

**MINUTES OF MEETING OF
TYRONE TOWNSHIP BOARD OF SUPERVISORS
ADAMS COUNTY, PENNSYLVANIA
JANUARY 2, 2024**

The Board of Supervisors Meeting Wednesday, January 2, 2024 was held at the Tyrone Township Municipal Building, 5280 Old Harrisburg Road, York Springs, PA 17372, Adams County, Pennsylvania.

Members Present: Chairman Mike Mosley, Vice Chairman Andrew Seymore, Supervisor Rosalie Dashoff, Secretary Dawn Felts, Solicitor Tim Shultis, Treasurer Patricia Forsythe, Maintenance Manager Greg Kepner

Others in Attendance: None

Call to Order: Mosley called the meeting to order at 2:00 PM.

Pledge of Allegiance: Mosley led the Pledge of Allegiance.

Approval of Board of Supervisors Meeting Minutes:

Dashoff made a motion to approve the minutes for the December 13, 2023 Board of Supervisors Meeting. Seymore seconded the motion. A vote was taken and the motion was carried unanimously.

Approval and Payment of the September 2023 Accounts Payable Invoices and Credit Card Purchases:

Dashoff made a motion to approve payment of the Accounts Payable Invoices, as well as the payments made in the second check run and the credit card purchases of Dec. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Public Comments on Board of Supervisors Meeting Agenda:

None noted

Election of Chairman Pro Tem: Dashoff made a motion to elect Mosley as Chairman Pro Tem. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Election of Chairman: Dashoff made a motion to elect Mosley as Chairman of the Board of Supervisors. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Election of Vice-Chairman: Dashoff made a motion to elect Seymore as Vice Chairman of the Board of Supervisors. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Secretary: Seymore made a motion to appoint Dawn Felts as Secretary at a rate of \$20.39 per hour. Dashoff seconded the motion. A vote was taken and the motion carried unanimously. Seymore made a motion to continue the bond for the Secretary for \$200,000. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Treasurer: Dashoff made a motion to appoint Patricia Forsythe as Treasurer at a rate of \$75.00 per hour. Seymore seconded the motion. A vote was taken and passed unanimously. Seymore made a motion to continue the bond for the Treasurer for \$500,000. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Adopt 2024 Township Paid Holiday Schedule: Seymore made a motion to adopt the following 2024 Holiday Schedule of: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Employee Paid Time Off: Dashoff made a motion for 10 paid time off days, 6 hours of pay per day, each to be provided to Felts and Kepner and 5 paid time off days, 6 hours of pay per day, each to be provided to the remaining complement of Township employees. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Board of Supervisors Meetings Schedule: Dashoff made a motion to accept the following dates for the 2024 Board of Supervisors Meetings, all of which will start at 7:00 PM on their designated dates and will be held at the Township Building. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

January 10	August 14
February 14	September 11
March 13	October 9
April 10	November 13
May 8	December 11
June 12	
July 10	

Budget Meetings Schedule: Seymore made a motion to accept the following dates for the 2024 Budget Meetings, all of which will start at 6:00 PM on their designated dates and will be held at the Township Building. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

- September 18 and October 16

Voting Delegate to PSATS Convention: Dashoff made a motion to elect Mosley as the Voting Delegate to the PSATS Convention. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Appointment of Delegates to NAREMA: Seymore made a motion to appoint Joshua Fitting as the Delegate to NAREMA. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Representative for York Adams County Tax Board of Directors: Dashoff made a motion to appoint Russell Raub as the Representative for York Adams County Tax Board of Directors. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Representative for Adams County Tax Bureau Board of Directors (ACTCC): Seymore made a motion to appoint Mosley as the Representative for Adams County Tax Bureau Board of Directors. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Representative for Adams County Council of Governments (ACCOG): Dashoff made a motion to appoint Mosley as the Representative for Adams County Council of Governments. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Adams County Association Township Officials (ACATO) Convention 2024: Seymore made a motion to appoint Mosley as the Voting Delegate to the Adams County Association of Township Officials Convention. Dashoff seconded the motion. A vote was taken and the motion carried

unanimously.

Representative to the Adams County Association Township Officials (ACATO): Open

Establishment of Office Hours:

Dashoff made a motion to approve the following office hours for 2024:

Monday	8 AM – 4 PM
Tuesday	8 AM – 4 PM
Wednesday	8 AM – 4 PM
Thursday	8 AM – 4 PM
Friday	CLOSED

Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Auditors: Seymore made a motion to appoint Hamilton and Musser CPAs as the auditors for Tyrone Township. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Board of Auditors: Joe Albert was elected for a 6-year term and Gary Trimmer for a 2- year term as the Board of Auditors for Tyrone Township.

Appointment of Depositories for the Township: Mosley made a motion to appoint **PNC Bank** as the Depository for the Township. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Solicitor: Dashoff made a motion appointing **Timothy Shultis** as the Township’s Solicitor at \$170.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Special Counsel: Seymore made a motion appointing Samuel A. Gates as the Township’s Special Counsel at \$190.00 per hour. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Engineer: Mosley made a motion to appoint William F. Hill & Associates/Keller Engineers, William F. Hill, at \$120.00 per hour and Erik Vranich at \$120.00 per hour as the Engineers for Tyrone Township. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Sewage Enforcement Officer: Seymore made a motion to appoint William F. Hill & Associates/Keller Engineers, Bryan Leese, at \$80.00 per hour as Sewage Enforcement Officer. Dashoff seconded the motion. A vote was taken and the motion carried unanimously. Dashoff also made a motion to appoint C.S. Davidson, Inc., Christopher Metz, at \$137.64 per hour for alternate work as Sewage Enforcement Officer. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Emergency Management Coordinator: Seymore made a motion to appoint Jed Smith as the

Emergency Management Coordinator. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Right to Know Officer: Mosley made a motion to appoint Felts as the Right to Know Officer. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

EIT & LST: Seymore made a motion to appoint York Adams Tax Bureau to collect the Earned Income Tax (EIT) and the Local Service Tax (LST) for 2024. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Realty Transfer Tax: Mosley made a motion to appoint Karen Heflin as the Realty Transfer Tax Collector. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Building Code Officer: Dashoff made a motion to appoint PA Municipal Code Alliance Inc., Clem Malot, as the Building Code Officer for Tyrone Township at \$125.00 per hour. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Assistant Building Code Officer: Mosley made a motion to appoint PA Municipal Code Alliance Inc., Andrew Miller, as the Assistant Building Code Officer for Tyrone Township at \$50.00 per hour. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Building Inspector: Seymore made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot, as the Building Inspector for Tyrone Township at \$125.00 per hour. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Assistant Building Inspector: Dashoff made a motion to appoint PA Municipal Code Alliance, Inc., Andrew Miller, as the Assistant Building Inspector for Tyrone Township at \$50.00 per hour. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Zoning Officer: Seymore made a motion to appoint PA Municipal Code Alliance, Inc., Clem Malot, as the Zoning Officer for Tyrone Township at \$125.00 per hour. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Planning Commission: Dashoff made a motion to appoint Dave Richwine to a 4-year term, Mike Mosley to a 2-year term, Mike Boring to a 2-year term, and John Wenk to a 4-year term. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Vacancy Board Dashoff made a motion to appoint Jim Lady to serve on the Vacancy Board - Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Agricultural Security Board: Seymore made a motion to appoint James Lady, Robert Junkins, Dave Wenk, and Vincent Lobaugh each to a 1-year term. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Citizens Committee: There was no one appointed to serve on the Citizens Committee at this time.

Newspaper of Record: Mosley made a motion to retain the Gettysburg Times as the Township's

Newspaper of Record. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Mileage Rate: Seymore made a motion to pay \$0.655 per mile as mileage reimbursement for 2024. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Insurance Approval: Mosley made a motion to appoint Pennsylvania Intergovernmental Risk Management Association (PIRMA) for insurance coverage through HA Thomson for 2024.

Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Approval of Tax Collection Dates: Dashoff made a motion to accept the list below for the Tax Collection Dates for 2024, all of which will be held at the Township Building. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

- April 18, 23, 25, 30 From: 5:00 PM – 8:00 PM
- April 20, 27 From: 9:00 AM – 12:00 PM
- June 29 9:00 From: 9:00 AM – 12:00 PM

Road and Facilities Maintenance Manager: Seymore made a motion appointing Greg Kepner as Road and Facilities Maintenance Manager with an hourly rate of \$20.39, with a monthly cell phone stipend of \$40.00. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Township Roadmaster: Seymore made a motion to appoint James Lady as the Township Roadmaster for snow removal with an hourly rate of \$45.00. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Credit Account Authorizations: Mosley made a motion to make the Credit Card Authorization and card limits listed below for 2024. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Michael Mosley, Supervisor – card limit: \$10,000.00

Greg Kepner, Road and Facilities Maintenance Manager – card limit: \$5,000.00

Dawn Felts, Secretary – card limit: \$1,000.00

Phone Service: Seymore made a motion to continue the telephone service for 2024 through Century Link (Brite Speed) at \$190.00 per month. Dashoff seconded the motion. A vote was taken and the motion carried unanimously.

Pitney Bowes: Dashoff made a motion to use Pitney Bowes for postage services for 2024 for a monthly rate of \$5.99. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Safety Committee: Dashoff made a motion to accept Chester Dabrowski as President, Dave Boldosser, Jr. as Vice President, and Greg Kepner as Secretary of the Safety Committee for 2024. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Facilities Cleaning Expenses: Seymore made a motion to continue the \$100.00 per cleaning rate of pay for Township Facilities Cleaning Expenses for 2024. Mosley seconded the motion. A vote was taken and the motion carried unanimously.

Resolution 2024-01: Dashoff made a motion to adopt 2024-01, a Resolution appointing Hamilton & Musser CPAs to audit the funds and accounts for Tyrone Township for the 2024 fiscal year. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Resolution 2024-02: Mosley made a motion to adopt 2024-02, a Resolution setting the Township's Fee Schedule for 2024. Seymore seconded the motion. A vote was taken and the motion carried unanimously.

Old Business:

Delinquent Septic – Citation sent out. Advise from Solicitor Shultis going forward will work with our S.E.O.

New Business:

Joshua Fitting has been sworn in as Tyrone Township Constable for 2024

Tax Dates for 2024 were accepted to be received in person at the Tyrone Township Building

- April 18,23,25 & 39th – 5pm to 8pm
- April 20& 27th 9AM to Noon
- June 29th 9AM to Noon
- Or pay by mail or call for appt. . 717-677-0624 -Email: tyronetaxcollector@yahoo.com

Sewer Delinquents: Two certified letters sent out for delinquent sewer in December 1 was paid. 5 additional delinquents have been added.

Resolution 2024-02:

TYRONE

TOWNSHIP

RESOLUTION 2024-02

A RESOLUTION AMENDING THE FEE SCHEDULE OF TYRONE TOWNSHIP, ADAMS COUNTY, PENNSYLVANIA.

BE IT IS HEREBY RESOLVED by the Board of Supervisors of Tyrone Township, Adams County, Pennsylvania, that pursuant to the grant of powers set forth in the Second Class Township Code and / or Municipal Codes passed by the

General Assembly of the Commonwealth of Pennsylvania, that the Board of Supervisors wish to incorporate into one resolution all fees , Permit , application fees , UCC Permit, Escrow account and administrative fees into the current schedule for the Township of Tyrone, Adams County, Pennsylvania, is as follows:

ADMINISTRATION

Mailing fee (actual Postage plus an administrative Cost)	\$1.50	
Photocopies (per page, first 1,000 black and white copies)	\$.25 single side	
doubled sided & color copies	\$.50	
Additional Photocopies beyond first 1,000 copies	\$.20	
CD / DVD	Up to actual cost, not to exceed \$1.00/disc	
Records delivered via Email or other electronic method	No additional fee	
Redaction, Photographing a record	No additional fee	
Flash drive, Fax, Other Media	Up to actual cost	
Certification	Up to \$5.00/record	
Tax Certifications	\$10.00	
Tax Duplicates	\$10.00	
Late fee on Invoices (does not apply to Sewer Bills)	1.5%/Mon. Plus any additional cost	
Copying records onto electronic media plus cost of media	\$25.00 +Admin & Professional cost	
• Professional Cost: Any additional fees for professional subcontractor		
Copying Land Development /Subdivision plans plus actual cost	\$75.00 + cost	
Sanitary Sewer Tapping Fee	\$6,955.00	(Resolution 2021-05)
Manuals/Ordinances/Rules & Regulations-Sewer	\$10.00 Each	
Subdivision & Land Development Ordinance	\$25.00	
Township Map	\$6.00	
Zoning Map	\$6.00	
Act 537 Plan	\$25.00	
Returned Check	\$35.00	

ZONING

UCC Building, Zoning, & Code Enforcement Agency

➤ Building, Zoning, & Code Enforcement for Tyrone Township:

- Pennsylvania Municipal Code Alliance, Inc. 717-496-4996
 - Andrew Miller: \$50.00 per hour (Assistant Zoning & Code Officer)
 - Clem Malot: \$125.00 per hour (Building Code Official)

ZONING HEARINGS

Additional Costs Billed to Applicant, Payable Within 30 Days, All Costs Non-Reimbursable

	<u>Residential</u>	<u>Commercial/Industrial</u>
<u>Variance, Special Exception, or Appeal from Determination of Zoning Officer</u>	\$650	\$850
<u>Conditional Use</u> Before Board of Supervisors		\$2,000
<u>Text Amendment</u> Before Board of Supervisors		\$1,000
<u>Curative Amendment or Substantive Challenge</u>		\$4,000
<u>Procedural Challenge</u>		\$4,000
• Challenges to any provision to the Zoning Ordinance and or ordinance amendment		
<u>Zoning Map Change</u>		\$2,500

PERMITS

<u>Road Weight Restriction Permit</u>	\$175
<u>Driveway Permit</u>	\$125
<u>Zoning/Land Use Permit</u>	\$100
<u>Certificate of Nonconformance</u>	\$100
<u>Record Retention Fee</u>	\$40

- for each Building Permit issued by PMCA to assist with the cost of the Township to manage all files as required by the PA Records Retention Act.

SUBDIVISION PLAN FEES AND LAND DEVELOPMENT PLAN FEES
Escrow Deposit applies to Review of Subdivision and Land Development Plans

(I.) Sketch Plans Escrow- \$500 (Reimbursable)

- A. For subdivision plans, a flat fee of **\$25.00** plus a fee of **\$3.00** for each lot shown thereon.
- B. The applicant shall pay to the Township any fee that is incurred by the Township’s solicitor, engineer or zoning officer in regard to review of said plans, **plus an administrative fee of \$10.00.**

(II.) Preliminary Plans Escrow- \$750 (Reimbursable)

- A. For subdivision plans, a flat fee of **\$25.00** plus a fee of **\$3.00** for each lot shown thereon.
- B. For all other plans, a flat fee of **\$45.00.**
- C. The applicant shall pay to the Township any fee that is incurred by the Township’s solicitor, engineer or zoning officer in regard to review of said plans, **plus an administrative fee of \$10.00.**

(III.) Final Plan Fee Escrow- \$750 (Reimbursable)

- A. For subdivision plans, a flat fee of **\$40.00** plus a fee of **\$3.00** for each lot shown thereon.
- B. For all other plans, a flat fee of **\$25.00.**
- C. The applicant shall pay to the Township any fee that is incurred by the Township’s solicitor, engineer or zoning officer in regard to review of said plans, **plus an administrative fee of \$10.00.**
 - A reimbursement to Tyrone Twp. for shipping used and **\$.25** per copy of extra copies must apply and will be taken from escrow funds.

¹ All plans that are submitted as a combined Preliminary/Final Plan shall be considered a Final Plan unless otherwise determined by the Township.

STORM WATER MANAGEMENT REVIEW, ENFORCEMENT, AND INSPECTION

Level 1: Impervious area is up to 1,000 Ft- Plan Exempt

Engineer Review Fee	\$35.00
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Level 2: Impervious area is 1,000 ft to 10,000 ft – Exempt if disconnected

Administrative Fee	\$25.00
Engineer Review Fee	\$35.00
Engineering Escrow	<u>\$100.00</u> (Reimbursable)
Total	\$160.00

Level 3: Impervious area is between 1,000 ft and 5,000 ft requiring BMPS – Minor Plan

Administrative Fee	\$25.00
Engineer Review Fee	\$60.00
Engineering Escrow	<u>\$400.00</u> (Reimbursable)
Total	\$485.00

Level 4: Impervious area is greater than 5,000 ft and cannot be disconnected – Formal Plan

Administrative Fee	\$25.00
Engineer Review Fee	\$55.00
Engineering Escrow	<u>\$500.00</u> (Reimbursable)
Total	\$580.00

- Certification and approval completion form must be issued and the property owner is required to record the Stormwater Management Permit with the Office of the Recorder of Deeds, Adams County Courthouse, 117 Baltimore Street, Room 103, Gettysburg, PA 17325.
- **Engineering escrow is an estimate** for review of the stormwater management plan by the Township Engineer to verify compliance with the stormwater management ordinance and for inspection of the stormwater management facilities.
- The Engineering Escrow Fee is an estimate of the anticipated review and inspection cost for the proposed project. **If the engineering cost exceeds the escrow amount, the applicant will be responsible for any additional review or inspection costs. Any remaining funds will be returned to the applicant upon issuance of the final completion certification for the stormwater management facilities.**
- All stormwater management plan reviews for Subdivision and Land Development Plans will be subject to the fee schedule established by the Township for Subdivision and Land Development Plans.

ENGINEER

➤ Engineers for Tyrone Township:

- **William F. Hill & Associates** 717-334-9137
 - William F. Hill: \$120.00 per hour
 - Erik Vranich: \$120.00 per hour

SEWAGE ENFORCEMENT OFFICER (SEO)

- **SEO Permits:** Escrow Account will be established based on SEO Estimate of cost and will include a \$25 administrative fee charged by the Township.
- All SEO Permit applications must be obtained from the SEO of Applicant's choice and Escrow amount paid at the time of application.

You may choose the SEO you wish to use. Request a schedule of fees from the SEO directly.

SEO for Tyrone Township: (Applicant may choose which to use)

- **William F. Hill & Associates** 717-334-9137
 - Bryan Leese: \$80.00 per hour

OR

- **C.S. Davidson, Inc.** 717-814-4576
 - Chris Metz: \$137.64 per hour

- ✓ Permits revoked or suspended for cause, no refunds will be granted
- ✓ All invoices must be paid before the Occupancy Permit will be issued

SOLICITOR

➤ Solicitor for Tyrone Township:

- **Law Offices of Salzmann Hughes, P.C.**
 - Timoth J. Shultis: \$170.00 per hour

SPECIAL COUNSEL

➤ Special Counsel for Tyrone Township:

- **Gates and Gates, P.C.**
 - Samuel A. Gates: \$190.00 per hour

Subdivision/Land Development Professional/Consultant Fee Policy

- A revised schedule of fees required by Tyrone Township for the conduct of business including Subdivision/Land Development fees and escrow for reimbursement of Township costs related to plan review and inspection of improvements, building permit fees, planning fees professional cost(s), zoning fees and reviews, all permit fees and miscellaneous other administrative fees for services.

PA Municipalities Planning Code Requirements and Provisions

This schedule of fees is adopted pursuant to various provisions of the Second-class Township code, P.L. 350, No.60 as amended, pursuant to General Powers, Section 1506, provided for the adoption of regulations for the proper management of township finances and

Whereas the Pennsylvania Municipalities Planning Code, Act of 1968, P.L. 805, No. 247 as amended, pursuant to Article V Subdivision and Land development, Section 503, provides for the charge of review fees including the necessary and reasonable charges by the municipality's professional consultants or engineer for review or report and

Whereas the Pennsylvania Municipalities Planning Code, Act of 1968, P.L.805, No. 247 as amended, pursuant to Article VI Zoning. Section 617.3 (e) provides for the governing body to prescribe reasonable fees with respect to the Administration of a zoning ordinance and with respect to hearings before the zoning Hearing Board and

Whereas the Pennsylvania Municipalities Planning Code, Act of 1968, P.L.805, No.247 as amended, pursuant to Article IX Zoning Hearing Board and other Administrative Proceedings, Section 908, provides for the governing body to prescribe reasonable fees with respect to hearings before the Zoning Hearing Board and also for conditional uses before the governing body (Section 913.2) to attach reasonable conditions it may deem necessary to implement the purposes of The Act., and

The Pennsylvania Municipal Planning Code, act of 1968,P.L.805,No.247, as amended, to provide for the charges of necessary and reasonable charges by the municipality's professional consultants for review and/or reports and inspection of improvements; and reasonable fees and cost with respect to hearings before the Municipal Planning Commission, Zoning hearing Board ; reasonable fees and cost with respect to conditional use hearings before the governing body; all permit fees, and reasonable fees with respect to the administration of a zoning ordinance, subdivision and land development ordinance , Stormwater Management , Professional Fees, Administrative Fees and UCC and building fees.

Every applicant, at the time of filing an application for approval of a subdivision or land development, including open space development, shall pay to Tyrone Township a non-refundable filing fee and funds for deposit in an escrow account provide for the payment of review fees including reasonable and necessary charges by the municipality's professional consultants for site plan review and report thereon. The escrow deposit for site plan review shall be in accordance with the following.

The escrow deposit for site plan review referred to above shall be used to pay for the reasonable and necessary charges by the municipality's professional consultants including but not limited to architects, attorneys, certified public accountants, engineers, geologist, land surveyors, landscape architects and planners, for the review and report thereon of subdivision and land developments, legal documents agreement and performance guarantees, and other matters related to the review and approval of the application. This escrow account is separate from and does not include the escrow deposit for site inspection and other monitoring during development set forth. Such review fees shall be reasonable and in accordance with the ordinary and customary charges for similar services in the community but in no event shall exceed the rate or cost charged by the professional consultants for comparable services to the municipality for services which are not reimbursed or otherwise imposed on applicants.

Every applicant, after receiving final approval of a subdivision, land development or open space development plan, but before any building permits may be issued or any development activity or construction commenced, shall pay to the Township of Tyrone an escrow deposit for the cost of reasonable expenses incurred in connection with the inspection of improvements. The Escrow deposit shall be used to pay for site inspections, monitoring and other expenses charged by the municipality's professional consultants, including but not limited to architects, engineers, attorneys, planners, landscape architects and certified accountants during construction development. Such expenses shall be reasonable and customary.

- ▶ Escrow account Deposits shall be based on recommendation of the Township Engineer and shall be reasonable and unused funds remaining will be returned to the depositor after an administrative fee is withheld. Funds from the escrow account will be used to pay for Professional and consultant fees and shall be reasonable.
- ▶ Escrow Accounts shall not go below fifty percent (50%) of the original deposit and the Township will require additional deposits to restore funds to the original deposit within 10 days. All work or reviews shall stop until the escrow account is restored.

2024 PMCA Residential Fee Schedule

Including but not limited to:

Single Family Homes, Swimming Pools, Decks, Small Projects, Day Care, C.O., & Foster Home Inspection Prices Residential (New Home or individual inspection pricing depending on the project)

Residential inspection prices per trip are for dwellings 0 to 3500 square feet. Dwellings over 3500 square feet will be charged an additional ten dollars per 100 square feet, which will be added to the total basic inspection fee.

Footings \$60

Under slab inspection \$60

Foundations \$60

Framing \$85

Plumbing Rough in \$55

Mechanical Rough in \$55

Sprinkler Rough in \$70

Electrical Service (\$80) & Rough in (\$75) \$155

Energy \$60

Wallboard \$60

Final \$75

Total Inspection fees: \$665 w/o Sprinkler or Under slab

D Final must be ready within 1 year or an additional Processing Fee will apply.

D Additional inspection fees may be assessed at not less than \$60? per visit as required due to the complexity or execution of the work being done.

Application Fees :

D Application Fee \$50 for Residential / \$80 for Commercial

D Plan Review Fee per hour for residential: \$50 (one-hour minimum per plan review)

D Temporary and Provisional Certificates of Use and Occupancy \$125

D Extension/ Withdrawal \$50 for Residential/ \$80 for Commercial (additional fees may apply)

D Commercial fees appear elsewhere.

Residential Small-scale projects will be priced depending on the complexity of the project. Some examples are:

- D Mobile Homes on Piers (3 trips only) \$215 (footer, electric service, final)
- D Decks \$195 (footer, framing, final - \$65. ea.)
- D Fences and retaining walls (2 trips) \$135
- D Sheds (1 trip) \$75 (small prefabricated utility structure under 500 sq. ft.)
- D Residential Demolition (1 trip) \$75 Commercial \$150 minimum (only if all the structure is demolished)
- D Swimming Pools

Above Ground (with bonding requires two trips) \$135 Above Ground (rubber siding) \$75
 In Ground (footer, bonding, underground plumbing, final) \$255

Miscellaneous Project Inspection Fees:

- D Daycares (up to 6 kids) \$85 (1sttrip), \$80 (each return trip)
- D Daycares (over 6 kids up to 24 total) \$140 (1sttrip), \$80 (each return trip)
- D Foster Homes \$140 (1sttrip), \$80 (each return trip)

Change of Occupancies

Under 8000 sq. ft. \$170 Over 8000 sq. ft. \$200

Residential Electrical Service Upgrade

Not Over 200 Amp \$85 Over 200 Amp - 400 Amp \$95 Transfer Switch \$25 per
 Over 400 Amp Commercial Fee Schedule Applies - All commercial fees appear elsewhere

- D Return Trips due to failed or incomplete inspections or field corrections \$75 minimum
- D Duplicate Permit and Occupancy Certificate Issuance \$50
- D Field investigations & complaints initiated by the municipality are invoiced to the municipality directly at \$50 per hour (or as contracted)
- D Investigation/Stop Work Order/Notice of Violation, etc. \$75 per Postage (per/Certified/1st Class) \$25
- D Activities of the Chief Code Official will be invoiced at the rate of \$125 per hour
- D Administrative Support will be invoiced at the rate of \$50 per hour
- D **Copies** - Black & White Standard .30/sheet Legal .55/sheet Ledger .85/sheet

Color Standard .60/sheet Legal .85/sheet Ledger \$1.10/sheet

Extensive copying and larger documents will be billed for time and materials.

- D Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.
- D Late fee of 1.5% assessed on all accounts over 30 days (partial payments apply to oldest invoice first)
- D Return check charge \$50

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- Plan Review Fee
- Possible Municipal Fee
- State (DCED) Fee
- Application Fee

Added Fee(s) due to failed inspections

2024 PMCA Supplemental Fee Schedule REV. 09-25-23uo

2024 PMCA Supplemental Fee Schedule

Residential

- D Additional inspection fees may be assessed at not less than \$55 per visit as required due to the complexity or execution of the work being done. Complex inspections and multiple trips are charged accordingly.
- D Electrical Service Upgrade
- D Not Over 200 Amp \$85 Over 200 Amp - 400 Amp \$95 Transfer Switch \$25 per
- D Over 400 Amp Commercial Fee Schedule Applies - All commercial fees appear elsewhere
- D **Decks or Porches**..... \$195 (footer, framing, final - \$65. ea.)
 - o Under 30" but attached to structure \$195 Deck or Porch with Roof \$195 (footer, framing, final)
- D Fences and retaining walls (2 trips) \$135 (fences over 6 feet high & retaining walls over 4 feet high)
- D Sheds (1 trip) \$75 (small prefabricated utility structure under 500 sq. ft.)
 - o Residential Demolition (1 trip) \$75 minimum - Commercial Demolition \$150 minimum
- D Swimming Pools
 - o Above Ground (with bonding requires two trips) \$135 Above Ground (rubber siding) \$75
 - o In Ground (footer, bonding, underground plumbing, final) \$255
- D Residential Re-Roof \$160 (with structural repairs, framing & final)
- D Outside Wood Stoves (2 trips maximum) \$135 (includes siting, underground piping, & final)

Commercial Projects (Small Projects not otherwise defined)

- D Cell Tower See Commercial Fee Schedule Antenna Colocation 1 antenna / \$210 2 to 5 antenna / \$420 6 to 10 antenna / \$840 11 to 15 antenna / \$1,260
- D Change Door(s) if structural change \$150 (could vary depending on how many are changed)
- D Change Windows(s) if structural change \$150 (could vary depending on how many are changed)
- D Demolition \$150 minimum (only if ALL of structure is being demolished)

Fees below may be specific to local ordinances:

- D Sewer Laterals \$75 first trip/ \$55 per trip thereafter
- D Zoning Field Inspections \$50 per hour or as contracted
 - D Explosive/Blasting (per site)-with fees added for Application, Plan Review, Admin fees, etc. Up to 5 Inspections \$375 Add for each additional inspection beyond 5 \$75
 - D Explosive/ Blasting Magazine Placement Up to 5 Inspections \$375 Add for each additional inspection beyond 5 \$75
- D Fireworks Sales Tent Inspection \$100 (plus application, plan review, admin fees, etc.)
- D Fireworks Display/Discharge Application Fee: \$80 Plan Review: \$100 Inspection Fee: Weekday: \$200 (Business Hours ONLY) All other / \$300 per inspection location
- D Welding and Cutting Pennit - Commercial job sites \$100

Miscellaneous Project Inspection Fees:

- D Daycares (up to 6 kids) \$85 (1st trip), \$80 (each return trip)
- D Daycares (over 6 kids up to 24 total) \$140 {1st trip}, \$80 (each return trip)
- D Foster Homes \$140 (1st trip), \$80 (each return trip)
- D Change of Occupancies
 - Under 8000 sq. ft. \$170 Over 8000 sq. ft. \$200
- D Return Trips due to failed or incomplete inspections or field corrections \$75 minimum
- D Duplicate Pennit and Occupancy Certificate Issuance \$50
- D Field investigations & complaints initiated by the municipality are invoiced to the municipality directly at \$50 per hour (or as contracted)
- D Investigation/Stop Work Order/Notice of Violation, etc. \$75 per Postage (per/Certified/1st Class) \$25
- D Activities of the Chief Code Official will be invoiced at the rate of \$125 per hour
- D Administrative Support will be invoiced at the rate of \$50 per hour
- D **Copies** - Black & White Standard .30/sheet Legal .55/sheet Ledger .85/sheet

Color Standard .50/sheet Legal .85/sheet Ledger \$1.10/sheet

Extensive copying and larger documents will be billed for time and materials.

- D Items not described above or otherwise priced on the commercial, supplemental, or special fee schedules will be invoiced at the standard rate per hour plus expenses. Expenses may include items such as copies, constable fees, supplies, etc.
- D Late fee of 1.5% assessed on all accounts over 30 days (partial payments apply to oldest invoice first)
- D Return check charge \$50

Inspection time for all permits is for 1 site visit for a total accumulated time of 1 hour, unless otherwise noted. Each subsequent hour required shall be at the rate of Fifty dollars (\$50.00) per hour of the inspector's time on site and subsequent report. This amount shall be paid in full prior to issuance of the Certificate of Occupancy.

Please be advised ALL fees set above and on all the fee schedules are for inspections only and do not include:

- Plan Review Fee
- Possible Municipal Fee
- State (DCED) Fee
- Application Fee
- **Added Fee(s) due to failed inspections**

Rev. 09-25-23 ljo

► 2024 - COMMERCIAL FEE SCHEDULE ◀

Our standard fee schedule for inspections is derived from the latest building valuation data report of square foot construction costs published by the International Code Council, with a regional modifier applied. Actual cost submitted to, and accepted by, the Building Code Official may also be used. There is an \$80 Application/Processing charge applied to all projects submitted on this fee schedule.

Refer to the PMCA Supplemental Fee Schedule as needed.

Large projects that require long term multiple inspections (progressive inspections) are calculated as follows:

1.) Standard Building Inspection Fee Schedule:

A.) Projects with a total construction cost of \$0.00 to \$499,999.99*

Total construction cost X .002 = insurance cost
+ Estimated length of project in weeks X \$55. = labor & travel cost
+ 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
= Total **OR** no less than \$100 per Inspection based on scope and complexity of the project.
• Projects with a total construction cost of \$500,000.00 to \$2,000,000.00*

Total construction cost X .002 = insurance cost
+ Estimated length of project in weeks X \$55. = labor & travel cost
+ 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
= Total **OR** no less than \$100 per Inspection based on scope and complexity of the project.
• Projects with a total construction cost of > \$2,000,000.00 to \$6,000,000.00*

\$4000.00 + [(Total construction cost - \$2,000,000) X .0009] = insurance cost
+ Estimated length of project in weeks X \$55. = labor & travel cost
+ 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
= Total
• Projects with a total construction cost of >\$6,000,000.00 to \$10,000,000.00*

\$7600.00 + [(Total construction cost - \$6,000,000) X .0008] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
= Total
• Projects with a total construction cost of > \$10,000,000.00 to \$30,000,000.00*

\$10800.00 + [(Total construction cost - \$10,000,000) X .00075] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
= Total
• Projects with a total construction cost of >\$30,000,000.00 to \$50,000,000.00*

\$25800.00 + [(Total construction cost - \$30,000,000) X .0007] = insurance cost
+ Estimated length of project in weeks X \$50. = labor & travel cost
+ 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
= Total

- Projects with a total construction cost of >\$50,000,000.00 to \$100,000,000.00*

\$39800.00 + [(Total construction cost - \$50,000,000) X .00065] = insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 + 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
 = Total

- Projects with a total construction cost of >\$100,000,000.00 to \$200,000,000.00*

\$72300.00 + [(Total construction cost - \$100,000,000) X .0006] = insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 + 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
 = Total Page 2 of 2

Building Inspection Fee, cont.:

- Projects with a total construction cost of >\$200,000,000.00 to \$350,000,000.00*

\$132000.00 + [(Total construction cost - \$200,000,000) X .00055] = insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 + 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
 = Total

- Projects with a total construction cost of >\$350,000,000.00 to \$500,000,000.00*

\$214500.00 + [(Total construction cost - \$350,000,000) X .0005] = insurance cost
 + Estimated length of project in weeks X \$50. = labor & travel cost
 + 0.25 per additional trades, (i.e. *mechanical, electric, plumbing*)
 = Total

► Please contact PMCA should you have specific questions relating to this Fee Schedule or should you require assistance in calculating the overall permit cost. ◀

2.) Standard Trades Inspection Fee:

The inspection fees for Mechanical, Plumbing, Electrical, Energy, Accessibility and Fire Protection are computed at 25 percent of the Building inspection fee for each discipline. Multiple prime contracts will be computed the same as a building inspection fee and combined prime contract fees shall be no less than a single contract fee, distributed on a percentage of total basis.

* Pricing schedules assume that the project will not cause an increase in our insurance costs.

** Discounts may be given for warehouses, building shells, or repetitive work at the discretion of the plan review and inspection departments

► An \$80 Application/Processing fee is applied for projects on this fee schedule. ◀

► Plan Reviews – Commercial - Plan Reviews ◀

Our Commercial Plan review fees are calculated according to the Standard Building Valuation Data (as periodically published by the ICC) or actual cost of construction as follows:

1.) Standard Commercial Building Plan Review Fee:

A.) Estimated Construction Value \$ 0. to \$ 1,250,000. = Construction value X .0015 (\$175 Minimum)

B.) Estimated Construction Value \$ 1,250,000. to \$ 5,000,000. = \$1,875. + (.0005 X construction value over \$1,250,000.)

C.) Estimated Construction Value over \$5,000,000. = \$3,750. + (.0004 X construction value over \$5,000,000.)

► Please contact PMCA should you have specific questions relating to this Fee Schedule or should you require assistance in calculating the overall permit cost. ◀

2.) Standard Trades Plan Review Fee:

Plan review for mechanical, plumbing, electrical, energy, accessibility and fire protection is computed at 25% of the building plan review fee for each discipline. (\$175 minimum) unless otherwise determined. Special pricing may be given to buildings such as warehouses due to their relative simplicity or structures with repetitive features such as high rise buildings

Plan reviews only covering the requirements of mechanical, plumbing and other disciplines are available, each for a fee of 25% of the applicable building code review fee. **Plan reviews for electrical code compliance shall be provided at a fee of 35% of the applicable building code review fee,** excluding reviews for any use included in the Institutional or "I" Use Group classification. Reviews done for the excluded use classification shall be based upon the degree of complexity

We offer preliminary plan review services for a fee of 50% of the full plan review fee cost. Preliminary plan reviews typically address such code requirements as: use and occupancy classification, type of construction, height and area calculations, means of egress, fire restrictive construction requirements and so forth.

Any preliminary plan review fee payment will be credited towards the final cost of a complete plan review process.

► An \$80 Application/Processing fee is applied for projects on this fee schedule.

◄ **2024 PMCA Electrical Fee Schedule** Rev. 09-25-23 ljo

► 2024 PMCA ELECTRICAL FEE SCHEDULE ◄

ROUGH WIRING INSPECTION

All switches, lighting, & receptacles to be counted as outlets 1-25 outlets \$50

Each additional 10 outlets or fraction thereof \$20

FINISH INSPECTION

All switches, lighting, & receptacles to be counted as outlets 1-25 outlets \$50

Each additional 10 outlets or fraction thereof \$20

EQUIPMENT & APPLIANCES

Outlet for single unit 15 kW or less \$40

For each additional outlet 15

kW or less \$20 Mini Split /

HVAC \$40 per, minimum \$75

MOTORS, GENERATORS, TRANSFORMERS, CENTRAL HEATING, DUCT HEATERS, AIR COND., ELEC. FURNACES, AND WELDERS

Less than 1/4 HP, kW, or kVA first unit \$35

1/4 HP, kW, or kVA to 30 HP, kW, or kVA each \$40

30 HP, kW, or kVA to 50 HP, kW, or kVA each \$65

Over 50 HP, kW, or kVA each \$75

FEEDERS, SUB PANELS, SWITCHES, DISCONNECTS

Up to 225 Amp. \$25

Over 225 Amp. to 400 Amp. \$30

Over 400 Amp. to 1200 Amp. \$50

Over 1200 Amp. \$115

PUBLIC POOLS AND SPAS

State required Inspection (Dept. of Health) – Apply for pricing

SERVICE – METERING EQUIPMENT UP TO 600 VOLTS

Not Over 200 Amp \$85

Over 200 Amp - 400 Amp \$95

Over 400 Amp to 800 Amp \$125

Over 800 Amp to 1000 Amp \$180

Over 1000 Amp including one control center \$280

Each Additional Control Center \$150
Over 600 Volts - Add \$50 per category
PRIMARY TRANSFORMERS, VAULTS, ENCLOSURE, SUB-STATIONS

Not over 200 kVA \$95
Over 200 to 500 kVA \$125
Over 500 to 1000 kVA \$175
Over 1000 kVA (minimum plus consultation fee) \$195

NOTE: Above applies to each bank of transformers

GENERATOR TRANSFER SWITCH (per) \$25

- This is in addition to the Electric Service

SIGNALING SYSTEMS

For the first 15 devices \$65

For each additional 5 devices \$20

MODULAR HOMES, MINOR ALTERATIONS & ADDITIONS

Service and 1 to 25 outlets (single visit only) \$85

MOBILE HOMES

Service Including Feeder or Receptacle

Electric Service Only \$85

Service Additional Meter \$30

Special Service and/or conditions not provided for in this schedule apply for fee \$65

(Minimum Charge)

This fee schedule is effective 01-01-2024

► **Electrical and Fire Inspection-Enforcing and Consulting Service** ◀ Rev. 09-25-23 ljo

2024 Hourly Zoning and/or Code Enforcement Fee Schedule

1) Ordinance and Inspection responsibilities charged at \$50.00 per hour standard rate (or per contract).

2) Weekends, emergency calls, and evening meetings there is a minimum 3-hour charge.

Code Enforcement Fees

Court Appearance \$75 per hour

Filing Fees Actual Cost to file

Additional Service not covered in this fee schedule \$50 per hour or per contract

Activities of the Chief Code Official will be invoiced at \$125 per hour

Administrative Support will be invoiced at \$50 per hour

Nuisance Abatements Performed by the Municipality

Abatement Charges Cost to remove nuisance

Civil Penalty As per Ordinance

Administrative Charges \$50 per hour for jobs not otherwise accounted for in this fee schedule

Disabled Vehicle Fees and Penalties

Removal of Vehicle Cost to remove vehicle

Civil Penalty As Per Ordinance

Administrative Charges \$50 per hour for jobs not otherwise accounted for in this fee schedule

Postage: (per/Certified and 1st Class mailing) \$25

- Other fees may be included from time to time by agreement and adoption with the Municipality and PMCA

3) PMCA will provide cell phone number and email address to the Municipality at their request. We will respond to inquiries within 24 hours, when possible, 48 hours by contract.

4) PMCA can work on an as needed basis, set number of hours per week or month, or set office hours and times. Whatever your needs are, we will try to provide for you.

Public Participation:

MEETINGS:

Tyrone Township Planning Commission Meeting for January 11, 2024 has been canceled. Next meeting will be held on February 15, 2024 - 7:00 PM at the Township Building at 5280 Old Harrisburg Road, York Springs. Tyrone Township Board of Supervisors Meeting February 14, 2024 will be held at 7:00 PM at the Township Building, 5280 Old Harrisburg Road, York Springs.

Executive Meeting:

There were no executive meetings requested

Adjournment:

Dashoff made a motion to adjourn at 7:35 PM and Seymore seconded the motion. A vote was taken and the motion passed unanimously.