

DERRY TOWNSHIP 2024 RE-ORGANIZATION MEETING

The Derry Township Board of Supervisors held its Re-Organization Meeting, Monday, January 2, 2024, 5:30 p.m., Township Office, 73 Reserve Lane, Lewistown.

Present:	Chairman	Ronald E. Napikoski, Jr.
	Vice-Chairman	Donald R. Warntz, II
	Supervisor	John T. Sipe
	Secretary	Kelly J. Shutes
	Roadmaster	Justin T. Allen
	Solicitor	Timothy Searer

Mr. Napikoski called the meeting to order at 5:30 p.m.

RE-ORGANIZATION

R. Napikoski moved to appoint Timothy Searer temporary Chairperson. J. Sipe seconded the motion. Motion carried 3 – 0.

Atty. Searer opened the floor for nominations for the position of Chairman of the Board of Supervisors. Mr. Warntz nominated Ronald E. Napikoski, Jr. as Chairman. Mr. Sipe seconded the nomination. Atty. Searer moved the nominations be closed. Mr. Warntz made a motion to appoint Ronald E. Napikoski, Jr. as Chairman. Mr. Sipe seconded the motion. Motion carried 3 – 0. The chair was turned back to Mr. Napikoski.

J. Sipe made a motion to nominate and appoint Donald Warntz, II as the Vice-Chairman of the Board of Supervisors. D. Warntz seconded the motion. Motion carried 3 – 0.

J. Sipe made a motion to adopt Resolution 2024-1, reappointing Kelly J. Shutes as Township Manager/Secretary/Treasurer and to set her wages at Seventy-two Thousand and Seventy-two Dollars and 00/100 (\$72,072.00) per annum for 2024. D. Warntz seconded the motion. Roll call vote: R. Napikoski, aye, D. Warntz, aye and J. Sipe, aye. Motion carried 3 – 0.

R. Napikoski stepped from the Chair to make a motion to nominate John T. Sipe for the position of Assistant Secretary/Treasurer and adopt Resolution 2024-2, appointing John T. Sipe as Assistant Secretary/Treasurer, recommending to the elected Auditors that there be no compensation for this position. D. Warntz seconded the motion. Roll call vote: R. Napikoski, aye, D. Warntz, aye and J. Sipe, aye. Motion carried 3 – 0.

J. Sipe made a motion to retain Justin Allen as Roadmaster, and Chris Dobson as Zoning Officer. D. Warntz seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to approve and direct the Chairman to execute the Engineering Services Agreement with Bucharthorn, Inc. to provide engineering services in 2024 and to accept the Engagement Letter to retain Tucker/Arensberg to serve as the Township Solicitor. J. Sipe seconded the motion. Motion carried 3 – 0.

J. Sipe made a motion to approve the township meetings for 2024 as follows: Meetings will be held the first and third Mondays of each month at 5:30 p.m., with the exception of the September and December meetings, which are to be held the first Tuesday and third Monday at 5:30 p.m. First meeting of each month will be the primary business meeting. Second meeting can be cancelled up to noon that day if there is no business to be transacted. A video conference number will be provided upon request for

those wishing to attend via video conference/Zoom. R. Napikoski seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to appoint Kelly Shutes as the Voting Delegate at the 2024 PSATS Conference to be held April 14-17, 2024 in Hershey and authorizing Kelly Shutes to attend the 2024 PSATS conference from April 14-17, 2024. J. Sipe seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to approve that all three supervisors jointly head all departments: Safety/Fire Protection, Maintenance/Public Works, Finance and Parks. J. Sipe seconded the motion. Motion carried 3 – 0.

J. Sipe made a motion to adopt Resolution 2024-4, to retain Page, SEO, Inc. as Sewage Enforcement Officers for Derry Township in 2024 and set their fees per the attached fee schedule. D. Warntz seconded the motion. Roll call vote: R. Napikoski, aye, D. Warntz, aye and J. Sipe, aye. Motion carried 3 – 0.

J. Sipe made a motion to approve the 2024 Master Fee Schedule (attached). D. Warntz seconded the motion. Motion carried 3 – 0.

D. Warntz moved to approve the following:

Employees attending a school authorized by the Board of Supervisors for one day may be paid registration, \$20 expense and \$.67 per mile for one round trip. When attending a school for more than one day, may be paid registration, \$35 a day expense and \$.67 per mile for one round trip and;

Road and Park Department full-time employees receive a \$250 clothing allowance.

J. Sipe seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to approve wage increases for 2024: All employees will receive a 4% wage increase effective January 1, 2024, with the exception of the Seasonal Mini-golf employees. (*wage rate schedule attached*). J. Sipe seconded the motion. Motion carried 3 - 0.

J. Sipe made a motion to approve the following:

Employees having five, ten, fifteen, twenty, twenty-five, thirty- and thirty-five-years' service receive an additional 2% wage increase on their anniversary date;

Holidays for 2024: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, First Day of Buck Season, Christmas Day, and Three Personal Days;

Overtime for 2024: Time and half to be paid for hours worked over eight hours a day and over forty hours a week, with limitations. If an employee works on a holiday, the employee shall receive time and half for the hours worked, in addition to the regular holiday pay. Holidays, sick days, and vacation days cannot be used to determine overtime, just actual hours worked;

Vacations for 2024: Vacations run from anniversary date to anniversary date. No vacation time is paid during the first year of employment. On the employee's first year anniversary date, the employee is

entitled to five (5) paid vacation days. On the employee's third year anniversary date, the employee is entitled to ten (10) paid vacation days. On the employee's fifth year anniversary date, the employee is entitled to fifteen (15) paid vacation days. On the employee's tenth year anniversary date, the employee is entitled to twenty (20) paid vacation days. On the employee's fifteenth year anniversary date, the employee is entitled to twenty-five (25) paid vacation days. Vacation day scheduling must be approved by the Township Manager or Roadmaster for the road crew. Vacation may be taken at any time during the vacation year, with the approval of the Township Manager or Roadmaster for the road crew. There will be no accrual of vacation time off without the consent of the Township Board of Supervisors. An employee shall not be paid in lieu of vacation time off except with the consent of the Township Board of Supervisors. An employee is entitled to compensation for unused vacation upon termination as an employee in good standing. Vacations for part-time employees will be considered on an individual basis;

Sick Days for 2024: Fulltime employees receive $\frac{1}{2}$ sick day per month. Three or more consecutive days of illness require a doctor's excuse. Sick days are to be taken no less than $\frac{1}{2}$ day unless prior approval by department head. Employees may accumulate unlimited number of sick days from year to year, but only sixty accumulated sick days will be redeemable as vacation days if an employee retires or leaves employment. No pay to be received for the remaining unused sick days over sixty;

Funeral Leave for 2024: An employee shall be eligible for payment at his or her hourly rate for the time lost from work due to a death occurring in his or her family in accordance with the following schedule: Spouse, child, parent, brother, sister, parent of spouse, brother and sister of spouse, grandparents, and grandparents of spouse, up to three (3) days; aunts, uncles, cousins, nieces, and nephews, up to one (1) day;

New full-time employees working thirty (30) or more hours per week have a (30) thirty-day waiting period for hospitalization, life and disability insurance and membership in the non-uniformed pension plan. Permanent part-time employees regularly scheduled to work twenty (20) – twenty-nine (29) hours per week have a thirty (30) day waiting period for membership in the non-uniformed pension plan, and;

To set forth that any employee who is five to fifteen minutes late for work will have fifteen minutes deducted from their pay. Any employee who is sixteen to thirty minutes late for work will have thirty minutes deducted from their pay. Any employee who is thirty-one to forty-five minutes late for work will have forty-five minutes deducted from their pay, and any employee who is forty-six to sixty minutes late for work will have one hour deducted from their pay; and,

Township office to close Wednesdays at 12 noon, June, July, and August 2024.

D. Warntz seconded the motion. Motion carried 3 – 0.

J. Sipe made a motion to appoint the following to the stated positions:

Donald R. Warntz to the FAME EMS Board of Directors for a two-year term;

John T. Sipe and Ronald Napikoski, Jr. to the Mifflin Co. Regional Police Board of Directors; and,

James L. Treaster as Emergency Management Coordinator and Hunter Snook as Assistant EMA Coordinator.

D. Warntz seconded the motion. Motion carried 3 – 0.

D. Warntz made a motion to approve the following:

to set the Treasurer's Bond at \$3,000,000 each for the Secretary/Treasurer and the Assistant Secretary/Treasurer, and;

to appoint Kish Bank as Depository, and;

to approve or deny Per Capita exoneration requests based upon the policy adopted by the Board.

J. Sipe seconded the motion. Motion carried 3 - 0.

J. Sipe made a motion to re-appoint to the following positions and offices:

re-appoint Phyllis Palm to serve as chairperson on the vacancy board;

re-appoint N. Sue Reinke to a four-year term, beginning 1/1/2024 and ending 1/1/2028, to the Derry Township Planning Commission;

re-appoint Ronald Napikoski, Jr. as a representative and Kelly Shutes as alternate to the Mifflin County COG;

re-appoint Marvin Reinke to a three-year term beginning 1/1/2024 and ending 1/1/2027 on the Zoning Hearing Board;

re-appoint Leonard Moist to serve a five-year term on the Derry Township Sewer Authority Board beginning 1/1/2024 and ending 1/1/2029;

re-appoint Thomas White, Jr., Michael LeFevre and Steven Bell to the Derry Township Uniform Construction Code Board of Appeals for a one-year term effective 1/1/2024 and ending 1/1/2025; and,

re-appoint Deb Pallo to the Dog Park Committee to serve a two-year term, beginning 1/1/2024 through 1/1/2026.

D. Warntz seconded the motion. Motion carried 3 - 0.

Re-Organization concluded.

J. Sipe made a motion to approve the Minutes of the Monday, December 18, 2023 Budget Adoption Meeting and the Monday, December 18, 2023 Mid-Month Meeting. D. Warntz seconded the motion. Motion carried 3 - 0.

SOLICITOR:

Atty. Searer reported that there has been no communication from Cody Hunter regarding removal of the junk and filling in the empty foundation at his property. The Board asked for a recommendation from the Zoning Officer on the status of the property's condition and if no progress has been made to direct the Solicitor to file contempt charges against the Hunter's.

The Board asked the Solicitor to prepare a letter to send to the property owners on Hummingbird Lane requesting their approval to move forward with reconstruction of the street and their willingness to grant easements for that purpose.

VISITORS: None

PUBLIC COMMENT:

Eric Woodward was present to ask if the work being done at the former Minit Mart on South Main St., Yeagertown has been properly permitted. The Township Manager reported that our Zoning Officer was trying to contact the contractor to inform them to get the necessary permits before proceeding with any more work at the property.

OLD BUSINESS:

The Township Engineer, Karl Shellenberger, prepared a punch list from his final inspection of the Blossom Hill Development. There were a couple small stormwater issues and five streetlights have not been installed per the land development plan. The Board agreed that the punch list should be shared with the HOA to make them aware of outstanding issues.

NEW BUSINESS:

D. Warntz made a motion to offer the Township's 1993 Street Sweeper to the Burnham Borough for \$1. J. Sipe seconded the motion. Motion carried 3 - 0.

J. Sipe made a motion to donate \$100 to Keep America Beautiful in 2024. D. Warntz seconded the motion. Motion carried 3 - 0.

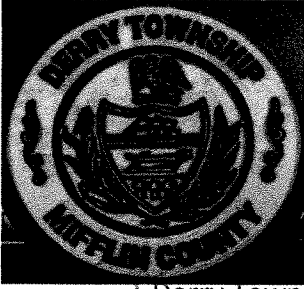
D. Warntz made a motion to donate \$100 to Pets Come First in Centre County. J. Sipe seconded the motion. Motion carried 3 - 0.

Having no further business for discussion, J. Sipe moved to adjourn, seconded by D. Warntz. The meeting was adjourned at 5:50 p.m.

DERRY TOWNSHIP BOARD OF SUPERVISORS


Kelly J. Shutes
Township Manager

—



Derry Township Board of Supervisors

Master Fee Schedule

Effective: January 01, 2024

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Section 1. Building Development Permit, Inspection, Plan Review and Code Enforcement Fees

Subdivision & Land Development Plan (SALDO)

Subdivision & Land Development Plan	Rate	Note
Plan Review Fee – SALDO & Zoning Reviews	\$100.00	Per Review. Fee due with submission of application.

Zoning Permits

Zoning Permits	Rate	Note
Zoning Application for Permitted Uses	\$50.00	Basic Application Fee - (includes two (2) inspections)
Square Footage for Zoning of Agricultural or Residential	\$.05/sq. ft.	Calculated by multiplying Rate by Square footage
Square Footage for Zoning of Industrial or Commercial	\$.10/sq. ft.	Calculated by multiplying Rate by Square footage
Failure to obtain Agricultural or Residential Permit	\$150.00	
Failure to obtain Industrial or Commercial Permit	\$300.00	
Skid Mounted Shed – up to 150 sq. ft.	\$25.00	**Application fee waived, but shed MUST be an accessory to a permitted use
Skid Mounted Shed – 151 – 500 sq. ft.	\$45.00	**Application fee waived, but shed MUST be an accessory to a permitted use
Certificate of Occupancy – Residential and Commercial	\$40.00	
Demolition Permit	\$10.00	
Logging Permit	\$100.00	
Driveway Permit	\$50.00	
Additional Inspections	\$40.00/ea.	Inspections exceeding the two (2) that are included in zoning application fee

Sign Permits

Sign Permits Determined by Size per Side	Rate	Note
0 – 10.9 sq. ft.	\$20.00	.
11 – 50.9 sq. ft.	\$45.00	
51 – 100.9 sq. ft.	\$60.00	
101 – 200 sq. ft.	\$75.00	

Zoning Hearing Board Appeals

Zoning Hearing Board Appeals	Rate	Note
Hearing Application Fee	\$550.00	.

Conditional Use Hearing

Board of Supervisors	Rate	Note
Conditional Use Hearing Application Fees	\$550.00	

Section 2. Bureau Veritas North America

RESIDENTIAL BUILDING FEE SCHEDULE

New Stick Built

.46 X sq. ft. of living space + .25 X sq. ft. of garages and/or finished basements (Min of \$616.00)

Modular & Manufactured

.34 X sq. ft. of living space + .25 X sq. ft. of garages and/or finished basements (min of \$ 385.00)

Additions

.46 x sq. ft. of living space (.26 x sq. ft. of garages) (Min of \$308.00)

\$77.00 for the first \$1,000.00 of work + \$12.00 per \$1,000.00 of work thereafter (Min of \$200.00)

Miscellaneous Fees (Hourly charges include reviews, inspections, & administrative time accrued)

- Change of Occupancy- \$77.00 per man hour
- Daycare Inspections - \$100.00 + \$4.50
- Swimming Pool, Fence, Demolition, Solar Panels- \$75.00 for 1st \$1,000.00 + \$7.00 for every \$1,000 after or Number of Inspections X \$77.00, whichever is higher. (Min. of \$100.00)
- Consultations & Prelim Plan Review- \$77.00 per man hour
- Plan Review (permit not issued)- 30% of projected Permit Fee
- Non-UCC Electrical Service Inspection (100-200 amp)- \$75.00

NOTE* At the discretion of the Building Code Official, BVNA reserves the right to charge below the minimum fees.

NOTE** Refunds for Building Permits must be requested in writing and will be granted minus 30% for plan review & administrative time accrued.

NOTE: BVNA RESERVES THE RIGHT, WITH APPROVAL FROM THE MUNICIPALITY, TO ASSESS ADDITIONAL FEE(S) AT A RATE OF \$77.00 PER HOUR ON THE PROCESSING OF A BUILDING PERMIT APPLICATION FOR PROJECTS THAT HAVE BEEN STARTED AND/OR COMPLETED PRIOR TO THE ISSUANCE OF A UCC BUILDING PERMIT. SUCH FEE(S) SHALL ACCOUNT FOR BVNA'S ADDITIONAL ENFORCEMENT COSTS AND/OR LABOR REQUIRED TO PROCESS AND ISSUE A BUILDING PERMIT WHERE WORK HAS ALREADY COMMENCED OR BEEN COMPLETED.

COMMERCIAL NEW CONSTRUCTION FEE SCHEDULE

Total Square Footage X Type of Construction from Table Below = Permit Fee
(Cents per square foot)

New Construction Permit Fees Breakdown:
Building/Fire=50, Electrical=20, Plumbing=15,
Mechanical=15

Use Group_		Type of Construction (cents per square foot)				
		1	2	3	4	5
A-1	Assembly	1.24	1.20	1.05	1.11	.98
A-2	Assembly	1.00	.97	.88	.90	.80
A-3	Assembly	1.11	1.02	.97	.98	.84
A-4	Assembly	1.16	1.12	1.01	1.06	.90
B	Business	1.06	.99	.85	.91	.76
E	Educational	1.12	1.04	.95	.99	.85
F-1	Factory and Industrial, moderate hazard	.62	.57	.49	.55	.41
F-2	Factory and Industrial, low hazard	.62	.57	.49	.55	.41
H-1 thru H-5	High hazard	.59	.55	.45	.50	.39
I-1	Institutional	1.04	.98	.88	.96	.79
I-2	Institutional	1.46	1.39	1.37	1.42	1.21
I-3	Institutional	1.18	1.12	1.01	1.16	.89
I-4	Institutional	1.04	.98	.88	.96	.78
M	Mercantile	.75	.68	.61	.64	.55
R-1	Residential, hotels	1.04	.99	.88	.98	.81
R-2	Residential, multiple family	.87	.81	.71	.80	.64
R-3	Residential, one and two family	.72	.68	.61	.68	.47
R-4	Residential, care/assisted living facilities	1.12	.98	.82	.96	.79
S-1	Storage, moderate hazard	.58	.54	.45	.50	.38
S-2	Storage, low hazard	.57	.51	.44	.49	.36
U	Utility, miscellaneous	.43	.40	.35	.37	.27

Note (1) unfinished basements (all use groups) - no charge

Note (2) Finished basements (all use groups) = \$.26 per square foot

MINIMUM CHARGE OF \$385.00 PER COMMERCIAL CONSTRUCTION PERMIT

COMMERCIAL ALTERATIONS FEE SCHEDULE*(Including Decks, Porches, Signs, Repairs, and projects including Plumbing, Electrical, Mechanical & Fire Protection)*

\$77.00 for the first \$1000 in Cost of Construction \$12.00 per \$1000.00 of work thereafter

OR

Number of Inspections & Hours in Plan Review X \$77.00

(Whichever is higher)

Commercial Roofs: \$77.00 for the first \$1000 in Cost of Construction

\$6.00/\$1000.00 of work thereafter

COMMERCIAL ADDITION FEE SCHEDULE

\$77.00 for the first \$1000.00 in Cost of Construction + \$12.00 per \$ 1000.00 of work thereafter.

OR

Current ICC Building Valuation Data Chart x square footage of addition= Estimated Cost of Construction. This estimated cost of construction x Current Commercial New Construction Fee Schedule = Permit Fee.

OR

Total Square Footage X Type of Construction from Table on New Construction = Permit Fee

NOTE: At the discretion of the Building Code Official, BVNA reserves the right to charge below the minimum fees.

MISCELLANEOUS NON-PERMIT FEES

(HOURLY CHARGES INCLUDE REVIEWS, INSPECTIONS AND ADMINISTRATIVE TIME ACCRUED)

On-Site Consultations	\$77.00 per man hour
Change of Occupancy	\$77.00 per man hour
Specialized Inspections (Non-Permitted)	\$77.00 per man hr. (i.e., Accessibility)
Commercial Annual Permit	\$200.00
Deferred Plan Review	\$100.00 per man hour (1 hour Minimum)
Duplicate Certificate of Occupancy	\$25.00 each (if requested after initial issuance)
Electrical Service Inspections	\$125.00 (above 200 amps)
3 Year Electrical Certificate for	
3 Year Electrical Certificate for	
Swimming pools	\$300.00

The permit fee includes plan review and all inspections. This permit fee also includes within reason all re-inspections. (A copy of the actual contract must be provided).

Refunds for permits must be requested in writing and will be granted minus 30% for the plan review and administrative time accrued.

NOTE: BVNA RESERVES THE RIGHT, WITH APPROVAL FROM THE MUNICIPALITY, TO ASSESS ADDITIONAL FEE(S) AT A RATE OF \$77.00 PER HOUR ON THE PROCESSING OF A BUILDING PERMIT APPLICATION FOR PROJECTS THAT HAVE BEEN STARTED AND/OR COMPLETED PRIOR TO THE ISSUANCE OF A UCC BUILDING PERMIT. SUCH FEE(S) SHALL ACCOUNT FOR BVNA'S ADDITIONAL ENFORCEMENT COSTS AND/OR LABOR REQUIRED TO PROCESS AND ISSUE A BUILDING PERMIT WHERE WORK HAS ALREADY COMMENCED OR BEEN COMPLETED.

Section 3. Utility Rates & Fees

ON-LOT SYSTEMS PERMITS/INSPECTION FEES 2024

Page, SEO, Inc. – Sewage Enforcement Officers – PO Box 67 Mifflintown, PA 17059

Phone – 717-436-800-639-3641

Fees for existing tracts/systems

Site investigation (per visit)	\$150.00
Deep probe	\$180.00
Pere test	\$180.00
Application	\$130.00
Design review	\$50.00
Permit issuance	\$50.00
Inspections (per inspection) (2 minimum)	\$110.00
Additional deep probes	\$50.00
Additional perc holes	\$25.00
Repair Permits (complete job)	\$350.00
Renew permit	\$100.00
Inspection of existing systems/tanks	\$275.00
Follow-up inspection (if needed)	\$200.00
Inspection per Act 537	\$70.00
Dye test & follow-up inspection	\$400.00
Malfunction/Complaint/Violation (per hour)	\$170.00
Prepare SEO section of DEP Annual Report	\$80.00
Attend Twp meeting at request of Supervisors	\$100.00
Copies to replace lost permit/designs/etc...	\$100.00
Digging in the Archives (1 hour minimum) per hour	\$100.00

Fees for subdivisions

Site investigation (per visit)	\$150.00
Deep probes (2 probes for primary & reserve areas)	\$250.00
Pere test (12holes for primary & reserve areas)	\$250.00
Testing for replacement areas	\$700.00
Additional deep probes	\$50.00
Additional perc holes	\$25.00
Plan/Module review & signing	\$150.00
Inspection of existing systems for Planning Waiver	\$250.00

Section 4. Transient Trade License Fee

Transient Trade License	Fee	Note
One (1) license and one (1) operator	\$25.00	License is good for 30 days
Additional assistant(s)	\$25.00/per person	

Section 5. Equipment Rental Fees

****Renting equipment to other municipalities only****

Equipment	Hourly Rate
Backhoe	\$65/hr. plus operator
Dump Truck	\$50/hr. plus operator
Loader	\$85/hr. plus operator
Street Sweeper	\$85/hr. plus operator

Township Labor - Operator	Rate	Note
Labor Per Hour, Per Employee	TBD	Hourly rate based on pay and benefits. May include overtime, if applicable.

Section 6. Administration Fees

Non-sufficient fund check	Fee	Note
	\$50.00	Per occurrence; checks not resubmitted

Section 7. Open Record Request Fees

Rate	Note
OOR - Official RTKL Fee Schedule (pa.gov)	*Rates reviewed biannually

Office of Open Records – Official RTKL Fee Schedule	
<i>Updated December 22, 2020</i>	
Record Type / Delivery Method	Fee
Black & White Copies (first 1,000)	Up to \$0.25 per copy.
Black & White Copies (beyond 1,000)	Up to \$0.20 per copy. ¹
Color Copies	Up to \$0.50 per copy. ²
Specialized Documents ³	Up to actual cost.
Records Delivered via Email	No additional fee may be imposed. ⁴
CD / DVD	Up to actual cost, not to exceed \$1.00 per disc.
Flash Drive	Up to actual cost.
Facsimile	Up to actual cost. ⁵
Other Media	Up to actual cost.
Redaction	No additional fee may be imposed. ⁶
Conversion to Paper	Up to \$0.25 per page. ⁷
Photographing a Record	No additional fee may be imposed. ⁸
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record. ⁹

¹ A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper.

² A "copy" is either a single-sided copy, or one side of a double-sided copy, on 8.5"x11" or 8.5"x14" paper. Note that a requester may ask for black and white copies even if the original is in color and color copies are available.

³ Including, but not necessarily limited to, non-standard sized documents and blueprints.

⁴ If a requester asks to receive records which require redactions in electronic format and the agency is unable to securely redact the records by electronic means, an agency may print the records to provide for secure redaction, then scan them in for delivery by email. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁵ If an agency must print records to send them by facsimile, the agency may charge the fees noted above for B&W copies.

⁶ If a requester seeks records requiring redaction and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁷ If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the requester specifically requests for the record to be duplicated in the more expensive medium. See § 1307(d).

⁸ This assumes the requester is using his or her own camera, such as a cellphone camera, to photograph the records. See *Muenz v. Township of Reserve*, OOR Dkt. AP 2015-1021, 2015 PA O.O.R.D. LEXIS 1176. If redaction is required prior to the requester being granted access to photograph records and the agency is unable to securely redact the records by electronic means, an agency may copy or print the records to provide for secure redaction. Accordingly, the agency may charge the fees noted above for either B&W or color copies, as appropriate.

⁹ Under the RTKL, an agency may impose "reasonable fees for official certification of copies if the certification is at the behest of the requester and for the purpose of legally verifying the public record." The OOR recommends no more than \$5 per record to certify a public record. Certification fees do not include notarization fees.

Section 8. Kish Park

Pavilion Rental

Pavilion	Rate	Note
Orange – (All 9 rows)	\$60.00	*Pavilions are not rented by the hour. Payment is required prior to reservation date.
per row	\$6.75/row	
Green – (All)	\$60.00	
½	\$30.00	
¼	\$15.50	
Brown	\$50.00	
Gray	\$50.00	
Yellow	\$55.00	
Blue	\$55.00	
Scooter Car	\$55.00	
Red	\$50.00	
Cream	\$55.00	
Cedar	\$60.00	

Campground

Please read campground rules and regulations prior to visit

Campsites	Rate	Note
Sites 1 – 13	\$30.00/night	Water, sewer, electric and a/c hook-ups
Sites 14 – 18	\$20.00/night	Water hook-up only
Sites 19 – 28	\$25.00/night	Water and electric hook-ups
Sites 29 – 30	\$16.00/night	No hook-ups

Miscellaneous Campground Fees	Fee	Note
Firewood – Delivered to campsite	\$20.00	Available 6:00 – 2:00 p.m. M-F
Firewood	\$10.00/wagonload	Available at mini golf
Dump Station Fee (non-campers)	\$10.00	

Park Rental

Park Rental	Rate	Note
<u>PARK-APPLICATION-AND-RENTAL-AGREEMENT.pdf (www.derrytwp.info)</u>	See application for fees.	*Park use applications may also be picked up at Derry Township Office or e-mailed.