

AGENDA
ST. LAWRENCE BOROUGH COUNCIL
January 3, 2022– Following the 7:30 P.M. Reorganization Meeting

This meeting will be conducted and recorded in-person and by remote audio and video conference services (Zoom). The Zoom feed will be live streamed on the Borough's YouTube Channel at:
<https://www.youtube.com/channel/UC47chxePrF2JS6NKMO3uS8w>

* Call to order

* Pledge of Allegiance

* Roll call

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|--|---|---|
| <input type="checkbox"/> Robert J. May, President | <input type="checkbox"/> David Eggert, Vice President | <input type="checkbox"/> D. Michael Bennethum, Member |
| <input type="checkbox"/> Michael Fritz, Member | <input type="checkbox"/> Steve Geibel, Member | <input type="checkbox"/> Warren Lubenow, Member |
| <input type="checkbox"/> Gregory Zawilla, Member | <input type="checkbox"/> Barrie Kinsey, Mayor | <input type="checkbox"/> Joan London, Solicitor |
| <input type="checkbox"/> Allison Leinbach, Manager/Treasurer | <input type="checkbox"/> Ty Leinneweber, Borough Engineer | <input type="checkbox"/> Derrek Rhoads, Roadmaster |

* Council Minutes –

Motion: to approve December 9, 2021 Council Minutes

* Approval and Payment of Bills:

Motion: to approve the following ***Expenditures as of December 31, 2021***

General Fund –	\$47,719.43
Sewer Fund –	\$1,621.61
Fire Tax Fund –	\$0.00
Liquid Fuels Fund -	\$0.00

* Approval of Treasurer's Report

Motion: to accept and file for audit the Consolidated Treasurer's Report – December 2021.

* Presentation: If any

* Public Comment – All public comments shall be related to the subject matter under jurisdiction of the Borough Council. Comment shall be limited to matters of official action, or deliberations that are or may come before Borough Council (agenda items)

* Consultant's Reports

Borough Engineer's Report
Borough Solicitor's Report

* Borough Mayor's Report

* Department/Staff Reports

Borough Zoning/Code Enforcement Officer's Report
Public Works/Safety – Sewers, Streets, Stormwater, etc.
Finance
Manager

* Committee/Commission Reports

Emergency Management
Library
Municipal Lands
Recreation
Planning Commission
Zoning Hearing Board

*Old Business

- a) **Discussion/potential motion: Zoning Ordinance Amendment – Small Wireless Communication Towers**
- b) **Discussion/potential motion: Berks Nature Conservation Easement Agreement**
- c) **Discussion/potential motion: New Open Burning Ordinance replacing Ordinance 388**
- d) **Discussion/potential motion: 2022 No Nonsense Neutering Agreement**

*New Business

- a) Resolution 859-2022 adopt the 2022 Borough Fee Schedule

*General Comments

*Public Meetings - Announcements

All public meetings at St. Lawrence Borough Hall

- Council Meeting – February 10, 2022, @7:30 PM St. Lawrence Borough Hall

*Adjournment: Motion – Adjourn meeting

**BOROUGH OF ST. LAWRENCE
FEE SCHEDULE 2022**

RESOLUTION NO. 859-2022

BE AND IT IS HEREBY RESOLVED that the Borough Council of the Borough of St. Lawrence, Berks County, Pennsylvania, desires to adopt the attached fee schedule.

WHEREAS, it is necessary that an appropriate Fee Schedule be established sufficient to defray all expenses that may be incurred by the Borough in connection with consideration of various applications, permits, and services; and

WHEREAS, the St. Lawrence Borough Council last revised the Fee Schedule by Resolution 848-2021.

NOW, THEREFORE it is hereby resolved by the St. Lawrence Borough Council that Resolution No. 848-2021 and any previous Fee Schedule Resolutions are hereby rescinded and that the attached Fee Schedule be established and effective immediately.

PASSED AND APPROVED at the regular meeting of the St. Lawrence Borough Council, Berks County, Pennsylvania, held this 3rd day of January 2022.

ST. LAWRENCE BOROUGH COUNCIL

Robert J. May, Council President

Barrie C. Kinsey, Borough Mayor

ATTESTED:

SUSAN D. EGGERT, BOROUGH SECRETARY

2022 FEE SCHEDULE
As adopted by Resolution
859-2022

ADMINISTRATION

Certifications	\$ 20.00
Late fee on invoices over 30 days past due	10%
Mailing Fee (includes Certified Mail, Priority Mail, etc.)	Actual Charges
Photocopies: per page - one side	
letter/legal size	25¢
ledger size	50¢
color (additional to copying)	25¢
"True and Correct Certified" (additional to copying)	\$ 3.00
Fax: per page	50¢

Collections

Municipal Lien - Attorney's Charges	See Resolution 720
Municipal Lien Interest Rate	See Resolution 720
Return Check Charge	\$ 25.00
Pre-Lien Collection Letter	\$ 25.00

Personnel

Manager	\$ 100.00 /hour
Office Staff	\$ 60.00 /hour
Employee w/Truck	\$125.00 - \$160.00 /hour
Roadmaster/GIS Specialist	\$ 75.00 /hour
Other Staff	\$ 40.00 /hour

ALARM ORDINANCE

Permit	\$ 15.00
Police/Fire False Alarms	per Boro Ordinance

CONSULTING FEES - PROFESSIONAL

Actual Cost Billed by Consultants	See attached Fee Schedules
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ENGINEERING FEES

Actual cost billed by consulting engineers	See attached Fee Schedule
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FLOODPLAIN PERMIT FEE - Ordinance 414 Section 304 D

Administrative Fee	\$ 75.00
Spend down account	\$ 1,000.00 *

*Any fees remaining will be reimbursed. If fees exceed deposit amount, an additional deposit may be required to continue review.

HEARING FEES -

Hearings Before Zoning Hearing Board	\$ 1,000.00 *
Hearings Before Borough Council for Conditional Use	\$ 1,000.00 *
Hearing to Appeal Property Maintenance Code Violation	\$ 1,000.00 *
Liquor License Transfer	\$ 1,000.00 *

*Any fees remaining will be reimbursed, any fees exceeding will be billed

UCC Berks County Appeals Board - Fees established by the County of Berks. Application & Payment made to the County of Berks.

Residential under IRC - one & 2 family	\$ 2,500.00
Non-Residential	\$ 5,000.00

MILEAGE REIMBURSEMENT

Current IRS rate

PEDDLING PERMIT

Foot Peddler - per person selling			
	Per Week	\$	10.00
	Per Month	\$	30.00
	Per Year	\$	100.00
Peddler operating from vehicle - per person selling			
	Per Week	\$	20.00
	Per Month	\$	60.00
	Per Year	\$	250.00

PERMITS - UNIFORM CONSTRUCTION CODE (UCC)

1. A CERTIFICATE OF INSURANCE LISTING THE BOROUGH AS CERTIFICATE HOLDER MUST BE SUBMITTED WITH EVERY APPLICATION
2. IF WORKER'S COMPENSATION INSURANCE IS NOT INCLUDED IN INSURANCE COVERAGE, A NOTARIZED AFFIDAVIT IS REQUIRED
3. PERMITS WILL NOT BE ISSUED UNTIL ALL FEES ARE PAID
4. ZONING PERMIT REQUIRED BEFORE UCC PERMITS WILL BE ISSUED

PLAN REVIEW FEES - ALL DISCIPLINES EXCEPT ACCESSIBILITY

First Sheet	\$ 100.00
Each additional sheet	\$ 25.00

PLAN REVIEW & INSPECTION FEE - ACCESSIBILITY

UP TO 5 ACCESSIBLE ELEMENTS	\$ 125.00
6 OR MORE ACCESSIBLE ELEMENTS	\$ 250.00

2022 FEE SCHEDULE
As adopted by Resolution
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STATE UCC PERMIT FEE

All UCC Permits	\$	4.50
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UCC PERMITS

BUILDING, PLUMBING, MECHANICAL & ELECTRICAL		2% of Fair Market Value (FMV) of construction* *FMV final determination by BCO
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*Minimum Permit Fees

Residential Permit	\$	150.00
Residential EZR Permit (See Schedule)	\$	80.00
Commercial Permit	\$	300.00
Commercial EZC Permit (See Schedule)	\$	160.00

EZ PERMIT SCHEDULE

A minor UCC Permit listed below, which requires only one inspection visit by the corresponding Code Official

- NOTE 1: Subject to Additional Inspection Fees**
NOTE 2: List may be updated to include additional items or remove items
NOTE 3: Failure to obtain a permit prohibits use of an EZ Permit
NOTE 4: RESIDENTIAL - Job value less than \$ 7,500. AND One Inspection
NOTE 4: COMMERCIAL - Job value less than \$ 15,000. AND One Inspection

	Residential	Commercial
Building		
Siding (> 35% Coverage)	✓	✓
Roof (Replace Existing, reshingle, etc.)	✓	✓
Shed/ Out Building (200 SF to 999 SF)	✓	✓
Driveway and Paving	N/A	N/A
	Residential	Commercial
Plumbing		
Trap or Fixture	✓	✓
Domestic Hot Water Including Relief Valve	✓	✓
Hydronic Heating, Relief Valve	✓	✓
Rain Conductor (All)	N/A	✓
Back Flow Preventer - Water Service - Domestic Water	✓	✓
Water Conditioner	✓	✓
Water Pump	✓	✓
Grease Trap	N/A	✓
Sewage Ejector	✓	✓
Sump Pump	✓	✓
Mechanical		
Furnace - Air Handler	✓	✓
AC Condensing Unit	✓	✓
Vent Piping	✓	✓
Gas Piping Exhaust Fan	✓	✓
Electrical		
100 & 200 Amp Service	✓	✓
Burglar/Fire Alarm System	✓	✓
CCTV System/Telephone	✓	✓
Minor Upgrade	Add 3 or less new circuits; 10 or less lights, receptacles, switches or devices without opening walls	✓
Demolition		
Accessory Structure <= 1,000 SF	✓	N/A
Deck	✓	N/A
Fire - Annual Safety Inspections		
Commercial Rental Unit	✓	✓
Commercial Retail Space	N/A	✓
Restaurant & Commercial Cooking	N/A	✓
Sprinkler System	N/A	✓

ADDITIONAL INSPECTION FEES

Failed Inspection	\$	80.00
Missed Inspection	\$	80.00

FAILURE TO OBTAIN A REQUIRED UCC PERMIT PRIOR TO COMMENCING WORK DOUBLE PERMIT FEES

DEMOLITION/REMOVAL PERMIT - UCC

Commercial & Industrial - Entire Building	\$	500.00
Commercial & Industrial - Interior	\$	150.00
Residential - Building > 1,000 SF	\$	150.00

2022 FEE SCHEDULE
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UCC CODE COMPLIANCE REVIEW - AS PART OF ENFORCEMENT ACTION

Residential \$ 150.00

TRADE REGISTRATION

All Disciplines \$ 30.00 Annually

SEWAGE ENFORCEMENT FEES - ONLOT SEPTIC SYSTEM

Permit Application	\$	62.00
Field/Consultation	Hourly Rate	
Investigation/Malfunction	Hourly Rate	
Observe/Conduct Probes	\$	62.00 /Probe
Observe Percolation	\$	186.00
Conduct Percolation	\$	372.00
Design Review:		
Elevated Sand	\$	93.00
Pressure Dosed	\$	93.00
In-Ground	\$	62.00
Drip Irrigation	\$	124.00
Permit Issue/Deny	\$	31.00
Inspection:		
Elevated Sand	\$	372.00
In-Ground	\$	186.00
Drip Irrigation	\$	372.00
Reissue Expired Permit	\$	124.00
Verify Prior Testing	\$	124.00
Transfer Permit	\$	31.00
Hourly Rate for Unspecified Work	\$	62.00
Additional reimbursement for out of pocket expenses and administrative/unspecified services will be billed at cost. Travel will be billed at prevailing IRS rate.	Actual Cost	

SEWER

SEWER USE

Ordinance 401 - Based on metered water usage	Base Charge (1,000 Gal)	\$	35.00
	Each Additional 1,000 Gal	\$	6.35

STRONG WASTE SURCHARGE

See Ordinance See Ordinance

TAP IN FEE

Ordinance 368		
Residential	\$	3,400.00
Commercial		Contact Office

SIDEWALK REPAIR

Side walk repair per Ordinance 191 \$ 50.00

STORMWATER/DRAINAGE PLAN REVIEW & CONSTRUCTION

Filing Fee	\$	50.00
Spend down account	\$	1,000.00 *
Construction Observation		Actual Costs **

*Any fees remaining will be reimbursed. If fees exceed deposit amount, an additional deposit may be required to continue review.

** Expense deducted from the spend down account

STREET OPENING PERMIT

Ordinance 260 as amended by Ordinance 434

FEES

Application Fee - Curb or Sidewalk - Non Refundable	\$	50.00	plus restoration fee
Application Processing Fee - Non Refundable	\$	200.00	plus restoration fee
Intersection with Traffic Signal - Non Refundable	\$	150.00	
Restoration Fee - Refundable	\$	95.00	per sq yard

PENALTIES

3 times total permit fee (includes the Restoration fee). No portion of the penalty will be refunded.

Failure to Obtain Street Opening Permit prior to Excavation (Non-Emergency)

Requirements for opening newly improved street: If by special action of the Borough Manager or Borough Council, as the case may be, a permit is issued to open any paved and improved street surface less than five years old, then the applicant for such permit shall improve the opening and/or excavation for the entire distance from curb to curb of the subject street and otherwise comply with Borough requirements. These requirements may be waived by action of the Borough.

The Borough, at its discretion, may require any and all application materials or related subsequent construction or improvements to be reviewed and/or inspected by the Borough Codes Enforcement Officer, Borough Engineer, Borough Solicitor, or other consultants, with the applicant being responsible for all costs of said review as billed to the Borough.

2022 FEE SCHEDULE
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SUBDIVISION AND LAND DEVELOPMENT

PLAN REVIEW FEES

All fees in excess of the applicable filing fee incurred for review of plans and report(s) thereon by the Borough's engineer or other professional consultant will be billed in accordance with the ordinary and customary charges of the Borough's engineers or other professional consultant to the Borough. The applicant shall, prior to the Borough approval of the Final Plan, pay the Borough the excess amount expended in reviewing the plans/reports. Any unused portion of the total fee charged to any applicant will be returned to the applicant. This refund will be made only after plan approval by the Planning Commission and the Borough Council. No development or subdivision plan shall be approved unless all fees have been paid in full.

Administrative Expense \$ 250.00

Residential

Minor Subdivision Sketch Plan \$ 1,000.00

Brief Subdivision Sketch Plan \$ 1,000.00
Plus additional for each lot or dwelling unit \$ 50.00

Brief Subdivision Final Plan \$ 1,500.00
Plus additional for each lot or dwelling unit \$ 50.00

Major Residential Subdivision Sketch Plan \$ 1,500.00

Major Residential Subdivision Preliminary Plan \$ 2,000.00
Plus additional lot or dwelling unit fee **

Major Residential Subdivision Final Plan \$ 2,000.00
Plus additional lot or dwelling unit fee **

** Lot or Dwelling unit fees as follows:

First 10 lots or units (each) \$ 100.00
Next 100 lots or units (each) \$ 60.00
Each additional lot or unit (each) \$ 20.00

Commercial/Industrial Subdivision or Land Development

Sketch Plan \$ 1,000.00
Plus additional lot fee **

Preliminary Plan \$ 2,000.00
Plus additional lot fee **

Final Plan \$ 2,000.00
Plus additional lot fee **

** Lot or Dwelling unit fees as follows:

First 10 lots or units (each) \$ 100.00
Next 100 lots or units (each) \$ 60.00
Each additional lot or unit (each) \$ 20.00

ZONING PERMIT

RESIDENTIAL

Accessory Building, Sheds, Detached Garages
< 200 sq. ft. \$ 25.00
> 200 sq. ft. \$ 50.00

Zoning Site Plan Review/Impervious Coverage

Initial Review - Establish Existing Coverage \$ 50.00
Zoning Review after Initial Review \$ 25.00

Zoning Review - Construction

Swimming Pool - New Construction \$ 75.00

Addition to primary structure \$ 100.00
Plus Consultant Fees

New Home \$ 200.00
Plus Consultant Fees

Zoning Plan Review

By Consultants - Actual Fees billed See attached Fee Schedules

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COMMERCIAL

Change of Tenant and/or Use	- Parking & Use Review	
	One Tenant or Use per property	\$100.00
		Plus Consultant Fees
	Two Tenants and/or Uses per property	\$150.00
		Plus Consultant Fees
	Three Tenants and/or Uses per property	\$225.00
		Plus Consultant Fees
	Four or more Tenants and/or Uses per property	\$300.00
		Plus Consultant Fees
Zoning Use & Permit Review (Including Initial Impervious Coverage)		\$ 200.00
		Plus Consultant Fees
Zoning Review by Consultants		See Consultant Fees
Alteration to primary structure		\$ 200.00
		Plus Consultant Fees
New Construction		\$ 200.00
		Plus Consultant Fees
Signs	0 - 25 sq. ft.	\$ 75.00
		Plus Consultant Fees
	26 - 50 sq. ft.	\$ 100.00
		Plus Consultant Fees
	> 50 sq. ft.	\$ 150.00
		Plus Consultant Fees

FORESTRY/TIMBER HARVEST

Application Fee		\$ 250.00
Plan Review Fees		See Consultant Fees
INSPECTION FEES		
Borough Staff	per inspection	\$ 60.00
Consultants		See Consultant Fees