



Borough of Mount Penn

"The Friendly Borough"

John A. Becker Municipal Building

200 N. 25th Street

Reading, PA 19606-2091

Phone: (610) 779-5151 Fax: (610) 779-5221

May 9, 2025

Notice of Violation Prompt

As outlined in the Borough Secretary job description, this position is central to Borough operations, often serving as the administrative link between residents, staff, and enforcement departments. The Borough Secretary is responsible for preparing official correspondence, maintaining property records, and supporting enforcement-related programs such as Use and Occupancy Permits, Rental Registrations, and Zoning Hearings.

This exercise will have a prompt and an ordinance for Random Borough that you will use as a basis to prepare a Notice of Violation. This task reflects real-world tasks you may be expected to complete, such as drafting formal letters, applying Borough ordinances, and translating field reports into professional communications. This task assesses your ability to:

- Interpret and apply a local ordinance (e.g., Chapter 284 – Noise);
- Draft a professional and well-structured violation notice;
- Communicate clearly on behalf of the Borough.

Instructions & Guidance

- Structure: Your letter should include a brief introduction, a summary of the incident, citations of relevant ordinance sections, and next steps or penalties.
- Format: No letterhead is required. Use a clean, professional format (e.g., date, recipient, body, closing).
- Resources: You may refer to ordinance text, example notices, or guidance from AI tools like ChatGPT, as long as the final product is your own and professionally reviewed.
- Tone: Write as if the letter were being sent on official Borough letterhead—clear, respectful, and firm.
- Length: Most notices are one page, but clarity and completeness are more important than length.

You are encouraged to reference sample violation letters available online for structure and language, but your submission must be original. If you have questions, feel free to contact the Borough Office.

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INCORPORATED 1903

Prompt

You come into work on Monday morning at Random Borough, and the Code Enforcement Officer has a report on your desk for a noise complaint from Saturday. At approximately 11:15 p.m. on a Saturday, June 7, 2025, the Codes Department responded to multiple complaints from residents on the 200 block of Walnut Street reporting loud music coming from 232 Walnut Street, Reading, PA 19600. Upon arrival, you observe music being played from speakers on the front porch at a high volume. The sound is clearly audible from over 50 feet away, across the street, and is creating a disturbance to neighbors attempting to sleep.

The music continues after verbal warnings for similar conduct have been issued earlier in the week. No permit has been issued for this property's public or special event. At least three residents express concern, stating that this has become a recurring issue on weekends.

Using Chapter 284 of the Random Borough Code – Noise, please prepare a notice of violation to be issued to the property owner or occupant. Be sure to reference applicable ordinance sections, describe the observed violation, include the date and time of the occurrence, and identify any applicable penalties or next steps.