
a. For sample collection equipment, per day // b. Laboratory Fees	\$50.00 // At Cost
(c) Inspection of Facility – Annually	\$200.00
(d) Monitoring report review, per report	\$50.00
(e) Responding to accidental discharges	At Cost
(f) Filing Fees, to include legal and consulting fees	At Cost
Inspection and Testing of sewer lines	At Cost
Investigation illegal connections/discharge, equipment, legal, materials, lab fees, personnel	At Cost
Special discharge permit – The Borough has the right to deny any and all requests.	\$50.00
Special discharge per 1,000 gallons (Not to exceed 20,000 gallons per day without written permission)	\$9.00
Cost & Fees – All costs including, but not limited to, sample, analyses, inspections, legal, and engineering fees shall be billed by the Borough	At Cost

Sewer Surcharges

There is hereby imposed a surcharge upon the owners of, and the users of sewer in or on, all properties discharging or permitting to be discharged or infiltrated into the public sanitary sewerage system abnormal industrial wastes, which surcharge is intended to cover the additional cost to the public sanitary sewerage system from the treatment and disposal of such abnormal industrial waste. Such surcharges shall be in addition to the regular sewer service charge and shall be payable as hereinafter provided in the amount hereinafter provided.

The strength of any industrial waste, the discharge of which is subject to surcharge, shall be determined monthly, or more frequently, from samples taken either at

the manhole or at any other sampling point established by the Borough. The frequency and duration of the sampling period shall be such as, in the opinion of the Borough, will permit a reasonably reliable determination of the average composition of such wastes, exclusive of stormwater runoff, surface and ground water. Samples shall be collected by the Borough (in accordance with the current fee schedule) in proportion to the flow of wastes exclusive of stormwater runoff surface water and ground water, and composite for analysis in accordance with the latest edition of Standard Methods for the Examination of Water and Sewage as published by the American Public Health Association. Except as hereinafter provided, the strength of such wastes so found by analysis shall be used for establishing the surcharge or surcharges. The Borough may, if it so elects, accept the results of routine sampling and analyses by the producer of such wastes in lieu of making his own sampling and analyses.

Sewer Department Fees - Continued

BOD Surcharge

In the event any industrial waste is found by the Borough to have a BOD (BOD shall designate the "Biochemical Oxygen Demand" which shall mean the quantity of oxygen utilized in the biochemical oxidation of the organic matter in sewage or industrial waste under standard laboratory procedure in 5 days at 20 degree Celsius, expressed in mg/l by weight) in excess of 300 mg/l, the owners of and the users of sewer in or on, the property from which such wastes are discharged shall be surcharged an amount equal to the product of:

- a. The actual volume of wastes in thousand gallons per billing period, exclusive of stormwater runoff, surface water and ground water, discharged to the public sanitary sewerage system; and
- b. The "BOD Surcharge Rate" shall be determined by the following formula:
 - $Rc = 0.00834 P (C-300)$
 - Where Rc = the BOD surcharge rate in cents per 1,000 gallons of waste discharged
 - P = the average annual fixed, operating and maintenance cost of treatment processes per pound of BOD received at the treatment works, including chlorination
 - C = the average BOD of the industrial waste expressed in mg/l as determined previously

The figure 300 appearing in the above formula corresponds to the maximum BOD permissible without surcharge. The figure 0.00834 is the factor to convert parts per million to pounds per 1,000 gallons. No discount will be permitted for sewage or industrial wastes having BOD less than 300 mg/l.

Suspended Solids Surcharge

In the event any industrial waste is found by the Borough to have an average suspended solid concentration in excess of 250 mg/l, the owners of, and the users of sewer in or on, the property from which such wastes are discharge shall be surcharged an amount equal to the product of:

- a. The actual volume of wastes in thousand gallons per billing period, exclusive of stormwater runoff, surface water and ground water, discharged to the public sanitary sewerage system; and
- b. The "Suspended Solids Surcharge Rate" shall be determined by the following formula:
 - $Rs = 0.00834 x B (s-250)$
 - Where Rs = the suspended solids surcharge rate in cents per 1,000 gallons of waste discharged
 - B = the average annual fixed, operating and maintenance cost of the sludge digestion, sludge drying and sludge disposal operations per pound of suspended solids received at the treatment works.
 - S = the average suspended solid concentration of the abnormal industrial wastes expressed in mg/l.

The figure 250 appearing in the above formula corresponds to the maximum suspended solids concentration permissible without surcharge. The figure 0.00834 is the factor to convert parts per million to pounds per 1,000 gallons. No discount will be permitted for sewage or industrial wastes having suspended solids concentration less than 250 mg/l.

Chlorine Surcharge

In the event any industrial waste is found by the Borough to have a chlorine requirement in excess of 30 milligrams per liter, the producer of said waste shall be surcharged an amount equal to the product of:

- a. The actual volume of wastes in 1,000 gallons per billing period discharged to the public sanitary sewerage system; and
- b. The "Chlorine Requirement Surcharge Rate" shall be determined by the following formula:
 - $Rc = 0.00833 P (C-20)$
 - Where Rc = the chlorine requirement surcharge rate in cents per 1,000 gallons of waste discharged
 - P = the average cost of chlorine to the Borough in cents per pound.
 - C = the average chlorine requirement of the industrial waste expressed in milligrams per liter as determined in accordance with the Borough Sewer Usage Ordinance.

The figure 30 appearing in the above formula corresponds to the maximum chlorine requirements which are permissible without surcharge. The figure 0.00833 is the factor to convert milligrams per liter to pounds per 1,000 gallons. No discount will be permitted for sewage or industrial wastes having chlorine requirement less than 30 mg/l.

Water & Sewer Rates

- An ordinance establishing a combined fee schedule for the Borough water and sewer services, fixing the schedules of rates to be charged various classes of properties and users, establishing the manner for computing individual charges, and providing for the setting of these fees each year by resolution at the annual reorganization of Borough Council.
- Two (2) month rates for water metered into buildings.

	Cost per 1,000 gallons		Minimum Service Charge	
	2017/2018	2019	2017/2018	2019
Meter Size: CI - RI - II - PI - 5/8 inch x 3/4 inch single meter (Figures are based on bi-monthly billing)				
Water - Minimum 1,000 gallons	====	====	\$ 17.50	\$ 20.00
Water over 1,000 gallons, per 1,000 gallons	\$ 5.25	\$ 5.75	\$ 5.25	\$ 5.75
Sewer - Minimum 10,000 gallons	====	====	\$ 48.33	\$ 48.33
Sewer over 10,000 gallons, per 1,000 gallons	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35

Water & Sewer Rates - Continued

2019 Multi-Units

(Figures are based on bi-monthly billing) – over eight units is to be calculated the same as below using the number of units times the minimum for a single-family dwelling.

	2 units	3 units	4 units	5 units	6 units	7 units	8 units
Water – minimum gallons	2,000	3,000	4,000	5,000	6,000	7,000	8,000
Water – bi-monthly minimum	\$ 40.00	\$ 60.00	\$ 80.00	\$ 100.00	\$ 120.00	\$ 140.00	\$ 160.00
Water – over minimum, per 1,000 gallons	\$ 5.75	\$ 5.75	\$ 5.75	\$ 5.75	\$ 5.75	\$ 5.75	\$ 5.75
Sewer – minimum gallons	20,000	30,000	40,000	50,000	60,000	70,000	80,000

Sewer – bi-monthly minimum	\$ 96.66	\$ 144.99	\$ 193.32	\$ 241.65	\$ 289.98	\$ 338.31	\$ 386.64
Sewer – over minimum, per 1,000 gallons	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35	\$ 4.35

	Cost per 1,000 gallons		Minimum Service Charge	
	2017/2018	2019	2017/2018	2019

Meter Size: R3 - C3 - 1 inch		<i>(Figures are based on bi-monthly billing)</i>	
Water Minimum 8,000 gallons	=====	=====	
Water over 8,000 gallons, per 1,000 gallons	\$ 5.25	\$ 5.75	
Sewer Minimum 15,000 gallons	=====	=====	
Sewer over 15,000 gallons, per 1,000 gallons	\$ 4.35	\$ 4.35	

Meter Size: R5 - C5 - 1 1/2 inch		<i>(Figures are based on bi-monthly billing)</i>	
Water Minimum 10,000 gallons	=====	=====	
Water over 10,000 gallons, per 1,000 gallons	\$ 5.25	\$ 5.75	
Sewer Minimum 20,000 gallons	=====	=====	
Sewer over 20,000 gallons, per 1,000 gallons	\$ 4.35	\$ 4.35	

Meter Size: R6 - C6 - I6 - P6 - 2 inch		<i>(Figures are based on bi-monthly billing)</i>	
Water Minimum 20,000 gallons	=====	=====	
Water over 20,000 gallons, per 1,000 gallons	\$ 5.25	\$ 5.75	
Sewer Minimum 40,000 gallons	=====	=====	
Sewer over 40,000 gallons, per 1,000 gallons	\$ 4.35	\$ 4.35	

Meter Size: R7 - C7 - 3 inch		<i>(Figures are based on bi-monthly billing)</i>	
Water Minimum 45,000 gallons	=====	=====	
Water over 45,000 gallons, per 1,000 gallons	\$ 5.25	\$ 5.75	
Sewer Minimum 90,000 gallons	=====	=====	
Sewer 90,001 gallons, per 1,000 gallons	\$ 4.35	\$ 4.35	

Meter Size: I8 - 4 inch		<i>(Figures are based on bi-monthly billing)</i>	
Water Minimum 60,000 gallons	=====	=====	
Water 60,001 ~ 500,000 gallons	\$ 5.25	\$ 5.75	
Water 500,001 ~ 1,500,000 gallons	\$ 5.48	\$ 5.98	
Water 1,500,001 ~ 3,000,000 gallons	\$ 5.59	\$ 6.09	
Water 3,000,001 ~ 5,000,000 gallons	\$ 5.70	\$ 6.20	

Meter Size: I8 - 4 inch		<i>(Figures are based on bi-monthly billing)</i>	
Sewer 200,00 gallons	=====	=====	
Sewer 200,001 ~ 750,000 gallons (5% ↑)	\$ 4.57	\$ 4.57	
Sewer 750,001 ~ 1,500,000 gallons (10% ↑)	\$ 4.79	\$ 4.79	
Sewer 1,500,001 ~ 3,000,000 gallons (12.5% ↑)	\$ 4.89	\$ 4.89	
Sewer 3,000,001 ~ 6,000,000 gallons (15% ↑)	\$ 5.00	\$ 5.00	

Meter Size: I9 – P9 6 inch and I10 – P10 8 inch		<i>(Figures are based on bi-monthly billing)</i>	
Water Minimum 75,000 gallons	=====	=====	
Water 75,001 ~ 1,750,000 gallons	\$ 5.25	\$ 5.75	
Water 1,750,001 ~ 2,500,000 gallons	\$ 5.48	\$ 5.98	
Water 2,500,001 ~ 4,000,000 gallons	\$ 5.59	\$ 6.09	
Water 4,000,001 ~ 7,000,000 gallons	\$ 5.70	\$ 6.20	

Water & Sewer Rates - Continued

Meter Size: I9 – P9 6 inch and I10 – P10 8 inch		<i>(Figures are based on bi-monthly billing)</i>	
Sewer 200,00 gallons	=====	=====	
Sewer 200,001 ~ 750,000 gallons (5% ↑)	\$ 4.57	\$ 4.57	
Sewer 750,001 ~ 1,500,000 gallons (10% ↑)	\$ 4.79	\$ 4.79	
Sewer 1,500,001 ~ 3,000,000 gallons (12.5% ↑)	\$ 4.89	\$ 4.89	
Sewer 3,000,001 ~ 6,000,000 gallons (15% ↑)	\$ 5.00	\$ 5.00	

Edinboro University		<i>(Figures are based on bi-monthly billing)</i>	
Water Minimum 75,000 gallons	=====	=====	
Water 75,001 ~ 1,750,000 gallons	\$ 5.25	\$ 5.75	
Water 1,750,001 ~ 2,500,000 gallons	\$ 5.48	\$ 5.98	
Water 2,500,001 ~ 4,000,000 gallons	\$ 5.59	\$ 6.09	
Water 4,000,001 ~ gallons	\$ 5.70	\$ 6.20	

Edinboro University Sewer billing is calculated per the 2008 Borough / University Agreement

Sewer 200,000 gallons	====		\$ 870.00	\$ 870.00
Sewer 200,001 ~ 750,000 gallons (3% Ⓡ)	\$ 4.57	\$ 4.57		
Sewer 750,001 ~ 1,500,000 gallons (10% Ⓡ)	\$ 4.79	\$ 4.79		
Sewer 1,500,001 ~ 3,000,000 gallons (12.5% Ⓡ)	\$ 4.89	\$ 4.89		
Sewer 3,000,001 ~ 6,000,000 gallons (15% Ⓡ)	\$ 5.00	\$ 5.00		

****The Building/Zoning/Code Enforcement fees, with the exception of rental permits, will not be in effect until a full-time, certified Zoning and Code Enforcement Officer is hired. All permits and inspections, aside from rental permits and inspections, will be handled and processed by Building Inspection Underwriters, Inc. as the appointed third party. All fees will be paid directly to BIU based on their fee schedule, approved separately by Borough Council Resolution. A 15% Borough staff administrative fee will be added to all BIU fees and remitted to the Borough by BIU.**

Building / zoning / code enforcement

Building and Zoning Permit Fees - no prorating of building / zoning permits

Fees for additional / other services not listed shall be assessed by the Zoning Administrator at a reasonable rate

Late Fees, based on the date of issue – late after 15 days	15%
Working without proper permitting, penalty assessed at percentage of permit fee	100%
Stop Work Order Issued, fine (in addition to permit fees)	\$100.00

Zoning Permits

➤ Accessory Structure (may require building permit)	\$50.00
➤ Certificate of Use	\$50.00
➤ Chicken(s) - Initial / Renewal	\$15.00 // \$5.00
➤ Close Out Sales - Initial Fee // Renewal (§13-312)	\$100.00 // \$50.00
➤ Code Compliance – utilized when a building permit will be issued	\$25.00
➤ Curb Construction, if line and grade established by Borough – First 100 feet // Each additional foot	\$125.00 // \$2.50
➤ Curb Construction, if line not requested	\$35.00
➤ Demolitions, Residential // Commercial	\$50.00 // \$100.00
➤ * Door(s) (may require building permit)	\$50.00
➤ Driveway, new or replacement	\$40.00
➤ Fence – retaining wall (may require building permit)	\$25.00
➤ Home Based Business - No Impact // Home Occupations – Annual renewal required	\$10.00
➤ * Roof (may require building permit)	\$50.00
➤ Sewer Lateral – new // repair-replace (inspection only)	\$100.00 // \$75.00
➤ Sidewalk, new or replacement	\$35.00
➤ * Siding	\$50.00
➤ Signage, new or replacement	\$60.00
➤ Swimming pool (may require building permit)	\$50.00
➤ Water Lateral – new // repair-replace (inspection only)	\$100.00 // \$75.00
➤ * Window(s) (may require building permit)	\$50.00
➤ (*) Multiple projects within a one year period – permit must be issued listing all items	
✓ Two permitted projects	\$60.00
✓ Three permitted projects	\$75.00
✓ Four permitted projects	\$100.00
➤ Extension of permit, three (3) additional months (may only extend once)	\$25.00

Building Permits – Fees for UCC compliance inspections and plan reviews by third party agency(s) are not included in fees listed

Residential – New Construction	\$325.00
Additions / Alterations – 1 ~ 199 square feet	\$50.00
Additions / Alterations – 200 ~ 499 square feet	\$75.00
Additions / Alterations – 500 ~ 999 square feet	\$100.00
Additions / Alterations – over 1,000 square feet	\$150.00
Commercial and Industrial – New Construction	
Total square feet of 1 ~ 1,499	\$750.00
Total square feet of 1,500 ~ 2,499	\$1,125.00
Total square feet of 2,500 ~ 4,999	\$2,000.00
Total square feet of 5,000 ~ 9,999	\$2,500.00
Total square feet of 10,000 ~ 24,999	\$2,900.00
Total square feet over 25,000	\$3,600.00
Commercial and Industrial – Additions / Renovations	
Total square feet of 1 ~ 499	\$350.00
Total square feet of 500 ~ 1,499	\$700.00
Total square feet of 1,500 ~ 2,999	\$1,000.00

Total square feet of 3,000 ~ 9,999	\$1,400.00
Total square feet of 10,000 ~ 24,999	\$1,700.00
Total square feet over 25,000	\$2,000.00

Building / zoning / code enforcement - Continued

Rental Permits - Annual Cycle January 1 – December 31 (no prorating of fees)

Initial Application // Annual Renewal (per unit)	\$80.00 // \$40.00
Initial Application // Annual Renewal - Dorm style (per unit)	\$50.00 // \$25.00
Initial Application B & B	\$80.00
Annual Renewal – B & B (per sleeping room)	\$15.00
Late Fee – applications received after Dec. 1 – fee assessed Dec. 2 and the 1 st of each month thereafter	20%
Fees for non-payment of late fees – assessed after 15 days	15%
Re-Inspection Fee – Return for failed inspection: First // Second	\$15.00 // \$30.00
No Show of Owner / Agent for Scheduled Inspection	\$40.00

Application to Zoning Department – other

Subdivision / Land Development Plan Application - Planning Commission / Council	
Sketch Plan - Minor or Major (Zoning Administrator / Planning Commission)	\$250.00
Preliminary Plan – Major only	\$550.00
Final Plan - Minor	\$250.00
Final Plan - Major	\$550.00
Review by Municipal Engineer	At Cost
Zoning Hearing Board - Appeal / Variance Request / Special Exception	\$600.00
**\$600 due with application. Total expenses for legal fees, stenographer, and advertising will be calculated. The difference from \$600 will be reimbursed (under \$600) or invoiced (over \$600).	
Conditional Use Application - Planning Commission / Council	\$600.00
Re-Zoning Application - Planning Commission / Council	\$600.00
Housing Review Board – Appeal	\$600.00
Fire Protection System Fees – plan review & inspections – suppression and alarm systems – per square foot	\$.12
Fire Protection System Fees – as above – minimum fee	\$125.00
Soliciting / Peddle Permit (No Fee for Residents / Non-Profits / Borough Businesses) (§13-202)	
Daily	\$25.00
Weekly	\$50.00
Monthly	\$100.00
Annually	\$200.00
Public Indecency and Sexually Oriented Businesses Application Fee / Renewal Fee (§13-504)	\$150.00 // \$50.00
Motor Vehicle & Traffic – Size / Weight / Vehicle / Load Restriction - Permit per vehicle (§15-305)	\$100.00
Streets & Sidewalks - Borough Rights-of-Way (§21-308)	
Application for New right-of-way permit	\$500.00
Annual renewal of right-of-way permit	\$250.00
Application for a Construction right-of-way permit	\$150.00

Code Enforcement

Property Maintenance – Enforcement – Violations are within a two year period	
First Violation -	\$ 25.00
Second Violation – same as previous	\$ 50.00
Third Violation – same as previous	\$ 75.00
Fourth Violation or more – same as previous (per notice)	\$ 100.00
Mowing of property by Borough personnel – First time (based on gross lot size, per square foot)	\$ 0.0225
Mowing of property by Borough personnel – Additional (based on gross lot size, per square foot)	\$ 0.0125
Solid Waste – Penalty – Enforcement (§20-111)	
Curb Side Violation // Dumpster Violation (each separate violation)	\$25.00 // \$75.00

Fire Protection and Emergency Medical Services – Edinboro Volunteer Fire Department

Fire Police Services – per hour	\$50.00
Helicopter Landing Zone – per incident	\$275.00
Extrication – Complex (per incident)	\$300.00
Extrication – Minor (per incident)	\$200.00
Fire Response – Residential ISO Surcharge (per incident)	\$500.00
Fire Response – Commercial ISO Surcharge (per incident)	\$1,000.00
Hazardous Material Cleanup Supplies	
Oil Booms – Large (5" x 10' or 5" x 20') – each	\$85.00
Oil Booms – Small (3" x 4') – each	\$15.00
Oil Absorbent Sheets (17" x 19") – each	\$15.00
Oil Bilge Pillow (7" x 18") – each	\$15.00
Supersorb Sheets (acids) (17" x 19") – each	\$20.00
Peat Sorb / Oil Dry – per bucket	\$75.00
Collapsible Pools – each	\$250.00
Tyvek Suits – each	\$40.00

<i>Plug & Dyke Materials – each</i>	<i>\$25.00</i>
<i>Plug Rugs (16" x 16") – each</i>	<i>\$40.00</i>
<i>PVC Pipe – each</i>	<i>\$20.00</i>
<i>Fire Fighting Equipment</i>	
<i>Extinguisher – per use</i>	<i>\$50.00</i>
<i>Foam – Class A – per gallon</i>	<i>\$40.00</i>
<i>Foam – Class B – per gallon</i>	<i>\$60.00</i>
<i>Apparatus (extended incident responses)</i>	
<i>Engine – per hour</i>	<i>\$300.00</i>
<i>Aerial – per hour</i>	<i>\$350.00</i>
<i>Rescue – per hour</i>	<i>\$250.00</i>
<i>Utility – per hour</i>	<i>\$150.00</i>
<i>Tanker – per hour</i>	<i>\$250.00</i>
<i>Ambulance – per hour</i>	<i>\$100.00</i>
<i>EMS Services</i>	
<i>BLS – Transport – per incident (plus mileage)</i>	<i>\$550.00</i>
<i>ALS – Transport – per incident (plus mileage)</i>	<i>\$1,250.00</i>
<i>Mileage – per loaded mile</i>	<i>\$11.00</i>
<i>Patient Refusal – per incident</i>	<i>\$75.00</i>
<i>Defibrillation Pads – per incident</i>	<i>\$75.00</i>
<i>Miscellaneous Items</i>	
<i>Dewatering Pumps – per hour</i>	<i>\$30.00</i>
<i>Salvage Cover – plastic – each</i>	<i>\$20.00</i>
<i>Chainsaw Usage – per hour</i>	<i>\$25.00</i>
<i>Fire Line Tape – per foot</i>	<i>\$.50</i>
<i>EVFD Equipment Damaged or Lost on incident</i>	<i>Replacement Cost</i>
<i>Unforeseen or Extraordinary Expenses</i>	<i>At Cost</i>
<i>Specialized Services</i>	<i>At Cost</i>
<i>Heavy Equipment</i>	<i>At Cost</i>
<i>Legal Fees</i>	<i>At Cost</i>
<i>Collection Agency Fees</i>	<i>At Cost</i>
<i>Filing Fees</i>	<i>At Cost</i>
<i>Litigation Expenses</i>	<i>Extent Permitted by Law</i>
<i>Borough Expenses</i>	<i>At Cost</i>
<i>Penalties if not paid within 30 days</i>	

RESOLVED this 7th day of January, 2019.

Mary Ann Horne moved to approve Fee Resolution 1-2019 as presented. Pat Davis seconded the motion. Manager Opplé noted that although the Zoning and Permit fee schedule is being approved, the Council is also approving BIU’s schedule that will be in effect as long as they continue in their appointment. Mayor Gast stated that all fees were as discussed throughout the 2019 budget process, including the final PENNVEST water rate increase. The vote passed 7-0 by roll call vote: Alyssa Dobson, yes; Fred Langill, yes; Nathan Latimer, yes; Mary Ann Horne, yes; Pat Davis, yes; Jim Kiley, yes; and Aaron Gast, yes.

Mary Ann Horne moved to appoint PNC Bank, PLGIT, and Northwest Savings Bank with the option to use other banks within the Edinboro Community as the designated depositories of funds, designate the local paper of circulation as Meadville Tribune and/or Erie Times-News as needed, and set the authorized signers on all bank accounts as the Mayor, Finance Committee Chair, and the Borough Manager with a minimum of two signatures required. Pat Davis seconded the motion. Fred Langill expressed his desire to use the Edinboro News-Journal for public notices. Council discussed, with Solicitor Wachter noting that the paper does not meet the legal requirements for an official paper of record. Manager Opplé said that notices could be published in the Edinboro paper as desired, but they would need to be duplicated in Meadville or Erie to meet legal requirements. The motion passed by unanimous vote.

Mary Ann Horne moved to approve Resolution 2-2019 to appoint the Finance Director Jason Spangenberg as the representative to make requests of Berkheimer Associates and receive the tax (LST & EIT) information and records. The full Resolution is shown below:

HOME RULE BOROUGH OF EDINBORO
RESOLUTION 2-2019

A RESOLUTION OF THE GOVERNING BOARD OF EDINBORO BOROUGH, ERIE COUNTY, PENNSYLVANIA, AUTHORIZING, EMPOWERING AND DIRECTING THE PROPER OFFICERS OF THE GOVERNING BOARD TO APPOINT A LIASON BETWEEN IT AND BERKHEIMER, THE DULY APPOINTED COLLECTOR OF ACT 511 TAXES FOR THE DISTRICT, FOR THE EXPRESS PURPOSE OF SHARING CONFIDENTIAL TAX INFORMATION WITH THE DISTRICT FOR OFFICIAL PURPOSES.

*WHEREAS, Act No. 511 of the 1965 General Assembly of the Commonwealth of Pennsylvania (53 P.S. §6901 et seq.), enacted December 31, 1965, and effective January 1, 1966, authorizes certain political subdivisions, including **Edinboro Borough**, to provide for the creation of such bureaus or the appointment and compensation of such officers, clerks, collectors and other assistants and employees as may be deemed necessary for the assessment and collection of taxes imposed under the authority of that Act; and*

*WHEREAS, EDINBORO BOROUGH, ERIE COUNTY, has entered into contractual agreement with **BERKHEIMER** of Bangor, Pennsylvania, whereby and whereunder CLIENT appointed Berkeheimer to collect **CERTAIN LOCAL TAXES**; and*

WHEREAS, said Act 511 specifically mandates that any information gained by the appointed tax officer, his agents or by any other official or agent of the taxing district, as a result of any declarations, returns, investigations, hearings or verifications required or authorized by the taxing municipality's ordinance or resolution, be kept confidential, except for official purposes; and

WHEREAS, any person who divulges any information which is confidential under the provisions of any ordinance or resolution, upon conviction may be subject to fines and/or imprisonment, upon conviction, and dismissal from office or discharge from employment; and

*WHEREAS, Berkeheimer requires passage of a resolution by the governing body of **Edinboro Borough** specifying that said confidential information is needed for official purposes and absolving Berkeheimer from any liability in connection with the release of said confidential information;*

NOW, THEREFORE, BE IT RESOLVED that:

1. **Edinboro Borough** hereby **appoints Jason Spangenberg** as its authorized representative to make requests upon and receive any and all tax information and records from **Berkheimer**, relative to the collection of taxes for CLIENT, as desired and deemed necessary by CLIENT, to be used for official purposes only; and
2. **Berkheimer** is hereby directed to provide and/or transmit any and all tax information and records, or any portion thereof, relating to the collection of taxes for the CLIENT, upon request, to **Jason Spangenberg** as the authorized contact representative for it.
3. **Edinboro Borough** hereby saves harmless, indemnifies and/or absolves **Berkheimer** from and against any and all liability in connection with the release of said confidential information.

RESOLVED, ENACTED AND ADOPTED at a meeting held on **the 7th day of January, 2019.**

Pat Davis seconded, and the motion passed 7-0 by roll call vote: Pat Davis, yes; Jim Kiley, yes; Fred Langill, yes; Nathan Latimer, yes; Mary Ann Horne, yes; Alyssa Dobson, yes; and Aaron Gast, yes.

Jim Kiley moved to appoint West Erie County Emergency Management Agency and Chuck Kanarr as the Emergency Management Coordinator, and approve the following appointments:

1. Water & Municipal Authority Boards
 - a) Dan Mulligan 01/01/2019 - 01/01/2024
2. Zoning Hearing Board
 - a) William Sellers 01/01/2019 - 01/01/2024
 - b) Danial Foulkrod (alternate) annual renewal through 2019
3. Housing Review Board
 - a) Sheri Sullivan 01/01/2019 - 01/01/2022
4. Appeals Board

- a) Authorize use of ECATO's Appeals Board
- 5. Third Party Inspector
 - a) Reappoint Building Inspection Underwriters and John Prosek, as appointed in December, 2018

Mary Ann Horne seconded the motion, and it passed by unanimous vote.

Mary Ann Horne moved to approve Resolution 3-2019 to appoint Erie County Tax Collection Committee Representatives: primary Jason Spangenberg, first alternate Marie Lander, and second alternate Chair of the ECTCC. The full Resolution is shown below:

Home Rule Borough of Edinboro

Resolution 3-2019

ERIE COUNTY TAX COLLECTION COMMITTEE

Voting Delegate Appointment Resolution

Background. Act 32 § 505(b) requires the governing bodies of school districts, townships, boroughs, and cities that impose an earned income tax to appoint one voting delegate and one or more alternate delegates to be their Tax Collection Committee (TCC) representatives. The purpose of this resolution is to appoint the required delegates. The appointed individuals have consented to appointment.

RESOLVED, by the governing body of the Borough of Edinboro, that the following individuals are appointed as TCC delegates for the Borough of Edinboro:

1. Primary voting delegate: Jason Spangenberg
2. First alternate voting delegate: Marie Lander
3. Second alternate voting delegate: The Chairman of the Erie County Tax Collection Committee
4. If the primary voting delegate cannot be present for a TCC meeting, the first alternate voting delegate shall be the representative at the TCC meeting. If both the primary voting delegate and the first alternate voting delegate cannot be present for a TCC meeting, the second alternate voting delegate shall be the representative at the TCC meeting.
5. These appointments are effective immediately and shall continue until successors are appointed. Delegates shall be appointed each year in November or December or as soon thereafter as possible. All delegates shall serve at the pleasure of this governing body and may be removed at any time.

Certification of adoption. The undersigned certifies that the above Resolution was adopted at a public meeting on this 7th day of January, 2019.

Pat Davis seconded the motion and it passed by 7-0 roll call vote: Jim Kiley, yes; Fred Langill, yes; Nathan Latimer, yes; Alyssa Dobson, yes; Pat Davis, yes; Mary Ann Horne, yes; and Aaron Gast, yes.

Mary Ann Horne moved to approve Resolution 4-2019 to appoint Erie Area Council of Governments Representatives: primary Pat Davis, first alternate Aaron Gast, and second alternate Kevin Oppl. The full Resolution is shown below:

Home Rule Borough of Edinboro

Resolution 4-2019

ERIE AREA COUNCIL OF GOVERNMENTS

Voting Delegate Appointment Resolution

Background. *The Erie Area Council of Governments (EACOG) requires that each member municipality appoint a member of their municipal Council to attend all EACOG meetings and act as a voting member on behalf of the municipality. Alternate voting members may be appointed for attendance if the primary delegate is unable to attend, and alternates may be other Council members, the Borough Manager, and/or the Borough Secretary.*

RESOLVED, *by the governing body of the Borough of Edinboro, that the following individuals are appointed as EACOG delegates for the Borough of Edinboro:*

6. *Primary voting delegate: Pat Davis (elected official)*
7. *First alternate voting delegate: Aaron Gast (elected official)*
8. *Second alternate voting delegate: Kevin Opple (Borough Manager)*
9. *If the primary voting delegate cannot be present for a meeting, the first alternate voting delegate shall be the representative at the meeting. If both the primary voting delegate and the first alternate voting delegate cannot be present for a meeting, the second alternate voting delegate shall be the representative at the meeting.*
10. *These appointments are effective immediately and shall continue until successors are appointed. Delegates shall be appointed each year in January or as soon thereafter as possible. All delegates shall serve at the pleasure of this governing body and may be removed at any time.*

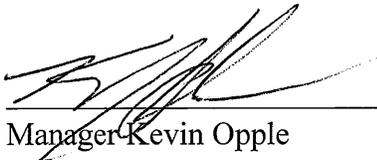
Certification of adoption. *The undersigned certifies that the above Resolution was adopted at a public meeting on this 7th day of January, 2019.*

Alyssa Dobson seconded the motion and it passed by 7-0 roll call vote: Mary Ann Horne, yes; Pat Davis, yes; Alyssa Dobson, yes; Nathan Latimer, yes; Jim Kiley, yes; Fred Langill, yes; and Aaron Gast, yes.

ADJOURN:

Mary Ann Horne moved for adjournment, and the meeting was adjourned at 6:52 PM.

ATTEST:



Manager Kevin Opple



Mayor Aaron Gast