

PERKASIE BOROUGH COUNCIL

Agenda for Council Committee Meeting of December 1, 2025

1. Meeting Convenes at 7:00 PM – Council Meeting Room
2. Invocation and Pledge of Allegiance – Mayor Hollenbach
3. Attendance
4. Public Forum
5. President’s Remarks
6. Public Works Committee Meeting, Councilors: Steve Rose (Chair), Chuck Brooks, Robin Schilling, Dave Worthington
 - A. Discuss Amended and Restated PWTA Plant Agreement
7. Public Utility Committee Meeting, Councilors: Dave Weaver (Chair), Scott Bomboy, Kelly Laustsen, Jim Ryder
 - A. Perkasio Wholesale Power Cost Monthly Report
 - B. Review Draft Ordinance to Set Electric Rates for 2026
 - C. Consider Review of AMP Solar Projects
 - D. Installed Capacity Update
8. Planning and Zoning Committee Meeting, Councilors: Robin Schilling (Chair), Randy Faulkner, Dave Weaver, Dave Worthington
 - A. Discuss 2026 Building Code Permit Fees
9. Parks and Recreation Committee Meeting, Councilors: Dave Worthington (Chair), Scott Bomboy, Randy Faulkner, Robin Schilling
10. Personnel and Policy Committee Meeting, Councilors: Chuck Brooks (Chair), Kelly Laustsen, Steve Rose, Jim Ryder
 - A. Discuss Boards & Commission for 2026
 - B. Discuss Non-Union Employee Benefits
11. Finance Committee Meeting, Councilors: Scott Bomboy (Chair), Chuck Brooks, Randy Faulkner, Jim Ryder, Robin Schilling
 - A. Discuss Draft Resolution #2025-64 – Consolidated Fee Schedule for 2026
 - B. Consider Resolution #2025-65 – St. Stephen’s Final Escrow Release
 - C. Consider Lease Agreement for Menlo Aquatics Center Concession Stand
 - D. Consider Early Termination of Lease & Sublease Agreement – Pierce Library Assoc.
 - E. Discuss 2026 Purchasing Policy
 - F. Consider Appointment of New Auditor
12. Economic Development Committee Meeting, Councilors: Kelly Laustsen (Chair), Randy Faulkner, Steve Rose, Dave Weaver
13. Public Safety Committee Meeting, Councilors: Randy Faulkner (Chair), Chuck Brooks, Mayor Jeff Hollenbach, Kelly Laustsen, Jim Ryder
14. Historical Committee Meeting, Councilors: Scott Bomboy (Chair), Steve Rose, Dave Worthington
15. Youth Councilor Report
16. Other Business
17. Executive Session
18. Public Forum

- 19. Press Forum
- 20. Adjournment

Next Meeting: Monday, December 15, 2025 – 7:00 PM

Perkasie Borough Council agendas are available via e-mail in advance of the meetings. Please send any agenda requests to: admin@perkasieborough.org. The agendas and Perkasie Borough Council meeting packets are both available on the Borough's website at www.perkasieborough.org.



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packets and minutes.

NOTICE

NOTICE IS HEREBY GIVEN that the Borough Council of the Borough of Perkasio, Bucks County, Pennsylvania, will conduct a public hearing on Monday, December 15, 2025, at 7:00 p.m. at the Perkasio Borough Hall, located at 620 West Chestnut Street, Perkasio, Pennsylvania 18944. The purpose of the public hearing is to consider, and if appropriate, adopt an Ordinance which is summarized as follows:

The Ordinance would amend the provisions of Chapter 85 of the Perkasio Borough Code titled "Electric Service" being Ordinance 546, Enacted April 9, 1984, as Amended. The Ordinance would change Section 85-34, Rate Schedule, RS: Residential Service by increasing the capacity charge from \$.0200 to \$.0289 per kilowatt-hour. It would also impose the same change to the provisions of Section 85-35, Rate Schedule, GS: General Service. These rate changes in the Ordinance will be effective with the February 15, 2026 meter readings.

The full text of the proposed Ordinance may be examined at the Perkasio Borough Hall, 620 West Chestnut Street, Perkasio, Pennsylvania 18944, during normal business hours, and a copy of the Ordinance has been provided to this newspaper and to the Bucks County Law Library.

Jeffrey P. Garton, Esquire
Solicitor to the Borough of Perkasio
Begley, Carlin & Mandio, LLP
680 Middletown Boulevard
Langhorne, PA 19047
(215) 750-0110

**PERKASIE BOROUGH
ORDINANCE NO.1067**

**AN ORDINANCE FURTHER AMENDING CHAPTER 85
OF THE CODE OF ORDINANCES OF THE BOROUGH OF PERKASIE,
TITLED “ELECTRIC SERVICE” BEING ORDINANCE 546,
ENACTED APRIL 9, 1984, AND AS AMENDED**

WHEREAS, the Borough Council of Perkasio Borough (“Borough”), after public hearing in an effort to preserve the health, safety, and welfare of its residents, and comply with the applicable Borough Code sections, believes it to be in the best interest of the residents of the Borough to enact rates for electric service as set forth herein; and

WHEREAS, the Borough Council of THE BOROUGH OF PERKASIE hereby ordains as follows:

SECTION 1. Section 85-34. Paragraphs A and B, are hereby amended to read as follows:

Section 85-34. Rate Schedule RS: Residential Service.

- A. Application of Rate Schedule. This Rate Schedule is for single phase, sixty hertz, residential service when supplied to the customer’s wires and apparatus in accordance with the use provisions as listed below.
- B. Monthly rate (effective February 15, 2026, meter reading):
 - (1) Customer Charge: \$19.00 plus:
 - (a) \$0.1849 per kilowatt-hour for the first 200 kilowatt-hours.
 - (b) \$0.1705 per kilowatt-hour for the next 800 kilowatt-hours.
 - (c) \$0.1513 per kilowatt-hours for all additional kilowatt-hours.
 - (2) The fuel adjustment clause applies to all kilowatt-hours billed.
 - (3) Minimum Charge. The minimum charge per month shall be \$19.00.
 - (4) Installed Capacity charge of \$.0289 per kilowatt-hour will be added to the monthly bill.

SECTION 2. Section 85-35, Paragraphs A, B and D are hereby amended to read as follows:

Section 85-35. Rate Schedule GS: General Service.

- A. Application of Rate Schedule. This Rate Schedule is for single- and three-phase, sixty-hertz, electricity for general service supplied to the customer at 240 volts and higher. Generally, three-phase service is only available from an existing three phase distribution line. The Electric Department provides and maintains all transformers and associated equipment.
- B. Monthly rate (effective February 15, 2026, meter reading):
- (1) Customer Charge - \$38.00, plus:
 - (a) \$8.3309 per kilowatt in excess of three kilowatts, plus:
 - (1) \$0.1473 per kilowatt-hour for the first 25,000 kilowatt- hours.
 - (2) \$0.1096 per kilowatt-hour for all additional kilowatt-hours.
 - (2) All kilowatt hours supplied under the primary service provision will be reduced by \$0.0072 per kilowatt-hour.
 - (3) Minimum Charge. The minimum charge per month shall be \$38.00 except that the minimum charge per month under the primary service rate provision will be \$1,500.00.
 - (4) Installed Capacity charge of \$.0289 per kilowatt-hour will be added to the monthly bill.

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SECTION 3. Section 85-36, Paragraphs A and B, are hereby amended to read as follows:

Section 85-36. Rate Schedule SL: Security Lighting Service.

- A. Application of Rate Schedule. This Rate Schedules is for security lighting service supplied by the Electric Department to a customer-owned pole or structure.
- B. Monthly rate (effective February 2016 meter reading):
- (1) Sodium lighting: 9,500 lumens; 100 watts; \$12.98 per lamp.
 - (2) The fuel adjustment clause applies to all kilowatt-hours billed.
 - (3) The number of kilowatt-hours supplied is based on the estimated hours of lighting service multiplied by the watts of each lamp.

SECTION 4. Section 85-37, Paragraphs A and B, are hereby amended to read as follows:

Section 85-37. Rate Schedule BL: Borderline Service.

- A. Application of Rate Schedule. This Rate Schedule is for borderline service to other utilities for the purpose of resale. The Borough will supply to the utility the monthly meter reading for its billing purposes. Requests for this service must be made in writing to the Borough.
- B. Monthly rate (effective February 2016 meter reading):
 - (1) \$0.1401 per kilowatt-hour, plus 1.5% of the Borough's facilities necessary to supply the customer's electric needs.
 - (2) The fuel adjustment clause applies to all kilowatt-hours billed.

SECTION 5. Section 85-38, Paragraphs A and B, are hereby amended to read as follows:

Section 85-38. Commercial Space Heating Rate D.

- A. The commercial space heating Rate D is applicable to all commercial and industrial customers, supplied at secondary voltage, where electricity supplied through one meter is the sole source of the customer's energy requirements or where space heating requirements are provided solely by electric energy supplied through a separate meter, all in accord with the conditions of application contained herein.
- B. Net monthly rate (effective February 2016 meter reading):
 - (1) Separately metered service. There shall be a customer charge of \$30.00 per month, and in addition, there shall be a charge of \$0.1265 per kilowatt-hour.
 - (2) Single meter service.
 - (a) There shall be a customer charge of \$30.00 per month, and there shall be a charge of \$9.1958 per kilowatt of the billing kilowatts.
 - (b) In addition to the preceding, the following rates shall apply:

Usage	Rate (per kwh)
First 2,500 kwh	\$0.1220
Next 100 kwh, per kw of billing kw	\$0.1077
All additional kwh	\$0.0934

- (b) The billing kilowatts shall be the average kilowatts supplied during the fifteen -minute period of maximum use during the current billing

period. For billing purposes, the billing kilowatts shall be taken to the nearest kilowatt.

SECTION 6. Section 85-40 is amended to read as follows:

Section 85-40. Dates Rates Applicable.

The electric rates stated in this article shall apply with the February 15, 2026, meter readings.

SECTION 7. The remaining provisions of Chapter 85 shall remain in full force and effect except to the extent inconsistent herewith.

ENACTED AND ORDAINED THIS 15th DAY OF December, 2025.

ATTEST:

BOROUGH OF PERKASIE

BY: _____
Andrea L. Coaxum, Secretary

BY: _____
James A. Ryder, Council President

APPROVED THIS 15th DAY OF December, 2025.

Jeff Hollenbach, Mayor

Megan McShane

From: Megan McShane
Sent: Friday, November 21, 2025 11:23 AM
To: Megan McShane
Subject: AMP Solar

From: Garrett Cole <Garrett.Cole@gdsassociates.com>
Date: November 21, 2025 at 10:55:58 AM EST
To: Andrea Coaxum <manager@perkasieborough.org>
Cc: Sydney Sprague <sydney.sprague@gdsassociates.com>, Justin Hey <Justin.Hey@gdsassociates.com>, Finance <finance@perkasieborough.org>, Howie Stone <electric@perkasieborough.org>
Subject: AMP Solar

Hi Andrea,

AMP is proposing two solar projects for consideration by the members beginning in the new year. We have already collected information from AMP and analyzed it for clients. We were planning to include Perkasio in the review, and given the other GDS clients included in the group, the cost to the Borough is only 2.2% of total. Maybe about \$1,100.

Pretty economical, but please let me know if you don't think the Borough would have an interest in it.

Thanks,

Garrett D. Cole, P.E.
GDS Associates, Inc. | Vice President, Power Supply
404.514.9088 (Cell)

Perkasie Borough Seeks Volunteers for Various Boards, Commissions, and Authorities

Perkasie Borough Council is seeking Borough residents who would be interested in volunteering to serve on various appointed Boards, Commissions and Authorities.

The following positions offer a unique opportunity to serve your community and learn more about municipal services:

- 1 resident for a five-year term to the Perkasie Regional Authority Board
- 2 residents for four-year terms to the Perkasie Planning Commission
- 1 resident for a one-year term to the Perkasie Planning Commission
- 1 resident for a five-year term to the Perkasie Zoning Hearing Board
- 1 resident for a one-year term to the Perkasie Zoning Hearing Board
- 2 residents for three-year terms as Alternates to the Perkasie Zoning Hearing Board
- 1 resident for a five-year term to the Pennridge Wastewater Treatment Authority Board
- 1 resident for a one-year term to the Civil Service Commission
- 1 resident for a one-year term to the Vacancy Board
- 4 residents for three-year terms to the Perkasie Park & Recreation Board
- 1 resident for a five-year term to the Property Maintenance Code Board of Appeals
- 1 resident for a two-year term to the Property Maintenance Code Board of Appeals
- 1 resident for a one-year term to the Perkasie Historical Committee (new Committee)**
- 1 resident for a two-year term to the Perkasie Historical Committee (new Committee)**
- 1 resident for a three-year term to the Perkasie Historical Committee (new Committee)**
- 2 residents for four-year terms to the Perkasie Historical Committee (new Committee)**

Interested Perkasie Borough residents should apply by **December 5, 2025** by sending a letter addressed to Perkasie Borough, 620 W. Chestnut Street, Perkasie, PA 18944 or by e-mailing a completed Citizen Board Application to Megan McShane at admin@perkasieborough.org. The application and a description of each position are available on the Borough website at www.perkasieborough.org.

The Borough maintains a file of interested residents that is referred to from time to time as various positions become available. While several of these positions may be filled by individuals seeking re-appointments, all residents are encouraged to apply for future consideration.

**At their meeting on December 15th, Perkasie Borough Council will be considering an ordinance to establish a new Historical Committee. Should Council establish the Committee, they will also seek to appoint members during the December 15th meeting.*



BOROUGH OF PERKASIE

INTER-OFFICE MEMORANDUM

November 26, 2025

TO: Finance Committee, Council, and Mayor
FROM: Rebecca Deemer
SUBJECT: 2026 DRAFT Fee Schedule
CC: A. Coaxum, L. Reid, J. Tulone, H. Stone, R. Schurr, L. Moll

Attached you will find a copy of the current fee schedule, a draft containing only the updated building permit fees, and a separate draft that includes all other proposed fee adjustments for 2026. We have provided a brief description below for the sections that will be impacted:

Section 1: Building Permit Fees We are proposing a change in the way building permit fees are calculated, in an effort to simplify the process for both applicants and staff.

- One of the key changes includes incorporating the energy component into the base permit fee, a method commonly used by surrounding municipalities.
- Another adjustment is revising the way plumbing permit fees are calculated. We propose moving from a square-footage-based model to one based on the number of fixtures, which is more typical within the industry.
- Additionally, our current structure applies the same rates to both residential and non-residential permits; however, non-residential projects often require certified plan reviews and other additional steps. To better capture those true costs, we are proposing separate calculation methods for residential and non-residential permits. These changes aim to promote fairness, transparency, and consistency across all permit types.

Our team is currently working through several sample permit scenarios to evaluate the overall impact of the new calculation methods. Based on the results so far, we are finding that while the overall cost will differ based on each project, the total fees will remain relatively consistent with the current structure, while offering a clearer and more straightforward approach for residents and contractors. We will continue to run additional scenarios while consulting with our third-party code inspectors to ensure that these recommendations are acceptable and align with industry standards. This adjustment is intended to make the permitting process easier to understand and more efficient for everyone involved.

Section 4: Trash Fees The proposed changes are recommended to better define the Borough's bulk trash program. The revisions include a clear list of acceptable bulk items and items that are excluded from the trash program. The changes are intended to reduce confusion and support efficient collection operations.

Section 5: Pool Fees

Memberships we have broken pool membership fees into three distinct timeframes. This structure allows us to offer early membership pricing at the beginning of the year, regular pricing during the pool season, and special late-season pricing designed to help jump-start membership sales for the following year. This tiered approach supports both resident affordability and the Borough's operational planning.

To further enhance clarity, we have also provided two separate tables outlining the membership rates—one for residents and one for non-residents—so users can easily identify the appropriate fee schedule.

Daily Admission Updates are also being recommended for daily admission rates, and while some categories will see modest increases, our pricing remains competitive with neighboring municipal pools. To further improve efficiency and customer experience, we will offer lower daily rates for online pre-sale purchases, which will help reduce front-desk congestion during peak entry times and streamline the check-in process for both residents and staff.

Camp Groups We are proposing the addition of camp rates for pool admission as we have recently seen increased interest from local organizations seeking affordable group options

Section 6: Parks & Recreation

Pavilion Rentals These adjustments are directly tied to staff wages and other operational cost increases specifically related to MyRec. After each pavilion rental, Public Works staff are responsible for clean-up and trash removal to ensure the space is ready for the next group. As wages increase each year, we increase the rental fee to cover those staff related costs.

Kulp Facility Rentals We have added a new fee category for rentals of the Kulp Park athletic facilities. With the field upgrades scheduled to be completed for the upcoming spring season, it is important that our fee schedule reflects appropriate rental rates for outside organizations. The proposed fees are consistent with neighboring municipalities and ensure that the Borough receives fair compensation for the use of these newly improved facilities.

Community Garden Deposit We are proposing the addition of a refundable deposit for community garden plots, which will be returned to the participant at the end of the season once the plot has been fully cleaned and cleared.

Section 9: Electric Service Fees This update is due to the overall rise in material costs from manufacturers and distributors.

Section 11: Police Department Service Fees

Use of Crossing Guard The fee for use of a crossing guard is updated to reflect the wage increase for 2026.

Parking Tickets It was recommended at a public safety committee meeting that we implement a parking ticket fee.

Please let me know if there are any questions on the proposed changes to the fee schedule.

**RESOLUTION #2025-11
CONSOLIDATED FEE SCHEDULE 2025**

WHEREAS, the Borough of Perkasio charges fees for various services provided and applications made to the Borough; and

WHEREAS, Borough Council wishes to adopt a consolidated schedule of fees for these services;

NOW, THEREFORE, BE IT RESOLVED by the Borough council of the Borough of Perkasio that the following consolidated schedule of fees is adopted for the year 2025 and shall remain in effect until further amended.

TABLE OF CONTENTS

1. Building Fees
2. Zoning Applications Fees
3. Subdivision and Land Development Fees
4. Trash Fees
5. Pool Fees
6. Park and Recreation Fees
7. Event Fees
8. Transient Retail License Fees
9. Electric Service Fees
10. Public Works Service Fees
11. Police Department Service Fees
12. Publication Fees
13. Amusement Device Fees
14. Cable Television Fees
15. Delinquent Account Collection Fees
16. Stormwater Management Site Plan Schedule of Fees
17. Miscellaneous Fees
18. Professional Services

FEES

1. BUILDING FEES

The applicant or owner submitting for a permit for any new construction, additions or major alterations shall pay the application fee of \$100 at the time of application. Any permits submitted for minor or emergency repairs, all fees will be collected in full at time of submission. In addition to application filing fees, the PA UCC state fee of \$4.50 (or as amended by the State) will be collected. Upon completion of any reviews, any monies not expended shall be refunded to the applicant. Conversely, fees in excess of what was collected will be charged to the applicant.

A. New Construction: Residential and Non-Residential including Additions, Garages and Accessory Buildings:

New Buildings, Additions or Alterations not applicable to Section B:

Building Permits Fee

\$250 plus 17.25¢ per square foot of floor area or each fraction of floor area, up to and

Including 100,000 sq. ft. Additional square footage over 100,000 sq. ft. shall be 5¢ per sq. ft. or fraction thereof.

Minimum \$250

Plumbing Permit Fee

\$115.00 plus 6¢ per square foot of floor area or each fraction of floor area, up to and including 100,000 sq. ft. Additional square footage over 100,000 sq. ft. shall be 3¢ per sq. ft. or fraction thereof.

Minimum \$115

Mechanical Permit Fee

\$62 plus 3¢ per square foot of floor area or each fraction of floor area, up to and including 100,000 sq. ft. Additional square footage over 100,000 sq. ft. shall be 2¢ per sq. ft. or fraction thereof.

Minimum \$62

Energy Permit Fee

\$52 plus 2.56¢ per square foot of floor area or each fraction of floor area, up to and including 100,000 sq. ft. Additional square footage over 100,000 sq. ft. shall be 1.5¢ per sq. ft. or fraction thereof.

Minimum \$52

Electrical Permit Fee – calculations as applicable in Section V Below.

Note: Square footage is defined as gross floor area of all floors within the perimeter of two outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor-to-ceiling height 6'6" or more.

Construction Permit Fee = The sum of all Building, Plumbing, Mechanical, Energy, Electrical, Accessibility and Fire permit applicable to the project. (May include individual residential permit fees in Sections K through S)

Fees for partial projects shall be calculated as follows:

- a. Footing/Foundation: 10% of the Construction Permit Fee
 - b. Shell only without Footing/Foundation 50% of the Construction Permit Fee
 - c. Shell including Footing/Foundation 60% of the Construction Permit Fee
 - d. Tenant fit-out or all remaining interior alterations shall be calculated at 40% of the Construction Permit Fee for the affected floor area.
- B. Alterations and/or Renovations where floor area does not apply:
Alterations, renovations, repairs or modifications of existing buildings or structures where floor area does not apply (i.e. doors, windows, roofs, structural openings or beams, etc.) and includes non-residential demolition.
- a. \$305 plus \$28 for each \$1,000 of estimated construction value of alterations, renovations or modification certified by the permit application
 - b. Minor Repairs with a total project value of less than \$2,000: \$75.00

- C. Tenant Fit-Out:
Tenant fit-outs shall be calculated in accordance with Section 1, item (d) listed above
- D. Accessibility plan review and inspection
\$150 plus 7¢ per square foot of floor area or each fraction of affected floor area.
- E. Fire plan review and inspection
\$150 plus 9.5¢ per square foot of floor area or each fraction of affected floor area.
- F. Certificate of Occupancy for change of ownership without change of use:
The following fees pertain to existing structures only and shall not be applied to new construction or any other fees specified in Section 1.
 - a. \$158 for the first 2,000 square fee plus \$24 per 1,000 sq. ft. thereafter (or fraction thereof)
- G. Certificate of Occupancy for change of use and/or non-certified occupancy:

Fees shall be calculated in accordance with Section 1, item (d) listed above.
- H. Non-residential Swimming Pool: \$350 plus \$25 for each \$1,000 of construction value
- I. Pre-Manufactured Dwelling: \$500 (Complete)
Shall bear an approved label identifying compliance to HUD requirements (Excludes habitable basements and/or structures not fabricated and constructed by the manufacturer in the factory)
- J. Modular Dwelling: \$650
Shall bear and approved label identifying compliance to UCC requirements (Excludes habitable basements and/or structures not fabricated and constructed by the manufacturer in the factory)

The following sections pertain to specific Residential projects

- K. Decks (uncovered): \$135 plus 26.5¢ per sq. ft. of area
- L. Wood Stoves: \$135
- M. Demolitions: Structures under 250 sq. ft: \$54
Structures over 250 sq. ft. without a foundation: \$100
Structures with a foundation: \$200
- N. Swimming Pools: Above Ground: \$135 In-Ground: \$200
- O. Hot Tub/Spa: \$135

The following sections pertain to specific Residential projects only when the Municipality has amended the UCC

- P. Accessory Structures under 1,000 square feet: \$135 plus 26.5¢ per sq. ft. of area
- Q. Re-roofing / Re-siding: \$135
- R. Replacement of HVAC equipment: \$135 per unit

S. Minor repairs to plumbing system: \$135

T. Sewer Lateral Repair / Replacement: \$135.00 each

U. Water Service Replacement/Repair: \$135.00 each

V. Residential Plan Review (New) \$150/per submission

Residential Plan Review (Other) \$100/per submission

Non-Residential Plan Review (New) \$10.50 per 100 gross sq. ft. minimum \$650

Non-Residential Plan Review (Other) \$10.50 per 100 gross sq. ft. minimum \$360

W. Electrical Inspection and Plan Review

A. General Inspections

1. Rough Inspection \$75.00

Base Fee Cost per fixture \$.50

2. Final Inspection \$75.00

Base Fee Cost per fixture \$.50

3. Minor work less than 5 fixtures \$75.00

Rough & Final inspections included

B. Photovoltaic Modules

First three solar Modules \$25.00 each

Each additional module after three \$18.00 each

All associated feeders, service, motors, etc., are calculated in accordance to the appropriate fee schedule section.

C. Sump Pumps \$75.00 each

D. Fire Pump Controller \$75.00 each

All associated feeders, service, motors, etc., are calculated in accordance to the Appropriate fee schedule section.

E. Service-Meter Equipment

100 amp \$87.00

200 amp \$104.00

400 amp \$130.00

600 amp \$175.00

800 amp \$225.00

1,000 amp \$301.75

1,200 amp \$387.75

Up to 1,600 amp \$474.00

Over 1,600 amp \$734.00

Each additional meter \$ 17.25

F. Feeders or Sub Panels	
100 amp	\$87.00
200 amp	\$104.00
400 amp	\$130.00
600 amp	\$175.00
800 amp	\$225.00
1,000 amp	\$301.75
1,200 amp	\$387.75
Up to 1,600 amp	\$474.00
Over 1,600 amp	\$734.00
Each additional 1,000 amps over 2,000 amps	\$366.00
G. Swimming Pools	
Pool Bonding	\$95.00
Wiring of Pump	\$95.00
Pennsylvania Pool Certification	\$388.00
H. Temporary Service	\$95.00
I. Sign with Electric	
First Sign	\$75.00
Each Additional Sign	\$14.00
J. Parking Lot Lighting	
Parking Lot Pole – First Pole	\$61.50
Each Additional Pole	\$14.00
K. Hard wired appliances such as Ranges, Cook tops, Dishwashers, Garbage Disposals, Baseboard Heating, Heat Pumps, Water Heaters and Air Conditioning.	
Outlet for Single Unit 20KW, less than 1HP	\$61.50
Each additional Unit for 20KW, less than 1 HP	\$14.00
L. Motors	
Up to ¾ HP	\$17.25
Over ¾ HP to 5 HP	\$34.50
Over 5 HP to 20 HP	\$61.50
Over 20 HP to 40 HP	\$115.00
Over 40 HP to 100 HP	\$156.00
Over 100 HP to 200 HP	\$200.00
Over 200 HP	\$200.00 plus \$50.00 for each 50 HP (or portion of) over 200
M. Generators, Welders, Furnaces	
Up to 50KW	\$115.00
Over 50 KW to 100KW	\$156.00
Over 100 KW to 150KW	\$216.00
Over 150 KW to 300KW	\$259.00
Over 300 KW to 500KW	\$387.00
Over 500 KW to 575KW	\$475.00
Over 575 KW to 1,000KW	\$647.00

Over 1,000 KW	\$647.00 plus \$50.00 for each 200 KW (or portion of) over 100
N. Transformers, Vault, Enclosures, Substations	
Up to 175 KVA	\$115.00
Over 175KVA to 275 KVA	\$216.00
Over 275KVA to 300 KVA	\$259.00
Over 300KVA to 350 KVA	\$387.00
Over 350KVA to 500 KVA	\$475.00
Over 500KVA to 1,000 KVA	\$647.00
Over 1,000KVA to 3,000 KVA	\$820.00
Over 3,000 KVA	\$820.00 plus \$50.00 for each 200KVA (or portion of) over 3,000
O. Signaling Systems (burglar alarms, fire alarms, etc.)	
For the First Device	\$75.00
Every 5 devices (or fraction) thereafter	\$18.00
P. Reintroduction of Power	\$135.00
Q. Modular and Mobile Homes	
Modular Homes – Service and Outlets	\$95.00
Mobile Homes – Service including Feeder of Receptacles	\$95.00
R. Real Estate Certification	
Residential	\$144.00
Commercial	\$202.00
S. Plan Review	20% of the above inspection fees added to the total Minimum Residential \$50.00 Minimum Commercial \$125.00
T. Permit Voided – Issue Permit Voided	\$50.00
U. Building Code (UCC) Appeal	\$500 basic fee plus \$1,000 escrow (for costs above \$500)

2. ZONING APPLICATION FEES

Residential Construction

Single Family Dwelling	\$200.00
Multi Family (per unit)	\$200.00 each unit
Addition/Alteration	\$100.00
Accessory Structures	\$100.00

Non-Residential Construction

New Construction	\$500.00
Addition/Alteration	\$250.00
Accessory Structure	\$250.00

Sign Permits

Up to six square feet	\$125.00
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Over six square feet	\$200.00
Temporary sign	\$50.00
Request for Zoning Change	\$1,000 + escrow
Home-Based Occupation Permit	\$100.00
No Impact Home-Based Occupation Permit	\$25.00
Zoning Determination Fee	\$125.00
Use & Occupancy Permit	\$150.00

Zoning Hearing Board

Zoning Hearing Board Fees for a Variance/Special Exception/Interpretation of Law

Residential Use	\$1,000
Non-residential use	\$1,250
Postponement-(caused or request by applicant)	\$500.00
Conditional Use Application	\$800.00 plus \$2,500 escrow

3. SUBDIVISION AND LAND DEVELOPMENT FEES

The applicant or owner submitting plans for a subdivision or land development shall pay the following application filing fees at the time of application and plan submission. In addition to application filing fees, the applicant shall be required to furnish an escrow fund to pay for the professional fees and other costs incurred in reviewing the plans and processing the application. The applicant or owner also agrees to an additional 10% for engineering, legal and other services rendered to the Borough in connection with the project which will be included in the total cost. Upon completion of the review, whether the application is approved or rejected, any monies not expended in the review shall be refunded to the applicant. Conversely, fees in excess of the escrow fund will be charged to the applicant.

PRELIMINARY PLANS

Preliminary Lot Line Change	\$300 application fee + \$1,000 escrow
Preliminary Minor Subdivision/ Land Development (2 lots)	\$500 application fee + \$1,000 escrow
Preliminary Major Subdivision/Land Development (3+ lots)	\$1,000 application fee + \$100 per lot + \$5,000 escrow

FINAL PLAN SUBMISSION

Lot Line	No additional charge if filed within one year after preliminary approval. Otherwise same as preliminary
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Minor Subdivision/Land Development (2 lots)	\$500 application fee + replenish escrow account to full amount (\$2,000)	
Non-Residential Land Development	\$500 application fee +replenish escrow account to full amount (\$500) if filed within one year after preliminary plan approval.	
	Otherwise same as preliminary land development	
Major Subdivision/Land Development (3 lots)	\$500 application fee + replenish escrow account to full amount (\$7,500)	
Waiver of Land Development	\$500 application fee + replenish escrow account to full amount (\$2,000)	
Grading/Drainage Permit	Application Fee	\$ 100.00
Plan of Substitution	Professional Services Escrow	\$1,200.00
		N/A
Stormwater Management	See Item # 16	
Park and Recreation Impact Fee	\$1,500 per dwelling unit	

4. TRASH FEES

Trash & Recycling Annual Fee \$50.00

Regular Trash

Disposal containers are to be plastic "Perkasie Borough" trash bags at the cost of:

(1) Large bags	\$4.75
(2) Small bags	\$3.75
(3) Small gusseted bags	\$4.00
(4) Trash toter service (64 gallon)	\$87.50 per quarter

Recycling

Replacement fee for Hang Tags \$5.00

Large Trash Items

Large trash items (excluding all items that contain freon) \$10.00

These “fee for collections” items include the following, and other similar large items:

Washing Machines	Wood Stoves	Riding Lawn Mowers
Dryers	Trash Compactors	Dishwashers
Hot Water Heaters	Air Compressors	Microwave Ovens
Humidifiers	Electric Generators	Ice Boxes
Stoves (gas or electric)	Snow Blowers	Furniture
Waste Hauler Permit Fee		\$100.00
Trash Certification Fee		\$20.00

5. POOL FEES

Memberships

Membership Fees- Individual

Individual-Age 14 and older \$135.00

Non-Resident Surcharge \$ 83.00

Membership Fees-Family

Family includes any adults and dependent children (age 18 and younger) residing in one household year-round.

\$10 Discount for 2 family members

Per Person fee for 3+ members	Resident	\$73.00
	Non-Resident	\$94.00

Membership Type	Early Bird Resident	Early Bird Non-Resident	After March 31 st Resident	After March 31 st Non-Resident
Individual	\$132.50	\$215.50	\$ 135	\$ 218
2 Family	\$ 255	\$ 421	\$ 260	\$ 426
3 Family	\$ 328	\$ 515	\$ 333	\$ 520
4 Family	\$ 401	\$ 609	\$ 406	\$ 614
5 Family	\$ 474	\$ 703	\$ 479	\$ 708
6 Family	\$ 547	\$ 797	\$ 552	\$ 802
7 Family	\$ 620	\$ 891	\$ 625	\$ 896
8 Family	\$ 693	\$ 985	\$ 698	\$ 990
9 Family	\$ 766	\$1,079	\$ 771	\$ 1,084
10 Family	\$ 839	\$ 1,173	\$ 844	\$1,178
Senior	\$71.50	\$ 161	\$73	\$ 172
PAC Full Membership	\$ 132.50	\$ 215.50	\$ 135	\$ 218
PAC Club Membership	\$102.00	\$ 125	\$ 104	\$ 135
Borough Employee and Family			\$ 0.00	
Borough Council and Family			\$ 0.00	

Activity Fees

Everybody Swims Program \$ 0.00
 (A free learn to swim program for 3rd graders that live in Perkasio Borough.)
 (A limit of 100 open slots per season)

Group Lessons
 Member Swimming Lessons \$90
 Non-members \$125

AM Tot Splash
 Daily Drop In Member: Free
 Non-Member: \$10.00

Member Private Lessons \$180
 Non-member
 8 30-Minute Lessons \$ 210

30 Minutes Individual Private Swim Lesson \$30 members/ \$55 non-members
 Lesson Instructor Training Class \$35 members/ \$50 non-members

Water Walking & Lap Swimming:

Member \$ 0.00
 Non-Member walk-in \$10.00

Aqua Zumba: Member \$ 4.00
 Non-Member \$10.00

Sunrise Yoga: Member \$ 4.00
 Non-Member \$10.00

Doggie Dip: Registration for Dog \$10.00
 Guests (14 and over) \$ 4.00

Daily Admission**Monday - Friday**

General Admission 18 years and older \$20.00
 Child (3-17) or Senior (age 62+) \$15.00

2nd Street Pool - (0-6 years old) \$ 0.00
 Menlo Aquatics Center Members \$ 0.00

Guest of Season Member

Adult (Age 18 and older) \$15.00
 Child (3-17) or Senior \$10.00

Saturday and Sunday

General Admission 18 years and older	\$31.00
Child (Age 3-17)	\$21.00

**Guest of Season Member Adult
(Age 18 and older)**

	\$20.00
Child (3-17) or Senior	\$15.00

Twilight (after 5:00 p.m.)

Adult Weekday	\$ \$10.00
Child or Senior Weekday	\$ 8.00
Adult Guest of a Member – Weekday	\$ 8.00
Child or Senior Guest of a Member – Weekday	\$ 5.00
Adult Weekend	\$16.00
Child or Senior Weekend	\$11.00
Adult Guest of Member Weekend	\$10.00
Child or Senior Guest of Member Weekend	\$ 8.00
Replacement charge for lost member passes	\$ 10.00

Party Fees**Menlo Party Package**

	Members	Non-Members	Notes
Base Fee	\$225	\$325	Base fee includes reserved picnic tables, 3-hour party, staff assistance, paper products, and up to 10 party guests

Any number of guests over 10 require an additional per person fee: \$10 per adult guest \$8.00 per child guest

Non-refundable deposit (50% of base fee) due at time of reservation. Max of 30 total party guests. Create your own party package with food options available through Menlo for additional per person fee. Party Guest list, finalized food order, and final payment due one week prior.

Kulp Splash Party

Members or Borough Resident \$110

Non-Members or Non-Residents \$150

Includes 2-hour wading pool use with lifeguard and 4 hours Kulp Pavilion use. Max of 20 children.

After hours Party

Applicant must be a Menlo Member or Perkasio Borough resident.

\$20 per person, minimum of 40 guests, maximum of 100, request due 45 days prior, \$500 non-refundable deposit required after request is approved by Perkasio Borough Council, must provide certificate of insurance for General Liability Insurance, party guest list, and submit final payment one week prior.

6. PARK AND RECREATION FEES

Fees are for a 4-hour flexible time period.

<u>Pavilion</u>	<u>Park</u>	<u>Boro Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Electric Key</u>
Skate Park	Lenape	\$65	\$95	\$45	
Rotary	Lenape	\$65	\$95	\$45	
Twin Bridges	Lenape	\$80	\$105	\$55	
Kulp	Kulp	\$55	\$80	\$40	
Lions	Menlo	\$80	\$105	\$55	

Rentals may purchase an additional 4 hour time period for anything over.

Team Facility Rentals \$125 per team per season, \$25 key deposit if access to storage shed is needed.
 (Deposit must be cash or separate check, 2 weeks in advance)
 Up to 3 days per week; any additional days are additional \$30 per season.
 Seasons – Spring: Mar, Apr, May; Summer: June, July, August; Fall: Sept, Oct, Nov

Kulp Field Lights \$50 per season
 \$25 key deposit if electric is needed.
 (Deposit must be cash or separate check, 2 weeks in advance)

Individual Facility Rental
May rent for multiple time blocks

<u>Facility</u>	<u>Allotted Time Block</u>	<u>Resident</u>	<u>Non-Resident</u>
Pickleball Court	1 Hour	\$25.00	\$30.00
Tennis Court	2 Hours	\$25.00	\$30.00
Basketball Court	3 Hours	\$50.00	\$60.00
Baseball/Softball Field	3 Hours	\$50.00	\$60.00

All Park Event Permits (see Event fees for events held
 on Borough Streets)

Non-Profit event permit base fee \$50.00
 For Profit event permit base fee \$100.00

*All permits must be submitted 45 days in advance

Base fee covers one date; additional \$10 per date fee if multiple dates on one permit

Electric Key required for park events needing electric \$25 key deposit

<u>Firework Permits</u>	\$100.00
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<u>Community Garden Plots</u>	\$25.00
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*As part of the Borough's recreation offerings, local businesses, contractors, and individuals interested in running park and recreation programs at Borough parks and facilities can contact our Parks and Recreation Department directly. Interested parties are offered a percentage of program revenue.

7. EVENTS FEES

(A) BOROUGH SPONSORED EVENTS

FARMERS MARKET

Full Season	\$220 (single space) / \$300 (double space)
Half Season	\$165
Drop in / weekly	\$ 30

UNDER THE STARS CAR SHOW

Food Vendor	\$ 200
Craft/Service/Commercial Vendor	\$ 30
Exhibitor entry fee	\$ 15 (advance), \$25 (day of)

FALL FESTIVAL

Food Vendor	\$ 200
Craft/Service/Commercial Vendor	\$ 50

AMERICA'S OLDEST TREE LIGHTING

Food Vendor	\$175
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EARTH DAY/OTHER COMMUNITY EVENTS

Food Vendor	\$100
Craft/Service/Commercial Vendor	\$ 30

(B) THIRD PARTY SPECIAL EVENT FEES (for events on Borough Streets)

*See PARKS & RECREATION FEES section for events in Borough park system

Event Permit Application Fee	For Profit	\$100.00
	Non-Profit	\$ 50.00
	Each Additional Day	\$ 10.00
Road Barricades & Cones	Estimated 4 hours Straight Time	Hourly Rate as listed in the PUBLIC WORKS SERVICE FEES SECTION
Trash & Recycling	Estimated 4 hours Straight Time	Hourly Rate as listed in the PUBLIC WORKS SERVICE FEES SECTION
Electric setup & breakdown	Estimated 8 hours Straight Time	Hourly Rate as listed in the ELECTRIC DEPT. SERVICE FEES SECTION

Crossing Guard	Hours Requested	Hourly Rate as listed in the POLICE DEPT. SERVICE FEES SECTION
Police Support	Hours Requested	Hourly Rate as listed in the POLICE DEPT. SERVICE FEES SECTION
Transient Retail Vendor	Per for-profit vendor	Daily Rate as listed in the TRANSIENT RETAIL LICENSE FEE SECTION
No Parking Signs	Per Sign	Fixed prices as listed in the POLICE DEPT. SERVICE FEES SECTION

Estimated fee per service is due at the time of permit approval. Perkasio Borough will provide an invoice when the permit application is approved detailing estimated fees. Perkasio Borough reserves the right to add services during the event if we deem it necessary for event safety then invoice a final balance.

- a) BLOCK PARTY FEES:
Block Party Permit Fee (Commercial & Residential): \$100.00

8. TRANSIENT LICENSE FEES

One Day	\$ 25.00
One Calendar week or fraction thereof	\$ 75.00
One Calendar month or fraction thereof	\$200.00
One Calendar year or fraction thereof	\$400.00

9. ELECTRIC SERVICE FEES

Security Deposit with electric heat	\$ 300.00
Security Deposit without electric heat	\$ 200.00
<u>Reconnection Fees:</u>	
During normal business hours	\$ 100.00
After normal business hours	\$ 200.00
<u>Reconnection Fee – CT rated service:</u>	
During normal business hours	\$ 300.00
After normal business hours	\$ 400.00
Limiter hook-up fee	\$ 50.00
Meter Test Fee	\$ 25.00
Duplicate tenant electric bills sent to landlord	\$ 15.00/account
Renewal fee for each account	\$ 5.00

Late payments for Electric: Electric bills which are not paid by the due date are subject to late payment charges applied monthly as follows: 5% for any outstanding balance.

Final Meter Certification Fee	\$ 25.00
Temporary electric installation: min. charge	\$ 25.00
Install new electric service to subdivision	\$2,500/Lot
Install new streetlights in subdivisions	\$3,800 Each

Cost of electric per lot:

Secondary underground electric	Per lot \$ 750.00
Primary underground electric	Per lot \$ 750.00
Transformer and fiberglass pad	Per lot \$1,000.00

Cost of LED streetlights:

Concrete base	\$ 400.00
Aluminum pole	\$1,500.00
LED fixtures	\$ 900.00
Labor	\$ 400.00

<u>Labor:</u> Straight Time	\$ 80.00
Overtime	\$115.00
Double time	\$160.00

Equipment Rental – Per Hour

Line Truck	\$260.00
Bucket Truck	\$250.00
Chipper	\$100.00
Air Compressor	\$100.00
Pick-up Truck	\$100.00
Dump Truck – 1 Ton	\$150.00

Material: Actual cost (20% may be added for handling)

Contracted Services: All contracted services will be billed out at actual costs plus 10%. (The 10 is based on scheduling, reviewing work and administrative costs.

Customer Generated Electrical Service

Installation of net meter	\$375.00
Administrative Fee	\$ 50.00
First Inspection Fee	\$125.00
Annual reinspection	\$ 35.00

Pole Attachment Fees

Application Fee: New Attachments	\$35.00 Per Pole
Audit Fee:	\$35.00 Per Pole
Make Ready Engineering Fee:	TBD – provided for each permit request based on level of effort.

Annual Attachment Fee (per Pole)

Date:

Year 2022	\$29.00
Year 2023	\$29.50
Year 2024	\$30.00
Year 2025	\$30.50
Year 2026	\$31.00
Year 2027	\$31.50
Year 2028	\$32.00
Year 2029	\$32.50
Year 2030	\$33.00
Each Renewal Term	\$.50/year increase thereafter

Other Fees

Unauthorized Attachment	\$ 35.00/pole
Fee Storm Restoration Fee	\$100.00/pole

10. PUBLIC WORKS SERVICE FEES

<u>Labor:</u> Straight Time	\$ 55.00
Overtime	\$ 80.00

Equipment Rental – Per Hour

Backhoe	\$150.00
Refuse Truck	\$170.00
Dump Truck – 1 Ton	\$150.00
Mower	\$ 65.00
Leaf Vacuum	\$ 70.00
Black Top Roller	\$100.00

Material: Actual Cost (10% may be added for handling)

Contracted Services: All contracted services will be billed out at actual costs plus 10% (The 10% is based on scheduling, reviewing work and administrative costs.

11. POLICE DEPARTMENT SERVICE FEES

Special Duty: Shall be billed at 2 times the officer's hourly rate plus applicable taxes and benefits

No Parking Signs	\$ 2.25
Use of Police Vehicle – Per Hour	\$ 20.00
Use of Crossing Guard	\$ 18.13 - \$19.77/hr.

12. PUBLICATION FEES

Zoning Ordinance	\$20.00
Subdivision and Land Development Ordinance	\$15.00
Comprehensive Plan	\$15.00
Building Codes	Cost + Postage + 10%

13. AMUSEMENT DEVICE FEES

First Device	\$65.00
Each additional device permitted under the same application	\$25.00
Each and every re-inspection necessitated in a license year	\$25.00

14. CABLE TELEVISION – (Pursuant to Ordinance #744)

Filing Fee – Section C-2(f)	\$ 25.00
Penalty for non-compliance-Section D-2(d)	\$2,000 and reasonable attorney fees & court costs
Fine for violation of customer service standards Section E-2(d)	\$25.00 with reasonable attorney fee

15. CLAIMS, MUNICIPAL – Delinquent Account Collection Fees (pursuant to Ordinance #832)

- A. Preparation and filing of Municipal Liens \$150.00
- B. Attorney’s fees incurred in the collection of delinquent accounts including, but not limited to District Justice and/ or Common Please actions \$125.00
- C. Additionally, the owner shall be responsible for all costs of collection in addition to Attorney’s fees including, but not limited to, filing fees and court fees as may be paid by the Borough.

16. STORMWATER MANAGEMENT SITE PLAN SCHEDULE OF FEES

- A. Filing Fee \$ 75.00
- B. Sump Pump Discharge & Permit \$ 250.00
- C. Connect to Borough storm sewer \$1,000.00
- D. Plus \$5.00 per foot, maximum
- E. Bottomless Inlet Box \$1,000.00

17. MISCELLANEOUS FEES

Alarm system registration	\$10.00
Copies:	
One Sided	\$.25
Two Sided	\$.50
Color Copy	\$1.00
8 ½ x 14 Copy	\$.50
11x17 Copy	\$1.00
Oversize copies (Land Development, building or plot plans)	Actual cost to reproduce plus mileage (IRS rate) to drive to copy center, plus employee time to drive to/from facility at \$25 per hour
Deed registration	\$10.00
Duplicate of Borough meetings	\$20.00 per meeting
Explosives Permit	\$15.00
False Alarms	\$50.00
Flood Plain Certification	\$100.00 + cost of survey if necessary
Inter-Municipal transfer of Liquor License Application Filing Fee	\$600
Military Banners	\$150.00
Permit Fee: Circuses, Carnivals & Exhibitions	\$100.00
Pole attachment permit application	\$25.00
Police incident reports	\$15.00
Reproduction of photographs from police	\$25.00 fee per request plus \$1.00 Incidents/accidents per standard 3"x5" Photograph of \$8.00 per 8"x11" photograph
Return Check Charge	\$25.00
Sidewalk Permit (if sidewalk is installed without Borough being notified.)	\$75.00
Street Utility Cut Permits	\$175.00 Per 100 square feet of disturbance + additional \$25.00 for each additional 100 sq. ft. of utility cut
Street Maps	\$1.00
Tax Certification Fee	\$10.00

Zoning Maps	\$5.00
	\$1.00 small

18. PROFESSIONAL SERVICES

Solicitor	\$175/hour
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Engineering Services/Gilmore Associates:

Principal Engineer	\$157/hour
Project Assistant	\$ 90/hour
Consulting Professional I-V	\$117 - \$157/hour
Design Technical I-V	\$ 92 - \$112/hour
Construction Rep. I-III	\$105 - \$125/hour
Surveying Crew	\$185/hour

BE IT FURTHER RESOLVED, that this fee schedule supersedes and replaces all prior fee schedules adopted by Perkasio Borough Council.

RESOLVED this 3rd day of February, 2025.

Attest: _____
Andrea L. Coaxum, Secretary

By: _____
James A. Ryder, Council President

**RESOLUTION #2025- 64
CONSOLIDATED FEE SCHEDULE 2026**

WHEREAS, the Borough of Perkasio charges fees for various services provided and applications made to the Borough; and

WHEREAS, Borough Council wishes to adopt a consolidated schedule of fees for these services;

NOW, THEREFORE, BE IT RESOLVED by the Borough council of the Borough of Perkasio that the following consolidated schedule of fees is adopted for the year 2026 and shall remain in effect until further amended.

TABLE OF CONTENTS

- 1. Building Fees
- 2. Zoning Applications Fees
- 3. Subdivision and Land Development Fees
- 4. Trash Fees
- 5. Pool Fees
- 6. Park and Recreation Fees
- 7. Event Fees
- 8. Transient Retail License Fees
- 9. Electric Service Fees
- 10. Public Works Service Fees
- 11. Police Department Service Fees
- 12. Publication Fees
- 13. Amusement Device Fees
- 14. Cable Television Fees
- 15. Delinquent Account Collection Fees
- 16. Stormwater Management Site Plan Schedule of Fees
- 17. Miscellaneous Fees
- 18. Professional Services

FEES

1. BUILDING FEES

A non-refundable application fee of \$100.00 must accompany building permit applications for new construction and additions. The \$100.00 will be applied to the building permit fee upon approval. **A UCC fee of \$4.50 is added to each permit.** Building permit fees are doubled for work done without permits.

Gross Floor Area (GFA) - In association with the referenced fees, the Gross Floor Area shall be defined as the following; the total square feet of all floors within the perimeter of the outside walls, including basements, cellars, garages, roofed patios, breezeways and covered walkways, halls, mechanical areas, restrooms, stairs, stair towers and covered decks. Attics and crawl spaces are not included within the GFA.

Residential-In association with the referenced fees, "Residential" is defined as all buildings and structures classified as an R-3 and R-4 occupancy by the International Building Code, and all buildings and structures governed by the International Residential Code.

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Non-Residential - In association with the referenced fees, "Non-Residential" is defined as all other buildings and structures not defined as residential.

Section 1. Building Permit Fee

A. New Construction, Addition, Alterations

A.1 Residential <u>New Construction</u>	\$300 plus \$.25 per square foot of Gross Floor area
A.2 Non-Residential <u>New Construction</u>	\$500 plus \$.50 per square foot of Gross Floor area
A.3 <u>Residential Alterations and Additions</u>	<u>2% total project cost. Minimum 200.00</u>
A.4 <u>Non Residential Alterations and Additions</u>	<u>3% total project cost. Minimum \$ 300.00</u>
A.5 <u>Residential Plan Review (new)</u>	<u>\$150.00 per submission</u>
A.6 <u>Residential Plan Review (other)</u>	<u>\$100/per submission</u>
A.7 <u>Non-Resident Plan Review (new)</u>	<u>\$10.50 per 100 gross square foot Minimum \$650.00</u>
A.8 <u>Non-Resident Plan Review (other)</u>	<u>\$10.50 per 100 gross square foot minimum \$360</u>
A.9 <u>Resubmission Review/Amended Plans</u>	<u>\$150 Per Submission</u>
A.10 <u>Accessibility Fee (plan review and inspection)</u>	<u>\$150 plus \$.07 per square foot of affected floor area</u>
A.11 <u>Alterations without Square Footage (cellular tower, retaining walls, wall openings)</u>	<u>1.5% of the cost of the project</u>

B. Demolition

B.1 Structures under 250 sq. ft:	\$54
B.2 Structures over 250 sq. ft. without a foundation	\$100
B.3 Structures with a foundation	\$200

C. Accessory Structures

C.1 <u>Decks (uncovered):</u>	\$135 plus \$0.27 per sq. ft. of area
C.2 <u>Sheds, Detached Garage, Pole Barns over 1000sq.ft</u>	<u>\$135</u>

D. Swimming Pools, Spa, Hot Tub and artificial bodies of water (includes all electric permit fee)

D.1 <u>In-Ground</u>	<u>\$ 400</u>
D.2 <u>Above Ground</u>	<u>\$260</u>
D.3 <u>Spa/Hot Tub</u>	<u>\$260</u>
D.4 <u>Non-Residential Pool</u>	<u>\$350 plus \$25 for each \$1,000 of construction value</u>

Commented [CG1]: Pool and Spa fees include all inspections and electrical fee / current fee schedule is separated out

E. Tank Installation and Removals

\$150.00 for work up to \$10,000 \$25 for ea \$1000 over \$10,000

F. Sump Pump

\$150

G. Modular / Manufactured Dwelling (includes all utility inspection)

\$650

H. Residential Reroof

\$135

SECTION 2. MECHANICAL PERMITS

A.	<u>Replacement of Existing Equipment</u>	
A.1	<u>Residential Replacement of HVAC Unit</u>	<u>\$135 per unit</u>
A.2	<u>Non-Residential Replacement of HVAC Unit</u>	<u>\$185 per unit</u>
B.	<u>New Construction and Additions</u>	
B.1	<u>HVAC Installations – RESIDENTIAL</u>	<u>\$200</u>
B.2	<u>HVAC Installations – Non-RESIDENTIAL</u>	<u>\$300</u>
C.	<u>Alterations to Existing HVAC System</u>	
C.1	<u>RESIDENTIAL</u>	<u>\$135</u>
C.2	<u>Non-RESIDENTIAL</u>	<u>\$185</u>
D.	<u>Commercial Kitchen Exhaust System</u>	<u>\$150</u>
E.	<u>Exhaust Systems</u>	
E.1	<u>H1, H2 H3, or H4 Use</u>	<u>\$500 per system</u>
E.2	<u>All other non residential use</u>	<u>\$200</u>
F.	<u>Generator</u>	
F.1	<u>Residential</u>	<u>\$150</u>
F.2	<u>Non Residential</u>	<u>\$250</u>
G.	<u>Wood Stove</u>	<u>\$135</u>
H.	<u>Plan Review – if not associated with Building Permit</u>	<u>\$100</u>
	<u>Fee</u>	
H.1	<u>Residential</u>	<u>\$100</u>
H.2	<u>Non-Residential</u>	<u>\$150</u>

SECTION 3 PLUMBING

A.	<u>New Construction</u>	
A.1	<u>Residential</u>	\$150.00 for first five (5) fixture \$20.00 for each additional \$150.00 Minimum
A.2	<u>Non-Residential</u>	\$250.00 for first five (5) fixtures \$25.00 for each additional \$250.00 Minimum
B.	<u>Alteration and Additions</u>	
B.1	<u>Residential</u>	\$150.00 for first five (5) fixtures \$15.00 for each additional \$150.00 Minimum
B.2	<u>Non-Residential</u>	\$200.00 for first five (5) fixtures \$25.00 for each additional \$200.00 Minimum

C. <u>Minor Repairs to plumbing system</u>	<u>\$135</u>
D. <u>Sewer Lateral Repair / Replacement</u>	<u>\$135</u>
E. <u>Water Service Repair / Replacement</u>	<u>\$135</u>
F. <u>Plan Review – if not associated with Building Permit Fee</u>	
<u>F.1 Residential</u>	<u>\$100</u>
<u>F.2 Non-Residential</u>	<u>\$150</u>

Section 4 Fire Protection

- A. Fire plan review and inspection
\$150 plus 10¢ per square foot of floor area or each fraction of affected floor area

Section 5 Other Fees

- A. Certificate of Occupancy for change of ownership without change of use: \$158 for the first 2,000 square fee plus \$24 per 1,000 sq. ft. thereafter (or fraction thereof)

The following fees pertain to existing structures only and shall not be applied to new construction or any other fees specified in Section 1.

- B. Certificate of Occupancy for change of use and/or non-certified occupancy:

- C. Re-Inspections \$100

- D. UCC Appeals Board Hearing Application \$500 plus \$1000 escrow

- E. UCC Fee \$4.50

- F. Construction Permit Fee = The sum of all Building, Plumbing, Mechanical, Energy, Electrical, Accessibility and Fire permit applicable to the project. (May include individual residential permit fees in Sections K through S)

Fees for partial projects shall be calculated as follows:

- Footings/Foundation: 10% of the Construction Permit Fee
- Shell only without Footings/Foundation 50% of the Construction Permit Fee
- Shell including Footings/Foundation 60% of the Construction Permit Fee

G. Electrical Inspection and Plan Review

- B.
1. Rough Inspection \$100.00
 2. Final Inspection \$100.00
 3. Minor work less than 5 fixtures \$75.00
- Rough & Final inspections included
- C. Photovoltaic Modules
- | | |
|------------------------------------|--------------|
| First three solar Modules | \$25.00 each |
| Each additional module after three | \$18.00 each |

All associated feeders, service, motors, etc., are calculated in accordance to the appropriate fee schedule section.

D.		
E.	Fire Pump Controller	\$75.00 each
	All associated feeders, service, motors, etc., are calculated in accordance to the Appropriate fee schedule section.	
F.	Service-Meter Equipment	
	100 amp	\$87.00
	200 amp	\$104.00
	400 amp	\$130.00
	600 amp	\$175.00
	800 amp	\$225.00
	1,000 amp	\$301.75
	1,200 amp	\$387.75
	Up to 1,600 amp	\$474.00
	Over 1,600 amp	\$734.00
	Each additional meter	\$ 17.25
G.	Feeders or Sub Panels	
	100 amp	\$87.00
	200 amp	\$104.00
	400 amp	\$130.00
	600 amp	\$175.00
	800 amp	\$225.00
	1,000 amp	\$301.75
	1,200 amp	\$387.75
	Up to 1,600 amp	\$474.00
	Over 1,600 amp	\$734.00
	Each additional 1,000 amps over 2,000 amps	\$366.00
H.		
I.	Temporary Service	\$95.00
J.	Sign with Electric	
	First Sign	\$75.00
	Each Additional Sign	\$14.00
K.	Parking Lot Lighting	
	Parking Lot Pole – First Pole	\$61.50
	Each Additional Pole	\$14.00
L.	Hard wired appliances such as Ranges, Cook tops, Dishwashers, Garbage Disposals, Baseboard Heating, Heat Pumps, Water Heaters and Air Conditioning.	
	Outlet for Single Unit 20KW, less than 1HP	\$61.50
	Each additional Unit for 20KW, less than 1 HP	\$14.00

M. Motors		
Up to ¼ HP		\$17.25
Over ¼ HP to 5 HP		\$34.50
Over 5 HP to 20 HP		\$61.50
Over 20 HP to 40 HP		\$115.00
Over 40 HP to 100 HP		\$156.00
Over 100 HP to 200 HP		\$200.00
Over 200 HP		\$200.00 plus \$50.00 for each 50 HP (or portion of) over 200
N. Generators, Welders, Furnaces		
Up to 50KW		\$115.00
Over 50 KW to 100KW		\$156.00
Over 100 KW to 150KW		\$216.00
Over 150 KW to 300KW		\$259.00
Over 300 KW to 500KW		\$387.00
Over 500 KW to 575KW		\$475.00
Over 575 KW to 1,000KW		\$647.00
Over 1,000 KW		\$647.00 plus \$50.00 for each 200 KW (or portion of) over 100
O. Transformers, Vault, Enclosures, Substations		
Up to 175 KVA		\$115.00
Over 175KVA to 275 KVA		\$216.00
Over 275KVA to 300 KVA		\$259.00
Over 300KVA to 350 KVA		\$387.00
Over 350KVA to 500 KVA		\$475.00
Over 500KVA to 1,000 KVA		\$647.00
Over 1,000KVA to 3,000 KVA		\$820.00
Over 3,000 KVA		\$820.00 plus \$50.00 for each 200KVA (or portion of) over 3,000
P. Signaling Systems (burglar alarms, fire alarms, etc.)		
For the First Device		\$75.00
Every 5 devices (or fraction) thereafter		\$18.00
Q. Reintroduction of Power		
		\$135.00
R. Modular and Mobile Homes		
Modular Homes – Service and Outlets		\$95.00
Mobile Homes – Service including Feeder of Receptacles		\$95.00
S. Real Estate Certification		
Residential		\$144.00
Commercial		\$202.00
T. Plan Review		
	Residential	\$150 if not associated with building permit fee
	Commercial	\$300

RESOLUTION #2025-44 64
CONSOLIDATED FEE SCHEDULE 2025 2026

WHEREAS, the Borough of Perkasio charges fees for various services provided and applications made to the Borough; and

WHEREAS, Borough Council wishes to adopt a consolidated schedule of fees for these services;

NOW, THEREFORE, BE IT RESOLVED by the Borough council of the Borough of Perkasio that the following consolidated schedule of fees is adopted for the year ~~2025~~ 2026 and shall remain in effect until further amended.

TABLE OF CONTENTS

1. Building Fees
2. Zoning Applications Fees
3. Subdivision and Land Development Fees
4. Trash Fees
5. Pool Fees
6. Park and Recreation Fees
7. Event Fees
8. Transient Retail License Fees
9. Electric Service Fees
10. Public Works Service Fees
11. Police Department Service Fees
12. Publication Fees
13. Amusement Device Fees
14. Cable Television Fees
15. Delinquent Account Collection Fees
16. Stormwater Management Site Plan Schedule of Fees
17. Miscellaneous Fees
18. Professional Services

FEES

Proposed changes to the Building Fees section are included in a separate document to allow for clearer tracking and easier review.

1. BUILDING FEES

The applicant or owner submitting for a permit for any new construction, additions or major alterations shall pay the application fee of \$100 at the time of application. Any permits submitted for minor or emergency repairs, all fees will be collected in full at time of submission. In addition to application filing fees, the PA UCC state fee of \$4.50 (or as amended by the State) will be collected. Upon completion of any reviews, any monies not expended shall be refunded to the applicant. Conversely, fees in excess of what was collected will be charged to the applicant.

- A. New Construction: Residential and Non-Residential including Additions, Garages and Accessory Buildings:
New Buildings, Additions or Alterations not applicable to Section B:

Building Permits Fee

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\$250 plus 17.25¢ per square foot of floor area or each fraction of floor area, up to and

Including 100,000 sq. ft. Additional square footage over 100,000 sq. ft. shall be 5¢ per sq. ft. or fraction thereof.

Minimum \$250

Plumbing Permit Fee

\$115.00 plus 6¢ per square foot of floor area or each fraction of floor area, up to and including 100,000 sq. ft. Additional square footage over 100,000 sq. ft. shall be 3¢ per sq. ft. or fraction thereof.

Minimum \$115

Mechanical Permit Fee

\$62 plus 3¢ per square foot of floor area or each fraction of floor area, up to and including 100,000 sq. ft. Additional square footage over 100,000 sq. ft. shall be 2¢ per sq. ft. or fraction thereof.

Minimum \$62

Energy Permit Fee

\$52 plus 2.56¢ per square foot of floor area or each fraction of floor area, up to and including 100,000 sq. ft. Additional square footage over 100,000 sq. ft. shall be 1.5¢ per sq. ft. or fraction thereof.

Minimum \$52

Electrical Permit Fee – calculations as applicable in Section V Below.

Note: Square footage is defined as gross floor area of all floors within the perimeter of two outside walls, including basements, cellars, garages, roofed patios, breezeways, covered walkways and attics with floor-to-ceiling height 6'6" or more.

Construction Permit Fee = The sum of all Building, Plumbing, Mechanical, Energy, Electrical, Accessibility and Fire permit applicable to the project. (May include individual residential permit fees in Sections K through S)

Fees for partial projects shall be calculated as follows:

- a. Footing/Foundation: 10% of the Construction Permit Fee
 - b. Shell only without Footing/Foundation 50% of the Construction Permit Fee
 - c. Shell including Footing/Foundation 60% of the Construction Permit Fee
 - d. Tenant fit-out or all remaining interior alterations shall be calculated at 40% of the Construction Permit Fee for the affected floor area.
- B. Alterations and/or Renovations where floor area does not apply:
Alterations, renovations, repairs or modifications of existing buildings or structures where floor area does not apply (i.e. doors, windows, roofs, structural openings or beams, etc.) and includes non-residential demolition.
- a. \$305 plus \$28 for each \$1,000 of estimated construction value of alterations, renovations or modification certified by the permit application
 - b. Minor Repairs with a total project value of less than \$2,000: \$75.00

C. Tenant Fit-Out:

Tenant fit-outs shall be calculated in accordance with Section 1, item (d) listed above

D. Accessibility plan review and inspection

\$150 plus 7¢ per square foot of floor area or each fraction of affected floor area.

E. Fire plan review and inspection

\$150 plus 9.5¢ per square foot of floor area or each fraction of affected floor area.

F. Certificate of Occupancy for change of ownership without change of use:

The following fees pertain to existing structures only and shall not be applied to new construction or any other fees specified in Section 1.

a. \$158 for the first 2,000 square fee plus \$24 per 1,000 sq. ft. thereafter (or fraction thereof)

G. Certificate of Occupancy for change of use and/or non-certified occupancy:

Fees shall be calculated in accordance with Section 1, item (d) listed above.

H. Non-residential Swimming Pool: \$350 plus \$25 for each \$1,000 of construction value

I. Pre-Manufactured Dwelling: \$500 (Complete)

Shall bear an approved label identifying compliance to HUD requirements (Excludes habitable basements and/or structures not fabricated and constructed by the manufacturer in the factory)

J. Modular Dwelling: \$650

Shall bear and approved label identifying compliance to UCC requirements (Excludes habitable basements and/or structures not fabricated and constructed by the manufacturer in the factory)

The following sections pertain to specific Residential projects

K. Decks (uncovered): \$135 plus 26.5¢ per sq. ft. of area

L. Wood Stoves: \$135

M. Demolitions: Structures under 250 sq. ft: \$54

Structures over 250 sq. ft. without a foundation: \$100

Structures with a foundation: \$200

N. Swimming Pools: Above Ground: \$135 In-Ground: \$200

O. Hot Tub/Spa: \$135

The following sections pertain to specific Residential projects only when the Municipality has amended the UCC

P. Accessory Structures under 1,000 square feet: \$135 plus 26.5¢ per sq. ft. of area

- Q. Re-roofing / Re-siding: \$135
- R. Replacement of HVAC equipment: \$135 per unit
- S. Minor repairs to plumbing system: \$135
- T. Sewer Lateral Repair / Replacement: \$135.00 each
- U. Water Service Replacement/Repair: \$135.00 each
- V. Residential Plan Review (New) \$150/per submission
Residential Plan Review (Other) \$100/per submission
Non-Residential Plan Review (New) \$10.50 per 100 gross sq. ft. minimum \$650
Non-Residential Plan Review (Other) \$10.50 per 100 gross sq. ft. minimum \$360

W. Electrical Inspection and Plan Review

A. General Inspections

1. Rough Inspection \$75.00
Base Fee Cost per fixture \$.50
2. Final Inspection \$75.00
Base Fee Cost per fixture \$.50
3. Minor work less than 5 fixtures \$75.00
Rough & Final inspections included

B. Photovoltaic Modules

- First three solar Modules \$25.00 each
Each additional module after three \$18.00 each

All associated feeders, service, motors, etc., are calculated in accordance to the appropriate fee schedule section.

C. Sump Pumps \$75.00 each

D. Fire Pump Controller \$75.00 each
All associated feeders, service, motors, etc., are calculated in accordance to the Appropriate fee schedule section.

E. Service-Meter Equipment

100 amp	\$87.00
200 amp	\$104.00
400 amp	\$130.00
600 amp	\$175.00
800 amp	\$225.00
1,000 amp	\$301.75
1,200 amp	\$387.75
Up to 1,600 amp	\$474.00
Over 1,600 amp	\$734.00
Each additional meter	\$ 17.25

F. Feeders or Sub Panels	
100 amp	\$87.00
200 amp	\$104.00
400 amp	\$130.00
600 amp	\$175.00
800 amp	\$225.00
1,000 amp	\$301.75
1,200 amp	\$387.75
Up to 1,600 amp	\$474.00
Over 1,600 amp	\$734.00
Each additional 1,000 amps over 2,000 amps	\$366.00
G. Swimming Pools	
Pool Bonding	\$95.00
Wiring of Pump	\$95.00
Pennsylvania Pool Certification	\$388.00
H. Temporary Service	\$95.00
I. Sign with Electric	
First Sign	\$75.00
Each Additional Sign	\$14.00
J. Parking Lot Lighting	
Parking Lot Pole – First Pole	\$61.50
Each Additional Pole	\$14.00
K. Hard wired appliances such as Ranges, Cook tops, Dishwashers, Garbage Disposals, Baseboard Heating, Heat Pumps, Water Heaters and Air Conditioning.	
Outlet for Single Unit 20KW, less than 1HP	\$61.50
Each additional Unit for 20KW, less than 1 HP	\$14.00
L. Motors	
Up to ¼ HP	\$17.25
Over ¼ HP to 5 HP	\$34.50
Over 5 HP to 20 HP	\$61.50
Over 20 HP to 40 HP	\$115.00
Over 40 HP to 100 HP	\$156.00
Over 100 HP to 200 HP	\$200.00
Over 200 HP	\$200.00 plus \$50.00 for each 50 HP (or portion of) over 200
M. Generators, Welders, Furnaces	
Up to 50KW	\$115.00
Over 50 KW to 100KW	\$156.00
Over 100 KW to 150KW	\$216.00
Over 150 KW to 300KW	\$259.00

Over 300 KW to 500KW	\$387.00
Over 500 KW to 575KW	\$475.00
Over 575 KW to 1,000KW	\$647.00
Over 1,000 KW	\$647.00 plus \$50.00 for each 200 KW (or portion of) over 100
N. Transformers, Vault, Enclosures, Substations	
Up to 175 KVA	\$115.00
Over 175KVA to 275 KVA	\$216.00
Over 275KVA to 300 KVA	\$259.00
Over 300KVA to 350 KVA	\$387.00
Over 350KVA to 500 KVA	\$475.00
Over 500KVA to 1,000 KVA	\$647.00
Over 1,000KVA to 3,000 KVA	\$820.00
Over 3,000 KVA	\$820.00 plus \$50.00 for each 200KVA (or portion of) over 3,000
O. Signaling Systems (burglar alarms, fire alarms, etc.)	
For the First Device	\$75.00
Every 5 devices (or fraction) thereafter	\$18.00
P. Reintroduction of Power	\$135.00
Q. Modular and Mobile Homes	
Modular Homes – Service and Outlets	\$95.00
Mobile Homes – Service including Feeder of Receptacles	\$95.00
R. Real Estate Certification	
Residential	\$144.00
Commercial	\$202.00
S. Plan Review	20% of the above inspection fees added to the total
	Minimum Residential \$50.00
	Minimum Commercial \$125.00
T. Permit Voided – Issue Permit Voided	\$50.00
U. Building Code (UCC) Appeal	\$500 basic fee plus \$1,000 escrow (for costs above \$500)

2. ZONING APPLICATION FEES

Residential Construction

Single Family Dwelling	\$200.00
Multi Family (per unit)	\$200.00 each unit
Addition/Alteration	\$100.00
Accessory Structures	\$100.00

Non-Residential Construction

New Construction	\$500.00
Addition/Alteration	\$250.00
Accessory Structure	\$250.00

Sign Permits

Up to six square feet	\$125.00
Over six square feet	\$200.00
Temporary sign	\$50.00
Request for Zoning Change	\$1,000 + escrow
Home-Based Occupation Permit	\$100.00
No Impact Home-Based Occupation Permit	\$25.00
Zoning Determination Fee	\$125.00
Use & Occupancy Permit	\$150.00

Zoning Hearing Board

Zoning Hearing Board Fees for a Variance/Special Exception/Interpretation of Law

Residential Use	\$1,000
Non-residential use	\$1,250
Postponement-(caused or request by applicant)	\$500.00
Conditional Use Application	\$800.00 plus \$2,500 escrow

3. SUBDIVISION AND LAND DEVELOPMENT FEES

The applicant or owner submitting plans for a subdivision or land development shall pay the following application filing fees at the time of application and plan submission. In addition to application filing fees, the applicant shall be required to furnish an escrow fund to pay for the professional fees and other costs incurred in reviewing the plans and processing the application. The applicant or owner also agrees to an additional 10% for engineering, legal and other services rendered to the Borough in connection with the project which will be included in the total cost. Upon completion of the review, whether the application is approved or rejected, any monies not expended in the review shall be refunded to the applicant. Conversely, fees in excess of the escrow fund will be charged to the applicant.

PRELIMINARY PLANS

Preliminary Lot Line Change	\$300 application fee + \$1,000 escrow
Preliminary Minor Subdivision/ Land Development (2 lots)	\$500 application fee + \$1,000 escrow
Preliminary Major Subdivision/Land Development (3+ lots)	\$1,000 application fee + \$100 per lot + \$5,000 escrow

FINAL PLAN SUBMISSION

Lot Line

No additional charge if filed within one year after preliminary approval. Otherwise same as preliminary

Minor Subdivision/Land Development (2 lots)

\$500 application fee + replenish escrow account to full amount (\$2,000)

Non-Residential Land Development

\$500 application fee +replenish escrow account to full amount (\$500) if filed within one year after preliminary plan approval.

Otherwise same as preliminary land development

Major Subdivision/Land Development (3 lots)

\$500 application fee + replenish escrow account to full amount (\$7,500)

Waiver of Land Development

\$500 application fee + replenish escrow account to full amount (\$2,000)

Grading/Drainage Permit

Application Fee	\$ 100.00
Professional Services Escrow	\$1,200.00

Plan of Substitution

N/A

Stormwater Management

See Item # 16

Park and Recreation Impact Fee

\$1,500 per dwelling unit

4. TRASH FEES

Trash & Recycling Annual Fee	\$50.00
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Regular Trash

Disposal containers are to be plastic "Perkasie Borough" trash bags at the cost of:

- | | |
|-------------------------------------|---------------------|
| (1) Large bags | \$4.75 |
| (2) Small bags | \$3.75 |
| (3) Small gusseted bags | \$4.00 |
| (4) Trash toter service (64 gallon) | \$87.50 per quarter |

Recycling

Replacement fee for Hang Tags	\$5.00
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Large Trash Items

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~~Large trash items (excluding all items that contain freon) \$10.00~~

~~These "fee for collections" items include the following, and other similar large items:~~

Washing Machines	Wood Stoves	Riding Lawn Mowers
Dryers	Trash Compactors	Dishwashers
Hot Water Heaters	Air Compressors	Microwave Ovens
Humidifiers	Electric Generators	Ice Boxes
Stoves (gas or electric)	Snow Blowers	Furniture

~~Large trash items: (any item that does not fit inside a Borough toter or Borough disposal bag)~~

- ~~• First large trash Item FREE~~
- ~~• Second and additional large trash Items: \$20.00 per item~~

~~Appliances: excludes all items containing freon~~

~~*acceptable items include: Dishwasher, washing machine, dryer, stove, wood stove, garbage disposal, sump pump, trash compactor, pool filter, water heater, water softener, air compressor, generator, humidifier, snow blower, power washer, grill, microwave, oven, lawn mower (all kinds), weed-whacker, garden tools fitted with engine or motor (drained of oil & gas, battery removed), bicycle, basketball net, treadmill, elliptical, stair climber, weights & rack, other large exercise equipment, wheelchair (battery removed), metal cabinet, lockers etc.~~

- ~~• Each appliance: \$20.00 per item~~

~~Excluded: the following items are excluded from the trash program:~~

~~Air conditioners, refrigerators, freezers or any other item containing freon, car or engine parts or batteries, sheds, outbuildings, fences, pavers, garage doors, construction and remodeling materials, mirrors, windows, glass top tables, glass storm doors or any other item with plate glass, TV & PC monitors, VCRs, DVDs and other electronic (e-waste) items, e-bikes, e-scooters, hoverboards, or any item containing a lithium battery, trampolines, pool tables, pianos, safes brush, tree branches, stumps, or any other yard waste, hazardous waste.~~

Waste Hauler Permit Fee	\$100.00
Trash Certification Fee	\$20.00

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5. POOL FEES

Memberships

~~Membership Fees- Individual~~

Individual Age 14 and older	\$135.00
Non-Resident Surcharge	\$ 83.00

~~Membership Fees- Family~~

~~Family includes any adults and dependent children (age 18 and younger) residing in one household year round.
\$10 Discount for 2 family members~~

Per Person fee for 3+ members

Resident\$73.00

Non-Resident\$94.00

Membership Type	Early Bird Resident	Early Bird Non-Resident	After March 31 st Resident	After March 31 st Non-Resident
Individual	\$132.50	\$215.50	\$135	\$218
2 Family	\$255	\$421	\$260	\$426
3 Family	\$328	\$515	\$333	\$520
4 Family	\$401	\$609	\$406	\$614
5 Family	\$474	\$703	\$479	\$708
6 Family	\$547	\$797	\$552	\$802
7 Family	\$620	\$891	\$625	\$896
8 Family	\$693	\$985	\$698	\$990
9 Family	\$766	\$1,079	\$771	\$1,084
10 Family	\$839	\$1,173	\$844	\$1,178
Senior	\$71.50	\$161	\$73	\$172
PAC Full Membership	\$132.50	\$215.50	\$135	\$218
PAC Club Membership	\$102.00	\$125	\$104	\$135
Resident Membership Rates				
Membership Type	Jan. 1 st thru Apr. 30th	May 1 st thru Aug. 15th	Aug. 16 th thru Dec. 31st	
Individual	\$138.00	\$143.00	\$135.00	
2 Family	\$265.00	\$275.00	\$260.00	
3 Family	\$340.00	\$353.00	\$333.00	
4 Family	\$414.00	\$430.00	\$406.00	
5 Family	\$489.00	\$508.00	\$479.00	
6 Family	\$563.00	\$585.00	\$552.00	
7 Family	\$638.00	\$663.00	\$625.00	
8 Family	\$712.00	\$741.00	\$698.00	
9 Family	\$786.00	\$818.00	\$771.00	
10 Family	\$861.00	\$896.00	\$844.00	
Senior	\$74.00	\$78.00	\$72.80	
PAC Full Membership	\$138.00	\$144.00	\$135.20	
PAC Club Membership	\$106.00	\$110.00	\$104.00	
Non-Resident Membership Rates				
Membership Type	Jan. 1 st thru Apr. 30th	May 1 st thru Aug. 15th	Aug. 16 th thru Dec. 31st	
Individual	\$222.00	\$232.00	\$218.00	
2 Family	\$435.00	\$452.00	\$426.00	

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<u>3 Family</u>	<u>\$ 530.00</u>	<u>\$ 552.00</u>	<u>\$ 520.00</u>	
<u>4 Family</u>	<u>\$ 626.00</u>	<u>\$ 652.00</u>	<u>\$ 614.00</u>	
<u>5 Family</u>	<u>\$ 722.00</u>	<u>\$ 751.00</u>	<u>\$ 708.00</u>	
<u>6 Family</u>	<u>\$ 818.00</u>	<u>\$ 851.00</u>	<u>\$ 802.00</u>	
<u>7 Family</u>	<u>\$ 914.00</u>	<u>\$ 951.00</u>	<u>\$ 896.00</u>	
<u>8 Family</u>	<u>\$ 1,010.00</u>	<u>\$ 1,051.00</u>	<u>\$ 990.00</u>	
<u>9 Family</u>	<u>\$ 1,106.00</u>	<u>\$ 1,150.00</u>	<u>\$ 1,084.00</u>	
<u>10 Family</u>	<u>\$ 1,202.00</u>	<u>\$ 1,250.00</u>	<u>\$ 1,178.00</u>	
<u>Senior</u>	<u>\$ 175.00</u>	<u>\$ 182.00</u>	<u>\$ 171.60</u>	
<u>PAC Full Membership</u>	<u>\$ 223.00</u>	<u>\$ 232.00</u>	<u>\$ 218.40</u>	
<u>PAC Club Membership</u>	<u>\$ 138.00</u>	<u>\$ 144.00</u>	<u>\$ 135.20</u>	

*If you purchase a pool membership between August and December, the membership will be applied to the following pool season; however, you will also receive complimentary access to the pool during Labor Day weekend of the year in which the membership was purchased.

—Borough Employee and Family \$ 0.00

Borough Council and Family \$ 0.00

Activity Fees

Everybody Swims Program \$ 0.00
(A free learn to swim program for 3rd graders that live in Perkasio Borough.)
(A limit of 100 open slots per season)

Group Lessons
Member Swimming Lessons \$90
Non-members \$125

AM Tot Splash
Daily Drop In Member: Free
Non-Member: \$10.00

Member Private Lessons \$180
Non-member

8 30-Minute Lessons \$ 210

30 Minutes Individual Private Swim Lesson \$30 members/ \$55 non-members

Lesson Instructor Training Class \$35 members/ \$50 non-members

Water Walking & Lap Swimming:

Member \$ 0.00
Non-Member walk-in \$10.00

Aqua Zumba:	Member	\$ 4.00
	Non-Member	\$10.00
Sunrise Yoga:	Member	\$ 4.00
	Non-Member	\$10.00
Doggie Dip:	Registration for Dog	\$10.00
	Guests (14 and over)	\$ 4.00

Daily Admission	Purchased In-Person	Purchased Online *Not Available for guests members.	Formatted Table
Monday - Friday			Formatted: Centered
General Admission 18 years and older	\$20.00 <u>\$21.00</u>	<u>\$19.00</u>	Formatted: Left, Indent: Left: 0.5"
Child (3-17) or Senior (age 62+)	\$15.00 <u>\$16.00</u>	<u>\$14.00</u>	Formatted: Centered, Indent: Left: 0"
2nd Street Pool - (0-6 years old)	\$ 0.00		Formatted: Left, Indent: Left: 0.5"
Menlo Aquatics Center Members	\$ 0.00		
Guest of Season Member			
Adult (Age 18 and older)	\$15.00		
Child (3-17) or Senior	\$10.00		
Saturday and Sunday			
General Admission 18 years and older	\$31.00 <u>\$32.00</u>	<u>\$30.00</u>	Formatted: Left, Indent: Left: 0.5"
Child (Age 3-17)	\$21.00 <u>\$22.00</u>	<u>\$20.00</u>	Formatted: Left, Indent: Left: 0.5"
Guest of Season Member Adult (Age 18 and older)	\$20.00		
Child (3-17) or Senior	\$15.00		
Twilight (after 5:00 p.m.)			
Adult Weekday	\$ 10.00 <u>\$11.00</u>	<u>\$9.00</u>	Formatted: Indent: Left: 0.5"
Child or Senior Weekday	\$ 8.00 <u>\$9.00</u>	<u>\$7.00</u>	Formatted: Indent: Left: 0.5"
Adult Guest of a Member – Weekday	\$ 8.00		
Child or Senior Guest of a Member – Weekday	\$ 5.00		
Adult Weekend	\$16.00 <u>\$17.00</u>	<u>\$15.00</u>	Formatted: Indent: Left: 0.5"
Child or Senior Weekend	\$11.00 <u>\$12.00</u>	<u>\$10.00</u>	Formatted: Indent: Left: 0.5"
Adult Guest of Member Weekend	\$10.00		
Child or Senior Guest of Member Weekend	\$ 8.00		
Replacement charge for lost member passes	\$ 10.00		

Party and Group Fees

Menlo Party Package

	Members	Non-Members	Notes
Base Fee	\$225	\$325	Base fee includes reserved picnic tables, 3-hour party, staff assistance, paper products, and up to 10 party guests

Any number of guests over 10 require an additional per person fee: ~~\$10~~ \$12.00 per adult guest ~~\$8.00- 10.00~~ per child guest

Non-refundable deposit (50% of base fee) due at time of reservation. Max of 30 total party guests. Create your own party package with food options available through Menlo for additional per person fee. Party Guest list, finalized food order, and final payment due one week prior.

Kulp Splash Party

Members or Borough Resident	\$110
Non-Members or Non-Residents	\$150

Includes 2-hour wading pool use with lifeguard and 4 hours Kulp Pavilion use. Max of 20 children.

After hours Party

Applicant must be a Menlo Member or Perkasio Borough resident.
\$20 per person, minimum of 40 guests, maximum of 100, request due 45 days prior, \$500 non-refundable deposit required after request is approved by Perkasio Borough Council, must provide certificate of insurance for General Liability Insurance, party guest list, and submit final payment one week prior.

Camp Groups

Offered to any registered organization: \$10 per participant (includes campers and counselors)
Groups must have minimum of 15 participants. All visits must be scheduled in advance. Non-refundable \$100 deposit, signed Camp Group Agreement, and certificate of insurance for General Liability Insurance required to confirm reservation. Remaining balance due at time of visit.

6. PARK AND RECREATION FEES

Fees are for a 4-hour flexible time period.

<u>Pavilion</u>	<u>Park</u>	<u>Boro Resident</u>	<u>Non-Resident</u>	<u>Non-Profit</u>	<u>Electric Key</u>
Skate Park	Lenape	\$65 <u>\$70</u>	\$95 <u>\$100</u>	\$45 <u>\$50</u>	
Rotary	Lenape	\$65 <u>\$70</u>	\$95 <u>\$100</u>	\$45 <u>\$50</u>	
Twin Bridges	Lenape	\$80 <u>\$85</u>	\$105 <u>\$110</u>	\$55 <u>\$60</u>	
Kulp	Kulp	\$55 <u>\$60</u>	\$80 <u>\$85</u>	\$40 <u>\$45</u>	
Lions	Menlo	\$80 <u>\$85</u>	\$105 <u>\$110</u>	\$55 <u>\$60</u>	

Rentals may purchase an additional 4 hour time period for anything over.

Team Facility Rentals \$125 per team ~~per~~ for a 10 week season, \$25 key deposit if access to storage shed at softball field is needed.
 (Deposit must be cash or separate check, 2 weeks in advance)
 Up to 3 2 days per week; ~~any additional days are additional \$30 per season.~~
~~Seasons — Spring: Mar, Apr, May; Summer: June, July, August; Fall: Sept, Oct, Nov~~

Kulp Ball Field and Grandstand Team Facility Rental
\$500 per team for a 10 week season, \$25 key deposit if access to storage facility is needed. Up to 2 days per week. Field will be maintained by the Public Works team on their regular schedule, including mowing, weed whacking, and dragging. Maintenance will not be adjusted to align with renter schedules

Kulp Ball Field and Grandstand -Lights & Scoreboard ~~\$50~~ 100 per season
 _____ \$25 key deposit if electric is needed.
 _____ (Deposit must be cash or separate check, 2 weeks in advance)

Kulp Ball Field and Grandstand Team Facility Exclusive Rental
\$3,000 per team for a 10 week season (Monday thru Friday), including field lights and scoreboard, \$25 key deposit for storage facility and electric required. Required for team use more than 2 days per week. Field maintenance meeting required between renter and Borough prior to season. Parks and Recreation department will use and/or rent the field during the season if not in use.

Individual Facility Rental
May rent for multiple time blocks

<u>Facility</u>	<u>Allotted Time Block</u>	<u>Resident</u>	<u>Non-Resident</u>
Pickleball Court	1 Hour	\$25.00	\$30.00
Tennis Court	2 Hours	\$25.00	\$30.00
Basketball Court	3 Hours	\$50.00	\$60.00
Baseball/Softball Field	3 Hours	\$50.00	\$60.00

All Park Event Permits (see Event fees for events held on Borough Streets)

Non-Profit event permit base fee \$50.00
 For Profit event permit base fee \$100.00

*All permits must be submitted 45 days in advance

Base fee covers one date; additional \$10 per date fee if multiple dates on one permit

Electric Key required for park events needing electric \$25 key deposit

Firework Permits \$100.00

Community Garden Plots \$25.00
Refundable Deposit for Clean-Up \$25.00

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*As part of the Borough's recreation offerings, local businesses, contractors, and individuals interested in running park and recreation programs at Borough parks and facilities can contact our Parks and Recreation Department directly. Interested parties are offered a percentage of program revenue.

7. EVENTS FEES

(A) BOROUGH SPONSORED EVENTS

FARMERS MARKET

Full Season	\$220 (single space) / \$300 (double space)
Half Season	\$165
Drop in / weekly	\$ 30

UNDER THE STARS CAR SHOW

Food Vendor	\$ 200
Craft/Service/Commercial Vendor	\$ 30
Exhibitor entry fee	\$ 15 (advance), \$25 (day of)

FALL FESTIVAL

Food Vendor	\$ 200
Craft/Service/Commercial Vendor	\$ 50

AMERICA'S OLDEST TREE LIGHTING

Food Vendor	\$175
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EARTH DAY/OTHER COMMUNITY EVENTS

Food Vendor	\$100
Craft/Service/Commercial Vendor	\$ 30

(B) THIRD PARTY SPECIAL EVENT FEES (for events on Borough Streets)

*See PARKS & RECREATION FEES section for events in Borough park system

Event Permit Application Fee	For Profit	\$100.00
	Non-Profit	\$ 50.00
	Each Additional Day	\$ 10.00
Road Barricades & Cones	Estimated 4 hours Straight Time	Hourly Rate as listed in the PUBLIC WORKS SERVICE FEES SECTION
Trash & Recycling	Estimated 4 hours Straight Time	Hourly Rate as listed in the PUBLIC WORKS SERVICE FEES SECTION
Electric setup & breakdown	Estimated 8 hours Straight Time	Hourly Rate as listed in the ELECTRIC DEPT. SERVICE FEES SECTION
Crossing Guard	Hours Requested	Hourly Rate as listed in the POLICE DEPT. SERVICE FEES SECTION

Police Support	Hours Requested	Hourly Rate as listed in the POLICE DEPT. SERVICE FEES SECTION
Transient Retail Vendor	Per for-profit vendor	Daily Rate as listed in the TRANSIENT RETAIL LICENSE FEE SECTION
No Parking Signs	Per Sign	Fixed prices as listed in the POLICE DEPT. SERVICE FEES SECTION

Estimated fee per service is due at the time of permit approval. Perkasio Borough will provide an invoice when the permit application is approved detailing estimated fees. Perkasio Borough reserves the right to add services during the event if we deem it necessary for event safety then invoice a final balance.

- a) BLOCK PARTY FEES:
Block Party Permit Fee (Commercial & Residential): \$100.00

8. TRANSIENT LICENSE FEES

One Day	\$ 25.00
One Calendar week or fraction thereof	\$ 75.00
One Calendar month or fraction thereof	\$200.00
One Calendar year or fraction thereof	\$400.00

9. ELECTRIC SERVICE FEES

Security Deposit with electric heat	\$ 300.00
Security Deposit without electric heat	\$ 200.00
<u>Reconnection Fees:</u>	
During normal business hours	\$ 100.00
After normal business hours	\$ 200.00
<u>Reconnection Fee – CT rated service:</u>	
During normal business hours	\$ 300.00
After normal business hours	\$ 400.00
Limiter hook-up fee	\$ 50.00
Meter Test Fee	\$ 25.00
Duplicate tenant electric bills sent to landlord	\$ 15.00/account
Renewal fee for each account	\$ 5.00

Late payments for Electric: Electric bills which are not paid by the due date are subject to late payment charges applied monthly as follows: 5% for any outstanding balance.

Final Meter Certification Fee	\$ 25.00
Temporary electric installation: min. charge	\$ 25.00
Install new electric service to subdivision	\$2,500/Lot
Install new streetlights in subdivisions	\$3,800 Each

Cost of electric per lot:

Secondary underground electric	Per lot \$ 750.00
Primary underground electric	Per lot \$ 750.00
Transformer and fiberglass pad	Per lot \$1,000.00

Cost of LED streetlights:

Concrete base	\$ 400.00 <u>\$600.00</u>
Aluminum pole	\$1,500.00 <u>\$2,000.00</u>
LED fixtures	\$ 900.00 <u>\$2,000.00</u>
Labor	\$ 400.00 <u>\$500.00</u>

<u>Labor:</u> Straight Time	\$ 80.00
Overtime	\$115.00
Double time	\$160.00

Equipment Rental – Per Hour

Line Truck	\$260.00
Bucket Truck	\$250.00
Chipper	\$100.00
Air Compressor	\$100.00
Pick-up Truck	\$100.00
Dump Truck – 1 Ton	\$150.00

Material: Actual cost (20% may be added for handling)

Contracted Services: All contracted services will be billed out at actual costs plus 10%. (The 10 is based on scheduling, reviewing work and administrative costs.

Customer Generated Electrical Service

Installation of net meter	\$375.00
Administrative Fee	\$ 50.00
First Inspection Fee	\$125.00
Annual reinspection	\$ 35.00

Pole Attachment Fees

Application Fee: New Attachments	\$35.00 Per Pole
Audit Fee:	\$35.00 Per Pole
Make Ready Engineering Fee:	TBD – provided for each permit request based on level of effort.

Annual Attachment Fee (per Pole)

Date:

Year 2022	\$29.00
Year 2023	\$29.50
Year 2024	\$30.00
Year 2025	\$30.50
Year 2026	\$31.00
Year 2027	\$31.50
Year 2028	\$32.00
Year 2029	\$32.50
Year 2030	\$33.00
Each Renewal Term	\$.50/year increase thereafter

Other Fees

Unauthorized Attachment	\$ 35.00/pole
Fee Storm Restoration Fee	\$100.00/pole

10. PUBLIC WORKS SERVICE FEES

<u>Labor:</u> Straight Time	\$ 55.00
Overtime	\$ 80.00

Equipment Rental – Per Hour

Backhoe	\$150.00
Refuse Truck	\$170.00
Dump Truck – 1 Ton	\$150.00
Mower	\$ 65.00
Leaf Vacuum	\$ 70.00
Black Top Roller	\$100.00

Material: Actual Cost (10% may be added for handling)

Contracted Services: All contracted services will be billed out at actual costs plus 10% (The 10% is based on scheduling, reviewing work and administrative costs.

11. POLICE DEPARTMENT SERVICE FEES

Special Duty: Shall be billed at 2 times the officer's hourly rate plus applicable taxes and benefits

No Parking Signs	\$ 2.25
Use of Police Vehicle – Per Hour	\$ 20.00
Use of Crossing Guard	\$ 18.13 – \$19.77 <u>\$18.95 - \$20.66/hr.</u>

Parking Tickets \$ 25.00

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12. PUBLICATION FEES

Zoning Ordinance	\$20.00
Subdivision and Land Development Ordinance	\$15.00
Comprehensive Plan	\$15.00
Building Codes	Cost + Postage + 10%

13. AMUSEMENT DEVICE FEES

First Device	\$65.00
Each additional device permitted under the same application	\$25.00
Each and every re-inspection necessitated in a license year	\$25.00

14. CABLE TELEVISION – (Pursuant to Ordinance #744)

Filing Fee – Section C-2(f)	\$ 25.00
Penalty for non-compliance-Section D-2(d)	\$2,000 and reasonable attorney fees & court costs
Fine for violation of customer service standards Section E-2(d)	\$25.00 with reasonable attorney fee

15. CLAIMS, MUNICIPAL – Delinquent Account Collection Fees (pursuant to Ordinance #832)

- A. Preparation and filing of Municipal Liens \$150.00
- B. Attorney's fees incurred in the collection of delinquent accounts including, but not limited to District Justice and/ or Common Pleas actions \$125.00
- C. Additionally, the owner shall be responsible for all costs of collection in addition to Attorney's fees including, but not limited to, filing fees and court fees as may be paid by the Borough.

16. STORMWATER MANAGEMENT SITE PLAN SCHEDULE OF FEES

A. Filing Fee	\$ 75.00
B. Sump Pump Discharge & Permit	\$ 250.00
C. Connect to Borough storm sewer	\$1,000.00
D. Plus \$5.00 per foot, maximum	
E. Bottomless Inlet Box	\$1,000.00

17. MISCELLANEOUS FEES

Alarm system registration	\$10.00
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Copies:

One Sided	\$.25
Two Sided	\$.50
Color Copy	\$1.00
8 ½ x 14 Copy	\$.50
11x17 Copy	\$1.00

Oversize copies (Land Development, building or plot plans) Actual cost to reproduce plus mileage (IRS rate) to drive to copy center, plus employee time to drive to/from facility at \$25 per hour

Deed registration	\$10.00
Duplicate of Borough meetings	\$20.00 per meeting
Explosives Permit	\$15.00
False Alarms	\$50.00
Flood Plain Certification	\$100.00 + cost of survey if necessary
Inter-Municipal transfer of Liquor License Application Filing Fee	\$600
Military Banners	\$150.00
Permit Fee: Circuses, Carnivals & Exhibitions	\$100.00
Pole attachment permit application	\$25.00
Police incident reports	\$15.00
Reproduction of photographs from police	\$25.00 fee per request plus \$1.00 Incidents/accidents per standard 3"x5" Photograph of \$8.00 per 8"x11" photograph
Return Check Charge	\$25.00
Sidewalk Permit (if sidewalk is installed without Borough being notified.)	\$75.00
Street Utility Cut Permits	\$175.00 Per 100 square feet of disturbance + additional \$25.00 for each additional 100 sq. ft. of utility cut
Street Maps	\$1.00
Tax Certification Fee	\$10.00
Zoning Maps	\$5.00

\$1.00 small

18. PROFESSIONAL SERVICES

Solicitor

\$175/hour

Engineering Services/Gilmore Associates:

Principal Engineer

\$157/hour

Project Assistant

\$ 90/hour

Consulting Professional I-V

\$117 - \$157/hour

Design Technical I-V

\$ 92 - \$112/hour

Construction Rep. I-III

\$105 - \$125/hour

Surveying Crew

\$185/hour

BE IT FURTHER RESOLVED, that this fee schedule supersedes and replaces all prior fee schedules adopted by Perkasi Borough Council.

RESOLVED this ~~3rd-15th~~ day of ~~February December~~, 2025.

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Attest: _____

Andrea L. Coaxum, Secretary

By: _____

James A. Ryder, Council President

**PERKASIE BOROUGH
RESOLUTION NO. 2025-65**

**A RESOLUTION OF THE PERKASIE BOROUGH COUNCIL
AUTHORIZING THE RETURN OF THE ST. STEPHEN'S UNITED
CHURCH OF CHRIST OF PERKASIE PROFESSIONAL SERVICES
ESCROW ACCOUNT IN THE AMOUNT OF \$1,523.50 FOR THE ST.
STEPHEN'S UNITED CHURCH OF CHRIST OF PERKASIE MINOR
SUBDIVISION PROJECT, AND AUTHORIZING THE SIGNATURE OF
THE BOROUGH MANAGER ON THE ESCROW RELEASE AND CLOSE
OUT OF THE ACCOUNT**

WHEREAS, St. Stephen's United Church of Christ of Perkasia ("Applicant") provided the Borough of Perkasia with a Professional Services Escrow for the St. Stephen's United Church of Christ of Perkasia Minor Subdivision project; and

WHEREAS, Gilmore & Associates, Inc. has provided the Borough of Perkasia with a confirmation authorizing the release of the professional services escrow, upon confirmation by the Borough that there are no outstanding or forthcoming legal and engineering invoices regarding the St. Stephen's United Church of Christ of Perkasia Minor Subdivision project.

NOW THEREFORE BE IT RESOLVED, by the Council of the Borough of Perkasia, as follows, that the Professional Services Escrow for St. Stephen's United Church of Christ for the St. Stephen's United Church of Christ of Perkasia Minor Subdivision project, shall be returned to Applicant upon confirmation by the Borough that there are no outstanding or forthcoming bills regarding the project for St. Stephen's United Church of Christ of Perkasia.

IT IS FURTHER RESOLVED that the Borough Manager is hereby authorized to sign the Professional Services Escrow release and close out of the account.

THIS RESOLUTION WAS DULY ADOPTED by the Perkasio Borough Council on the
1st day of December, 2025.

ATTEST:

BOROUGH OF PERKASIE:

By: _____
Andrea L. Coaxum, Secretary

By: _____
James Ryder, Council President

JEFFREY P. GARTON
DOUGLAS C. MALONEY
THOMAS J. PROFY, IV*†
FRANCIS X. DILLON
JOHN A. TORRENTE*
STEVEN M. JONES
MICHAEL J. MEGINNISS
BRENDAN M. CALLAHAN*
BRADLEY R. CORNETT*
SEAN M. GRESH
BRYCE H. McGUIGAN*
TRACY L. CASSEL-BROPHY*
CHRIS LITTLE SIMCOX*
BRENDAN G. CORRIGAN^
KIMBERLY N. BARRON
CHLOE M. BOUDAZIN
CHELSEY CROCKER JACKMAN
MARISA M. PERINI
HANNAH M. SCHWEIZER

*Member of PA & NJ Bars
†Master of Laws (Taxation)
^Member of PA & NY Bars



680 MIDDLETOWN BOULEVARD
P.O. BOX 308
LANGHORNE, PENNSYLVANIA 19047-0308
TELEPHONE: 215.750.0110
FAX: 215.750.0954

JEFFREY P. GARTON, ESQUIRE
jgarton@begleycarlin.com

OF COUNSEL

HON. ROBERT O. BALDI (RET.)
-Mediation and Arbitration

SCOTT A. PETRI
FRANK A. FARRY
ALLEN W. TOADVINE
PAMELA A. VAN BLUNK*
KATHARINE J. WEEDER*
MARC I. RICKLES*
COURTNEY S. CROWLEY*

NEW HOPE OFFICE
123 W. BRIDGE STREET
NEW HOPE, PA 18938
215.862.0701

November 24, 2025

VIA EMAIL

Andrea L. Coaxum, Borough Manager
Perkasie Borough
620 Chestnut Street
Perkasie, PA 18944

Re: St. Stephen's United Church of Christ of Perkasie Borough

Dear Andrea:

Pursuant to Rebecca Deemer's email to my attention, attached please find a draft Resolution regarding the return of escrow and close out of account for the above matter. My last bill for this matter will be in the amount of \$176.00.

Please review and advise if the form of the Resolution is satisfactory or if there are any changes or corrections you would like me to make.

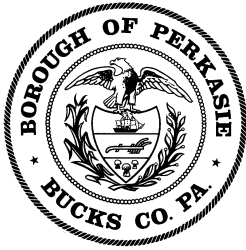
Very truly yours,

Jeffrey P. Garton

JPG:bcr

Attachment

cc: Douglas C. Rossino, P.E., CME, M.ASCE
Rebecca Deemer, Finance Director



BOROUGH OF PERKASIE

620 W. Chestnut St
P.O. Box 96
Perkasie, PA 18944

(215)257-5065
Fax (215)257-6875

Escrow Release Confirmation

Date: November 10, 2025

Perkasie Borough
620 W. Chestnut St.
P.O. Box 96
Perkasie, PA 18944

Re: Escrow Account Release

I Douglas C. Rossino of Gilmore & Associates Inc. confirm there are no outstanding or forthcoming bills in reference to the project known as St. Stephen's United Church of Christ and authorize release upon confirmation by the Borough.

Sincerely,

Douglas C. Rossino

Borough Engineer Signature



BOROUGH OF PERKASIE

INTER-OFFICE MEMORANDUM

DATE: November 26, 2025

TO: Borough Council and Mayor Hollenbach

FROM: Lauren Moll, Director of Parks and Recreation

SUBJECT: Menlo Aquatics Center Concession Stand Lease

At the November 18, 2024 meeting, Council agreed to have our Solicitor draft a new lease agreement for the continued operations of the Menlo Concession Stand through Rita's.

This lease agreement would be for the Menlo pool seasons from Memorial Day 2026 through Labor Day 2030, with the option to renew for two additional one-year terms.

The last lease agreement was drafted in 2019. Additional changes were made to the lease to reflect additional obligations: accepting credit card transactions, offering menu variations, and clearer defined closing daily maintenance items. Rent payments have also been changed with new yearly increase to reflect current CPI increase.

Please let me know if you have any questions.

Sincerely,
Lauren Moll

JEFFREY P. GARTON
DOUGLAS C. MALONEY
THOMAS J. PROFY, IV*†
FRANCIS X. DILLON
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NEW HOPE OFFICE
123 W. BRIDGE STREET
NEW HOPE, PA 18938
215.862.0701

November 20, 2025

VIA EMAIL

parkandrec@perkasiaborough.org

Lauren Moll, Parks & Recreation Director
Perkasie Borough
620 West Chestnut Street
Perkasie, PA 18944

Re: Rita's Menlo Lease

Dear Lauren:

Attached please find a draft new Lease Agreement for the Menlo Snack Stand with Rita's.
If you have any proposed changes, please let me know.

Very truly yours,

Jeffrey P. Garton

JPG:ers
Attachment

cc: Andrea Coaxum, Borough Manager

AGREEMENT

THIS AGREEMENT, made this ____ day of _____, 2025, by and between **BOROUGH OF PERKASIE, BUCKS COUNTY, PENNSYLVANIA** (hereinafter called “Borough”) and **ATOP- SOUDERTON LLC**, a Pennsylvania Corporation, “Rita’s” (hereinafter called “Contractor”).

WHEREAS, Borough desires to contract the Contractor, and Contractor desires to contract from the Borough, the Concession Stand at the Menlo Aquatics Center (the “Premises”) as hereinafter defined, subject to the following terms and conditions:

1. **Term.** The term of the Agreement shall run for five (5) pool seasons from Memorial Day 2026 through Labor Day 2030, and other special events throughout the year. The Borough reserves the option to renew this Agreement for two (2) additional one (1) year terms if service has been satisfactory and both parties agree, in writing, to said renewals. Contractor will be notified if Agreement is extended no later than November 30, 2030.

2. **Payment.** Contractor shall pay to the Borough the sum of Four Thousand Two Hundred Forty-Three 50/100 (\$4,243.50) Dollars, with the understanding that the payment of the amount as set forth herein includes the payment of utilities, which the Borough will be providing free of charge, which said payment should be made to the Borough of Perkasié, PO Box 96, 620 West Chestnut Street, Perkasié, PA 18944. The sum will increase each year by three and one-half (3.5%) percent based on the CPI increase. The total due for each year is listed below and is due by July 15th of each year, and is not to exceed Twenty-Two Thousand Seven Hundred Fifty-Five (\$22,755.00) Dollars:

2027: \$4,392.03

2028: \$4,545.75

2029: \$4,704.46

2030: \$4,869.43

3. **Obligations of the Contractor.** The Contractor is obligated to do the following:
- a. The Contractor shall be open at all times that the Menlo Aquatics Center is open unless otherwise discussed and agreed upon by the Contractor and Director.

- b. The Concession Stand hours of operation shall be, but are not limited to:
 - Operational and Holiday Hours set forth from Menlo Aquatic Center – will be communicated no later than April 30;
 - End of season hours to be determined and communicated to Contractor no later than July 30;
 - The Contractor will be notified immediately of any closings due to weather/ etc., as well as the Pool Manager notifying the staff in the Concession Stand;
 - Weather closures occurring after 4:00 p.m. for longer than 90 minutes, Contractor reserves the right to close for the remainder of the day and will notify the Pool Manager.
- c. The Concession Stand may open for Pennridge Gators events with the written permission of Pennridge Gators.
- d. The Concessions Stand will prepare party and special event menus and be available to provide food service to said parties and special events upon request.
 - Daily or weekly specials, “dinner at the pool” nights and other ideas are encouraged.
- e. The Concession Stand will be open to the public during major Menlo Park events (i.e., Memorial Day and Fall Fest as examples).
- f. The Contractor may not sell alcoholic beverages, tobacco, vaping products, or gum products of any kind.
- g. Any sale of items other than food or beverages must be approved by the Borough.
- h. The Contractor shall keep the Concession Stand and adjacent public tables in a clean and sanitary condition at all times, and surrender the Concession Stand to the Borough at the expiration of this Agreement in the same condition as it was when this Agreement began, ordinary wear and tear is expected.
- i. The Contractor shall assist with the maintenance of the common area adjacent to the Concession Stand as required because of food and/or drink spills or litter related to the Concession Stand operations. Adjacent common area and public tables should be hosed down daily at closing.

- j. The Contractor shall be responsible for accepting all deliveries pertaining to the Concession Stand operations. MAC Staff is not permitted to accept deliveries.
- k. The Contractor shall, at the Contractor's sole expense, arrange to have the Concession Stand, including all equipment, cleaned, and inspected at the beginning of the pool season.
- l. The Contractor shall provide trash and recyclable receptacles within the Concession Stand and empty trash and recyclables into the containers provided by the Borough on a daily basis.
- m. The Contractor shall, at the Contractor's sole expense, provide for the safe and legal disposal of cooking oil and/or related substances on a regularly scheduled basis.
- n. The Contractor shall pay for all shelving, electrical fixtures, counters, and appliances necessary for the operation of the Concession Stand. However, the Contractor shall have the right to use any equipment furnished by the Borough.
- o. In the event that the Contractor attaches to the walls or floors of the concession area, any equipment or improvements, that equipment or improvements shall be considered fixtures of the property and shall not be removed from the premises at the expiration of this Agreement, which fixtures, added to the wall or floors, shall be free of any encumbrances.
- p. The Contractor shall secure, at its sole expense, all licenses, permits, equipment, supplies, materials, and labor necessary for the satisfactory operation of the Concession Stand. The Contractor shall provide a copy of all permits to the Borough.
- q. The Contractor shall personally supervise and conduct or provide proper supervision for the Concession Stand and shall supervise any and all employees of the Contractor who fully comply with all sanitation laws, local, state or federal laws, and have cleared background checks.
- r. The Contractor shall maintain accurate accounting records, which may be reviewed by the Borough upon request. For the purpose of such review, the Borough, through its proper officers or designated agents, shall have the right to take inventory (storing proper equipment, food, etc.) of the Concession Stand upon 24-hour notice to the Contractor.

- s. The Contractor shall display to the public the prices for all items offered for sale.
- t. MAC Staff are not permitted within the Concession Stand without Contractor approval unless in emergency situations.
- u. The Contractor must be able to take each cash and credit card payments for sale.
- v. The Contractor is limited to appliances that require 120v or 204v service. (240v service is not available).
- w. The Contractor is responsible for safeguarding all keys and locks. Under no circumstances shall any keys be duplicated without written authorization of the Borough.
 - Contractor is responsible for locking the Concession Stand when not in use.

4. **Obligations of Borough.** Borough is obligated to do the following:

- a. Borough shall provide the Contractor space to use the Premises for the purpose of a Concession Stand for the Menlo Aquatics Center. Space will be provided to store all or some equipment during the off season at the sole responsibility of the Contractor. Premises defined as the Concession Stand area, adjacent storage room, and seating area.
- b. Borough shall provide water and electric to the Premises at no cost to the Contractor.
- c. Borough shall maintain existing Borough equipment including freezers, sinks, and other furnishings as well as existing plumbing, electrical and infrastructure.
- d. Borough does not guarantee any amount of revenue or profit from operation of the Concession Stand and is not responsible for any loss of revenue due to the unexpected facility closures.
- e. Borough reserves the right to close the pool at any time due to inclement weather, any other conditions that warrant the closing of the facility for the protection of the public.
 - The Contractor shall not plead loss of income, nor claim damages because of any required temporary cessation of its operations.

5. **No Obligations of Borough.** The Borough shall assume no obligation or responsibility for safeguarding the Contractor's equipment from acts of vandalism, loss, fire, theft, or Acts of God. The Contractor shall be required to carry insurance for protection of its own property under terms satisfactory to the Borough.

6. **Alcohol Prohibited.** There will be no sale of alcoholic beverages or any items in glass containers at the Premises.

7. **No Alterations.** The Contractor shall not make any alterations, deletions, or additions in or to the Premises without prior written approval from the Borough.

8. **Background Check.** The Borough shall require the employees of the Contractor, to clear a Pennsylvania Criminal Background check to the sole satisfaction of the Borough.

9. **Breach of Agreement.** In the event the Contractor materially breaches the Agreement, the Borough shall provide written notice of the breach to the Contractor (including e-mail) notifying the Contractor of the breach. A material breach shall be defined by the Borough at the Borough's sole discretion. If Contractor fails to cure the breach within five (5) days, the Agreement shall be considered terminated, and the Contractor shall vacate the Premises upon demand of the Borough.

10. **Repairs.** In the event the Contractor causes damage to the Premises, reasonable wear-and-tear excepted, the Contractor shall pay the costs of repairs. In the event the Borough must make any repairs for damages caused by the Contractor, the Borough will pass on the costs of the repairs to the Contractor, and the Contractor shall pay the costs within ten (10) days.

11. **Governing Law.** This Agreement shall be governed by and construed under the Laws of the Commonwealth of Pennsylvania.

12. **Jurisdiction.** The Court of Common Pleas of Bucks County shall have jurisdiction over all matters pertaining to this Contract Agreement.

13. **Severability.** If any provision of this Contract Agreement shall be deemed unenforceable or invalid by a court or competent jurisdiction, only such provision so declared unenforceable or invalid shall be affected, and all other provisions of this Contract Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed these presents the day and year first above written and intend to be legally bound thereby.

BOROUGH:

BOROUGH OF PERKASIE

ATTEST:

By: _____
Andrea L. Coaxum, Secretary
Borough Manager

By: _____
James Ryder, President
Borough Council

CONTRACTOR:

ATOP- SOUDERTON LLC

ATTEST:

By: _____

By: _____

JEFFREY P. GARTON
DOUGLAS C. MALONEY
THOMAS J. PROFY, IV*†
FRANCIS X. DILLON
JOHN A. TORRENTE*
STEVEN M. JONES
MICHAEL J. MEGINNISS
BRENDAN M. CALLAHAN*
BRADLEY R. CORNETT*
SEAN M. GRESH
BRYCE H. McGUIGAN*
TRACY L. CASSEL-BROPHY*
CHRIS LITTLE SIMCOX*
BRENDAN G. CORRIGAN^
KIMBERLY N. BARRON
CHLOE M. BOUDAZIN
CHELSEY CROCKER JACKMAN
MARISA M. PERINI
HANNAH M. SCHWEIZER

*Member of PA & NJ Bars
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OF COUNSEL

HON. ROBERT O. BALDI (RET.)
-Mediation and Arbitration

SCOTT A. PETRI
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MARC I. RICKLES*
COURTNEY S. CROWLEY*

NEW HOPE OFFICE
123 W. BRIDGE STREET
NEW HOPE, PA 18938
215.862.0701

November 21, 2025

VIA EMAIL

manager@perkasiaborough.org

Andrea L. Coaxum, Borough Manager
Perkasie Borough
620 W. Chestnut Street
Perkasie, PA 18944

Re: Library

Dear Andrea:

Attached please find a copy of the Early Termination of Lease and Sublease Agreement that you and I discussed.

The form of the document is satisfactory, so please schedule it at your earliest convenience for Council to take action.

Very truly yours,



Jeffrey P. Garton

JPG:ers
Attachment

EARLY TERMINATION OF LEASE AND SUBLEASE AGREEMENT

THIS AGREEMENT is made as of the ____ day of _____, 2025, between THE BOROUGH OF PERKASIE, a municipal corporation, with an address of 620 West Chestnut Street, Perkasia, PA 18944, (“Borough”), the COUNTY OF BUCKS, a County of the Second Class A, with an address of 55 East Court Street, Doylestown, PA 18901 (“County”), and the PIERCE LIBRARY ASSOCIATION, INC. (“PLA”) collectively, the “Parties.”

W I T N E S S E T H

WHEREAS, the Borough owns, possesses, and has title to a certain tract of land within Perkasia Borough known as Menlo Park and identified as Bucks County Tax Map Parcel (“TMP”) #33-004-092. The parcel is 44.321 acres and contains a park, swimming pool, and other recreational areas.

WHEREAS, in 1987, the PLA entered into an agreement with the Borough to lease approximately 32,420 square feet of the Menlo Park parcel and construct an 8,000 square foot public library thereon; and

WHEREAS, the County partnered with PLA through a separate agreement to sublease the constructed building to house a library (hereinafter the “Perkasie Branch”) to become part of the Bucks County Free Library System (“BCFLS”) when it was finished in 1988; and

WHEREAS, the lease between the Borough and PLA and the sublease between the PLA and the County are both set to expire on June 30, 2027; and

WHEREAS, the Parties to this Agreement, in recognition of the fact that the Perkasia Branch of the library that was constructed on the Menlo Park parcel in 1988 has been and remains fully incorporated into the BCFLS practices and procedures, and that the Borough and the County have now entered into a separate and direct lease agreement for the Menlo Park parcel to continue to house and operate the Perkasia Branch as a public library until at least 2065, agree to the early termination of both the lease between the Borough and the PLA and the sublease between the PLA and the County that will expire on June 30, 2027.

NOW, THEREFORE, the undersigned, intending to be legally bound hereby, agree as follows:

1. **Termination of Lease and Sublease** – Both the 1987 lease between the Borough and the PLA relating to the 32,420 square feet portion of the Menlo Park parcel operated as the Perkasia Branch of the BCFLA and the separate sublease agreement between the PLA and the County for the use and operation of that same portion of the Menlo Park parcel for the same use and purpose shall terminate effective immediately.

2. **Effect of Termination** - Upon termination of the lease and sublease pursuant to this Agreement, all rights and obligations of the Parties under either the lease and sublease referenced herein shall cease.

3. **Mutual Releases** - In exchange for good and valuable consideration, including the terms and conditions herein, the sufficiency of which is hereby acknowledged, the Parties, individually and collectively, together with their agents, representatives, successors and assigns, hereby completely and fully remise, release, acquit, and forever discharge each other from any and all rights, claims, demands, suits, actions, causes of action, obligations, damages, costs, losses, interest, expenses and liabilities of any kind or nature whatsoever, related to either the lease or sublease of the that portion of the Menlo Park parcel operating as the Perkasio Branch of the BCFLS, whether legal, equitable or statutory, liquidated or unliquidated, known or unknown, suspected or unsuspected, reasonably discoverable or not, present, fixed or contingent, which any of the Parties or any one of them ever had, now has or could have had against any of the other Parties to this Agreement from the beginning of time through the date of this Agreement, provided, however, that nothing herein shall be construed to release any claim the Borough or the County may have against each other under the separate lease agreement those parties entered into in 2025.

4. **Governing Law** - This Early Termination provision shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania.

PERKASIE BOROUGH

ATTEST:

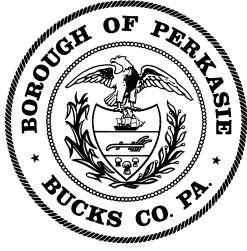
BY: _____

COUNTY OF BUCKS, PENNSYLVANIA

BY: _____

PIERCE LIBRARY ASSOCIATION, INC.

BY: _____



BOROUGH OF PERKASIE

MEMORANDUM

DATE: November 26, 2025

TO: Borough Council
Mayor Hollenbach
Andrea Coaxum

FROM: Rebecca Deemer, Finance Director

SUBJECT: Updates to Purchasing Policy

We have prepared several updates to the Borough's Purchasing Policy to better align with current Pennsylvania procurement standards and provide clearer guidance for department heads. These changes are intended to strengthen internal controls, improve consistency, and ensure transparency throughout the purchasing process.

One of the key updates includes revisions to the cooperative purchasing section. While cooperative contracts such as COSTARS often provide competitive pricing and time savings, the policy now clarifies that department heads should still attempt to obtain three estimates, when possible, to confirm that the cooperative purchase price is consistent with other available vendors. This helps maintain cost competitiveness and ensures due diligence when selecting vendors.

We have also added a section addressing public contracts and prevailing wage requirements. This addition ensures compliance with state law and provides clarity for staff when planning projects that may trigger these requirements.

Several purchasing guidelines were updated to more closely follow Pennsylvania procurement policy, including clearer thresholds for obtaining quotes, written proposals, and when formal bidding is required. These revisions ensure our practices remain compliant and aligned with statewide standards.

Additionally, the policy now includes a specific section on unbudgeted purchases. This guidance outlines the steps department heads must take when an unexpected expense arises, including when reallocations from under-budget expense lines may be used, when a budget impact memo is required, and when Council approval is necessary. This structure provides a transparent and consistent approach for handling unanticipated needs.

We also incorporated a list of all credit card users by position along with their annual credit limits. This provides clear accountability and helps department heads manage the use of their credit card.

These proposed changes provide clarity, reinforce fiscal responsibility, and give department heads a stronger framework for making purchasing decisions. If Council would like to review any section in further detail or propose adjustments, we would be glad to incorporate that feedback prior to final adoption.

BOROUGH OF PERKASIE 2026 PURCHASING POLICY

The purpose of this policy is to establish consistent procedures for the procurement of goods and services by the Borough. This policy ensures that all purchasing activities are conducted in accordance with applicable state law, promote fairness and transparency, and safeguard public funds.

Purchasing Guidelines and Summary

**Procurement limits are based on the Commonwealth of Pennsylvania procurement code and will be updated once the 2026 thresholds are announced.*

Amount of Purchase	Appropriate Procedure	Approval Required
\$35.00 or less	Petty Cash	Department Supervisor
Up to \$1,000.00	Borough Credit Card	Dept. Supervisor up to \$1,000.00 Borough Manager or Finance Director over \$1,000.00.
Up to \$4,000	Invoice or Check Request P.O. if required by vendor Solicitation Recommended	Department Supervisor
\$4,001 to \$12,899.99	Requires 3 written/telephone quotes Requires a P.O.	Borough Manager or Finance Director
\$12,900 to \$23,799	Requires 3 written quotes Requires a P.O.	Borough Manager
Over \$23,800	Requires a formal advertised bid Requires a P.O after bid	Awarded by Borough Council

- Public Contracts that exceed **\$25,000** are required to pay prevailing wage. The Prevailing Wage Division of the Department of Labor and Industry sets these rates. The bids must state that prevailing wage will be paid and enforced during the contract period.
- **Cooperative Purchasing:** The Borough may participate in cooperative purchasing programs (COSTARS, state contracts, county consortiums, or other joint purchasing arrangements) in lieu of formal bidding, as permitted by law. However, in all cases where cooperative purchasing is utilized, the Department Head shall obtain ***at least three estimates or quotes*** from available vendors within the cooperative program (when three are available). Documentation of these

estimates must be retained with the purchase records. This ensures competitive pricing and due diligence, even when formal advertising and bidding requirements are waived.

- **Unbudgeted Purchases:** Any purchase that exceeds the approved budget, or any expenditure not specifically identified within the adopted budget, must receive prior approval from Borough Council before proceeding. Department Heads are expected to monitor their budgets closely and communicate anticipated needs as early as possible to ensure transparency and proper financial oversight.

Expense lines that are projected to perform under budget may be considered for reallocation to cover an unbudgeted expense; however, such reallocations will only be reviewed during the last nine months of the fiscal year and must receive Borough Council approval.

- **Exceptions to P.O. Requirements:** Periodical Subscriptions; Professional Services; Maintenance of Vehicles or Equipment; Training or Professional Development; Postage; Utilities; Insurance; Memberships; Emergency Situations (Must be approved by Director of Finance or Borough Manager)

Department and employee responsibilities

- It is the responsibility of each department to requisition goods and services in accordance with the purchasing guidelines. Exceptions shall be made only on rare occasions when a true emergency exists.
- It is the responsibility of the department head in consultation with the Borough Manager, to obtain goods based upon competitive bids and to consider product price, value, quality, performance and delivery.
- While the department head may delegate minor purchases to employees, he/she is still responsible for ensuring such purchases are made according to the provisions of this policy
- It is the responsibility of all Perkasio Borough employees to comply with the rules and regulations set forth herein. As directed by the Borough Manager, any employee deliberately violating the policy regarding unauthorized purchases should be held personally accountable for the purchases. Violation of the purchasing policy may result in disciplinary action, up to and including dismissal.

Gifts and Favors

- No official or employee shall accept any gift, favor, loan, service or promise or thing of value that may tend to influence that employee in the discharge of duties.
- No official or employee shall grant any improper favor, service, or thing of value in the discharge of duties
- Gratuities shall be refused by all Borough Officials and employees.

PURCHASING METHODS

Petty Cash

Purpose: To reimburse an employee for small incidental purchases.

Appropriate Use of Petty Cash: Petty cash funds may be used for small incidental non-recurring cash purchases that do not exceed \$35. The use of petty cash should not be considered as a substitute for regular purchasing procedures.

Procedure: In order to be reimbursed out of the petty cash account; the department supervisor must submit an original receipt indicating the date of purchase, items purchased and exact amount. Receipt is to be attached to a reimbursement form and submitted to the Accounts Payable Clerk for reimbursement.

Check Requests

Purpose: To request a check when an invoice has not been issued.

Appropriate Use of Check Requests: Occasionally, a check is needed when there is no invoice. These incidents include, but are not limited to:

1. An employee request for reimbursement for out-of-pocket expenses
2. Vendors requiring payment in advance
3. Certain contributions authorized by Borough Council

A check request does not necessarily preclude the need for a purchase order.

Procedure: A check request submitted for payment must include a cash receipt, a written quote or a copy of an order previously placed. Check requests must be properly coded and approved by a department supervisor. If unbudgeted, the approval of Borough Council is required.

Approved Invoices

Purpose: To request payment when a purchase order has not been issued.

Appropriate Use of Invoices: Payment directly from an invoice may be made for budgeted purchases of less than \$4,000 and normally recurring expenses such as employee insurance payments, payroll taxes and utility payments.

Procedure: Invoices must be properly coded and approved by the Department Supervisor. For purchases >\$4,000, a purchase order is preferred. A purchase order is required if item is unbudgeted.

Purchase Orders

Purpose: To provide a legal document that places an obligation on both the Borough and the vendor. When properly endorsed by the Department Supervisor (and Borough Manager for purchases >\$4,001), the purchase order obligates the Borough to purchase the items listed at the prices stated. The vendor is obligated according to the terms and prices stated on the purchase order to deliver the goods or services.

Procedure: A purchase order must be used for purchasing any item or service that requires a written order or any purchase of \$4,001 or more. A purchase order is required

if item is unbudgeted. Purchase orders are still required even if an item to be purchased is exempt from the State bidding requirements.

Open Purchase Orders

Open purchase orders will be used for repetitive purchases from certain vendors. Rather than issuing a purchase order for each purchase, one purchase order with a dollar limit may be issued. This type of purchase order is typically used to lock in the price of an item over one budget year. A new purchase order is required if the price changes.

SPECIAL PROCUREMENT

Borough Credit Cards

Credit cards available for borough business are provided to Department Heads. Credit cards may be used for travel, training and other expenses where a check is not accepted by the vendor. There are limited circumstances when a card may be used for other transactions such as phone or internet orders. The Department Head is responsible for obtaining pre-approval from the Borough Manager or Finance Director as previously outlined. The card user is responsible for providing original receipts. Failure to submit receipts may result in personal responsibility for all charges. The maximum spending limit for all Borough credit cards is \$12,000, regardless of the annual limit assigned to each position below:

Position	Annual Credit Card Limit
Borough Manager	\$12,000
Assistant Borough Manager	\$ 4,000
Finance Director	\$12,000
Police Chief	\$ 4,000
Electric Superintendent	\$ 4,000
Public Works Director	\$ 4,000
Parks & Recreation Director	\$ 4,000
Executive Assistant	\$ 2,500
Pool Manager	\$ 2,500

Emergency Purchases

Occasionally purchases need to be made on an emergency basis. An emergency is defined as a situation that occurs and if not immediately corrected would jeopardize the health, safety, and/or property of citizens, the health and safety of Borough employees, and/or the property of the Borough. If emergency purchases are needed during business hours, begin purchase order procedures immediately and contact the Borough Manager for approval.

BIDDING REQUIREMENTS

Informal Bid Requirements

The informal bidding requirements cover contracts that exceed \$2,499.99 but are less than the limits prescribed by the formal bidding requirements. Written, electronic or telephone price quotations from at least three qualified and responsible contractors will be requested. Written quotes are strongly encouraged. No advertisement is required. A written record of price quotations will be on file for a period of three years. The written record must also include an explanation if fewer than three quotations were obtained; for instance: fewer than three qualified contractors exist within a reasonable distance to provide the service.

Formal Bid Requirements

The Borough will follow the PA Borough Code Section 1402 (a) governing contracts and purchases over \$23,800.



BOROUGH OF PERKASIE

MEMORANDUM

DATE: November 26, 2025

TO: Borough Council
Mayor Hollenbach
Andrea Coaxum

FROM: Rebecca Deemer, Finance Director

SUBJECT: Recommendation to Consider Appointment of a New Auditor

Our existing auditing firm has informed us that, due to upcoming retirements within their organization, they will no longer be able to conduct the Borough's annual audit. To ensure that we have an auditor lined up for the 2025 audit, we have reached out to several potential auditing firms and received proposals from each.

We met with each of the potential candidates and held conversations to discuss their approach, availability and understanding of municipal audit requirements. In addition to the interviews, we contacted references for each firm. All references provided positive feedback, highlighting strong technical ability, timely completion of audits, and consistent availability throughout the year to answer questions or provide guidance.

Below is a summary of the candidates that were interviewed:

Auditing Firm	Proposal Cost
Barbacane Thornton & Company 503 Carr Road, Suite 100 Wilmington, DE 19809	\$22,800
Bee Bergvall & Co. 936 Easton Road P.O. Box 754 Warrington, PA 18976	\$25,000
Maillie Accountants 500 North Lewis Road Limerick, PA 19468	\$26,000
DunlapSLK, PC 1300 Horizon Dr. STE 106 Chalfont, PA 18914	\$30,500

After reviewing the proposals, speaking with each firm and their references, I am recommending that Council consider appointing Barbacane Thornton & Company as the Borough's auditor for the upcoming fiscal year. Although this firm is not local, they are highly recommended by our current auditor, and their references. The comments provided by each reference were consistently positive, noting their professionalism, responsiveness, and strong understanding of municipal accounting standards. Additionally, the cost of their proposal is in line with what is already included in the 2026 budget.

Megan McShane

From: Shane Huey
Sent: Friday, November 14, 2025 11:28 AM
To: Howie Stone; Lauren Moll; Megan McShane; Andrea Coaxum; Linda Reid
Subject: Nockamixon Osprey nesting site project - Nov 2025
Attachments: Nockamixon 1.jpg; Nockamixon 2.jpg; Nockamixon 3.jpg; Nockamixon 4.jpg; Nockamixon 5.jpg; Nockamixon 6.jpg

Subject: Osprey Nesting Site Assistance

Perkasie Borough was approached by the Department of Conservation and Natural Resources (DCNR) to support a project involving the installation of a pole designated for Osprey nesting in Nockamixon State Park. Borough Council was happy to approve the Electric Department's assistance in this effort, including the repurposing of a used utility pole previously located at Kulp Baseball Field. We look forward to hopefully observing Osprey beginning to nest at the site by late winter and encourage residents visiting the Nockamixon Marina to look around and see if any Osprey, aka "new tenants", have moved in!

Regards,
Shane Huey
Perkasie Borough Electric Dept.



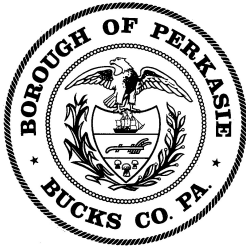












BOROUGH OF PERKASIE

620 W. Chestnut Street
PO Box 96
Perkasie, PA 18944-0096

Phone: (215) 257-5065
Fax: (215) 257-6875

FOR IMMEDIATE RELEASE

November 24th, 2025

🎄 **PERKASIE BOROUGH PRESENTS THEIR FIRST EVER "CANDY CANE LANE"** 🎄
A SWEET DAY OF SHOPPING, STROLLING & HOLIDAY CHEER

PERKASIE, PA – Perkasio Borough invites the community to celebrate the season at Candy Cane Lane, a festive day of shopping, dining, and holiday fun in downtown Perkasio on Saturday, December 13th, from 9:00 AM through late evening.

The day begins with free Horse & Carriage Rides in the center of town from 9:00–11:00 AM, offering a nostalgic way to enjoy Perkasio's charming streets. Families can meet the Gingerbread Girl at the Perkasio Indoor Farmers Market in the Perkasio Fire House from 9:00 AM–12:00 PM, and then head over for photos with Santa in his cozy little house at the corner of 7th St & Market St from 10:00 AM–12:00 PM.

In the afternoon, guests can enjoy musical performances and a meet & greet with princesses Elsa and Anna by the Borough's Holiday Tree from 1:00–3:00 PM — perfect for kids and families looking to add a little magic to their day.

Throughout the event, Perkasio's locally owned shops and restaurants will offer holiday specials, giveaways, and festive samples, with menu and cocktail specials at local eateries and breweries extending into the evening.

"Candy Cane Lane is one of the sweetest ways to experience Perkasio at the holidays," said Kelly Laustsen, Borough Councilperson and Chair of Perkasio Borough Council's Economic Development Committee. "It's the perfect chance to explore our shops, enjoy great food and drink, and make memories with family and friends — all while supporting local businesses that make our downtown so special."

Families are reminded of other holiday events in Perkasio Borough including a festive First Friday event on W. Walnut St, from 6pm-8pm on Friday December 5th, America's Oldest Tree Lighting in the center of town, from 5pm-8pm on Saturday December 6th, Santa visits in this town center house, two Santa neighborhood runs, one hosted by the Perkasio Borough Electric Company on Friday December 5th, and one by the Perkasio Fire Company on Friday December 20th. The famous All-You-Can-Eat Breakfast with Santa is at the Perkasio Fire House from 7:30am – 12:00pm on Sunday December 14th, and everyone rides for free with Santa at Perkasio's Historic Carousel in Menlo Park from 12pm-5pm on Saturday December 6th. Dates for all these and other winter events are listed on the Perkasio Borough website at <https://perkasioborough.org/information/community-events/holiday-events-in-perkasio/>, or on the Calendar at www.perkasioborough.org. Event information is also shared regularly on the Perkasio Borough Facebook page.

Questions about events in Perkasio Borough should be directed to events@perkasioborough.org

ENDS

Press Contact: Linda Reid, Assistant Borough Manager | (215) 257 5065 | community@perkasioborough.org



A DAY OF SWEET
SHOPPING + STROLLING

CANDY CANE LANE

DECEMBER 13TH

PERKASIE TOWN CENTER

HORSE & CARRIAGE RIDES
SEASONAL SPECIALS
HOLIDAY SHOPPING
PHOTOS WITH SANTA

Santa
LIGHTS THE
TREE AT
7PM



America's Oldest Since 1909
TREE LIGHTING

Saturday December 6, 2025

Perkasie Town Center  **5PM - 8PM**



BEGLEY, CARLIN & MANDIO, LLP | GRIM, BIEHN & THATCHER

MOVING TARGETS | ORTHODONTIC SPECIALISTS | PERKASIE DENTAL LOFT

