

**BOROUGH OF ST. LAWRENCE  
FEE SCHEDULE January 2025**

**RESOLUTION NO. 908-2025**



**BE AND IT IS HEREBY RESOLVED** that the Borough Council of the Borough of St. Lawrence, Berks County, Pennsylvania, desires to adopt the schedule of fees including penalties and reimbursement of professional fees.

**WHEREAS** the Borough Council desires to adopt the attached schedule of fees for the Borough of St. Lawrence for the 2025 calendar year.

**WHEREAS IT IS FURTHER RESOLVED** that the attached updated schedule of fees for the Borough of St. Lawrence.

**PASSED AND APPROVED** at the regular meeting of the St. Lawrence Borough Council, Berks County, Pennsylvania, held this 9<sup>th</sup> day of January 2025

**ST. LAWRENCE BOROUGH COUNCIL**

  
\_\_\_\_\_  
Corrine Zana, MAYOR  
\_\_\_\_\_  
Robert May, PRESIDENT

**ATTESTED:**

  
\_\_\_\_\_  
Amanda Muso, BOROUGH SECRETARY

## ST. LAWRENCE BOROUGH FEE SCHEDULE

2025

**ADMINISTRATION**

|  |    |                |                |
|--|----|----------------|----------------|
| Tax Certifications   | \$ | 20.00          |                |
| Late fee on invoices over 30 days past due   |    | 10%            |                |
| Mailing Fee Actual Charges plus handling fee(includes Certified Mail, Priority Mail, etc.) |    | Actual Charges |                |
| Mail handling charge   | \$ | 2.50           |                |
| 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           | /Certification |
| Fax: per page  |    | 50¢            |                |

**Collections**

|  |    |               |                    |
|--|----|---------------|--------------------|
| Municipal Lien - Attorney's Charges including Court filing fees added to Lien amount | \$ | 311.00        | See Resolution 720 |
| Municipal Lien Interest Rate   |    | 10% Per Annum | See Resolution 720 |
| Return Check Charge  | \$ | 25.00         |                    |
| Pre-Lien Collection Letter - Does not include Mailing fees                           | \$ | 30.00         |                    |

**Personnel**

|                           |    |        |       |
|---------------------------|----|--------|-------|
| Manager                   | \$ | 110.00 | /hour |
| Office Staff              | \$ | 65.00  | /hour |
| Road Crew                 | \$ | 42.50  | /hour |
| Roadmaster/GIS Specialist | \$ | 85.00  | /hour |
| Other Staff               | \$ | 40.00  | /hour |

**Equipment - all fees without operator per current FEMA fee schedule**

|  |    |                        |       |
|--|----|------------------------|-------|
| BACKHOE - CAT 420F                                       | \$ | 91.69                  | /hour |
| COMPACTOR - VIBRATORY DRUM 8222                          | \$ | 64.73                  | /hour |
| SKID STEER LOADER 81HP - 8542                            | \$ | 78.88                  | /hour |
| SKID STEER BROOM - 8154-1                                | \$ | 27.47                  | /hour |
| TRAILER - EQUIPMENT 8600                                 | \$ | 15.22                  | /hour |
| DUMP TRUCK F-550   | \$ | 74.83                  | /hour |
| PICK-UP TRUCK F-350                                      | \$ | 31.81                  | /hour |
| Add Plow on either Vehicle in addition to vehicle charge | \$ | 25.89                  | /hour |
| Add Salt Spreader in addition to Vehicle Charge          | \$ | 11.05                  | /hour |
| Add Brine Application in addition to Vehicle Charge      | \$ | 5.60                   | /hour |
| Salt: Current contract price                             |    | Current Contract Price |       |

**ALARM ORDINANCE**

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

**CODE ENFORCEMENT**

|  |                           |
|--|---------------------------|
| Code Violation removal of weeds and high grass by appointed Contractor | See attached Fee Schedule |
|--|---------------------------|

**CONSULTING FEES - PROFESSIONAL**

|                                   |                            |
|-----------------------------------|----------------------------|
| Actual Cost Billed by Consultants | See attached Fee Schedules |
|-----------------------------------|----------------------------|

**ENGINEERING FEES**

|  |                           |
|--|---------------------------|
| Actual cost billed by consulting engineers | See attached Fee Schedule |
|--|---------------------------|

**FLOODPLAIN PERMIT FEE - Ordinance 414 Section 304 D**

|  |    |          |   |
|--|----|----------|---|
| Administrative Fee   | \$ | 250.00   |   |
| 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 - Any fees remaining will be reimbursed, any fees exceeding will be billed****HEARINGS BEFORE ZONING HEARING BOARD****Residential**

|                                     |    |          |   |
|-------------------------------------|----|----------|---|
| Appeal of Zoning Officer Action     | \$ | 1,000.00 | * |
| Variance                            | \$ | 1,000.00 | * |
| Special Exception                   | \$ | 1,000.00 | * |
| Validity of Zoning Ordinance or Map | \$ | 3,000.00 | * |

**Commercial/Industrial**

|                                     |    |          |   |
|-------------------------------------|----|----------|---|
| Appeal of Zoning Officer Action     | \$ | 2,000.00 | * |
| Variance                            | \$ | 2,000.00 | * |
| Special Exception                   | \$ | 2,000.00 | * |
| Validity of Zoning Ordinance or Map | \$ | 3,000.00 | * |

**HEARINGS BEFORE BOROUGH COUNCIL**

|  |    |          |   |
|--|----|----------|---|
| Zoning Change                              | \$ | 5,000.00 | * |
| Curative Amendment                         | \$ | 5,000.00 | * |
| Conditional Uses                           | \$ | 1,000.00 | * |
| Appeal Property Maintenance Code Violation | \$ | 1,000.00 | * |
| Liquor License Transfer                    | \$ | 1,000.00 | * |
| Miscellaneous Hearings                     | \$ | 1,000.00 | * |

**Electrical**

|                           |  |   |
|---------------------------|--|---|
| 100 & 200 Amp Service     | ✓  | ✓ |
| Burglar/Fire Alarm System | ✓  | ✓ |
| CCTV System/Telephone     | ✓  | ✓ |
| Minor Upgrade             | <i>Add 3 or less new circuits; 10 or less lights, receptacles, switches or devices without opening walls</i> |   |
|                           | ✓  | ✓ |

**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 |

**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  | \$          | 65.00        |
| Field/Consultation  | Hourly Rate |              |
| Investigation/Malfunction   | Hourly Rate |              |
| Observe/Conduct Probes  | \$          | 65.00 /Probe |
| Observe Percolation   | \$          | 195.00       |
| Conduct Percolation   | \$          | 390.00       |
| Design Review:  |             |              |
| Elevated Sand   | \$          | 98.00        |
| Pressure Dosed  | \$          | 98.00        |
| In-Ground   | \$          | 65.00        |
| Drip Irrigation   | \$          | 130.00       |
| Permit Issue/Deny   | \$          | 33.00        |
| Inspection:   |             |              |
| Elevated Sand (4 @ \$98.00)   | \$          | 390.00       |
| In-Ground   | \$          | 195.00       |
| Drip Irrigation   | \$          | 390.00       |
| Reissue Expired Permit  | \$          | 130.00       |
| Verify Prior Testing  | \$          | 130.00       |
| Transfer Permit   | \$          | 33.00        |
| Hourly Rate for Unspecified Work  | \$          | 65.00        |
| 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  |

**PLAYGROUND FACILITIES****FEES**

|   |    |        |         |
|---|----|--------|---------|
| Bathroom Rental - Available April 15 - October 15, when not in use by the Borough | \$ | 100.00 | Deposit |
| \$ 50.00 non-refundable fee for use call for available days, times & application  |    |        |         |

**SEWER****SEWER USE**

|  |               |    |       |
|--|---------------|----|-------|
| Ordinance 451 - Based on metered water usage | Base Charge   | \$ | 37.50 |
| Adopted September 9, 2022                    | Per 1,000 Gal | \$ | 7.50  |

**STRONG WASTE SURCHARGE**

|               |               |
|---------------|---------------|
| See Ordinance | See Ordinance |
|---------------|---------------|

**TAP IN FEE**

|               |                |
|---------------|----------------|
| Ordinance 368 |                |
| Residential   | \$ 3,400.00    |
| Commercial    | Contact Office |

**Commercial/Industrial Subdivision or Land Development**

|                         |    |          |
|-------------------------|----|----------|
| Sketch Plan             | \$ | 1,500.00 |
| 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)      | \$ | 150.00 |
| Next 100 lots or units (each)      | \$ | 100.00 |
| Each additional lot or unit (each) | \$ | 75.00  |

**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 |
|-------------------------------------|----------------------------|

**COMMERCIAL**

|  |   |                      |
|--|---|----------------------|
| Change of Tenant and/or Use  | - Parking and/or 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 |    | Consultants Fees |

**INSPECTION FEES**

|               |    |                      |
|---------------|----|----------------------|
| Borough Staff | \$ | 75.00 per inspection |
| Consultants   |    | Consultants Fees     |

**ST. LAWRENCE BOROUGH FEE SCHEDULE**

**ADMINISTRATION**

|  |                |                     |
|--|----------------|---------------------|
| Tax Certifications   | \$             | 20.00               |
| Late fee on invoices over 30 days past due   |                | 10%                 |
| Mailing Fee Actual Charges plus handling fee(includes Certified Mail, Priority Mail, etc.) | Actual Charges |                     |
| Mail handling charge   | \$             | 2.50                |
| 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 /Certification |
| Fax: per page  |                | 50¢                 |

**Collections**

|  |    |               |                    |
|--|----|---------------|--------------------|
| Municipal Lien - Attorney's Charges including Court filing fees added to Lien amount | \$ | 311.00        | See Resolution 720 |
| Municipal Lien Interest Rate   |    | 10% Per Annum | See Resolution 720 |
| Return Check Charge  | \$ | 25.00         |                    |
| Pre-Lien Collection Letter - Does not include Mailing fees                           | \$ | 30.00         |                    |

**Personnel**

|                           |    |              |
|---------------------------|----|--------------|
| Manager                   | \$ | 110.00 /hour |
| Office Staff              | \$ | 65.00 /hour  |
| Road Crew                 | \$ | 42.50 /hour  |
| Roadmaster/GIS Specialist | \$ | 85.00 /hour  |
| Other Staff               | \$ | 40.00 /hour  |

**Equipment - all fees without operator per current FEMA fee schedule**

|  |    |                        |
|--|----|------------------------|
| BACKHOE - CAT 420F                                       | \$ | 91.69 /hour            |
| COMPACTOR - VIBRATORY DRUM 8222                          | \$ | 64.73 /hour            |
| SKID STEER LOADER 81HP - 8542                            | \$ | 78.88 /hour            |
| SKID STEER BROOM - 8154-1                                | \$ | 27.47 /hour            |
| TRAILER - EQUIPMENT 8600                                 | \$ | 15.22 /hour            |
| DUMP TRUCK F-550   | \$ | 74.83 /hour            |
| PICK-UP TRUCK F-350                                      | \$ | 31.81 /hour            |
| Add Plow on either Vehicle in addition to vehicle charge | \$ | 25.89 /hour            |
| Add Salt Spreader in addition to Vehicle Charge          | \$ | 11.05 /hour            |
| Add Brine Application in addition to Vehicle Charge      | \$ | 5.60 /hour             |
| Salt: Current contract price                             |    | Current Contract Price |

**ALARM ORDINANCE**

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

**CODE ENFORCEMENT**

|  |                           |
|--|---------------------------|
| Code Violation removal of weeds and high grass by appointed Contractor | See attached Fee Schedule |
|--|---------------------------|

**CONSULTING FEES - PROFESSIONAL**

|                                   |                            |
|-----------------------------------|----------------------------|
| Actual Cost Billed by Consultants | See attached Fee Schedules |
|-----------------------------------|----------------------------|

**ENGINEERING FEES**

|  |                           |
|--|---------------------------|
| Actual cost billed by consulting engineers | See attached Fee Schedule |
|--|---------------------------|

**FLOODPLAIN PERMIT FEE - Ordinance 414 Section 304 D**

|                    |    |            |
|--------------------|----|------------|
| Administrative Fee | \$ | 250.00     |
| 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 - Any fees remaining will be reimbursed, any fees exceeding will be billed**

**HEARINGS BEFORE ZONING HEARING BOARD**

**Residential**

|                                     |    |            |
|-------------------------------------|----|------------|
| Appeal of Zoning Officer Action     | \$ | 1,000.00 * |
| Variance                            | \$ | 1,000.00 * |
| Special Exception                   | \$ | 1,000.00 * |
| Validity of Zoning Ordinance or Map | \$ | 3,000.00 * |

**Commercial/Industrial**

|                                     |    |            |
|-------------------------------------|----|------------|
| Appeal of Zoning Officer Action     | \$ | 2,000.00 * |
| Variance                            | \$ | 2,000.00 * |
| Special Exception                   | \$ | 2,000.00 * |
| Validity of Zoning Ordinance or Map | \$ | 3,000.00 * |

**HEARINGS BEFORE BOROUGH COUNCIL**

|  |    |            |
|--|----|------------|
| Zoning Change                              | \$ | 5,000.00 * |
| Curative Amendment                         | \$ | 5,000.00 * |
| Conditional Uses                           | \$ | 1,000.00 * |
| Appeal Property Maintenance Code Violation | \$ | 1,000.00 * |
| Liquor License Transfer                    | \$ | 1,000.00 * |
| Miscellaneous Hearings                     | \$ | 1,000.00 * |

**Electrical**

|                           |  |   |
|---------------------------|--|---|
| 100 & 200 Amp Service     | ✓  | ✓ |
| Burglar/Fire Alarm System | ✓  | ✓ |
| CCTV System/Telephone     | ✓  | ✓ |
| Minor Upgrade             | <i>Add 3 or less new circuits; 10 or less lights, receptacles, switches or devices without opening walls</i> |   |
|                           | ✓  | ✓ |

**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 |

**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  | \$          | 65.00        |
| Field/Consultation  | Hourly Rate |              |
| Investigation/Malfunction   | Hourly Rate |              |
| Observe/Conduct Probes  | \$          | 65.00 /Probe |
| Observe Percolation   | \$          | 195.00       |
| Conduct Percolation   | \$          | 390.00       |
| Design Review:  |             |              |
| Elevated Sand   | \$          | 98.00        |
| Pressure Dosed  | \$          | 98.00        |
| In-Ground   | \$          | 65.00        |
| Drip Irrigation   | \$          | 130.00       |
| Permit Issue/Deny   | \$          | 33.00        |
| Inspection:   |             |              |
| Elevated Sand (4 @ \$98.00)   | \$          | 390.00       |
| In-Ground   | \$          | 195.00       |
| Drip Irrigation   | \$          | 390.00       |
| Reissue Expired Permit  | \$          | 130.00       |
| Verify Prior Testing  | \$          | 130.00       |
| Transfer Permit   | \$          | 33.00        |
| Hourly Rate for Unspecified Work  | \$          | 65.00        |
| 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 |              |

**PLAYGROUND FACILITIES****FEES**

|   |    |                |
|---|----|----------------|
| Bathroom Rental - Available April 15 - October 15, when not in use by the Borough | \$ | 100.00 Deposit |
| \$ 50.00 non-refundable fee for use call for available days, times & application  |    |                |

**SEWER****SEWER USE**

|  |               |    |       |
|--|---------------|----|-------|
| Ordinance 451 - Based on metered water usage | Base Charge   | \$ | 37.50 |
| Adopted September 9, 2022                    | Per 1,000 Gal | \$ | 7.50  |

**STRONG WASTE SURCHARGE**

|               |               |
|---------------|---------------|
| See Ordinance | See Ordinance |
|---------------|---------------|

**TAP IN FEE**

|               |                |
|---------------|----------------|
| Ordinance 368 |                |
| Residential   | \$ 3,400.00    |
| Commercial    | Contact Office |

**Commercial/Industrial Subdivision or Land Development**

|                         |    |          |
|-------------------------|----|----------|
| Sketch Plan             | \$ | 1,500.00 |
| 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)      | \$ | 150.00 |
| Next 100 lots or units (each)      | \$ | 100.00 |
| Each additional lot or unit (each) | \$ | 75.00  |

**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 |
|-------------------------------------|----------------------------|

**COMMERCIAL**

|  |   |                      |
|--|---|----------------------|
| Change of Tenant and/or Use  | - Parking and/or 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 | Consultants Fees |        |

**INSPECTION FEES**

|               |                  |                      |
|---------------|------------------|----------------------|
| Borough Staff | \$               | 75.00 per inspection |
| Consultants   | Consultants Fees |                      |

**ST. LAWRENCE BOROUGH FEE SCHEDULE**

**ADMINISTRATION**

|  |    |                |                |
|--|----|----------------|----------------|
| Tax Certifications   | \$ | 20.00          |                |
| Late fee on invoices over 30 days past due   |    | 10%            |                |
| Mailing Fee Actual Charges plus handling fee(includes Certified Mail, Priority Mail, etc.) |    | Actual Charges |                |
| Mail handling charge   | \$ | 2.50           |                |
| 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           | /Certification |
| Fax: per page  |    | 50¢            |                |

**Collections**

|  |    |               |                    |
|--|----|---------------|--------------------|
| Municipal Lien - Attorney's Charges including Court filing fees added to Lien amount | \$ | 311.00        | See Resolution 720 |
| Municipal Lien Interest Rate   |    | 10% Per Annum | See Resolution 720 |
| Return Check Charge  | \$ | 25.00         |                    |
| Pre-Lien Collection Letter - Does not include Mailing fees                           | \$ | 30.00         |                    |

**Personnel**

|                           |    |        |       |
|---------------------------|----|--------|-------|
| Manager                   | \$ | 110.00 | /hour |
| Office Staff              | \$ | 65.00  | /hour |
| Road Crew                 | \$ | 42.50  | /hour |
| Roadmaster/GIS Specialist | \$ | 85.00  | /hour |
| Other Staff               | \$ | 40.00  | /hour |

**Equipment - all fees without operator per current FEMA fee schedule**

|  |    |                        |       |
|--|----|------------------------|-------|
| BACKHOE - CAT 420F                                       | \$ | 91.69                  | /hour |
| COMPACTOR - VIBRATORY DRUM 8222                          | \$ | 64.73                  | /hour |
| SKID STEER LOADER 81HP - 8542                            | \$ | 78.88                  | /hour |
| SKID STEER BROOM - 8154-1                                | \$ | 27.47                  | /hour |
| TRAILER - EQUIPMENT 8600                                 | \$ | 15.22                  | /hour |
| DUMP TRUCK F-550   | \$ | 74.83                  | /hour |
| PICK-UP TRUCK F-350                                      | \$ | 31.81                  | /hour |
| Add Plow on either Vehicle in addition to vehicle charge | \$ | 25.89                  | /hour |
| Add Salt Spreader in addition to Vehicle Charge          | \$ | 11.05                  | /hour |
| Add Brine Application in addition to Vehicle Charge      | \$ | 5.60                   | /hour |
| Salt: Current contract price                             |    | Current Contract Price |       |

**ALARM ORDINANCE**

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

**CODE ENFORCEMENT**

|  |                           |
|--|---------------------------|
| Code Violation removal of weeds and high grass by appointed Contractor | See attached Fee Schedule |
|--|---------------------------|

**CONSULTING FEES - PROFESSIONAL**

|                                   |                            |
|-----------------------------------|----------------------------|
| Actual Cost Billed by Consultants | See attached Fee Schedules |
|-----------------------------------|----------------------------|

**ENGINEERING FEES**

|  |                           |
|--|---------------------------|
| Actual cost billed by consulting engineers | See attached Fee Schedule |
|--|---------------------------|

**FLOODPLAIN PERMIT FEE - Ordinance 414 Section 304 D**

|                    |    |          |   |
|--------------------|----|----------|---|
| Administrative Fee | \$ | 250.00   |   |
| 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 - Any fees remaining will be reimbursed, any fees exceeding will be billed**

**HEARINGS BEFORE ZONING HEARING BOARD**

**Residential**

|                                     |    |          |   |
|-------------------------------------|----|----------|---|
| Appeal of Zoning Officer Action     | \$ | 1,000.00 | * |
| Variance                            | \$ | 1,000.00 | * |
| Special Exception                   | \$ | 1,000.00 | * |
| Validity of Zoning Ordinance or Map | \$ | 3,000.00 | * |

**Commercial/Industrial**

|                                     |    |          |   |
|-------------------------------------|----|----------|---|
| Appeal of Zoning Officer Action     | \$ | 2,000.00 | * |
| Variance                            | \$ | 2,000.00 | * |
| Special Exception                   | \$ | 2,000.00 | * |
| Validity of Zoning Ordinance or Map | \$ | 3,000.00 | * |

**HEARINGS BEFORE BOROUGH COUNCIL**

|  |    |          |   |
|--|----|----------|---|
| Zoning Change                              | \$ | 5,000.00 | * |
| Curative Amendment                         | \$ | 5,000.00 | * |
| Conditional Uses                           | \$ | 1,000.00 | * |
| Appeal Property Maintenance Code Violation | \$ | 1,000.00 | * |
| Liquor License Transfer                    | \$ | 1,000.00 | * |
| Miscellaneous Hearings                     | \$ | 1,000.00 | * |

**Electrical**

|  |   |   |
|--|---|---|
| 100 & 200 Amp Service  | ✓ | ✓ |
| Burglar/Fire Alarm System  | ✓ | ✓ |
| CCTV System/Telephone  | ✓ | ✓ |
| Minor Upgrade  |   |   |
| <i>Add 3 or less new circuits; 10 or less lights, receptacles, switches or devices without opening walls</i> |   |   |
|  | ✓ | ✓ |

**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 |

**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  | \$                          | 65.00        |
| Field/Consultation  |                             | Hourly Rate  |
| Investigation/Malfunction   |                             | Hourly Rate  |
| Observe/Conduct Probes  | \$                          | 65.00 /Probe |
| Observe Percolation   | \$                          | 195.00       |
| Conduct Percolation   | \$                          | 390.00       |
| Design Review:  |                             |              |
|   | Elevated Sand               | \$ 98.00     |
|   | Pressure Dosed              | \$ 98.00     |
|   | In-Ground                   | \$ 65.00     |
|   | Drip Irrigation             | \$ 130.00    |
| Permit Issue/Deny   | \$                          | 33.00        |
| Inspection:   |                             |              |
|   | Elevated Sand (4 @ \$98.00) | \$ 390.00    |
|   | In-Ground                   | \$ 195.00    |
|   | Drip Irrigation             | \$ 390.00    |
| Reissue Expired Permit  | \$                          | 130.00       |
| Verify Prior Testing  | \$                          | 130.00       |
| Transfer Permit   | \$                          | 33.00        |
| Hourly Rate for Unspecified Work  | \$                          | 65.00        |
| 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  |

**PLAYGROUND FACILITIES****FEES**

|   |    |        |         |
|---|----|--------|---------|
| Bathroom Rental - Available April 15 - October 15, when not in use by the Borough | \$ | 100.00 | Deposit |
| \$ 50.00 non-refundable fee for use call for available days, times & application  |    |        |         |

**SEWER****SEWER USE**

|  |               |    |       |
|--|---------------|----|-------|
| Ordinance 451 - Based on metered water usage | Base Charge   | \$ | 37.50 |
| Adopted September 9, 2022                    | Per 1,000 Gal | \$ | 7.50  |

**STRONG WASTE SURCHARGE**

|               |               |
|---------------|---------------|
| See Ordinance | See Ordinance |
|---------------|---------------|

**TAP IN FEE**

|               |                |
|---------------|----------------|
| Ordinance 368 |                |
| Residential   | \$ 3,400.00    |
| Commercial    | Contact Office |

**Commercial/Industrial Subdivision or Land Development**

|                         |    |          |
|-------------------------|----|----------|
| Sketch Plan             | \$ | 1,500.00 |
| 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)      | \$ | 150.00 |
| Next 100 lots or units (each)      | \$ | 100.00 |
| Each additional lot or unit (each) | \$ | 75.00  |

**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 |
|-------------------------------------|----------------------------|

**COMMERCIAL**

|  |   |                      |
|--|---|----------------------|
| Change of Tenant and/or Use  | - Parking and/or 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 | Consultants Fees |        |

**INSPECTION FEES**

|               |                  |                      |
|---------------|------------------|----------------------|
| Borough Staff | \$               | 75.00 per inspection |
| Consultants   | Consultants Fees |                      |



November 15, 2024

Borough of St. Lawrence  
3540 St. Lawrence Ave.  
Reading, PA 19606-2372

Attn: Borough Council

Re: Proposal for Sewage Enforcement Officer Services – 2025

Dear Council Members:

Pursuant to the request of the Borough, Systems Design Engineering, Inc. is pleased to provide the following proposal for Sewage Enforcement Officer services for the Borough's consideration. The hourly rate for 2025 is \$72.00/hr. This increase is reflected in each of the SEO services listed on the included fee schedule. Please note, unreimbursed costs relating to SEO qualified activities are still eligible for up to 50% reimbursement of total cost by PADEP.

Section 8 of the Pennsylvania Sewage Facilities Act and §72.42, Chapter 72 Administration of Sewage Facilities Permitting Program, delegates the Borough with the power and duty to establish a schedule of fees for the above referenced services.

In order to facilitate the reimbursement request filed annually with the Department of Environmental Protection, the following activity listing and accompanying fees for each activity are listed on the attached Fee Schedule. This format is suggested because it more closely relates the fees charged by the Borough to form WQ-280 Section E, Schedule of Permit Fees which is filed as part of the reimbursement request. In this manner, the Borough of St. Lawrence will be more efficient in recouping funds expended to perform mandated work.

Procedurally, the applicant must arrange for the backhoe and complete the PA ONE CALL requirements as well as pay projected fees prior to the work being completed. Excavation of the percolation holes is the responsibility of the applicant, but can be provided as a service on an hourly-billing basis by Systems Design Engineering, Inc. An applicant checklist will be provided to assist the applicant in site development.

Similarly, all other services as may be ordered by the Borough in regard to sewage enforcement work can be billed on an hourly rate basis.

Issuance or approval of a Sewage Permit by the SEO does not imply or guarantee operation for any period of time; however, we do insure the proper implementation of Act 537 administratively. Records relative to those services will be available for purposes of required audits to authorized agents.

The following is a listing of Sewage Enforcement Officers assigned to you.

Primary: Scot McCaffrey – Certificate No. 03421  
Alternate: Nicolas Volk – Certificate No. 04065  
Alternate: Kevin Beyer – Certificate No. 04108  
Alternate: Keith Showalter – Certificate No. 01957

If you agree with the information provided, please adopt this fee schedule at your next regularly scheduled meeting and return an executed copy for our records.

Very truly yours,  
**SYSTEMS DESIGN ENGINEERING, INC.**

  
Stephen Gribb, P.E.

SG/SKG

Cc: File #25-1072-0300



# BOROUGH OF ST. LAWRENCE SEWAGE ENFORCEMENT FEES 2025

| <u>Services</u>                        | <u>Fees</u> |
|--|-------------|
| Permit Application .....               | \$72.00     |
| Field/Consultation .....               | Hourly Rate |
| Investigation/Malfunction .....        | Hourly Rate |
| Observe/Conduct Probes .....           | 72.00/Probe |
| Observe Percolation .....              | 216.00      |
| Conduct Percolation .....              | 432.00      |
| Design Review:                         |             |
| Elevated Sand.....                     | 108.00      |
| Pressure Dosed.....                    | 108.00      |
| In-Ground.....                         | 72.00       |
| Drip Irrigation .....                  | 144.00      |
| Permit Issue/Deny .....                | 36.00       |
| Inspection:                            |             |
| Elevated Sand (4 @ \$108.00) .....     | 432.00      |
| In-Ground.....                         | 216.00      |
| Drip Irrigation .....                  | 408.00      |
| Reissue Expired Permit .....           | 144.00      |
| Verify Prior Testing .....             | 144.00      |
| Transfer Permit.....                   | 36.00       |
| Hourly Rate for Unspecified Work ..... | 72 .00      |

1. The Sewage Enforcement Officer is authorized to perform sewage planning module soils eligibility testing and sign the false swearing statement.
2. The Sewage Enforcement Officer is authorized to collect fees and will deliver the fees to the Borough on a regular basis with the activity report.
3. Additional reimbursement for out-of-pocket expenses and administrative/unspecified services will be billed at cost. Travel will be billed at the prevailing IRS rate.

Passed and adopted the \_\_\_\_\_ day of January, 2025.

\_\_\_\_\_  
President of Council

\_\_\_\_\_  
Secretary



November 15, 2024

St. Lawrence Borough  
3540 St. Lawrence Avenue  
Reading, PA 19606-2372

Re: 2025 Schedule of Professional Service Rates  
Systems Design Engineering, Inc.

Dear Borough Council,

We are pleased to present Systems Design Engineering, Inc.'s (SDE) updated Schedule of Professional Service Rates for 2025. As always, we are committed to offering practical, cost-effective solutions while maintaining the quality of service you expect from us.

SDE greatly values its partnership with St. Lawrence Borough, and we take great pride in understanding and addressing your unique needs. Our focus remains on delivering reliable, attentive service and upholding the Borough's best interests in every aspect of our work.

This year, we have made an important change to our billing structure. To increase transparency and clarity, we have simplified our fee schedule. Rather than providing a range of rates for various positions, we now offer a set, clearly identified rate for each position description. We believe this will make it easier for you to understand our pricing and improve the overall experience.

We truly appreciate the opportunity to serve the St. Lawrence Borough and look forward to another successful year of collaboration. Thank you for your continued trust in SDE.

Sincerely,

A handwritten signature in blue ink that reads "Stephen Gribb". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Stephen Gribb, P.E. – President  
Systems Design Engineering, Inc.



**SYSTEMS DESIGN ENGINEERING, INC.  
SCHEDULE OF PROFESSIONAL SERVICE RATES  
Effective January 1, 2025, through December 31, 2025**

COMPENSATION FOR PERSONNEL SHALL BE IN ACCORDANCE WITH THE FOLLOWING HOURLY RATES:

| <u>CLASSIFICATION</u> | <u>POSITIONS</u>  | <u>HOURLY RATE</u> |
|-----------------------|---|--------------------|
| 1                     | ENTRY-LEVEL<br>Entry-Level Assistant, Intern  | \$42.00            |
| 2                     | ADMINISTRATIVE<br>Administrative Assistant, CAD Operator, Administration  | \$69.00            |
| 3                     | CODE OFFICIALS<br>Zoning Official, Code Official  | \$81.00            |
| 4                     | TECHNICIANS<br>Project Surveyor, Project Technician Design  | \$97.00            |
| 5                     | SENIOR CODE OFFICIALS/PROFESSIONALS<br>Construction Code Official, Senior Zoning Official, Construction Observer, Project Planner, Sewage Enforcement Officer, Engineer | \$110.00           |
| 6                     | PROJECT PROFESSIONALS<br>Senior Drafter, Construction Manager, Project Engineer I   | \$120.00           |
| 7                     | SENIOR PROFESSIONALS<br>Senior Surveyor, Technician, Designer, Senior Designer, Project Engineer II   | \$129.00           |
| 8                     | SENIOR ENGINEER<br>Senior Engineer I, Project Engineer III  | \$140.00           |
| 9                     | MANAGING PROFESSIONALS<br>Principal, Project Manager, Senior Engineer II, Senior Planner  | \$150.00           |

THE ABOVE SERVICE RATES ARE SUBJECT TO ADJUSTMENT DUE TO ESCALATION IN WAGES, NORMAL "COST OF LIVING," AND/OR MERIT RAISES.

ADDITIONAL REIMBURSEMENT FOR THE FOLLOWING WILL BE BILLED AT:

|                    |                     |
|--------------------|---------------------|
| MILEAGE            | PREVAILING IRS RATE |
| EXPENSES           | NET COST            |
| COPIES             | NET COST            |
| SUBCONTRACTED WORK | NET COST PLUS 15%   |

**Disclaimer:**

Please note that throughout the course of the year, SDE reserves the right to list additional positions. At that time, an updated Schedule of Professional Service Rates will be provided.



## STANDARD TERMS & CONDITIONS

---

### A. RESPONSIBILITIES OF SYSTEMS DESIGN ENGINEERING, INC.

#### 1. SAFETY:

Systems Design Engineering, Inc. personnel always endeavor to conduct field activities in such a manner as to protect themselves and others from accidents and injury. Our personnel use their own safety equipment (hard hats, goggles, protective clothing, respirators, etc.) unless otherwise instructed. When the client is aware of a need for special safety equipment, the client shall so specify before the work proceeds.

#### 2. CONFIDENTIALITY AND NON-USE:

During the conduct of specific engineering assignments, Systems Design Engineering, Inc.(SDEI) and its employees may obtain, directly or indirectly, secret and confidential information proprietary to the client. Accordingly, Systems Design Engineering, Inc. agrees, on behalf of itself and its employees, to maintain as secret and confidential all said proprietary information and not to disclose it to others or use it without specific authorization from the client, except as may be required by law.

#### 3. INSURANCE:

Systems Design Engineering, Inc. will maintain insurance coverage in the following amounts and, upon request of the Client, will provide a Certificate of Insurance so indicating:

| TYPE OF POLICY |   | LIMIT OF LIABILITY          |
|----------------|---|-----------------------------|
| (a)            | Standard Worker's Compensation                            | Statutory                   |
|                | Employer's Liability                                      | \$500,000                   |
| (b)            | General Liability   | \$1,000,000 each occurrence |
|                | Combined single limit (bodily injury and property damage) | \$2,000,000 aggregate       |
| (c)            | Automobile Liability                                      | \$2,000,000 each occurrence |
|                | Combined single limit (bodily injury and property damage) |                             |
| (d)            | Professional Liability                                    | \$1,000,000 each occurrence |

## **B. RESPONSIBILITIES OF THE CLIENT**

### **1. COORDINATION:**

The client will provide a representative to coordinate all on-site activities and to serve as liaison with Systems Design Engineering, Inc.

### **2. REVIEW:**

The client will provide timely and expeditious review of reports delivered by Systems Design Engineering, Inc., provide general guidance during execution of the work, and generally cooperate to the fullest extent possible during the course of the work and meeting project schedules.

### **3. INDEMNIFICATION:**

The client shall defend, indemnify, and hold harmless Systems Design Engineering, Inc. and its officers, employees, servants, consultants, agents, successors, and assigns from all damages that arise out of or result from the acts, errors, and omissions of the client or any of its officers, employees, servants, agents, consultants, or other representatives, except in the case of errors, omissions, or negligence in the work performed by Systems Design Engineering, Inc.

## **C. INVOICES**

### **1. INVOICES:**

Invoices will be submitted on a monthly basis for work completed and are due upon receipt. Past-due balances are subject to interest at the rate of one and one-half (1½) percent per month, effective forty-five (45) days after the date of invoice. SDEI reserves the right to suspend services and not to release any work under this agreement or any other agreement between SDEI and client until all past due balances are paid in full. Client shall notify SDEI in writing of Client's dispute of any invoice within thirty (30) days, otherwise the invoice will be presumed correct. If payments are not made in accordance with this agreement, Client shall pay all costs and reasonable attorney's fees incurred by SDEI to collect payments.

### **2. DISPUTED AMOUNTS:**

The Client will notify Systems Design Engineering, Inc. within thirty (30) days of receipt of an invoice if there is a dispute on the invoice. The Client will pay that segment of the invoice not in dispute and the disputed amount will be credited or billed on the next monthly invoice.

### **3. CREDIT:**

Systems Design Engineering, Inc. will provide services on credit terms of net 45 days. Where credit cannot be approved, Systems Design Engineering, Inc. will make every effort to arrange an alternative payment schedule.

## **D. GENERAL**

### **1. VALIDITY:**

All proposals shall be valid for thirty (30) days. Subsequent to that date, Systems Design Engineering, Inc. may withdraw this proposal or review the basis of payment to allow for changing costs and adjust start and completion dates to conform to our workload.

### **2. LIMITATION OF LIABILITY:**

SDEI's liability to the Client for losses, injuries, damages or expenses arising from SDEI's services under this Agreement and which are covered by the insurance that SDEI is required to maintain pursuant to paragraph A3 above shall be limited to the then remaining limits of SDEI's applicable liability insurance coverage(s). For any other losses, injuries, damages or expenses arising from SDEI's services, Client agrees that SDEI's total aggregate liability therefore shall not exceed the amount of SDEI's service revenue under this Agreement. In addition, the Client agrees to extend any and all liability limitations and indemnifications provided by the Client to SDEI to those individuals and entities SDEI retains for performance of the services under this Agreement, including SDEI's subconsultants and their assigns.

For purposes of this Agreement the term "liable" and "liability" shall mean liability of any kind that may be found to rest upon SDEI, whether arising from the negligence of SDEI, its subcontractors, agents or employees, breach of warranty, breach of contract, strict or absolute liability and/or any other cause.

All consequential damages arising out of this agreement are waived by both Client and SDEI.

### **3. MEDIATION, ARBITRATION, OR COURT PROCEEDING:**

In the event SDEI or any of its employees is required to testify as a witness in any court proceeding, mediation, or arbitration to which the Client is a party, Client shall pay all reasonable expert witness fees.

### **4. CHANGES:**

Only with the consent of the client may changes in, additions to, and omissions from the Scope of Services be authorized under this Agreement. Any increases in the Scope of Services shall be agreed upon in writing by the parties before Systems Design Engineering, Inc., may proceed with such changes, additions, or omissions.

### **5. DELAYS:**

Any departure from the stated schedule of work that is caused in whole or in part by a delay originated by the client or caused by conditions beyond the control of Systems Design Engineering, Inc. (such as unfavorable weather conditions, partial or complete plant shutdowns, strikes, floods, or fires) constitutes a change of scope and will be grounds for renegotiation of the contract price and the completion date.

The client will be responsible for the cost of any additional work resulting from such delays. Systems Design Engineering, Inc. will be responsible for notifying the client of any delays.

6. TERMINATION:

Either party may terminate this Agreement without cause upon thirty (30) calendar days' written notice to the other party. In the event of termination, the client will pay Systems Design Engineering, Inc. for all costs (plus profit) incurred to date of termination plus reasonable costs (plus profit) associated with termination of the work.

7. OWNERSHIP OF DOCUMENTS:

Upon payment of all fees for services, costs, and disbursements, the client shall be entitled to reproduce any documents prepared under this Agreement where such reproduction is in furtherance of project objectives. Any other reproduction, publication, distribution, or use of such documents or copies is permitted only upon obtaining prior written consent of Systems Design Engineering, Inc. Such documents and copies shall at all times remain the property of Systems Design Engineering, Inc. All unauthorized uses are at the sole risk of the users.

8. NON-SOLICITATION:

Neither Systems Design Engineering, Inc. nor the Client shall offer employment to the other's employees during this Agreement and for a period of one (1) year following the date on which the employee(s) last performs services under this Agreement, unless there is mutual consent in regards to a particular employee.

9. PRIVACY OF PROPOSAL CONTENT:

The information contained in this proposal is considered privileged and confidential. Any use or release of this information for purposes other than evaluation of its content as a basis of contract award, or as required by laws and regulations imposed upon local agencies, is prohibited.

10. HAZARDOUS MATERIALS:

SDEI shall have no responsibility for the discovery, presence, removing, and/or handling of hazardous materials at the Project Site(s).

11. GOVERNING LAW:

The laws of the Commonwealth of Pennsylvania shall govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the Courts of Common Pleas of Pennsylvania in Berks County.

12. EMPLOYEE LIABILITY:

The Client acknowledges that SDEI is a corporation and agrees that any claim made by the Client arising out of any act or omission of any director, officer or employee of SDEI in the execution or performance of this Agreement, shall be made against SDEI and not against such director, officer or employee.

13. AGREEMENT TERMS AND CONDITIONS:

The terms and conditions of this proposal constitute the entire Agreement between Systems Design Engineering, Inc. and the client. Any terms, revisions, or conditions in the client's purchase orders, correspondence, or other forms that are not consistent with the terms, provisions, or conditions of this document are void, unenforceable, and not part of the Agreement.



December 23, 2024

St. Lawrence Borough  
3540 St. Lawrence Avenue  
Reading PA 19606-2392

RE: Engineering Services  
SSM File 100852.STUF

Dear Ms Leinbach:

Thank you for the opportunity to have served you during the past year. We appreciate your confidence in our work and value the relationship we have forged. It is our goal to continually provide value to you and earn your trust. We look forward to continuing to help you serve your community in 2025. We remain committed to providing responsiveness and flexibility in 2025 in order to help you meet your goals.

We have attached our billing rates for 2025. You will see that these rates represent an overall increase of approximately 5 percent compared to our 2024 rates. As always we seek to minimize any increase in rates. This increase is based upon a number of factors, including the overall cost of living increases, significant labor market pressures, and cost increases (e.g. Health Care) being passed on to us.

It is our privilege to serve St. Lawrence Borough and we value our long-standing relationship. We remain committed to provide you with the highest quality and responsive service you expect and deserve. If you have concerns or questions, please do not hesitate to contact me.

Sincerely,  
Spotts, Stevens and McCoy

A handwritten signature in blue ink that reads "Kevin M. Conrad".

Kevin M. Conrad  
Manager, Field Services  
Water and Wastewater Engineering  
kevin.conrad@ssmgroup.com

Enclosure



## Spotts, Stevens and McCoy | 2025 Rate Schedule

[VALID THROUGH DECEMBER 31, 2025]

| Description <sup>(1)</sup>  | Hourly Rate |
|---|-------------|
| Administrative Support  | \$66        |
| Technician, Project Support   | \$97        |
| Design Drafter, Specialist I, GIS Technician, Project Representative, Construction Observer, Graduate Surveyor, Senior Marketing Specialist   | \$112       |
| Designer, Graduate Planner, Specialist II, Senior Project Representative, Senior Construction Observer, Graduate Engineer, Graduate Geologist, Environmental Specialist, GIS Specialist, IEQ Specialist, Graduate Landscape Architect, Technical Specialist, Survey Crew Chief, Energy Specialist | \$132       |
| Senior Designer, Surveyor, Planner, Specialist III, GIS Analyst, Senior Environmental Specialist, Engineer, Geologist, Senior Survey Crew Chief, Energy Analyst, Senior Graduate Geologist, Senior Graduate Engineer  | \$144       |
| Project Engineer, Project Geologist, Specialist IV, Registered Landscape Architect, Senior Industrial Hygienist, Certified Planner, Project Manager, Construction Specialist, Senior Planner, Senior Surveyor, Senior GIS Analyst, Senior Energy Analyst  | \$159       |
| Technical Manager, Senior Engineer, Senior Geologist, Senior Certified Planner, Senior EHS Specialist, Senior Project Manager, Senior Registered Landscape Architect, Specialist V, Senior Technical Specialist   | \$168       |

These rates apply to all projects executed and billed on a standard time and expense basis. These rates do not include applicable sales tax. Project related expenses chargeable to the client include travel and living expenses for all personnel required to be away from the office in connection with the work; postage and shipping costs of samples and other materials; job expendable materials and supplies; special equipment rental; printing; reproduction; and the use of SSM Group, Inc. and its employees' vehicles. Overtime rates of 1.5 times normal rates apply to non-exempt employees for projects requiring overtime previously approved by the client. The services of outside consultants or specialists are charged at cost plus ten percent (10%). Standard billing terms apply.

- <sup>(1)</sup> The terms "Engineer", "Land Surveyor" and "Geologist" are strictly limited to those individuals who are registered professionals in their respective disciplines. Use of these terms in titles or by reference is governed by the Engineer, Land Surveyor and Geologist Registration Law, 63 P.S. § 148 et seq and Regulations of the State Registration Board for Professional Engineers, Land Surveyors and Geologists, 49 PA CODE, Chapter 37.

The Specialist categories above include graduate engineers, graduate land surveyors and graduate geologists not registered in Pennsylvania.



October 16, 2024

E-mail:  
[jlondon@kozloffstoudt.com](mailto:jlondon@kozloffstoudt.com)

Allison Leinbach, Borough Manager  
Borough of St. Lawrence  
3540 St. Lawrence Avenue  
Reading, PA 19606

RE: Kozloff Stoudt Hourly Rates for 2025  
Our File No. 100389

Dear Allison:

We understand that the Borough will soon be finalizing its budget for its 2025 fiscal year. As such, we write to provide information as to our fee schedule for 2025.

Our services will be billed as follows for general Borough matters:

|               |                   |
|---------------|-------------------|
| Shareholders: | \$200.00 per hour |
| Associates:   | \$180.00 per hour |
| Paralegals:   | \$128.00 per hour |

As always, we will provide a monthly itemized statement of all charges. Should you have any questions, please let me know.

We appreciate the Borough's continuing confidence in our firm.

Very truly yours,

**KOZLOFF STOUTD**  
Professional Corporation

A handwritten signature in blue ink, appearing to read 'Joan E. London'.

Joan E. London

/JEL