

SOLEBURY TOWNSHIP BOARD OF SUPERVISORS
January 6, 2025 - 9:30 A.M.
HYBRID REORGANIZATION MEETING

RESOLUTIONS

The January 6, 2025 at 9:30 a.m. Solebury Township Board of Supervisors' Reorganization meeting was duly advertised and held in-person, as well as, electronically through the Zoom Virtual Meeting Platform.

Attendance: Mark Baum Baicker, Chair, Hanna Howe, Vice-Chair, Christy Cheever, John S, Francis, Kevin Morrissey, Christopher Garges, Township Manager, and Catherine Cataldi, Secretary.

Absent: Michele Blood, Assistant Township Manager

The recording device was turned on.

I. Opening of Meeting

The meeting was called to order followed by the Pledge of Allegiance.

- Mr. Baum Baicker expressed the Board's condolences to Marc Blucas and family for the passing of his mother-in-law Dayle Haddon. Mr. Baum Baicker reminded residents to make sure to complete periodic checks for Carbon Monoxide in their homes.
- Mr. Baum Baicker honored Carol Spiewak with words of remembrance.
- Mr. Baum Baicker congratulated James Searing for receiving Solebury Township Historical Society's Honored Citizen Award.

II. Appointment of Temporary Chair

Res. 2025-1 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, John S. Francis was appointed as temporary Chairman to receive nominations for a permanent Chairperson.

III. Election of Chair

Res. 2025-2 – Upon a motion by Mr. Francis, seconded by Mr. Morrissey, Mark Baum Baicker was elected as Chairman of the Solebury Township Board of Supervisors for year 2025.

IV. Relinquish Temporary Chair

Res. 2025-3 – Upon a motion by Mr. Morrissey, seconded by Ms. Howe, the Board relinquished the temporary Chair, John S. Francis, from his position and the Chair, Mark Baum Baicker took over the meeting.

V. Election of Vice-chair

Res. 2025-4 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Francis, Hanna Howe was elected as Vice-chair of the Solebury Township Board of Supervisors for year 2025.

VI. Reorganization Resolutions

Appointments

Res. 2025-5 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, the following appointments were made:

Appointment of Township Manager

Christopher Garges was reappointed as Township Manager for year 2025 with salary commensurate with the 2025 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Assistant Manager

Michele Blood was reappointed as Assistant Manager for year 2025 with salary commensurate with the 2025 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Secretary

Catherine Cataldi was reappointed as Township Secretary for year 2025 with salary commensurate with the 2025 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Treasurer

Michele Blood was reappointed as Township Treasurer for year 2025 with salary commensurate with the 2025 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Zoning Officer

Zachary Zubris was reappointed as Township Zoning Officer for year 2025 with salary commensurate with the 2025 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Code Enforcement Officer

Zachary Zubris was reappointed as Township Code Enforcement Officer for year 2025 with salary commensurate with the 2025 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Assistant Code Enforcement Officer

Jean Weiss was reappointed as Assistant Township Code Enforcement Officer for year 2025 with salary commensurate with the 2025 approved budget and benefits as set forth in Exhibit "A" attached hereto.

Appointment of Deputy Tax Collector

Res. 2025-6 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Francis, Robert Carr was reappointed as Deputy Tax Collector for year 2025.

Appointment of Professionals and Consultants

Res. 2025-7 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, the following professionals and consultants are appointed for 2025 and their fee schedule approved as set forth in Exhibit "B":

- 1. Curtin & Heefner LLP as Township Solicitor;**
- 2. Terry W. Clemons, Esquire of Clemons Richter & Reiss as Township Land Preservation Solicitor and Solicitor to Appeals Board;**
- 3. Stephen P. Imms, Jr. as Township Zoning Hearing Board Solicitor;**
- 4. Ryan Cassidy, Eckert Seamans Cherin & Mellott, LLC., as Township Labor Counsel;**
- 5. Wynn Associates, Inc. as Township Engineer;**
- 6. Curtis J. Genner Jr., of Wynn Associates, Inc. as Township Floodplain Administrator;**
- 7. Bowman as Township Traffic Consultant;**
- 8. Land Trust of Bucks County, Heritage Conservancy and Bucks County Planning Commission as Township consultants;**
- 9. Barry Isett & Associates, Inc. as Building and Electrical Code Official;**

- 10. Thomas Comitta Associates, Inc. (TCA) as Township Planner;**
- 11. Simone Collins as Township Planner.**

Appointment of Fire Marshall

Res. 2025-8 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Francis, Scott Fleischer of Pipersville, PA shall be reappointed Solebury Township Fire Marshall for 2025 with no compensation.

Appointment of Solebury Township Board of Appeals

Res. 2025-9 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Francis, Curtis Genner, J. Peter Grover, and TJ Francisco were reappointed to the Solebury Township Board of Appeals without compensation for 2025.

Appointment to Township Boards/Committees/Commissions

Res. 2025-10 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Francis, the following residents are appointed, without compensation, to the Township advisory boards, committees and commissions for the terms specified:

1. Chairman of the Environmental Advisory Council for 2025 – Eric Allen
2. Vacancy Board Chairman for 2025 – Noel Barrett
3. Solebury Township Police Pension Resident Representative – Peter Augenblick for one (1) year term;
4. Environmental Advisory Committee – Hope Blaythorne, Philip Getty and Jeanne Litwin for three (3) year terms;
5. Farm Committee – Gary Manoff and Graham Phillips for three (3) year terms; Marissa Cloutier as Associate Member for a one (1) year term;
6. Historical Architectural Review Board – Steve Young for a five (5) year term;
7. Human Relations Commission – Paul Barnes and Cynthia Baum Baicker for three (3) year terms;
8. Land Preservation Committee – Elaine Crooks, Phil Johnson and Kurt Leasure for two (2) year terms; George Ashford Jr. for one (1) year initial term;
9. Parks and Recreation Board –Michael Kerins for a five (5) year term; Kim Wilson as Associate Member for a one (1) year term;
10. Solebury Township Planning Commission – Amishi Castelli, John DeAndrea, Lesley Wright Marino and Adrian Max for four (4) year terms; Lia Mandaglio as Alternate Member for a three (3) year term;
11. Zoning Hearing Board – Brian MacNichol and Peter Carman as Alternate Members for three (3) year terms.

Approval of Township Depositories and Financial Policies/Fees

Res. 2025-11 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, the following financial institutions are approved as depositories for Township funds, including those of the locally elected Tax Collector, with said depositories providing proof of collateralized guarantee:

1. **US Bank;**
2. **First National Bank & Trust of Newtown;**
3. **Penn Community Bank;**
4. **Key Government Finance;**
5. **Pennsylvania Local Government Investment Trust (PLGIT);**
6. **U.S. Treasury.**

Township Treasurer Bond

Res. 2025-12 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Mr. Francis, the Bond for the Treasurer shall be \$5,000,000.00 for 2025.

Authorization of Township Treasurer to Pay Bills

Res. 2025-13 – Upon a motion by Mr. Morrissey, seconded by Mr. Francis, the Township Treasurer shall be authorized to pay bills which do not exceed fifteen thousand dollars (\$15,000.00), and which provide for a discount period which would be financially beneficial for the Township, prior to them being approved by a majority vote of the Board of Supervisors.

Appointment of Tax Collection Committee Delegates

Res. 2025-14 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Francis, the resolution (copy of which is attached) appointing the following individuals as the Bucks County Tax Collection Committee delegates for Solebury Township, Bucks County was approved:

- 1. Michele Blood as the Voting Delegate**
- 2. Christopher Garges as the Alternate Voting Delegate**

Appointment of Township Employees and Approval of Non-Uniform Benefits

Res. 2025-15 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, the Solebury Township Employee Appointments and Non-Uniform Employee Benefits establishing employee benefits and staff positions for current non-uniform employees as of January 2, 2025, is approved and adopted as set forth in Exhibit “A” attached hereto.

Fees

Res. 2025-16 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, the Schedule of Filing Fees, Escrows, Park & Recreation Fee in Lieu, Ordinance Prices, Permit and Inspection Fees and Police Department Fees, dated January 6, 2025, is approved and adopted as set forth in Exhibit “C” attached hereto.

Approval of Towing and Storage Garages and Associated Fee Schedules

Res. 2025-17 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, Herb Elsner’s Auto Repair and Towing, New Hope Mobil Towing & Recovery, Fred Beans Towing & Recovery, and Jim Jacobs Towing & Garage shall be designated as approved towing and storage garages for 2025 and their fees schedules approved as set forth in Exhibit “C” attached hereto.

Announcement of Supervisor Committee Liaisons

Res. 2025-18 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Francis the Township Supervisor Liaisons for 2025 will be as follows:

- Comprehensive Plan Committee – Kevin Morrissey and Hanna Howe**
- Environmental Advisory Council – John S. Francis**
- Farm Committee – Hanna Howe**
- Historical Architectural Review Board – Christy Cheever**
- Human Relations Commission – Mark Baum Baicker**
- Land Preservation Committee – Kevin Morrissey**
- Parks & Recreation Board – Kevin Morrissey**
- Planning Commission – John S. Francis**

- Emergency Medical Services – Mark Baum Baicker**

Finance Committee – Mark Baum Baicker
Lower Delaware Wild & Scenic River Management Council – Mark Baum Baicker
New Hope/Solebury Committee – Mark Baum Baicker
New Hope-Solebury School District – Hanna Howe
Police Pension – Mark Baum Baicker
The Free Library of New Hope and Solebury – Hanna Howe

VII. New Business

Appointment of Delinquent Real Estate Tax Collector – Adoption of Ordinance

Res. 2025-19 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Morrissey, it was unanimously agreed to adopt AN ORDINANCE OF THE TOWNSHIP OF SOLEBURY, BUCKS COUNTY, PENNSYLVANIA APPOINTING THE TOWNSHIP’S ELECTED TAX COLLECTOR AS THE DELINQUENT REAL ESTATE TAX COLLECTOR FOR SOLEBURY TOWNSHIP FOR FISCAL YEAR 2024, as advertised.

Resolution Appointing Certified Public Accountant/Independent Auditor

The intention to appoint a Certified Public Accountant was advertised.

Res. 2025-20 – Upon a motion by Mr. Baum Baicker, seconded by Mr. Francis, it was unanimously agreed to appoint Zelenkofske Axelrod LLC, Certified Public Accountants of Jamison, PA as the independent auditor to perform the annual 2024 audit of the Township records.

VIII. Public Comment – No public comment.

IX. Adjournment

The meeting was adjourned at 9:47 a.m.

Respectfully submitted
Catherine Cataldi
Secretary

EXHIBIT A

**EXHIBIT 'A' – SOLEBURY TOWNSHIP
EMPLOYEE APPOINTMENTS
2025**

<u>ADMINISTRATIVE TITLE</u>	<u>NAME</u>
Township Manager & TCC Alternate	Christopher Garges All benefits as Attached
Assistant Township Manager, Finance & Human Resources Director / Treasurer / Website Administrator / TCC Rep / Chief Administrative Officer – Pension Plans	Michele K. Blood All benefits as Attached
Executive Administrative Assistant / Township Secretary / Human Relations Committee Administrator	Catherine Cataldi All benefits as Attached
LPC / PC & ZHB Administrator, Right-to-Know Officer and Assistant Code Enforcement Official	Jean Weiss All benefits as Attached
Zoning Officer / Code Enforcement Official Permit Department Administrator, HARB Administrator	Zachary Zubris All benefits as Attached
Finance & Communications Coordinator Farm Committee Administrator	Renee Scally All benefits as Attached
Permit Specialist / Building Code Administration	Debra McFadden All benefits as Attached
Sustainability / Administrative Specialist EAC & Sustainability Committee Administrator	Kate Robeson-Grubb All benefits as Attached
Receptionist / File Clerk	Erika Canterbury All benefits as Attached
Director of Parks & Recreation	Dudley Rice Mileage/Life Insurance/Meal Allowance
Recreation Program Coordinator	Annelise Dahlin All benefits as Attached

**EXHIBIT 'A' – SOLEBURY TOWNSHIP
EMPLOYEE APPOINTMENTS
2025**

<u>POLICE DEPARTMENT TITLE</u>	<u>NAME</u>
Police Chief / Right-to-Know Officer	Kelley Warner Benefits as Attached
Police Sergeant / Detective	Jonathan Koretzky , Benefits per CBA
Police Sergeant	Marc Mansour , Benefits per CBA
Police Corporal	Daniel Marascio , Benefits per CBA
Police Corporal	Aaron Soldavin , Benefits per CBA
Patrol Officers	Kenneth Berger , Benefits per CBA Joshua Brooks , Benefits per CBA Julius Canale , Benefits per CBA Patrick Dorsey , Benefits per CBA Larry Grawe, Jr. , Benefits per CBA Brendan Murphy , Benefits per CBA Sean Murrin , Benefits per CBA Gina Msylinski , Benefits per CBA Ryan Roche , Benefits per CBA Matthew Rice (K-9) , Benefits per CBA Philip Varcoe , Benefits per CBA Anthony Viruet-Melendez , Benefits per CBA
Police Records Clerk	Bruce Chubb All benefits as Attached
Police Secretary	ReNee Derstine All benefits as Attached

<u>PUBLIC WORKS TITLE</u>	<u>NAME</u>
Director of Public Works	Christopher Clewell All Benefits as Attached
Foreman	Joseph Dicken All Benefits as Attached
Road Crew	B. Justin Kling All benefits as Attached Robert Rhodes All benefits as Attached Stephen Fanelli, Jr. All benefits as Attached

SOLEBURY TOWNSHIP
FULL-TIME NON-UNIFORM EMPLOYEE BENEFITS
2025

1. SALARIES - Salaries shall be in accordance with the 2025 Salary Schedule as approved by the Board of Supervisors.
2. BASIC WORK WEEK - The basic work week shall be forty (40) hours with additional hours as required in the performance of the duties of the position. Remote work schedules may apply.
3. PERSONAL DAYS – Twenty-four (24) hours personal time per year to be taken at employee’s discretion with prior notification.
4. FUNERAL LEAVE – Forty (40) hours funeral leave with regular pay upon the death of a mother, father, sister, brother, wife, husband, child, mother-in-law, or father-in-law. Eight (8) hours funeral leave with regular pay upon the death of a sister-in-law, brother-in-law, or grandparent or grandchild.
5. SICK LEAVE – One Hundred twenty (120) hours sick leave which may be accumulated up to a maximum of twelve hundred (1200) hours.
6. BUY BACK OF SICK LEAVE - Upon retirement, including retirement for service related disability, the Township shall purchase the unused sick leave accumulated in the last ten (10) years of employment up to a maximum of nine hundred sixty (960) hours at fifty percent (50%) of the employee’s then current daily rate equivalent. (This is calculated by dividing the employee’s current yearly salary, as budgeted in the current year’s budget, by two thousand eighty (2,080) hours). If the employee petitions the Township Supervisors and can demonstrate need and reason, the Supervisors can approve the early buy back of up to four hundred eighty (480) hours of the employees maximum accumulated (1,200 hours) sick leave at twenty-five percent (25%) of the employee’s then current daily rate equivalent. Said early buy back will permanently reduce the employee’s maximum accumulation amount by the number of early buy back days (1,200-early buy back hours=new maximum accumulation).
7. HOLIDAYS - Employees shall receive the following holidays off with regular pay: New Year’s Day; Martin Luther King Day; President’s Day; Good Friday; Memorial Day; Independence Day; Veterans Day; Labor Day; Thanksgiving Day and day after; General Election Day; Christmas Day and day after and employee’s birthday.
8. LONGEVITY PAY - After four years of service, all full-time employees shall be paid the amount of One Hundred Dollars (\$100.00) for each year of service with Solebury Township to a maximum of One Thousand Five Hundred Dollars (\$2,000.00) for twenty or more years of service. This is to be paid to each employee in a lump sum based on the employee’s years of service with appropriate taxes withheld by the Township. Said sum to be paid on the anniversary date of employment. Begins with year four (4).
9. MILEAGE REIMBURSEMENT - Reimbursement in the amount of seventy cents (.70) per mile (or amount established by the Internal Revenue Service from time to time) for use of personal vehicle for Township business. Said reimbursement shall be paid upon the submission of a daily log of miles traveled.
10. VACATION - Each employee shall be allowed a maximum number of days for vacation leave use with regular pay in each calendar year, as specified below. The amount of vacation days allowed is based upon the completed years of service by each employee. Employees must work more than six (6)

months in a calendar year for that year to count towards a year of service. Vacation days may be taken in full or half day increments.

After one (1) year of service	=	Forty (40) hours
After two (2) years of service	=	Eighty (80) hours
After five (5) years of service	=	One Hundred twenty (120) hours
After ten (10) years of service	=	One Hundred sixty (160) hours
After fifteen (15) years of service	=	Two Hundred (200) hours
After twenty (20) years of service	=	Two Hundred forty (240) hours

11. DENTAL AND ORTHODONTIC INSURANCE - The Township will continue to provide dental and orthodontic insurance for 2025. The Township reserves the right to change carriers provided that the coverage and deductibles are equivalent or better than the current policies.
12. MEDICAL AND HOSPITALIZATION INSURANCE -The Township will continue to provide medical and hospitalization insurance for 2025. The Township reserves the right to change carriers provided that the coverage and deductibles are equivalent or better than the current policies. All non-uniform full-time employees shall contribute 9% of the monthly premium based on the employee's level of coverage, e.g., single, couple, parent/child or family. These contributions shall be handled as a payroll deduction.
13. VISION INSURANCE PLAN -The Township will continue to reimburse an employee up to a maximum of \$400.00 per year for vision care including prescription glasses, frames, and contact lenses for each employee and his/her dependents. Eligible dependents are the employee's spouse and unmarried children covered under the Twp. medical and dental coverage.
14. LIFE INSURANCE - Solebury Township shall provide a life insurance policy for each employee in an amount of at least Seventy-five Thousand Dollars (\$75,000.00).
15. PENSION PLAN - The Township will continue to maintain the full-time employees of the Township as members of the pension plan of the Pennsylvania Municipal Retirement System for 2025 as applicable based on date of hire.
16. POST EMPLOYMENT INSURANCE - Upon retirement, any full-time employee who received medical/hospitalization and/or dental insurance coverage through the Township shall be offered such coverage as is available through COBRA, if any, at the sole cost of the employee.
17. DEFERRED COMPENSATION PLAN - Solebury Township shall provide the access necessary for employees to voluntarily join a deferred compensation plan at no costs to the Township.
18. MEAL ALLOWANCE – Solebury Township shall reimburse an amount of \$75.00 per day for meals and miscellaneous expenses for approved training which requires overnight travel out of the local area or in accordance with the applicable contract in instances involving Police Department Officers. Such reimbursement shall be paid upon written request from an employee after completion of the travel dates.

EXHIBIT B

January 3, 2025

Solebury Township Board of Supervisors
Attn: Catherine Cataldi
Township Secretary/Executive Assistant to the Township Manager
Sent via email: ccataldi@soleburytwp.org

Re: Solicitorship

Dear Members of the Board:

Please accept this letter as our statement of interest in seeking reappointment to serve the Township as Solicitor in 2025. We propose increase our hourly rate by \$5 per hour to \$180 per hour. For services involving Subdivision and Land Development/Grading Permit matters, we propose to continue at an hourly rate of \$245 per hour.

If you have any questions or concerns, please do not hesitate to contact us. Thank you very much for giving us the opportunity to serve.

Very truly yours,



Mark L. Freed, Esquire
For CURTIN & HEEFNER LLP

LAW OFFICES



CLEMONS RICHTER & REISS
A Professional Corporation

TERRY W. CLEMONS
STEFAN RICHTER*
PETER L. REISS, LL.M.
SCOTT A. MACNAIR
DANIEL M. KEANE
JOSEPHINE LEE WOLF
VICKI L. KUSHTO
HAL A. BARROW, Of Counsel

*Fellow, College of Community
Association Lawyers

2003 S. EASTON ROAD
SUITE 300
DOYLESTOWN, PA 18901
Phone 215 348 1776
Fax 215 348 9450
www.clemonsllaw.com
www.pacondolaw.com

October 17, 2024

Sent Via Regular Mail and E-mail cgarges@soleburytwp.org

Solebury Township Board of Supervisors
and Christopher Garges, Township Manager
P. O. Box 139
3092 Sungan Road
Solebury, Pennsylvania 18963

Re: Solebury Township - Special Counsel and LPC

Dear Supervisors and Chris:

Please be advised that effective January 1, 2025, our firm will increase our rate to \$195.00 per hour.

We look forward to continuing to work with Solebury Township on open space and other projects in the coming year.

Of course, you know how much we value Solebury Township as a client. If any Supervisors would like to discuss this proposal, please feel free to contact me.

As always, if I can be of any assistance, please feel free to give me a call.

Very truly yours,



Terry W. Clemons

/de

LAW OFFICE
STEPHEN P. IMMS, JR.
396 MAIN STREET
HARLEYSVILLE, PA 19438
(215) 256-6209
FAX (215) 256-6405
EMAIL STEPHEN@IMMSLAW.COM
WEBSITE WWW.IMMSLAW.COM

December 10, 2024

Catherine Cataldi
Township Secretary/Administrative Assistant
Solebury Township
3092 Sungan Road
P.O. Box 139
Solebury, PA 18963

Re: Rates for Services - 2025

Dear Catherine:

Please accept this as confirmation that my rate for municipal services for 2025 will be \$140.00 per hour. I trust this will be sufficient.

I hope you have a Merry Christmas and a Happy New Year and a good holiday season.

Very truly yours,

Stephen P. Imms, Jr.

Stephen P. Imms, Jr.

SPI:



Eckert Seamans Cherin & Mellott, LLC
Two Liberty Place
50 South 16th Street, 22nd Floor
Philadelphia, PA 19102

TEL 215 851 8400
FAX 215 851 8383
www.eckertseamans.com

Ryan J. Cassidy
rcassidy@eckertseamans.com
215-851-8531

December 12, 2024

Via Email (cgarges@soleburytp.org)

Mark Baum Baicker, Chair
Solebury Township Board of Supervisors
c/o Christopher Garges, Township Manager
3092 Sungan Road
P.O. Box 139,
Solebury Township, PA 18963

Re: Engagement Letter; Special Labor Counsel

Dear Mr. Baum Baicker:

Thank you for considering Eckert Seamans (“Firm”) to assist Solebury Township (“the Township”) with respect to any labor and employment-related matters the Township may choose to assign from time to time (collectively, “the Project”). The purpose of this Engagement Letter and enclosed Terms of Engagement is to set forth our mutual understanding upon which we have agreed to undertake such representation. This letter agreement will become effective upon our receipt of a copy of this Engagement Letter signed by an individual authorized to do so on behalf of the Township.

Amy Snyder, Scott Blissman, Jon Nadler and I will be the primary points of contact for the Project, with assistance from other Firm attorneys on an as-needed basis. The hourly billing rates for any attorneys utilized on the Project shall be at a blended hourly rate of \$325 per hour for partner-level attorneys and \$250 per hour for associates. These rates reflect a significant discount being applied to the Firm’s regular hourly billing rates, and they would remain in effect with no increases through December 31, 2026. The rates would be subject to change thereafter, usually on an annual basis, upon notice to the Township. Unless otherwise agreed, any additional services requested to be provided by this Firm beyond the scope of the work involved in this Project would be billed in accordance with our hourly rates in effect at the time those services are rendered, or as mutually agreed prior to undertaking any such additional representation.

The Township will be billed for disbursements and expenses that we incur on its behalf, including, without limitation, travel costs, mileage, express mailings and postage, long distance telephone costs and photocopying charges. Unless you have a written arrangement with the Firm which specifies otherwise, our Firm policy requires that most expenses, excepting those which are extremely small in amount, incurred on the Township’s behalf and which are payable to a third party, will be forwarded to you for direct payment. Please remit such payments within

thirty days directly to the third party. The Firm shall not be responsible for the payment of disbursements and expenses incurred on behalf of the Township which are payable to a third party.

Unless we mutually agree in writing to a different process, invoices will be submitted by the Firm on a monthly basis and will be paid by the Township within 30 days of receipt. If you have any questions about fees, expenses or work we have performed, I encourage you to promptly contact me to discuss, and I will do my best to address any questions.

Scope of Client Representation and Engagement

Please note that we are required to make it clear that the Firm is only representing the Township as the Client in this engagement. In accepting this engagement, the Firm has not agreed that it is representing any other entity which is affiliated with the Township, or any individual persons, unless specifically identified above. In addition, the Firm's acceptance of this engagement does not involve an undertaking to represent the Township in any other matter beyond the scope of the Project as described above.

The enclosed Terms of Engagement document sets forth the Firm's standard engagement terms, which will apply to and are an agreed part of this engagement, unless mutually modified in writing.

If this Engagement Letter and enclosed Terms of Engagement are consistent with the Township's understanding of our fee and representation arrangement, please have someone with the legal authority to do so on behalf of the Township sign below and return an executed copy to me. If you have any questions concerning any of the matters discussed in this Engagement Letter or Terms of Engagement, please do not hesitate to let me know.

We appreciate the opportunity to be of service to Solebury Township.

Very truly yours,



Ryan J. Cassidy

WYNN ASSOCIATES, INC.
MUNICIPAL ENGINEERING SERVICES

(215) 536-7336 • FAX (215) 536-5361
211 West Broad Street • Quakertown • PA • 18951
WWW.WYNN-ASSOCIATES.COM

November 13, 2024

Mr. Christopher Garges, Township Manager
Solebury Township
3092 Sungan Road
P.O. Box 139
Solebury, PA 18963

Subject: Professional Engineering Services
2025 Per Diem Rate Schedule

Dear Mr. Garges,

Enclosed for your reference is our 2025 Schedule of Per Diem Fees. Rate increases vary up to a maximum of 3.9% due to staffing/insurance/inflation costs. It is noted that rate changes over recent several years have trended lower than inflation rates and we strive to keep rates as low as possible. We have appreciated the opportunity to provide professional engineering services to Solebury Township during the past several years and look forward to continuing to serve the Municipality in 2025.

If you desire any change in our procedures, services, or billing practices, please do not hesitate to contact us.

Very truly yours,



Steven Baluh, P.E.
President



Curtis J. Genner, Jr., P.E.
Vice President



Timothy A. Fulmer, P.E.
Vice President

SB/scv

WYNN ASSOCIATES, INC.
MUNICIPAL ENGINEERING SERVICES

(215) 536-7336 • FAX (215) 536-5361
211 West Broad Street • Quakertown • PA • 18951
WWW.WYNN-ASSOCIATES.COM

SCHEDULE OF PER DIEM FEES
January 1, 2025

I. Schedule of Per Diem Fees

Professional Engineer	\$133.00/hr.
Project Engineer	\$112.00/hr.
Assistant Project Engineer	\$101.00/hr.
Surveyor	\$ 97.50/hr.
Robotic Survey Crew/GPS	\$149.50/hr.
Survey Crew – 3 Man Crew	\$170.00/hr.
Licensed Drone Pilot	\$150.00/hr.
Drone Data Processing	\$135.00/hr.
Drafting (ACAD)	\$ 96.00/hr.
Construction Observer I	\$ 85.00/hr.
Administrative Assistant	\$ 62.00/hr.
Secretarial/Clerical	\$ 46.50/hr.

Note: Mileage is not charged to the Municipality for public meeting attendance, or meetings at the municipal building with Municipal Officials. There is no charge for travel time to attend public meetings or mileage expense. Postage/outside copying/binding/CDs/flash drives billed at cost.

II. Project Consulting

In lieu of per diem fees provided in Section I, specific project fees may be determined by “lump sum” or “cost not to exceed” proposals if requested and accepted by the Municipality.

III. Expenses

Photocopies (B/W)	\$ 0.30/ea.
Photocopies (color)	\$ 0.90/ea.
Large Format Bond Print (B/W)	\$ 0.75/sf
Large Format Bond Print (color)	\$ 2.00/sf
Large Format Glossy Print	\$ 10.00/sf
Mileage	Federal Mileage Rate
PNDI Searches	\$ 50.00 per search
PA One Call	\$ 50.00 per registration
Landex Connections	\$ 15.00 per search
Drone Equipment Surcharge	\$150.00 per flight
Outside Services (Sub Consultant Invoices)	Net Cost plus 10%
Plan/Legal Document Recording	Fees billed at cost

Bowman

December 10, 2024

Mr. Christopher Garges, Township Manager
Solebury Township
3092 Sungan Road
Solebury, Pennsylvania 18963

Dear Chris:

Bowman Consulting is providing our 2025 municipal rate schedule to the Township for the reorganization meeting in January. At this time, we would like to express our appreciation to the Township for the opportunity to serve as the Solebury Township Traffic Engineer. Serving the Township has been a rewarding experience, and we look forward to our continued work with the Township staff, Planning Commission members, Board of Supervisors, and the other consultants.

Bowman will continue to provide a wide range of transportation planning, traffic engineering, grant support, traffic signal design, and highway design expertise to the Township. Additionally, our staff will be available on an as needed basis to respond to the transportation needs of Township and your staff. As stated in the past, and evident through our services provided over the past year, Bowman has become sensitive to and knowledgeable of issues related to municipal responsibilities and the need for effective transportation planning and implementation to accommodate growth.

Thank you for selecting our firm to serve as the Township's traffic engineering consultant over the past years. We appreciate the opportunity and would like to continue establishing our working relationship to help the Township reach their transportation goals. If there is anything we can do, or if we are not serving the Township to your expectations, please do not hesitate to contact us.

Sincerely,



Mark A. Roth, P.E.
Branch Manager- Philadelphia Office

Attachment



BOWMAN CONSULTING GROUP LTD.

SCHEDULE B – MUNICIPAL HOURLY RATES

January 2025

CLASSIFICATION	HOURLY RATES
Principal	\$225.00/HR
Department Executive	\$225.00/HR
Team Leader	\$225.00/HR
Senior Project Manager	\$210.00/HR
Project Manager II	\$210.00/HR
Project Manager	\$185.00/HR
Assistant Project Manager	\$170.00/HR
Project Coordinator	\$145.00/HR
Senior Surveyor	\$200.00/HR
Engineer I Engineer II Engineer III Engineer IV	\$120.00/HR \$145.00/HR \$155.00/HR \$185.00/HR
Planner I Planner II Planner III	\$120.00/HR \$145.00/HR \$155.00HR
Designer I Designer II Designer III	\$100.00/HR \$105.00/HR \$110.00/HR
CAD Drafter I	\$100.00/HR
Construction Manager	\$185.00/HR
Senior Construction Technician	\$170.00/HR
Senior Construction Inspector	\$145.00/HR
Construction Inspector	\$125.00/HR
Sr. Project Engineer/Hydro/Geo	\$200.00/HR
Traffic Technician	\$105.00/HR
Traffic Counter	\$ 70.00/HR
Survey Tech I Survey Tech II Survey Tech III	\$100.00/HR \$110.00/HR \$155.00/HR
Survey Field Crew–1 Man	\$140.00/HR
UAV Operation	\$110.00/HR
Administrative Professional	\$ 95.00/HR

Initials: Bowman_____ / Client_____



December 29, 2024

Catherine Cataldi
Administrative Assistant
Solebury Township
3092 Sugan Road
Solebury, Pa 18963

RE: 2025 Staff Rates

Dear Ms. Cataldi,

Please consider this letter as confirmation that our rate structure will be revised upward from the previous year to \$100.00/hour for the executive director and administrative positions. Please let me know if you need any additional information. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to be "David Johnson", is written over a horizontal line.

David Johnson
Executive Director

Cc: Jean Weiss



The accreditation seal recognizes land conservation organizations that meet national standards for excellence, uphold the public trust and ensure that conservation efforts are permanent.



2025 Billable Rates

TITLE	NAME	RATE
President	William Kunze	\$155
Vice President	Kristine Kern	\$115
Resource Protection Coordinator	Stephanie Tsouloufas	\$65
Senior Preservation Specialist	Mary Lou McFarland	\$75
Conservation Easement Steward	Katie Toner	\$75
Conservation Easement Steward	Sebastian Harris	\$75
Conservation Acquisition Specialist	Matt Babbitt	\$90
Conservation Acquisition Specialist	Kim Johnson	\$90
Conservation Acquisition Specialist	Tara Camp	\$90
Land Conservation Manager	Jim Drennan	\$90
Conservation Steward	Tyler Kovacs	\$75

85 Old Dublin Pike
Doylestown, PA 18901
215-345-7020
HeritageConservancy.org



The Almshouse Neshaminy Manor Center 1260 Almshouse Road
Doylestown, Pennsylvania 18901 215.345.3400 FAX 215.345.3886
E-mail: planningcommission@buckscounty.org

PLANNING COMMISSION:
Edward J. Tokmajian, *Chairman*
James E. Miller Jr., *Vice Chairman*
James J. Keenan, *Secretary*

Eleanor M. Breslin
Richard Donovan
Thomas J. Jennings, Esq.
David R. Nyman
Judith J. Reiss
Tom Tosti

Evan J. Stone
Executive Director

December 18, 2024

Ms. Catherine Cataldi
Township Secretary/Administrative Assistant
Solebury Township
3092 Sugan Road, P.O. Box 139
Solebury, PA 18963

**RE: Bucks County Planning Commission
2025 Hourly Rates**

Dear Ms. Cataldi,

We are in receipt of your email dated November 22, 2024, requesting our department’s rates for the 2025 calendar year. I am pleased to report that our rates for 2025 will remain unchanged from 2024. Our rates and fees are noted as follows:



BCPC 2025 Staff Rates

Staff	2025 Hourly Rate
Executive Director	\$80.00
Directors	\$70.00
Senior Planners	\$60.00
Planners	\$50.00
GIS	\$50.00
Administrative	\$40.00

Printing Costs	Municipal	Public
Letter Std	\$.05/sheet	\$.15/sheet
Letter Premium - Color	\$.35/sheet	\$1.00/sheet
Tabloid (11x17) Std	\$.10/sheet	\$.20/sheet
Tabloid (11x17) Premium -Color	\$.50/sheet	\$1.50/sheet

Should the township elect to appoint us as in an “on-call” capacity, our current Planning Services Agreement (PSA) between Solebury Township and BCPC effective February 15, 2023, will continue to be in place.



If you have any questions or require additional information, please do not hesitate to contact me directly.

Sincerely,

Bucks County Planning Commission

A handwritten signature in black ink, appearing to read "Evan J. Stone". The signature is stylized and cursive, with a long horizontal stroke extending to the right.

Evan J. Stone
Executive Director

cc: Michael A. Roedig, BCPC Director of Planning Services (via email)
Bryn-Erin Kerr, BCPC, Solebury Planner (via email)



📍 2325 Heritage Center Drive, Suite 315, Furlong, PA 18925
☎ 267.454.2260 📠 610.481.9098
🌐 barryisett.com

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (hereinafter referred to as the "Agreement") is made this 18th day of December 2024, between Barry Isett & Associates, Inc. (hereinafter referred to as "Isett"), whose regional business address is 2325 Heritage Center Drive, Suite 315, Furlong, PA 18925 and Solebury Township, Bucks County (hereinafter referred to as the "Client"), whose principal business address is 309 Sugan Road, P.O. Box 139, Solebury, PA 18963.

WHEREAS, the Client wishes to retain Isett to perform the services referenced herein.

NOW THEREFORE, the parties to this agreement agree as follows:

1. Services Provided

Isett agrees and will provide the following services in accordance with the terms and conditions of this agreement (collectively, "Services").

- a. Hourly Services
- b. UCC Plan Review & Inspection Services

2. Cost of Services

Isett agrees to a fee of \$120.00 per hour for hourly services and a revenue share of 50(Isett/50(Solebury)) for permits as requested by the Client. Isett will provide a monthly invoice to the Client identifying the services performed during the previous thirty (30) days from the date of the invoice, and the Client shall remit to Isett at Isett's address identified herein a check made Payable to "Barry Isett & Associates, Inc." in a sum equal to the invoice amount; said payment from the Client to Isett shall be due by the Client to Isett no more than forty five (45) days from the date the Client receives the invoice from Isett. The Client shall not reimburse Isett for any travel-related time or expenses (mileage, meals, tolls) in connection with Isett's performance of Services.

3. Service Standards

Isett shall provide the Services outlined herein to the best of its ability and in accordance with the Municipalities Planning Code, the Pennsylvania Uniformed Construction Code, Solebury Township Ordinances, and with generally accepted practices in the industry.

4. Termination

Either party may terminate this Agreement by providing the other with sixty (60) days written notice of their intent to terminate this Agreement. This agreement shall terminate and be of no force and effect on the Sixtieth (60th) day from which the Notice of Termination was received by the other party.

5. Notices

Any notices required to be given under this Agreement shall be mailed by First Class Mail, Return Receipt Requested, or by overnight courier (FedEx or USPS to the following addresses):

As to Isett:

Barry Isett & Associates, Inc.
2325 Heritage Center Dr., Ste. 315
Furlong, PA 18925

As to Client:

Solebury Township
309 Sungan Road, P.O. Box 139
Solebury, PA 18963

6. Communications

Other than notices covered by Section 5, all communications between Isett and Client shall be between the following designated points of contact:

As to Isett POC:

Mike Italia, MPA
Bucks County Operations Manager
mitalia@barryisett.com
(484) 928-8132 (office)
(610) 721-1259 (mobile)

As to Client POC:

Christopher Garges
Township Manager
cgarges@soleburytwp.org
215-297-5656

All work assignments for Isett will be communicated to Isett by Client POC. All reports, invoices, and other communications from Isett will be directed to the Client POC.

7. Dispute Resolution

In the event there is a perceived breach of this Agreement or there is a dispute or other controversy arising out of or relating to the provision of Service in accordance with this Agreement, the parties hereto agree to exercise their best efforts to resolve the dispute or controversy as soon as possible, if the dispute or controversy cannot be resolved to the satisfaction of both parties, either party has the right to exercise all remedies available in law and equity. Any legal action to enforce the terms of this Professional Services Agreement shall be brought in the Court of Common Pleas of Bucks County.

8. Indemnification

The parties hereto agree and acknowledge that nothing contained herein shall be construed as or constitute a waiver of any immunity or indemnification afforded the Client or Isett under the Pennsylvania Tort Claims Act, 42 Pa.C.S. § 8501, et seq., its successor statute or any other Federal, State Law or recognized case law within the Commonwealth of Pennsylvania, as may be amended from time to time. Further, Isett does hereby agree to indemnify, defend, release and hold the Client and its officers, directors, employees, and representatives, harmless from and against any and all claims, liabilities, losses, damages costs and expenses, including reasonable attorneys' fees and court costs, arising from claims by third parties, but only to the extent they are caused by negligent acts or omissions of Isett, its employees and its consultants

in the performance of or professional services under this Agreement. Claims payment shall be in the form of reimbursement after a legal determination of fault and shall be subject to payment in full for all services.

9. Insurance

Isett shall maintain all insurance required by the Commonwealth of Pennsylvania to act as a Third-Party Agency as defined under the Pennsylvania Uniform Construction Code as may be amended from time to time. The insurance policy shall name the Client as an additional insured in order to indemnify and hold the Client harmless from, and against, any and all claims for injuries and damages to persons or property arising from Isett's services. Isett shall provide copies of its insurance certificates to the Client after the effective date of this Agreement.

10. Certification

All employees of Isett that provide services to the Client pursuant to the terms of this Agreement shall hold and maintain all applicable certifications issued by the Department of Labor and Industry for the Commonwealth of Pennsylvania to serve as a Construction Code Official/Building Code Official pursuant to the Pennsylvania Uniform Construction Code, as may be amended from time to time, or other recognized certifications for the services provided. The costs and expenses of Isett to hold and maintain all applicable Certifications shall be borne solely by Isett.

11. Assignment

No party may assign its right or obligations under this Agreement without the prior written consent of the other party.

12. Successors and Assigns

This Agreement shall be binding upon the parties permitted successors and assigns.

13. Entire Contract

This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement, whether oral or written. This Agreement superseded any prior written or oral Agreements between the parties.

14. Amendment

This Agreement may be modified, amended, or extended if amendments are made in writing, in accordance with Section 5, and are signed by both parties.

15. Severability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the court finds that any provision of this agreement is invalid or unenforceable it is hereby declared that this Agreement shall be amended to eliminate such invalid or unenforceable provisions.

16. Effective Date

This Agreement shall be effective as of December 18, 2024.

Professional Services Agreement - Solebury Township

17. Waiver of Contractual Right

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce or compel strict compliance with every provision of this Agreement.

18. Applicable Law

The laws of the Commonwealth of Pennsylvania shall govern this Agreement and their relationship between the parties.

19. Counterparts and Execution

This Agreement may be signed in any number of counterparts which, when taken together, shall constitute one and the same document. The parties further agree that any facsimile or electronic signature shall be as effective as an original signature, and all be equally binding as though delivered directly by hand to each other.

20. Conflict

In the event where Isett is the engineer of record or has any design involvement on a project, Isett will obtain a conflict 3rd Party UCC Code Inspection Service to handle inspections.

21. Warranty of Signatory

Each of the signatories to this Agreement represents and warrants that he has the authority to enter into this Agreement on behalf of the party on whose behalf he is executing this Agreement.

IN WITNESS WHEREOF, the parties hereto intending to be legally bound, have executed this Agreement the day and year indicated below with an effective date June 21, 2024.

BARRY ISETT & ASSOCIATES, INC.

SOLEBURY TOWNSHIP

Kathryn Forry

CJF

Barry Isett & Associates, Inc.

Solebury Township

Name: Kathryn Forry

Name: CHRISTOPHER J. GARLES

Title: Department Head

Title: TWP MGR

Date: December 18, 2024

Date: 12/20/24

THIS AGREEMENT SHALL EXPIRE ON DEC 31, 2025 UNLESS ISETT IS REAPPOINTED BY THE BOARD OF SUPERVISORS UPON RECOMMENDATION OF TOWNSHIP MANAGER.

(CJF) 12/20/24



THOMAS COMMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

MEMORANDUM

TO: Christopher Garges, ICMA-CM
Solebury Township Manager

FROM: Thomas J. Comitta, AICP, CNU-A, RLA
Erin L. Gross, AICP, RLA

DATE: December 16, 2024

SUBJECT: **PROPOSAL FOR PLANNING & LANDSCAPE ARCHITECTURAL
CONSULTANT SERVICES FOR 2025**

Thank you for inviting TCA to submit this Proposal!

We can continue our work from 2024 and provide assistance with Ordinance Amendments. In 2025, in addition to helping with Ordinance Amendments, we could assist with the Review & Evaluation of Land Development Plans, the preparation of Park and Recreation Plans, and other Planning Services. To these ends, we enclose several items for your consideration.

Please let us know if you have any questions. Thanks.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

PROPOSAL FOR PLANNING & LANDSCAPE ARCHITECTURAL CONSULTANT SERVICES FOR 2025

December 16, 2024

Statement of Capabilities & Interest

TCA can continue to provide assistance in 2025, on a quick respond basis, for the tasks such as those listed below.

- + Ordinance Preparation, including drafting of text to address needed Amendments on a variety of topics/issues (such as Sustainability, EV Charging Stations, Dark Sky, and other current subjects that are priorities for Solebury Township).
- + Ordinance Review, including evaluation of Amendments drafted by others.
- + Land Development Plan Review & Evaluation, including preparation of review comments and recommendations, especially pertaining to Landscape Plans. (We can also prepare sketches to depict Alternative Site Plans, and can review Building Elevations.)
- + Inspections, including site inspections of installed landscaping and hardscaping. (If desired, we can also assist with the review of Requests for Escrow Release.)
- + Meeting participation, leadership, guidance and recommendations.
- + Other Assignments, including comprehensive planning, master planning, park planning & design, town planning, and expert witness testimony.

Our Resumes, and our Fee Schedule for 2025 is enclosed.

Personnel & Qualifications

Resumes for the TCA technical staff that would assist Solebury Township are enclosed for the following persons:

- + Thomas J. Comitta, AICP, CNU-A, RLA
 - President; Certified Planner; Licensed Landscape Architect in Pennsylvania; and Accredited Member Congress for the New Urbanism
 - Has over 51 years of relevant experience
 - Assisted Solebury Township from 1987 to 1992, and in 2024
- + Erin L. Gross, AICP, RLA
 - Certified Planner in 2021
 - Licensed Landscape Architect in Pennsylvania
 - Has worked at TCA over the past 11 years
 - Assisted Solebury Township in 2024

We also include our Overview of Services, as well as Project Profiles.



THOMAS COMITTA ASSOCIATES, INC.
Town Planners & Landscape Architects

PROPOSAL FOR PLANNING & LANDSCAPE ARCHITECTURAL CONSULTANT SERVICES FOR 2025

December 16, 2024

Fee Schedule for 2025

2025 FEE SCHEDULE

January 2, 2025

The following hourly rates will apply during 2025:

Thomas J. Comitta, AICP, CNU-A, RLA, President
Certified Planner, Town Planner, CNU-Accredited,
Registered Landscape Architect
\$200.00/hour

Daniel B. Mallach, RLA, AICP, CPRP
Registered Landscape Architect, Certified Planner, ISA Certified Arborist
PD-2782A, Certified Park and Recreation Professional
\$160.00/hour

Erin L. Gross, RLA, AICP
Registered Landscape Architect, Certified Planner
\$145.00/hour

Project Clerk
\$82.00/hour

Notes: In addition to the fees, expenses will be charged at cost for items such as copies, mileage, postage, telephone, telefax, prints and the like. (Based on 2024 records, the expenses on various assignments were approximately 3%.)



**SOLEBURY TOWNSHIP
2025 COMPENSATION SCHEDULE**

Professional Services Hourly rates

Principals

Peter M. Simone, RLA, FASLA	\$ 160
William Collins, RLA, ASLA	\$ 160
Sarah Leeper, RLA	\$ 125

Project Managers

Pankaj Jobanputra, AICP, Planner	\$ 95
Toby Levin, RLA	\$ 90
Anita Nardone, P.E.	\$ 95
Rob Gladfelter, RLA	\$ 90

Staff

Michelle Armour, Landscape Architect	\$ 80
David Bender, Landscape Architect	\$ 80

Administrative

William Glah	\$ 60
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Expenses

Color CAD Plots – Special Paper	\$3.50/SF
Color CAD Plots – Bond Paper	\$2.25/SF
B&W CAD Plots – Bond Paper	\$0.75/SF
B&W Photocopies – 8-1/2x11-Bond quality	\$0.10/ea
B&W Photocopies – 11x17-Bond quality	\$0.20/ea
Color Photocopies – 8-1/2x11-Bond quality	\$0.25/ea
Color Photocopies – 11x17-Bond quality	\$0.40/ea
Glossy Photocopies – all sizes	\$20.00/SF
Cardstock B&W – 8-1/2x11	\$0.40/ea
Cardstock B&W – 11x17	\$0.75/ea
Cardstock Color – 8-1/2x11	\$2.00/ea
Cardstock Color Laminated 8-1/2x11	\$2.50ea
Cardstock Color – 11x17	\$3.50/ea
Mileage	federal standard
GBC Binding Comb	\$1.00 each
Other	cost + 10%

EXHIBIT C

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**



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B. ELECTRICAL PERMITS 6

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**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

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SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE

I. PERMITS

Please Note:

- *All permit applications must be filed with the Township Zoning Officer. Any application which is incomplete will not be accepted for review by the Township. When an application is rejected, the applicant shall be informed of the specific deficiencies of the application and instructed in fulfilling the application requirements. Upon acceptance of an application, the application will be stamped with the acceptance date.*
- *In the event that construction is started without first obtaining all required permits, the stipulated fees will automatically be increased by one hundred percent (100%).*
- *An administrative processing fee of \$100.00 or ten percent (10%) of the cost of the permit, whichever is higher, shall be charged upon written request for cancellation of any permit.*
- *All permits are adopted pursuant to the Uniform Construction Code.*

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

A. BUILDING PERMITS

1. RESIDENTIAL BUILDINGS - Unit as defined in this section shall be each portion of a building capable of being separately owned or leased.
 - a. Plan Review Fee - Where applicable.

New Construction	\$360
Other Construction – per submission	\$150

Note: Covers all disciplines except electric.
 - b. New Residential Construction including additions and accessory buildings (Single Family, Multiple Unit and Mobile Home).

Area calculations to be made using outside dimensions of all living areas plus garage and new building basement area.

• Less than 1,000 sq. feet	\$400 plus .45¢ Per sq. ft.
• 1,000 sq. feet or greater	\$1,200 plus .45¢ Per sq. ft.
 - c. Use and Occupancy Permits: (new construction)

	\$100
--	-------

To be paid when permit is issued.
 - d. Alterations, Renovations and Repairs

	\$100 plus \$15 per \$1,000 of construction cost
--	---
 - e. Open Decks, Porches, Piers, or Driveway Gates

• Less than 100 sq. feet	\$75 minimum
• 100 sq. feet or greater	\$100 plus \$15 per additional 100 sq. ft. or fraction thereof
 - f. Pergolas

	\$100
--	-------
 - g. Residential Roof – if deemed structural

	\$100
--	-------
 - h. Windows, vinyl / aluminum siding and doors requiring structural changes

	\$100
--	-------
 - i. Certificate of Occupancy (other than new construction)

	\$50
--	------

To be paid when permit is issued.

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

j.	Re-inspection Fees	\$120
k.	Mobile Home Parks	
	• Pad Fee – Single	\$500
	• Pad Fee – Double	\$1,000
	• Placement or Replacement	\$200
	• Annual License	\$500 pd. yearly
	One Time Escrow paid at inception	\$1,000
2.	<u>NON-RESIDENTIAL BUILDING</u>	
a.	Plan Review Fee - All building permits are subject to this fee.	Fifteen (15%) percent of total permit cost
b.	Commercial, Industrial, Shopping Center, Professional, Including all Buildings, Additions, Alterations & Renovations	\$1,400 plus .75¢ per sq. ft.
	<i>Area calculations to be made using outside dimensions of all living areas plus garage and new building basement area.</i>	Plus \$250 per unit within building
	<i>Compliance deposit will be refunded upon issuance of Certificate of Occupancy and payment of any extra charges, if applicable.</i>	Plus \$300 per unit compliance
c.	Commercial Accessory Building: for storage of materials not related to business use of property – minimum to 100 sq. ft.	\$200
	• Less than and up to 100 sq. feet	\$200 plus \$50 per additional 100 sq. ft. or fraction thereof
	• 100 sq. feet or greater	
d.	Commercial Use and Occupancy Permits <i>Paid when permit is issued.</i>	\$300
e.	Commercial Certificate of Occupancy - For renovations, additions, change of occupant or occupancy	\$100
f.	Commercial Repairs including re-roofing	
	• Less than 1,000 sq. feet	\$100

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

- 1,000 sq. feet or greater \$100 plus \$20 per \$1,000 of construction cost
- g. Miscellaneous construction (Cell phone towers, retaining walls, etc.). Plan review comes from a. above. 1.5% of construction costs

B. ELECTRICAL PERMITS

1. RESIDENTIAL ELECTRIC

- a. Plan Review Fee – Where applicable.
 - New Electrical \$360
 - Other Electrical – Per submission \$150

- Single Meter 30 thru 200 Amps \$100
- Single Meter 201 thru 400 Amps \$125
- Single Meter 401 thru 600 Amps \$200
- Single Meter 601 thru 1200 Amps \$275

- Trench Inspection \$75

- Temporary Services \$75
 - 30 thru 200 Amps
 - 201 thru 400 Amps
 - Over 400 Amps

- Entire Dwelling Unit and / or an Accessory Structure – *if you have both types, a permit is required for each structure.*
(Service, rough & final inspections included):
 - Single Family Dwelling - 200 Amps and under \$175
 - Single Family Dwelling - 201 thru 400 Amps \$200
 - Single Family Dwelling over 400 Amps \$250
 - Multi-Family Dwelling \$100 per unit

- Residential Addition/Alteration/Renovation (incl. rough & final inspection) - Additional Sub-Panel \$150
\$50

- Feeders and Sub-Panels
 - 30 thru 200 Amps \$75
 - 201 thru 400 Amps \$90
 - 401 thru 600 Amps \$125
 - 601 thru 1200 \$156

- Electric Signs
 - Single Unit \$50
 - Each additional unit \$12

- Parking Lot Poles

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

First five structures	\$55
Each additional structure	\$7
Cell Sites – service & equipment	\$125
Car Charging Stations / Solar Batteries	\$100
Primary Transformers, Vaults, Enclosures & Sub-Stations	
200 KVA and under	\$75
Over 200 through 500 KVA	\$108
Over 500 KVA	\$228
HVAC Equipment Replacements	\$75
Re-inspections	\$36
Alternative Energy Solar, Wind, etc.	
Up to 10 kW	\$200
11 – 100 kW	\$20 per kW
101 – 500 kW	\$15 per kW
Over 500kW	\$10 per kW
Solar Panel	\$10 per panel
2. <u>NON-RESIDENTIAL ELECTRICAL</u>	
a. Plan Review Fee - All electrical permits are subject to this fee.	Fifteen percent (15%) of total permit cost
The following fees are based on the total cost of electrical portion of a Construction project.	
If the cost of work is less than \$20,000	\$400
If the cost of work is greater than or equal to \$20,000	2% of cost of electric

C. GENERATORS

Listed below are the fees associated for the installation of a Generator.

- If the generator will run on Natural Gas, a mechanical permit is required.
- If the generator will run on Propane, a mechanical permit ***is not*** required.

Permit Fees

Propane Generator	\$250
Natural Gas Generator	\$400

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

D. MECHANICAL PERMITS

1.	<u>RESIDENTIAL MECHANICAL</u>	
a.	Plan Review Fee – Where applicable	\$360
	New Construction	\$150
	Other Construction – per submission	
b.	New Installation	
	First \$1,000 of installation cost or fraction thereof	\$90
	Each additional \$1,000 of installation cost or fraction thereof up to \$5,000	\$30
	Each additional \$1,000 of installation cost or fraction thereafter	\$20
c.	Existing Residential	
	Repair / Replacement / Alteration	\$125
2.	<u>NON-RESIDENTIAL MECHANICAL</u>	
a.	Plan Review Fee - All mechanical permits are subject to this fee.	Fifteen percent (15%) of total permit cost
b.	Commercial Mechanical Fees	
	First \$1,000 of installation cost or fraction thereof	\$150
	Each additional \$1,000 of installation cost or fraction thereof up to \$5,000	\$50
	Each additional \$1,000 of installation cost or fraction thereafter	\$25

E. MISCELLANEOUS PERMITS

1.	Sports Court – per court	\$300
2.	Structural Moving and / or demolition	
	- Residential	\$125
	- Residential Accessory Building	\$75
	- Non-Residential	\$500
	Compliance Fee for return to natural state	\$500
3.	Special Temporary Permit for tents, air supported structures, and other temporary structures to be erected for a period not exceeding ninety (90) days per year for religious, educational, recreational, or similar purposes.	\$50 per structure per week (\$150 Minimum)
a.	If temporary tent, air supported structure or other temporary structure as noted above includes electrical and mechanical, additional fees will be charged.	Calculated at time permit issued; \$50 Minimum
4.	Temporary Permits (Not to exceed one (1) year) - Pursuant to Section 2105 of the Zoning Ordinance for uses incidental to housing or construction projects.	\$200

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

5.	Fee in Lieu of Tree Replacement – Any tree greater than 6 inch caliper – Call office for information	\$500 per Tree
F. PLUMBING PERMITS		
1.	<u>RESIDENTIAL PLUMBING</u> - Ordinary repairs, replacements or upgrades to bathroom and kitchen fixtures that do not require relocation of traps, stacks, vents, etc. do not require permits.	
a.	Plan Review Fee - Where applicable. New Construction Other Construction – per submission	\$360 \$150
b.	Single Family Dwelling and Multi-family Units	\$75 plus \$15 per fixture
c.	Residential Addition, Renovation or Alteration	\$75 plus \$15 per fixture
2.	<u>NON-RESIDENTIAL PLUMBING</u>	
a.	Plan Review Fee - All plumbing permits are subject to this fee.	Fifteen percent (15%) of total permit cost
b.	Commercial & Industrial	\$250 plus \$50 per fixture
c.	Commercial Addition, Renovation or Alteration	\$150 plus \$50 per fixture
d.	Repairs to broken sewer or water lines: All excavated repairs must be inspected before covering	\$75 per inspection
e.	Sewer Line Connection <ul style="list-style-type: none"> • First ten (10) feet Plus <ul style="list-style-type: none"> • Each ten (10) feet thereafter Must be inspected prior to covering. If re-inspected, then	\$100 \$5 \$100 per Re-inspection
f.	Water Line Connection - In accordance with Solebury Township Ordinance No. 36 <ul style="list-style-type: none"> • First ten (10) feet • Plus Each ten (10) feet thereafter • Must be inspected prior to covering. If re-inspected, then 	\$100 \$25 \$100 per Re-inspection
g.	Sewage Maintenance Agreement – Administrative Fee	\$1,000

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

G. SWIMMING POOL PERMITS

1.	All in-ground pools	1.5% of construction costs - \$400 minimum
2.	All above-ground pools designed for 24" of water depth or greater, including hot tubs	\$200
3.	Other fees:	
	Pool Bonding @ steel	\$60
	Deck Bonding	\$60
	In-ground Pools - Electrical	\$225
	Above ground Pools - Electrical	\$175
	Hot Tubs - Electrical	\$100
	Final Inspection	\$100
	Pennsylvania Pool Certification – Commercial Pools Only	\$360
4.	Installation or Replacement of Swimming Pool Fence	\$50

H. WELL PERMITS

1.	Well Drilling Permits	
	• Class I	\$175
	• Class II	\$200
	• Class III	\$250
2.	Geo Thermal Well Permits	\$175

I. ZONING PERMITS

Are required for all permits as the Zoning Department reviews each permit request.

1.	Residential	\$100
2.	Non-Residential	\$200

J. FIRE SUPPRESSION / PROTECTION

All fees referenced within this section shall be doubled if the project is started without the applicable permits and / or approvals.

1.	Residential – 1 & 2 Family Dwellings (NFPA 13D Sprinkler System)	
	• Sprinkler System – New Construction per Dwelling	\$310
	• Sprinkler System – Modifications, Repair per Dwelling	\$150
	• Fire Alarm – New Construction per Dwelling	\$110
	• Fire Alarm – Modifications, Repair per Dwelling	\$80
2.	Residential – Multi-Family / Hotel / Motel (NFPA 13R Sprinkler System) & Non-Residential (NFPA 13 Sprinkler System)	

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

<ul style="list-style-type: none"> • Sprinkler System – New Construction Base Fee \$310 <li style="padding-left: 20px;">○ Each Sprinkler Head \$5 • Sprinkler System – Modifications, Repair <li style="padding-left: 20px;">○ 1 – 10 New / Relocation Sprinkler Heads \$60 <li style="padding-left: 20px;">○ 11 – 19 New / Relocation Sprinkler Heads \$100 <li style="padding-left: 20px;">○ 20 or more addition or relocation Heads \$140 <li style="padding-left: 20px;">○ Each Sprinkler Head \$3 • Fire Alarm System – New (Suppression System Supervision Only) (Fire Alarm Control Panel and Smoke Detector for Stand-Alone Fire Suppression Systems Not Tied into Alarm Systems) \$60 • Fire Alarm System – New (Each Building) (Need Electrical Permit) <li style="padding-left: 20px;">Base Fee \$310 <li style="padding-left: 20px;">Each Device (All initiating and notification devices) \$4 <li style="padding-left: 20px;">Linear Heat Cable – for each 50 ft. or fraction thereof \$4 • Fire Alarm – Existing System Modification, Repair <li style="padding-left: 20px;">Base Fee \$50 <li style="padding-left: 20px;">Each Device (All initiating and notification devices) \$4 • Fire Alarm Control Panel – Existing Replacement \$50
<p>3. Fire / Protection / Suppression Systems (All Use Groups)</p> <ul style="list-style-type: none"> • Fire Pumps <li style="padding-left: 20px;">○ One Pump \$180 <li style="padding-left: 20px;">○ Each Additional Pump \$60 • Standpipe Systems <li style="padding-left: 20px;">○ Base Fee \$120 <li style="padding-left: 20px;">○ Each Hose Outlet \$30 • Clean Agent / Foam / Specialized Fire Suppression Systems <li style="padding-left: 20px;">○ Each System up to 2,000 square ft. \$180 <li style="padding-left: 20px;">○ Each Additional 2,000 square ft. or fraction thereof \$60 • Commercial Hood Suppression Systems <li style="padding-left: 20px;">○ Each System \$260

K. FIRE INSPECTION PERMITS – TO BE ADDED AT A FUTURE DATE

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

II. OTHER FEES & PERMITS

A. ACT 537 PLANNING MODULE REVIEW NOT ASSOCIATED WITH SUBDIVISION OR LAND DEVELOPMENT SUBMISSION

Non-Refundable Filing Fee	\$500
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B. APPROVAL EXTENSION VERIFICATION UNDER THE DEVELOPMENT PERMIT EXTENSION ACT (PREVIOUSLY ENTITLED SENATE BILL 1042 – PERMIT EXTENTSIONS)

- | | |
|------------------------------|-------|
| 1. Residential Verifications | \$100 |
| 2. Commercial Verifications | \$500 |

C. CONDITIONAL USE

- | | |
|---|---------|
| 1. <u>RESIDENTIAL CONDITIONAL USE:</u> | |
| A. Filing fee for Conditional Use other than Telecommunications, as required under the Solebury Township Zoning Ordinance, as amended. <i><u>This filing fee is non-refundable.</u></i> | \$1,750 |
| 2. <u>COMMERCIAL CONDITIONAL USE:</u> | |
| A. Filing fee for Conditional Use relating to Telecommunications Applications as required under the Solebury Township Zoning Ordinance, as amended. <i><u>This filing fee is non-refundable.</u></i> | \$2,500 |
| 3. <u>TELECOMMUNICATIONS CONDITIONAL USE:</u> | |
| A. Filing fee for Conditional Use relating to Telecommunications Applications as required under the Solebury Township Zoning Ordinance, as amended. <i><u>This filing fee is non-refundable.</u></i> | \$7,500 |

D. COPIES

(A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy or color copy.)

<u>Paper Size</u>	<u>B/W</u>	<u>Color</u>
1. Standard one-sided 8.5” x 11” paper, per page	.25¢	.50¢
2. Standard one-sided 8.5” x 14” paper, per page	.50¢	\$1
3. Standard one-sided 11” x 17” paper, per page	\$1	\$2
4. Plan Copies, one-sided 24” wide	\$3.65	\$4.00
5. Plan Copies, one-sided 36” wide	\$4.50	\$5.00

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

E. CREDIT CARD FEES

Minimum credit card transaction is \$10. Charge is per transaction / credit card swipe.

1. \$10 to \$500	\$3.50
2. \$501 - \$1,000	\$5.75
3. \$1,001 to \$2,500	\$13.00
4. \$2,501 plus	2% of amount charged

F. CURATIVE AMENDMENT / SUBSTANTIVE VALIDITY CHALLENGE

The filing fee shall be used to pay Solebury Township’s expenses in regard to said application. The applicant shall agree in writing to pay said costs if said costs exceed the filing fee. **This filing fee is non-refundable.** \$10,000

A *Curative Amendment* challenge by the landowner is submitted to the Governing Body of the Township (i.e. Board of Supervisors); a *Substantive Validity Challenge* by the landowner is submitted to either the Zoning Hearing Board or Governing Body of the Township (i.e. Board of Supervisors).

G. EMERGENCY SERVICES REVIEW

ALL REVIEWS SHALL BE COORDINATED BY THE SOLEBURY TOWNSHIP CHIEF OF POLICE

1. Residential Subdivisions	
One to ten lots or dwelling unit (d.u.)	\$600
Eleven or more lots or d.u.	\$1,000
2. Commercial Subdivision	\$1,000
3. Industrial Subdivision (Light Industrial District):	\$1,000
4. Quarry/Agricultural District Subdivision:	\$1,000
5. Residential Land Developments:	
One to ten lots or d.u.	\$600
Eleven to Forty-nine lots or d.u.	\$1,000
Fifty or more lots or d.u.	\$1,500
6. Commercial Land Developments	\$1,500
7. Industrial Land Development (Light Industrial District)	\$1,500

H. EROSION, SEDIMENTATION & GRADING / STORMWATER MANAGEMENT

1. <u>RESIDENTIAL AND / OR COMMERCIAL</u>	
a. All Erosion, Sedimentation and Grading Permits - Filing Fee	\$200 Residential \$300 Commercial

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

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|----|--|---|
| b. | Escrow (non-interest bearing) - Professional Services Agreement requiring replenishment of original escrow within fifteen days of written notice when balance drops below \$500 (Residential) and \$1,000 (Commercial). Funds held in the escrow account shall not be returned until all Township invoices have been paid by the applicant. (Normally within 90 days of the issuance of the Certificate of Occupancy). | \$2,500
Residential

\$5,000
Commercial |
|----|--|---|

All consultant expenses, including but not limited to reviews, inspections, recording fees, etc. performed by the Township Engineer, Township Solicitor and/or any other Township consultant shall be charged against the posted escrow.

- | | | |
|----|---|-------|
| c. | Stormwater Exemption Fee – if applicable as determined by the Township Engineer | \$750 |
|----|---|-------|

I. FIREWORKS DISPLAY PERMIT

- | | | |
|----|------------|-------|
| 1. | Permit fee | \$250 |
|----|------------|-------|

J. FLOODPLAIN PERMIT

- | | | |
|----|---|---------------------------------------|
| 1. | Non-refundable Filing Fee | \$200 Residential
\$300 Commercial |
| 2. | Professional Services Agreement with Escrow | \$2,500 |

K. HEARING BEFORE THE BOARD OF APPEALS

- | | | |
|----|--|---------|
| 1. | Filing Fee per submitted application. <u>This filing fee is non-refundable.</u> | \$1,100 |
|----|--|---------|

L. HEARING BEFORE THE BOARD OF SUPERVISORS

- | | | |
|----|--|---------|
| 1. | Filing Fee per submitted application. The filing fee is for any hearing not otherwise specified before the Solebury Township Board of Supervisors. | \$3,000 |
|----|--|---------|

The filing fee shall be used to pay Solebury Township’s expenses in regard to said application. The applicant shall agree in writing to pay said costs if said costs exceed the filing fee. **This filing fee is non-refundable.**

M. HISTORICAL ARCHITECTURAL REVIEW BOARD APPLICATIONS

- | | | |
|----|--|-------|
| 1. | Filing Fee per submitted application. This filing fee <u>is non-refundable.</u> | \$100 |
|----|--|-------|

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

- | | |
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| 2. Repair or Replacement-In-Kind | \$10 |
|----------------------------------|------|

N. MEETINGS WITH TOWNSHIP ENGINEER

Township **property owners** may schedule meetings with the Township Engineer to discuss proposed projects. The following fees apply:

- | | |
|---|-----------|
| 1. One (1) meeting | No Charge |
| 2. All subsequent meetings payable at time of meeting | \$150 |

Potential Buyers / Other Interested Parties may schedule meetings with the Township Engineer to discuss proposed projects ***with written consent of property owner.***

- | | |
|---|-------|
| 1. Each meeting, payable at time of meeting | \$150 |
|---|-------|

O. ORDINANCE / PLAN PURCHASE PRICES (Paper Copies)

- | | |
|---|----------------|
| 1. Township’s Code of Ordinances (Electronic)
Can be provided via USB plus mailing fee | \$ 10
\$ 2 |
| 2. Subdivision & Land Development Ordinance
If Mailed | \$ 50
\$ 65 |
| 3. Comprehensive Plan
If Mailed | \$ 50
\$ 65 |
| 4. Park & Recreation Master Plans
If Mailed | \$ 50
\$ 60 |
| 5. Act 537 Sewage Facilities Plan
If Mailed | \$ 50
\$ 60 |
| 6. Open Space Plan
If Mailed | \$ 50
\$ 60 |
| 7. HARB Design Guidelines
If Mailed | \$ 20
\$ 30 |
| 8. HARB History & Maintenance Manual
If Mailed | \$ 20
\$ 30 |

Each of the above Ordinances or Plans may be purchased electronically via a USB.

- Cost of USB \$ 10
- Mailing fee \$ 2

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

P. PARKS & RECREATION FEE IN LIEU

1. The Current Year Parks & Recreation Fee In Lieu of Land Contribution shall remain at a cost per Residential dwelling unit <u>and</u>	\$4,000
Per Four Thousand Square Foot (4,000 SF) or portion thereof of Non-Residential Construction.	\$4,000

Q. QUARRY PERMITS

1. Yearly Fee	\$250
2. Expense Escrow	\$500

R. RIGHT-TO-KNOW FEES

Solebury Township has established the following fee structure in accordance with law as established by the Office of Open Records.

Fee Structure

- Copies

A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy or color copy.	<u>Paper Size</u>	<u>B/W</u>	<u>Color</u>
	Standard one-sided 8.5” x 11” paper, p.p.	.25¢	.50¢
	Standard one-sided 8.5” x 14” paper, p.p.	.50¢	\$1
	Standard one-sided 11” x 17” paper, p.p.	\$1	\$2

Plan copies are printed single-sided only in black & white (B/W) or color. Two sizes are available.	Plan Copies: one-sided 24” wide	\$3.65 B/W \$4.50 Color
	one-sided 36” wide	\$4.00 B/W \$5.00 Color

- Certification of a Record

\$5 per record, not per page. Please Note: Certification does not include notarization fees.

- Specialized documents: For example, but not limited to, blue prints, color copies, non-standard sized documents, USBs, etc.

Actual Cost
Example: USB \$10 plus \$2 postage
Example: 24” wide Plan Copies \$3.65 per pg.

- Redaction Fee

No Redaction Fee

- Conversion to Paper

If a record is only maintained electronically or in other non-paper media, duplication

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media unless the requester specifically requests for the record to be duplicated in the more expensive medium. (Sec. 1307(e)).

- Postage Fees

Actual Cost of Mailing

Statutory Fees: Police Departments have the authority to charge per report for providing a copy of a vehicle accident report. 75 Pa.C.S. §3751 (b)(2).

Up to \$15 per report

Fee Limitations: Except as otherwise provided by statute, the law states that no other fees may be imposed unless Solebury Township necessarily incurs costs for complying with the request, and such fees must be reasonable. No fee may be imposed for the Township’s review of a record to determine whether the record is a public record, legislative record or financial record subject to access in accordance with this Act. No fee may be charged for searching for or retrieval of documents. Solebury Township may not charge staff time or salary for complying with a Right-to-Know Request.

Prepayment: Prior to granting a request for access in accordance with this Act, Solebury Township may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100.

S. ROAD OCCUPANCY PERMIT

- | | |
|--|---------|
| 1. Permit fee for each road entrance and inspection | \$400 |
| 2. Compliance Deposit Fee. The compliance deposit will be refunded, without interest, upon completion of driveway & Township approval. | \$1,000 |

A Township service fee at the rate of 1 1/2% per month which is an annual percentage rate of 18% will be applied to the compliance deposit and deducted from the compliance deposit on all expired permits.

- | | |
|---|-------|
| 3. Certification of State Road Occupancy Permit | \$300 |
|---|-------|

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

T. SIGN REGISTRATION FEES

1. Up to 10 sq. ft.	\$ 75
2. 11 to 20 sq. ft.	\$150
3. 21 to 30 sq. ft.	\$225
4. 31 to 40 sq. ft.	\$350
5. 41 to 50 sq. ft.	\$450
6. Over 50 sq. ft.	\$500 plus \$30 per sq. ft.
7. Temporary sign permit	\$ 35

U. SUBDIVISIONS AND LAND DEVELOPMENT AND CONDITIONAL USE

All applications must be filed with the Township. Any application which is incomplete will not be accepted for review by the Township. When an application is rejected, the applicant shall be informed of the specific deficiencies of the application and instructed in fulfilling the application requirements. Upon acceptance of an application, the application will be stamped with the acceptance date.

For Subdivision and Land Development projects, the applicable *Plan Filing Fee* (preliminary and/or final), *Escrow Deposit and Emergency Services Review Fee* are payable at the time of Plan Submission. A fully executed Township **Professional Services Agreement (PSA)** shall be submitted simultaneously with the Preliminary Plan submission. *(Separate checks shall be submitted to cover the amounts of the filing fee, emergency services review and escrow deposit).*

- The Preliminary and Final Plan filing fees will cover the Township review process for a particular application with the exception of the Emergency Services Review which is covered by a separate fee.
- The escrow deposit covers the cost of postage, advertising, stenographic services, legal and engineering services, traffic design, site design, landscape architecture and other services which the Board of Supervisors deems necessary for the examination of subdivision, land development or other applications.

Under the *Professional Services Agreement*, the applicant shall be obligated to reimburse the Township for all fees, costs and expenses noted above, that are incurred by the Township in conjunction with the application. Refer to the *Professional Services Agreement* for details related to escrow statement invoicing and replenishment of the escrow balance.

A ten percent (10%) administrative fee shall be added to all applicable charges invoiced to the escrow account. This fee shall be added to the total of each Township invoice and deducted from the escrow account. Refer to the *Professional Services Agreement* for detailed information.

Upon the recording of a subdivision plan with the Recorder of Deeds, or upon final action by the Board of Supervisors or upon withdrawal of the application by the applicant, and after payment of all advertising, engineering, legal and other expenses incurred by the Township, the balance of the escrow deposit shall be refunded upon written request to the applicant. Funds held in the escrow account shall not be returned until all Township invoices have been paid by the applicant.

No final plans will be signed and/or released by the Board of Supervisors until all fees and costs for the review of the subdivision or land development have been paid in full.

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

**SCHEDULE OF FEES FOR SUBDIVISIONS & LAND DEVELOPMENT
PAYMENT FOR FILING FEE AND ESCROW DEPOSIT TO BE MADE BY SEPARATE CHECKS**

1.	Request to meet with Township Administration and Township consultant(s) not involving a submission or site visit.	PSA with escrow \$2,500
2.	Pre-Application Meeting Fee (not involving a Sketch Plan) meeting involving one or more Township consultants.	PSA with escrow \$2,500
3.	Pre-Application Site Visit fee (not involving a Sketch Plan) involving one or more Township consultants.	PSA with escrow \$2,500
4.	Sketch Plans: A fully executed Township Professional Services Agreement shall be submitted simultaneously with the Sketch Plan submission for payment of engineering, legal, consultant and administrative costs.	Escrow Deposit: \$2,500 – Residential \$5,000 - Commercial
5.	Major Subdivisions / Residential Subdivision <u>Preliminary Plan</u> One (1) to Ten (10) Lots or Dwelling Units (d.u.) <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA Eleven (11) to Twenty (20) Lots or Dwelling Units <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA Twenty-one (21) or more Lots or Dwelling Units <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA	\$500 plus \$150 per lot or d.u. \$2,500 \$700 plus \$200 per lot or d.u. \$2,500 \$700 plus \$200 per lot or d.u. \$2,500
6.	Major Subdivisions / Residential Subdivision <u>Final Plan</u> One (1) to Ten (10) Lots or Dwelling Units <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA Eleven (11) to Twenty (20) Lots or Dwelling Units <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA Twenty-one (21) or more Lots or Dwelling Units <ul style="list-style-type: none">• Filing Fee• Escrow Deposit with completed PSA	\$300 plus \$100 per lot or d.u. \$2,500 \$500 plus \$150 per lot or d.u. \$2,500 \$500 plus \$150 per lot or d.u. \$2,500

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

7.	Commercial Subdivision <u>Preliminary Plan</u>	
	• Filing Fee	\$2,500 plus \$100 per unit
	• Escrow Deposit with completed PSA	\$5,000
8.	Commercial Subdivision <u>Final Plan</u>	
	• Filing Fee	\$1,000 plus \$80 per unit
	• Escrow Deposit with completed PSA	\$5,000
9.	Industrial Subdivision (Light Industrial) <u>Preliminary Plan</u>	
	• Filing Fee	\$2,500 plus \$100 per lot
	• Escrow Deposit with completed PSA	\$5,000
10.	Industrial Subdivision (Light Industrial) <u>Final Plan</u>	
	• Filing Fee	1,000 plus \$50 per lot
	• Escrow Deposit with completed PSA	\$5,000
11.	Minor Subdivisions	
	• Filing Fee	\$1,000
	• Escrow Deposit with completed PSA	\$2,500
12.	Quarry/Agricultural District Subdivision <u>Preliminary Plan</u>	
	• Filing Fee	\$5,000
	• Escrow Deposit with completed PSA	\$2,500
13.	Quarry/Agricultural District Subdivision <u>Final Plan</u>	
	• Filing Fee	\$3,000
	• Escrow Deposit with completed PSA	\$2,500
14.	Land Development / Residential <u>Preliminary Plan</u>	
	One (1) to Ten (10) Lots or Dwelling Units	
	• Filing Fee	\$500 plus \$150 per lot or d.u.
	• Escrow Deposit with completed PSA	\$2,500
	Eleven (11) to Twenty (20) Lots or Dwelling Units	
	• Filing Fee	\$700 plus \$200 per lot or d.u.
	• Escrow Deposit with completed PSA	\$2,500
	Twenty-one (21) or more Lots or Dwelling Units	
	• Filing Fee	\$700 plus \$200 per lot or d.u.
	• Escrow Deposit with completed PSA	\$2,500

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

15. Land Development / Residential **Final Plan**
One (1) to Ten (10) Lots or Dwelling Units
- Filing Fee \$300 plus \$100 per lot or d.u.
 - Escrow Deposit with completed PSA \$2,500
- Eleven (11) to Twenty (20) Lots or Dwelling Units
- Filing Fee \$500 plus \$150 per lot or d.u.
 - Escrow Deposit with completed PSA \$2,500
- Twenty-one (21) or more Lots or Dwelling Units
- Filing Fee \$500 plus \$150 per lot or d.u.
 - Escrow Deposit with completed PSA \$2,500
16. Land Development / Commercial **Preliminary Plan**
- Filing Fee \$2,500 plus \$70 for each 1,000 sq. ft of gross floor area
 - Escrow Deposit with completed PSA \$5,000
17. Land Development / Commercial **Final Plan**
- Filing Fee \$1,000 plus \$60 for each 1,000 sq. ft of gross floor area
 - Escrow Deposit with completed PSA \$5,000
18. Industrial Land Development **Preliminary Plan** (Light Industrial)
- Filing Fee \$2,500 plus \$20 for each 1,000 sq. ft of gross floor area
 - Escrow Deposit with completed PSA \$5,000
19. Industrial Land Development **Final Plan** (Light Industrial)
- Filing Fee \$1,000 plus \$40 for each 1,000 sq. ft of gross floor area
 - Escrow Deposit with completed PSA \$5,000
20. Quarry/Agricultural District Land Development **Preliminary Plan**
- Filing Fee \$10,000
 - Escrow Deposit with completed PSA \$5,000
21. Quarry/Agricultural District Land Development **Final Plan**
- Filing Fee \$5,000
 - Escrow Deposit with completed PSA \$5,000

**SOLEBURY TOWNSHIP – EXHIBIT ‘C’
2025 FEE SCHEDULE**

Please Note:

- ALL FILING FEES ARE NON-REFUNDABLE
- ANY WRITTEN NOTICE FROM THE TOWNSHIP TO REPLENISH ANY ESCROW FUND THAT IS NOT HONORED FOR A PERIOD OF THIRTY (30) DAYS, SHALL RESULT IN A CESSATION OF ALL REVIEWS, INSPECTIONS, PERMITS AND THE LIKE UNTIL SUCH ESCROW IS REPLENISHED TO A LEVEL ACCEPTABLE TO THE TOWNSHIP.
- A FULLY EXECUTED TOWNSHIP PROFESSIONAL SERVICES AGREEMENT SHALL BE SUBMITTED SIMULTANEOUSLY WITH ANY SUBDIVISION AND/OR LAND DEVELOPMENT PLAN SUBMISSION.
- THE CURRENT YEAR PARK AND RECREATION FEE IN LIEU OF LAND CONTRIBUTION SHALL REMAIN AT \$4,000 PER RESIDENTIAL DWELLING UNIT AND \$4,000 PER FOUR THOUSAND SQUARE FOOT (4,000 SF) OR PORTION THEREOF OF NON-RESIDENTIAL CONSTRUCTION.

V. TAX CERTIFICATION / DUPLICATE ISSUANCE

- | | |
|--|------|
| 1. Tax Certification Fee – Payable directly to the elected Tax Collector | \$40 |
| 2. Tax Duplicate Fee – Payable directly to the elected Tax Collector | \$10 |

W. ZONING HEARING BOARD APPEAL

The filing fee for an appeal to the Zoning Hearing Board from an order, requirement, decision or determination of the Administrative Office, and for all requests to the Zoning Hearing Board for a variance or special exception shall be in accordance with the following schedule, and **all filing fees are not refundable.**

- | | |
|---|----------|
| 1. Filing Fee – Single Family Residential | \$1,100 |
| 2. Filing Fee - Multi-Family Establishment – Per Unit | \$1,100 |
| 3. Filing Fee - Commercial | \$1,350 |
| 4. An appeal from the denial of a Certificate of Appropriateness under Township Ordinance No. 68 | \$600 |
| 5. Other, including appeals from the granting of a Conditional use, subdivision, land development | \$1,850 |
| 6. Floodplain Special Exception | \$2,350 |
| 7. Challenge to Validity of Zoning Ordinance | \$10,000 |

The filing fee shall be determined upon the present or proposed use of the property if it is different than the Zoning Classification of the property.

X. ZONING OFFICER OPINION LETTER

- | | |
|--------------------------------------|-------|
| 1. Zoning Officer Opinion Letter Fee | \$100 |
|--------------------------------------|-------|

Herb Elsner's Auto Repair and Towing

November 15, 2024

Re: Towing Rates for 2025

To Whom It May Concern:

Flat fee to tow back to shop (Additional fees added for clean-up and recovery if needed).....\$295.00
Car rollover recovery.....\$150.00 Minimum
Cleanup including oil dry.....\$ 150.00
Minimum
Impound Fee\$225.00
Storage fee per calendar day.....\$75.00

Storage fee for impounds will be waived for the 1st 24 hrs after which time the above storage fee will apply

Best Regards,

Herb Elsner II, Owner

NEW HOPE TOWING & RECOVERY

DBA NEW HOPE LUKOIL

Rates as of July 1, 2022

FLATBED:	Hook-up	\$100.00
	Mileage	\$5.00pr
WHEEL LIFT:	Auto & Light Truck	
	Hook-up	\$75.00
	Mileage	\$5.00pr
	9,000 gvw & Higher	
	Hook-up	\$125.00
	Mileage	\$5.00pr
MOTORCYCLE:	Hook-up	\$100.00
	Mileage	\$5.00pr
ROAD SERVICE:	Jumpstart	\$75.00
	Flat Tire	\$75.00
	Gas Delivery	\$75.00
	Lockout	\$75.00
SPECIAL EQPMT:	Dollies/Skates	\$50.00
	Winching per hour	
	Light Duty up to 9000 gvw	\$200.00
	over 9001 gvw	\$250.00
POLICE CALLS & impounds	on scene up to 9000 gvw	\$200.00
	over 9001 gvw	\$250.00
ON-SCENE LABOR:	per man hour (½ hour min)	\$100.00
ACCIDENT INSP:	per man hour	\$100.00
ADMIN FEE:		\$50.00
STORAGE:	per calendar day	\$50.00
	Inside/oversize outside	100.00

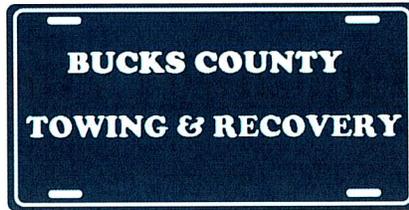
This applies to all impounded vehicles or vehicles left
in the parking lot without Proper authorization.

HOURS

IMPOUND LOT

Mon-Fri	9:00am-7:00pm
Saturday	9:00am-5:00pm
Sunday	CLOSED

If any vehicle is required to be released after lot hours
There is a fee of \$100.00 added to the invoice.



Solebury Township Police

Tow Rates:

- \$175.00 & 5.50/mile (5miles free) Rate for cars & small SUV
- \$185.00 & \$7.00/mile (5miles free) Rate for full-size PU's, full-size Vans, full-size SUV's
- \$195.00 & \$7.00/mile (5miles free) Rate for dual wheels or some type of aftermarket body
- \$75.00 Skates, dollies, or go jacks.
- \$75.00 No keys with car
- \$150.00 Drop Drive shaft or disconnected Trans linkage.

*Prices subject to change depending upon circumstances of the situation and recovery time.

Accidents and Impounds:

- \$225.00 Impounds (Cannot add anything unless it is impounded after accident)
- \$225.00 Base Rate for an accident
- \$125.00 Minimum for winch
- \$75.00 Truck Fee per extra Driver
- \$50.00 Special Equipment Minimum
- \$45.00 Oil dry per container
- \$50.00 Tarp/Collision Wrap
- \$75.00 No keys with car
- \$1.00 Wait time per minute (record time)
- \$10.00 Disconnect Battery
- \$100.00 Biohazard
- \$50.00 Clean Up
- \$15.00 Inclement Weather
- \$65.00 Storage per calendar day
- \$35.00 Gate Fee

Additional Services:

- \$75.00 Lock Out \$75.00 Jump start
- \$75.00 Tire Change \$75.00 Gas Call + Cost of Fuel
- \$95.00 Lot Move

Bucks County Towing and Recovery

1100 Airport BLVD, Doylestown, PA PH 215-345-8080 Fax 215-345-5101

www.FredBeans.com

JIM JACOBS TOWING AND GARAGE

6607 Easton Road
 PIPERSVILLE, PA 18947
 (215) 766-8360
 www.jimjacobs towing.com

SPOT# _____

CUSTOMER'S ORDER NO.		PHONE		DATE <u>11-14-24</u>			
NAME <u>TO: SOLEBURY TWP POLICE DEPT.</u>							
ADDRESS <u>ATTENTION: CHIEF KELLEY WARNER</u>							
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT	TRUCK #
QTY.	DESCRIPTION				PRICE	AMOUNT	
	<u>TOWING RATES FOR 2025</u>						
	<u>AVERAGE ACCIDENT OR TOW JOB</u>				<u>DAY</u>	<u>300.</u>	<u>00</u>
					<u>NIGHT</u>	<u>350.</u>	<u>00</u>
	<u>IMPOUNDS</u>					<u>200.</u>	<u>00</u>
<u>\$100.00</u>	<u>EXTRA FOR WINCHING</u>					<u>100.</u>	<u>00</u>
<u>\$100.00</u>	<u>EXTRA FOR ROLLBACK REQUIRED</u>					<u>100.</u>	<u>00</u>
<u>\$100.00</u>	<u>EXTRA FOR UPRIGHTING ROLL-OVER</u>				<u>HOOK-UP</u>	<u>100.</u>	<u>00</u>
Owner					<u>EN ROUTE</u>		
<u>\$65.00</u>	<u>PER DAY STORAGE CHARGE</u>				<u>MILES</u>	<u>65.</u>	<u>00</u>
	<u>Reg.</u>						
<u>THANK-YOU FOR EVERYTHING!</u>							
V.I.N.							
Odometer							
Member #							
R.O.#	<u>NO ADMINISTRATIVE FEES</u>				<u>TOLLS</u>		
P.O.#	<u>NO GATE FEES</u>				<u>TAX</u>		
RECEIVED BY					<u>TOTAL</u>		

ORDINANCE NO. 2025-001

**AN ORDINANCE OF THE TOWNSHIP OF SOLEBURY, BUCKS COUNTY,
PENNSYLVANIA APPOINTING THE TOWNSHIP'S ELECTED TAX
COLLECTOR AS THE DELINQUENT REAL ESTATE TAX COLLECTOR FOR
SOLEBURY TOWNSHIP FOR FISCAL YEAR 2024**

WHEREAS, the Pennsylvania State Legislature has enacted Act 104 of 2000, which amends the Local Tax Collection Law to require that all municipalities in Pennsylvania appoint, annually, the elected tax collector as the delinquent tax collector pursuant to ordinance; and

WHEREAS, the Board of Supervisors of Solebury Township desires to comply with Act 104 of 2000 and appoint its elected tax collector as the delinquent tax collector for Solebury Township for fiscal year 2024;

NOW THEREFORE, be it, and it is hereby **ORDAINED** by the Board of Supervisors of Solebury Township, Bucks County, Pennsylvania, and it is hereby **ENACTED** and **ORDAINED** by authority of same as follows:

1. The Board of Supervisors of Solebury Township appoints the elected tax collector of Solebury Township as the delinquent tax collector for Solebury Township for fiscal year 2024. The delinquent tax collector shall have the same powers, rights, privileges, duties and obligations as set forth in 24 P.S. Section 6-686 of the Public School Code of 1949.

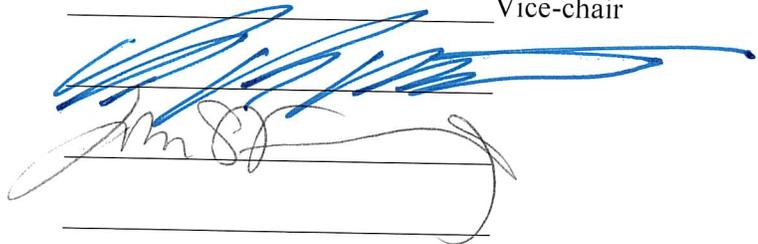
ENACTED and **ORDAINED** this 6th day of January, 2025.

ATTEST:



Catherine Cataldi
Secretary

**BOARD OF SUPERVISORS
SOLEBURY TOWNSHIP**


_____ Chair
_____ Vice-chair

RESOLUTION NO. 2025-15

**A RESOLUTION OF SOLEBURY TOWNSHIP, BUCKS COUNTY, PENNSYLVANIA,
APPOINTING DELEGATES AND ALTERNATES TO THE
BUCKS COUNTY TAX COLLECTION COMMITTEE**

WHEREAS, Act 32 of 2008 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.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the Township of Solebury, Bucks County, Pennsylvania that the following individual(s) is/are appointed as TCC delegates for Solebury Township, Bucks County, Pennsylvania:

1. Voting Delegate: Michele Blood
2. Alternate Voting Delegate: Christopher Garges

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 and the first alternate voting delegates cannot be present for a TCC meeting, the second alternate voting delegate shall be the representative at the TCC meeting.

These appointments are effective immediately and shall continue until successors are appointed. All delegates shall serve at the pleasure of the governing body and may be removed at any time.

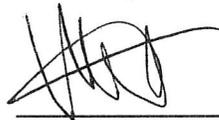
DULY ADOPTED this 6th day of January, 2025.

ATTEST:



Secretary

Township of Solebury



Chair

I, Catherine Cataldi, Secretary of the Board of Supervisors of the Township of Solebury, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Supervisors, held the 6th day of January, 2025.

Date: 01/06/2025



(Signature)

RESOLUTION NO. 2025-20

**A RESOLUTION OF THE TOWNSHIP OF SOLEBURY,
COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA,
TO APPOINT AN INDEPENDENT AUDITOR.**

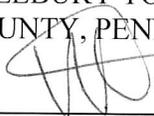
WHEREAS, the Board of Supervisors may appoint a certified or competent public accountant to make examination of all the accounts of the township; and

WHEREAS, the Board of Supervisors has duly advertised their intent to appoint such an accountant for this purpose; therefore

BE IT RESOLVED AND ENACTED by the Solebury Township Board of Supervisors that Zelenkofske Axelrod LLC, Certified Public Accountants of Jamison, PA is appointed as the independent auditor to perform the annual 2024 audit of the township records.

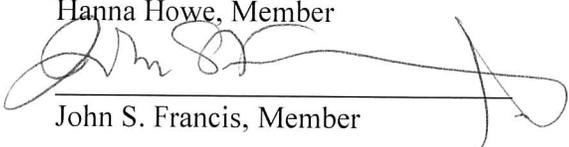
ADOPTED this 6th day of January, 2025.

BOARD OF SUPERVISORS OF
SOLEBURY TOWNSHIP, BUCKS
COUNTY, PENNSYLVANIA



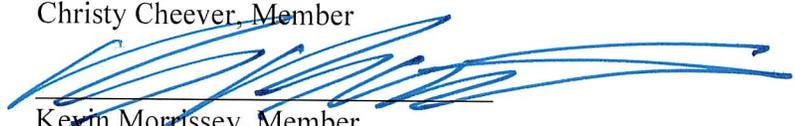
Mark Baum Baicker, Member

Hanna Howe, Member



John S. Francis, Member

Christy Cheever, Member



Kevin Morrissey, Member

Attest:



Catherine Cataldi, Township Secretary