

## DERRY TOWNSHIP 2025 RE-ORGANIZATION MEETING

The Derry Township Board of Supervisors held its Re-Organization Meeting, Monday, January 6, 2025, 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 noted that there was a quorum present. 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 2025-1, reappointing Kelly J. Shutes as Township Manager/Secretary/Treasurer and to set her wages at Seventy-Four Thousand and Nine Hundred Sixty-Three Dollars and 20/100 (\$74,963.20) per annum for 2025. D. Warntz seconded the motion. Roll call vote: R. Napikoski, aye, D. Warntz, aye and J. Sipe, aye. Motion carried 3 – 0.

D. Warntz made a motion to nominate John T. Sipe for the position of Assistant Secretary/Treasurer and adopt Resolution 2025-2, appointing John T. Sipe as Assistant Secretary/Treasurer, recommending to the elected Auditors that there be no compensation for this position. R. Napikoski stepped from the Chair to second 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 direct the Secretary to send a letter to Buchart Horn, Inc. to provide engineering services up until June 30, 2025, voicing concerns over performance of engineering services. Renewal of the services agreement will be reconsidered at that time. J. Sipe seconded the motion. Motion carried 3 – 0.

J. Sipe made a motion to retain Tucker/Arensberg to serve as the Township Solicitor. D. Warntz seconded the motion. Motion carried 3 – 0.

J. Sipe made a motion to approve the township meetings for 2025 as follows:

the first and third Mondays of each month, with the exception of the February meetings which will be held the first Monday and the third Tuesday, and the September and December meetings which will be held the first Tuesday and third Monday of the month. Meeting time is 5:30 P.M., at the Derry Township Municipal Building, 73 Reserve Lane, Lewistown. The first meeting of each month will be the primary business meeting. The second meeting can be cancelled up to noon that day if there is no business to be transacted.

J. Sipe made a motion to appoint Kelly Shutes as the Voting Delegate at the 2025 PSATS Conference to be held May 4 - 7, 2025 in Hershey and authorizing Kelly Shutes to attend the 2025 PSATS conference from May 4 - 7, 2025 and Justin Allen to attend on May 4, 2025 and to authorize Township Solicitor, Timothy Searer to attend 2025 Solicitor's Seminar. D. Warntz 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 2025-3, to retain Page, SEO, Inc. as Sewage Enforcement Officers for Derry Township in 2025 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.

D. Warntz moved to approve the following:

to approve the 2025 Master Fee Schedule (attached).

Employees attending a school authorized by the Board of Supervisors for one day may be paid registration, \$20 expense and \$ .70 per mile for one round trip. When attending a school for more than one day, may be paid registration, \$35 a day expense and \$ .70 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.

D. Warntz 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 2025: New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, First Monday after Thanksgiving, Christmas Day, and Three Personal Days;

Overtime for 2025:

Full-time employees shall be paid time and a half for hours worked, over eight (8) hours per day and over forty (40) hours per week. Time and a half shall be paid for authorized work on holidays in addition to regular holiday pay. All compensable hours shall be used in the computation of overtime, except sick leave. There shall be no pyramiding of overtime payment.

Vacations for 2025: 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 2025: Fulltime employees receive ½ 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 ½ 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 2025: 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,

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

D. Warntz made a motion to approve the following:

Township office to close Wednesdays at 12 noon, June, July, and August 2025.

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

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

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

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

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

D. Warntz made a motion to appoint Kish Bank as Depository. J. Sipe seconded the motion. Motion carried 3 – 0.

J. Sipe made a motion to approve the following:

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

Appoint Phyllis Palm to serve as chairperson on the vacancy board.

Re-appoint T. David Filson to a four-year term beginning 1/1/2025 and ending 1/1/2029, to the Derry Township Planning Commission and re-appoint Kris Robb as an alternate beginning 1/1/2025 and ending 1/1/2029.

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

Re-appoint Michael Mowery to a three-year term beginning 1/1/2025 and ending 1/1/2028, as a member of the Derry Township Zoning Hearing Board.

Appoint Douglas Marks to a five-year term beginning 1/1/2025 and ending 1/1/2030 on the Derry Township Sewer Authority Board and appoint John E. McCullough to fill out the unexpired term of Leonard Moist, beginning 1/1/2025 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 1/1/2025 and ending 1/1/2026.

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

The Dog Park Committee has been asked to provide a list of their current members and officers for 2025.

Re-Organization concluded.

J. Sipe made a motion to approve the Minutes of the Monday, December 16, 2024 Budget Adoption Meeting and the Monday, December 16, 2024 Mid-Month Meeting. D. Warntz seconded the motion. Motion carried 3 - 0.

**SOLICITOR:**

Atty. Searer reported that the Jonathan Scott-Bey property is now being held in the Mifflin County Repository. The Township can place a sealed bid on the property. The Hummingbird Lane meeting has been scheduled for January 20, 2025 at 4:30 p.m.

**VISITORS:** None

**PUBLIC COMMENT:** None

**OLD BUSINESS:**

A complaint about stormwater issues on Sand Rock Road over the summer months was presented. Photos from June 2024 show several stormwater inlets overflowing and appearing to be clogged. Discussion held on remedies for the situation. The Roadmaster stated that this has been an ongoing issue due to the method of construction of the stormwater system in this development.

D. Warntz made a motion to place a bid of \$200 on the Jonathan Scott-Bey parcel # 16 ,20-0622-- , 000 that is currently in the Mifflin Co. Repository. J. Sipe seconded the motion. Motion carried 3 - 0.

**NEW BUSINESS:**

Burnham Goose, LLC/Wawa submitted DEP Component 3, 4A & 4B Planning Modules to be completed by the Township and the Sewer Authority. After the forms are completed, the Board of Supervisors will adopt the Resolution.

D. Warntz made a motion to approve Change Order # 1 in the amount of \$4,815.00 and Change Order # 2 in the amount of \$-6,008.84 for the Kish Park Renovation Project. J. Sipe seconded the motion. Motion carried 3 - 0.

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

D. Warntz made a motion to direct the Township Manager to execute the Engagement and Scope Letter from Boyer & Ritter for the 2024 Audit. 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 5:55 p.m.

DERRY TOWNSHIP BOARD OF SUPERVISORS

  
Kelly J. Shutes  
Township Manager

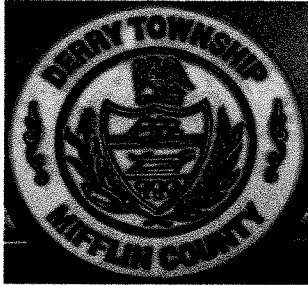


# WAGE RATES FOR 2025

1/1 - 12/31

Wage Rate Increases		2024	Jan-25	Jan-25	2024	Jan-25	Jan-24	2024	Jan-25	Jan-25		
Employee	Old Rate	2%	Base Rate	OT Rate	Old Rate	Sweeper/Tractor or Loader/Snowplow/Loader/Reo	OT Rate	Old Rate	2%	Grader/Backhoe/Regular	OT Rate	Vacation
Justin T. Allen	28.38		29.52	44.28	-		0.00	-			0.00	29.52
Kirk Pry	22.79		23.70	35.55	22.30	23.19	34.79	22.67		23.58	35.37	23.49
Glenn A. Erb	19.53		20.31	30.47	19.78	20.57	30.86	20.04		20.84	31.26	20.57
Barry L. Swartz, Jr.	18.88		19.64	29.46	19.15	19.92	29.88	19.40		20.18	30.26	19.91
Brian K. Baker	28.39		29.53	44.30	29.07	30.23	45.35	29.35		30.52	45.79	30.10
Joshua E. Garver	24.03		24.99	37.49	23.33	24.26	36.39	23.53		24.47	36.71	24.57
Kelly J. Shutes	34.65		36.04									8.00
(Weekly/Salary or (36.04 hr./1441.60 WK) - 2883.20)												
Holly M. Johnson	23.85		24.80	37.20								
Karen S. Kahley	16.85	17.87	17.52	26.28								
Chris A. Dobson	25.14		26.15									
rma J Fyer	13.69		14.24									
Shane M. Harpster	16.96		17.64	26.46								
Randy L. Leister	30.08		31.28	46.92								
Carolyn S. Mumper	27.16		28.25	42.38								
Michael Cherry, Jr	23.11		24.03	36.05								
Kenneth Shawer	22.44		23.34	35.01								
Karen Kahley 2% 7/8/2025												

Updated 1/7/25



Derry Township Board of Supervisors

# Master Fee Schedule

Effective: January 01, 2025

Table of Contents

Section 1. Building Development Permit, Inspection, Plan Review and Code Enforcement Fees..... 3

**Subdivision & Land Development Plan (SALDO) .....3**

**Zoning Permits.....3**

**Sign Permits.....3**

**Zoning Hearing Board Appeals.....3**

**Conditional Use Hearing.....3**

Section 2. Bureau Veritas North America..... 4

**RESIDENTIAL BUILDING FEE SCHEDULE .....4**

        New Stick Built .....4

        Modular & Manufactured .....4

        Additions .....4

        Miscellaneous Fees (Hourly charges include reviews, inspections, & administrative time accrued).....4

**COMMERCIAL NEW CONSTRUCTION FEE SCHEDULE.....5**

**COMMERCIAL ALTERATIONS FEE SCHEDULE .....6**

**COMMERCIAL ADDITION FEE SCHEDULE .....6**

Section 3. Utility Rates & Fees ..... 7

    ON-LOT SYSTEMS PERMITS/INSPECTION FEES 2025.....7

        Page, SEO, Inc. – Sewage Enforcement Officers – PO Box 67 Mifflintown, PA 17059.....7

Section 4. Transient Trade License Fee ..... 8

Section 5. Equipment Rental Fees ..... 8

Section 6. Administration Fees ..... 8

Section 7. Open Record Request Fees ..... 8

Section 8. Kish Park..... 9

**Pavilion Rental.....9**

**Campground.....9**

**Park Rental.....9**



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

Subdivision & Land Development Plan (SALDO)

Subdivision & Land Development Plan	Rate	Note
<b>Plan Review Fee – SALDO &amp; Zoning Reviews</b>	\$100.00	Per Review. Fee due with submission of application.

Zoning Permits

Zoning Permits	Rate	Note
<b>Zoning Application for Permitted Uses</b>	\$50.00	Basic Application Fee - (includes two (2) inspections)
<b>Square Footage for Zoning of Agricultural or Residential</b>	\$.05/sq. ft.	Calculated by multiplying Rate by Square footage
<b>Square Footage for Zoning of Industrial or Commercial</b>	\$.10/sq. ft.	Calculated by multiplying Rate by Square footage
<b>Failure to obtain Agricultural or Residential Permit</b>	\$150.00	
<b>Failure to obtain Industrial or Commercial Permit</b>	\$300.00	
<b>Skid Mounted Shed – up to 150 sq. ft.</b>	\$25.00	**Application fee waived, but shed MUST be an accessory to a permitted use
<b>Skid Mounted Shed – 151 – 500 sq. ft.</b>	\$45.00	**Application fee waived, but shed MUST be an accessory to a permitted use
<b>Certificate of Occupancy – Residential and Commercial</b>	\$40.00	
<b>Demolition Permit</b>	\$10.00	
<b>Logging Permit</b>	\$100.00	
<b>Driveway Permit</b>	\$50.00	
<b>Additional Inspections</b>	\$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
<b>0 – 10.9 sq. ft.</b>	\$20.00	.
<b>11 – 50.9 sq. ft.</b>	\$45.00	
<b>51 – 100.9 sq. ft.</b>	\$60.00	
<b>101 – 200 sq. ft.</b>	\$75.00	

Zoning Hearing Board Appeals

Zoning Hearing Board Appeals	Rate	Note
<b>Hearing Application Fee</b>	\$550.00	.

Conditional Use Hearing

Board of Supervisors	Rate	Note
<b>Conditional Use Hearing Application Fees</b>	\$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)

- o Change of Occupancy- \$77.00 per man hour
- o Daycare Inspections - \$100.00 + \$4.50
- o Swimming Pool, Fence, Demolition, Solar Panels- \$75.00 for 1<sup>st</sup> \$1,000.00 + \$7.00 for every \$1,000 after or Number of Inspections X \$77.00, whichever is higher. (Min. of \$100.00)
- o Consultations & Prelim Plan Review- \$77.00 her man hour
- o Plan Review (permit not issued)- 30% of projected Permit Fee
- o 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 2025

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

Phone – 717-436-2291

#### Fees for existing tracts/systems

Site investigation (per visit)	\$150.00
Deep probe	\$180.00
Perc 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
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
Perc test (12 holes 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
<b>One (1) license and one (1) operator</b>	\$25.00	License is good for 30 days
<b>Additional assistant(s)</b>	\$25.00/per person	

## Section 5. Equipment Rental Fees

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

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

Township Labor - Operator	Rate	Note
<b>Labor Per Hour, Per Employee</b>	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

## **Office of Open Records – Official RTKL Fee Schedule**

*Updated December 30, 2022*

Record Type / Delivery Method	Fee
<b>Black &amp; White Copies (first 1,000)</b>	Up to \$0.25 per copy.
<b>Black &amp; White Copies (beyond 1,000)</b>	Up to \$0.20 per copy.
<b>Color Copies</b>	Up to \$0.50 per copy.
<b>Specialized Documents<sup>3</sup></b>	Up to actual cost.
<b>Records Delivered via Email</b>	No additional fee may be imposed.
<b>CD / DVD</b>	Up to actual cost, not to exceed \$1.00 per disc.
<b>Flash Drive</b>	Up to actual cost.
<b>Facsimile</b>	Up to actual cost.
<b>Other Media</b>	Up to actual cost.
<b>Redaction</b>	No additional fee may be imposed.
<b>Conversion to Paper</b>	Up to \$0.25 per page.

Photographing a Record	No additional fee may be imposed.
Postage	Up to actual cost of USPS first-class postage.
Certification of a Record	Up to \$5.00 per record.

Click on link to see full schedule and comments...

<https://www.openrecords.pa.gov/RTKL/FeeStructure.cfm>

## Section 8. Kish Park

### Pavilion Rental

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

### Campground

\*Please read campground rules and regulations prior to visit\*

Campsites	Rate	Note
<b>Sites 1 – 13</b>	\$30.00/night	Water, sewer, electric and a/c hook-ups
<b>Sites 14 – 18</b>	\$20.00/night	Water hook-up only
<b>Sites 19 – 28</b>	\$25.00/night	Water and electric hook-ups
<b>Sites 29 – 30</b>	\$16.00/night	No hook-ups
Miscellaneous Campground Fees		
Miscellaneous Campground Fees	Fee	Note
<b>Firewood – Delivered to campsite</b>	\$20.00	Available 6:00 – 2:00 p.m. M-F
<b>Firewood</b>	\$10.00/wagonload	Available at mini golf
<b>Dump Station Fee (non-campers)</b>	\$10.00	

### Park Rental

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